Montessori Global Research Institute

Montessori Global Distance

2020-2021
FAMILY HANDBOOK

Kindergarten-Grade 12

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Montessori Global Research Institute (MGRI)

Montessori Global Online School

Affiliation/Accreditation

Montessori Global Research Institute (MGRI) is a private school recognized by the Florida Department of Education; with a member of the American Montessori Society (AMS) and the International Montessori Council (IMC); accredited by the National Accreditation Council (NAC); and recognized as a Florida Golden Seal school.

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Dear Parent/Guardian:

Welcome to the Montessori Global Online School at the Montessori Global Research Institute (MGRI)! In this handbook, you will find our vision and mission, educational philosophy, and informative materials regarding our online program.

We are a bilingual (English/Spanish), comprehensive program designed and dedicated to the holistic development of children in the K-12 continuum and pursuing an online academic course of instruction.

We value our relationship with your family and share the mutual goal of promoting a high-quality developmental and educational experience. The Montessori Global Online School follows the principles and pedagogy of a Montessori philosophy and method. We welcome children and families of all ethnic backgrounds, national origins, sex, abilities, and religions. MGRI Online School equally respects all beliefs and cultures.

MGRI is insured, licensed by the Florida Department of Children and Families, and registered with the Florida Department of Education. MGRI meet all local health, safety, and occupational regulations. We comply with all licensing regulations.

Feel free to contact us with any question or if you need more information regarding our program.

Sincerely,

MGRI Online School

MGRI Online Purpose, Vision, & Core Values

The purpose of MGRI Online is to provide a comprehensive educational experience guided by Montessori philosophy and pedagogy to prepare each individual for lifelong success.

Vision

We imagine a community of higher education and child development specialization that promotes optimal outcomes for a peaceful, productive, and harmonious world.

Core values

* Respect
* Integrity
* Diversity
* Inclusiveness
* Appreciation

PHILOSOPHY & PRINCIPLES

MGRI Online School operates with principles that recognize the unique characteristics of your child guided by the pedagogical and humanistic philosophy of Dr. Maria Montessori and others, as well as significant research findings in human growth and development.

Our online program is intended to provide a structured academic alternative that incorporates Montessori pedagogy and philosophy for families that are unable or refrained to have their child attend a face-to-face program. It does not replicate or substitute for the holistic experience of a face-to-face Montessori program.

All children and adolescents enrolled in any of our online bilingual (English/Spanish) programs are regarded with respect and treated as individuals. The student is seen within the appropriate developmental stage according to Montessori principles of 6-9 years (including kindergarten), 9-12 years, 12-15 years, and 15-18 years of age.

We respect the role of the families as educators and support them in preparing opportunities that meet the needs, interests, and abilities of their children. We strive to foster secure and trusting relationships with all families and provide assistance in facilitating learning in different environments.

MGRI is committed to standards of excellence in the relationships with families and their children and in the professionalism of our staff. MGRI has chosen to offer an online school program of education consistent with the recommendations of the Florida Department of Education (FDOE), the American Montessori Society AMS), and the International Montessori Council (IMC).

MGRI Online School follows the five objectives outlined in the National Education Technology Plan 2010 (DOE) for the foundation of our educational ecosystem: learning, assessment, teaching infra- structure, and productivity:

1. **Learning:** engaging and empowering all learners through effective learning experiences that prepare them to be active, creative, knowledgeable, and ethical participants in our globally networked society.
2. **Assessment:** measuring what matters to leverage the power of technology by using assessment data for continuous improvement.

3.   **Teaching:** engaging professional Montessori educators to provide personalized and individualized learning experiences for students.
4.   **Infrastructure:** enabling all students and educators to access a comprehensive infrastructure for learning.
5.   **Productivity:** using the power of technology to transform our educational system to improve learning outcomes.

Non-Discrimination Policy
We provide an environment that is free from discrimination of any type, including discrimination based on race, color, religion, sex, national origin, age, ability, or any other characteristic protected by law.

ACADEMIC PROGRAMS
Kindergarten (5 years)
Kindergarten children are encouraged to become independent, engaged, and autonomous learners as they prepare to transition into an Elementary program. Kindergarteners are introduced to progressively more advanced concepts across all subject areas.

Elementary I (6-9 years) & Elementary II (9-12 years)
Dr. Montessori described this stage as the second plane of development, where the elementary child has moved from a state of physiological and psychological independence into one more of mental and intellectual independence. The elementary child's interests and abilities expand into abstraction, imagination, and peer interactions, with an increased awareness of morality, justice, fairness, and culture. While the focus of the earlier plane of development was mostly on the self, the elementary child becomes more focused on others, particularly the local community of family and friends.

Secondary I (12-15 years) & Secondary II (15-18 years)
According to Dr. Montessori, the adolescent years are described as the third plane of development with an emphasis on social and economic independence. The young adolescent person is characteristically sensitive to issues of social justice, personal dignity, and a sense of belonging, while strongly influenced by idealized heroes and role models and an expanding awareness of the global community. Growing intellectual, academic, and cognitive abilities are activated by an intrinsic motivation and search for meaning.

HOURS/SCHEDULE
The online school operates from 8:30-3:30 Monday, Tuesday, Thursday, and Friday; Wednesday 8:30-2:30.

The Montessori Global Online School follows the Volusia County School academic calendar for the school year from mid-August to the end of May, including most holidays and teacher planning. We observe fall, spring, and winter breaks in addition to being closed on Federal holidays.

MGRI ONLINE
The K-12 MGRI Online curriculum is rigorous and comprehensive and is aligned with Florida Standards to ensure a quality education.

The Montessori Global Online provides the centralized structure to access K-12 lessons, live class links, and other instructional tools in the MGRI academic program. The system provides access for parents to log student attendance, follow their progress, facilitate lesson planning, and access supplemental teaching. Access to the system requires a connection to the Internet through an Internet Service Provider (ISP) and a unique login for enrolled families.

MGRI Online uses the Moodle online learning platform; Zoom software for community meetings, webinars, presentations, and parent or individual student conferences; and Seesaw, IXL, and Khan Academy programs for online lessons and assignments.

Services offered:

      Curriculum guidance and counseling

      Maintenance of all academic records

      Educational and developmental assessment

      Resources

      Extracurricular activities

      Online courses

      Parent events, seminars, and workshops

      Secondary II/Secondary II counseling for graduation requirements

      Guidance during transition to college/university

MGRI Online assesses your child's educational progress during the school year and provides transcripts for enrolled students. We award diplomas to Secondary II students who complete all Florida Department of Education requirements for graduation.

MGRI Online follows the standard diploma graduation criteria of the Florida Department of Education:

Subject	Courses	Notes
Language Arts	4	ELA 1, 2, 3, 4
Mathematics	4	Algebra 1, Geometry inch; 1 Computer Science allowed
Science	3	Biology 1, 2 labs included; 1 Computer Science allowed
Social Studies	3	World History, US History, US Government, Economics
Arts	1	Fine, Performing, Practical Arts, or Speech & Debate
Physical Education	1	Integration of health included
Electives	8	
Total Credits	24	

Graduation Program Planning
FloridaShines provides an array of academic advising, career readiness and online learning resources for students and parents. These state-funded academic advising services are available for Secondary II students to prepare for college or a career after graduation by enabling them to evaluate their progress toward Secondary II graduation, college and career readiness and Bright Futures scholarship eligibility. In addition, they can explore Florida's college and university offerings (both traditional and online programs), learn about financial aid and apply for admission.

Transcripts
Final Transcripts will be available for request to MGRI Online thirty (30) days after the graduation ceremony.

Advising Services
Counseling services are available for all MGRI Online students, including the following:
▪ Academic
▪ Career
▪ Personal
▪ Parent Conferences
▪ Group Sessions

Career Readiness
All students have access to career advising and career exploration experiences throughout the year. Career advising helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Career exploration experiences take the form of interactive presentations with professionals, job shadowing, field trips, internships, and courses designed to expose students to the different career clusters.

For the 2020-21-school year, MGRI Online has career-focused opportunities with a range of exploration and advising features:
• Elementary students will be virtually connected to professionals in a variety of occupations through interactive live sessions.
• Secondary students participate in service learning and career education to gain skills in a specific field, while participating in student competitions, internships, and possibly receive college credit. Students will be assisted to define their aptitudes and talents, helping to make them college or career ready by graduation.

MATERIALS & TECHNOLOGY
Course Materials
Students will be provided with textbooks to use in specific subjects; however, the majority of coursework will be assessed online through the various programs, resources, consultations, and community meetings. Students will be expected to return texts at the end of each course.
All instructional materials, including computer equipment and related hardware, are provided by the parents. Each student is required to have his/her own computer in order to participate fully in the school program.

Personal Computer Designated for Educational Purpose
Consistent Internet access is a requirement for enrollment in the MGRI Online School.

- If you have a dial-up Internet connection, an extra phone line is needed for each additional computer in order to access the online system. MGRI does not cover the cost for the setup of a phone line or internet cable services at your home.
- If you have a cable or DSL Internet connection, a router or other network device is needed to enable an Internet connection to all of the computers. MGRI does not cover the cost of the networking hardware, Wi-Fi adaptors, nor the cost of setting up the network.
- Parents are responsible for any maintenance needed for each computer, including software upgrades and regular computer virus checks.

Computer Use Policy

Access to the Internet, MGRI website, and resource networks provided to you as a result of your enrollment in MGRI are intended to serve and pursue educational goals and purposes. Communications and online access should be conducted in a responsible and professional manner reflecting the school's commitment to honest, ethical, and non- discriminatory practice. Therefore, the following are prohibited:

- Any computer use (at home or school for educational purposes) that violates federal, state, local law, ordinance or regulation, including unauthorized online disclosure, use, or dissemination of personal identification information of minors in compliance with the Children's Internet Protection Act (CIPA, 2000).
- Knowing or reckless interference with the normal operation of school computers, peripherals, or networks.
- The use of MGRI internet-related systems to access, transmit, store, display, or request inappropriate materials or access inappropriate websites, including the downloading or installation of photos, electronic images, games, online programs, or Internet-based music.

Families may be held financially responsible for the negligent or willful damage of school Internet and applications linked to the K-12 online program.

STUDENT EXPECTATIONS

Community Meetings

Class sessions (Community Meetings) are the social and academic foundation for all MGRI Online programs. All students are expected to attend Community Meeting sessions as scheduled for each semester.

Community meetings are conducted through the Zoom platform. Tutorials for the use of Zoom are available at https://support.zoom.us/hc/en-us.

Community Meeting attendance and participation are part of students' grades.

Recordings will be made available for students who missed class. If the student is unable to view the recording within one day, s/he needs to contact the assigned faculty.

Students not attending required Community Meeting sessions and not earning a passing grade in a course may be considered truant for non-attendance. All attendance policies apply.

Online Etiquette

When an MGRI student logs into Community Meeting or online communication it is equivalent to walking into a Montessori classroom; respectful behavior is expected.

Students should dress appropriately for school attendance and be located in a classroom-like setting that is free from distractions. Cell phones, tablets, or any other electronic device are not permitted during any MGRI Online session. Communication with faculty or other students should follow social norms of exchange, with proper language and voice levels. Improper behaviors are not acceptable, such as gestures, facial expressions, or purposeful distractions.

Inappropriate behaviors include insulting, obscene, degrading, or harassing language, or the use of any MGRI program for purposes other than intended for.

Student Code of Conduct

Logging into a live class session with a name other than your own is not permitted.

The username and password should not be shared with anyone. You are responsible for all activity that is associated with your username and password.

Posting anonymous messages is not permitted unless authorized by the course's online faculty.

Impersonating another person is prohibited.

Change your password(s) frequently as recommended, at least once per semester or course.

Do not publicly post your or anyone else's personal contact information (address and phone number).

Do not publicly post any messages that were privately sent to you.

Do not download, transmit or post material that is intended for personal gain or profit, non- MGRI commercial activities, non-MGRI product advertising, or political lobbying on an MGRI instructional resource.

Do not visit any websites unrelated to school purposes.

Do not use MGRI instructional computing resources to sell or purchase any illegal items or substances.

Do not upload or post any software on MGRI instructional computing resources that are not specifically required and approved for your assignments.

Do not post any files, compressed video, or other non-instructional files to any MGRI server.

Do not knowingly or intentionally provide false or misleading information which may injure another person's reputation or disrupt the operation of the school.

Concerns, accusations, misbehaviors, or violations of this code of conduct will be reviewed by MGRI faculty and administration. Depending on the nature of the episode, parents may be notified by telephone and confirmed email for a discussion and proposed outcomes. Outcomes may include discussion with the child; written agreement and/or improvement plan; verification of computer, software, or file correction; or adjustment of student assignments or records. Serious breach of conduct may result in suspension or dismissal. All communication with any incident will be documented in writing with the parents; confirmed email messages and replies are considered appropriate documentation. Texting, social media, or telephone conversation are not approved communication methods.

PARENT EXPECTATIONS

Upon enrollment, parents agree to:

- provide continuous Internet service and make sure the student has daily access to participate in the Montessori Global Online School activities;
- supervise and monitor the student daily, to ensure he/she is in attendance and appropriately engaged in online Community Meetings (CM), behaving properly, and completing assignments;
- enter attendance time in the school system each day;
- ensure the student attends a minimum of 5 hours per day as required for 1st - 12th graders, and 2½ hours daily for a kindergarten student;
- communicate with or respond to MGRI staff in a respectful, courteous, and timely manner regarding student education.

Parents should not give their students access or permission to use their parent login information. Student logins only permit access to lesson information and curriculum progress. Student logins are required for all students.

SUPPORT

Student Individualized Support

Upon enrollment, the assigned faculty conducts a parent orientation which will support you in your role to facilitate your child's successful learning, including the requirements of the program, how to navigate the various platforms, how to access your child's daily plan, how to log attendance, and how to participate in our live and electronic classrooms.

MGRI faculty and administration are always available to address any concerns, questions, or difficulties that you and/or your child have during matriculation. Please notify us via email (or follow up any telephone or personal conversation) any we will respond within 2 business days.

Family Support

We offer support to families and students during times of family crisis and aid in prevention. MGRI has provided a page on our website to offer resources for difficult issues such as bullying, suicide prevention, mental health issues, substance abuse, grief and loss, missing children, and temporary food and shelter needs.

In addition to resources on the website, MGRI parents and students may access the SpeakOut Hotline at 1-800-423-TIPS (8477) to report a bullying concern, potential teen suicide, or any other school safety concern. Any family member may contact their school advisor or assigned faculty during a crisis need.

FACULTY ASSIGNMENT

Each student enrolled in MGRI is assigned to a faculty who shall be primarily responsible for that student's academic development and achievement. If a student needs supplemental services, another faculty may be assigned to work with the student. The assigned faculty and the supplemental faculty will work together to support the students' performance and achievement. Faculty will provide critique and feedback on students' assignments and work on an ongoing basis.

At any time during the school year, it may be necessary to reassign students to a different teacher or support staff member, although every attempt will be made to minimize the number of reassignments.

Parents who have concerns with the staff or assigned faculty(s) are requested to make an effort to resolve the difficulties by discussing directly with the person. If the concern continues to be unresolved, parents should contact the faculty supervisor.

ENROLLMENT

Application for enrollment can be made with the MGRI administration or online. Acceptance of enrollment is determined by the developmental and educational characteristics of your child, availability of openings for the proper placement, and your child's status with any prior school.

MGRI Online School does not enroll students with expulsions, suspension, or disciplinary records.

For the success of your child, placement in a course level is determined by developmental and educational characteristics than by chronological age.

Documents

The following documents are necessary before a student can be enrolled into the MGRI Online School:

enrollment form/online enrollment

copy of birth certificate

proof of state residency (Rental or lease agreement with the signature of the owner/landlord and the tenant/resident, deed or title to residential real property, mortgage bill, home utility bills (including cellular phone), medical documents, employee documents, etc.)

release of school records form

achievement tests or other standardized test scores

previous school report cards

transcript from previous school (for secondary students)

special education documentation (IEP) if applicable

Student Age

Students enrolling in kindergarten must be five (5) years old on or before September 1st of the school year in which they are enrolling.

To be accepted for enrollment MGRI Online School a student must be able to complete all Florida graduation requirements by their 22nd birthday. Any students who turn twenty-two (22) years old prior to the first day of school of the school year in which they are applying are not eligible for enrollment.

Parents must also review and agree to the Parent Expectations during the enrollment and registration process.

Registration

Registration for the following school year begins in March and continues through July. Re-enrolling families will need to complete the online re-registration on the MGRI website.

Military Access to Student Information

Unless a parent or legal guardian requests otherwise, federal law requires that all schools and colleges provide military recruiter's access to students. This access to students includes the release of names, addresses, and telephone numbers. The school will release information to military recruiters unless a student's school counselor receives a formal written request from the parent asking that his/her information be withheld.

Change of Address

Parents should notify the school within 2 weeks of a change of address.

TUITION & FEES

Tuition is determined by your child's developmentally appropriate program. It is calculated accordingly as expressed in your payment plan and fee structure (Appendix A.5).

Upon acceptance of enrollment, parents agree to a 10-month academic year commitment and are responsible for the entire tuition regardless of voluntary withdrawal. Tuition will be due for the full month if expulsion or termination is initiated by MGRI Online, and any prepaid tuition beyond that month will be refunded.

Note that tuition applies to maintain your child's enrollment regardless of attendance or absences, whether due to illness, vacation, or holidays. Tuition, registration, and materials fees are not refundable.

A tuition discount of 5% will apply to the oldest sibling; 5% will apply for each next oldest subsequent

sibling. Full materials fees apply to each sibling. Five month and ten-month tuition payments will be discounted.

Payment is accepted by cash, credit card, direct bank deposit, or check. Tuition is due in full the first business day of each month and a late fee of $50 will apply beginning the fifth business day. There will be an additional late charge of $50 for each week of nonpayment; a child will not be admitted after a month of nonpayment. Weekly tuition payments are due the Friday prior to the week of care needed with no grace period; a late fee of $10 per day will apply.

A returned check will be charged $50.

The registration fee will be applied upon initial enrollment and will not be charged again if your child maintains continuous enrollment.

The materials fee is charged for the school year of each individual child and is used for textbook rentals and curriculum enrichment.

Please notify the administration a minimum of two weeks in advance of withdrawing your child.

ATTENDANCE, TARDINESS, ABSENCES, & WITHDRAWAL
Students' consistent minimum of 5-hours daily attendance is important for successful educational and social development. Parents are responsible to keep attendance records. Please notify MGRI if your child will be absent for the day or for any length of time.

Attendance Policy
Students between five (5) and eighteen (18) years of age are mandated by Florida law to attend public school, private school, or a state institution.
   a. MGRI students are allowed no more than 5 unexcused absences per semester and no more than 10 unexcused absences per school year.
   b. Excessive excused absences may result in further inquiry from the Head of School and request for additional documentation.
   c. A student who turns 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board.
   d. The school district must notify the student's parent of receipt of the student's declaration of intent to terminate school enrollment.

According to Florida law, MGRI full-time students from 5-18 years old are required to meet a minimum of hours of attendance. http://www.fldoe.org/schools/school-choice/private-schools/requirements-for-private-schools.stml)
6A-1.09512 Equivalent Minimum School Term for Compulsory Attendance Purposes.
Any child of compulsory school attendance age, who is enrolled in a non-public school pursuant to Section 1002.42, F.S., shall be deemed to be in compliance with the compulsory attendance requirements of Section 1003.21(1)(a), F.S., provided the child maintains regular attendance during the entire school term of either:
    (1) One hundred eighty (180) actual school days determined as prescribed by Section 1011.60(2), F.S., or

(2) A minimum of one hundred seventy (170) actual school days and the hourly equivalent of one hundred eighty (180) actual school days, determined as prescribed below:
    (a) Kindergarten: Five hundred forty (540) net instructional hours.
    (b) Grades 1-3: Seven hundred twenty (720) net instructional hours.
    (c) Grades 4-12: Nine hundred (900) net instructional hours.

Rulemaking Authority 1001.02, 1011.60(2) FS. Law Implemented 1002.42, 1003.21, 1011.60 FS. History–New 4-21-80, Formerly 6A-1.9512.

Each assigned faculty will meet with students online through one-on-one conferences and daily Community Meetings to provide lessons, assignments, and for necessary support. Academic activities are monitored according to the respective remote learning program. Without an accepted excuse, a student who does not attend a scheduled one-on-one conference or participate in a required daily Community Meeting will be considered truant.

Assigned faculty may also request an additional face to face assessment and/or written work samples in order to place the student appropriately within the online school curriculum.

The online school daily plan will reflect daily activity focusing on completion of the core curriculum including mathematics, language arts, sciences, and social studies.

Attendance can only be entered for completed lessons. If attendance is logged for a student but there is no evidence of course work or supplemental resources being completed, MGRI will conclude that the student has not attended classes and the attendance hours will be adjusted accordingly.

If there is a discrepancy in the amount of attendance hours or submitted work in relationship to the student progress, the assigned faculty will request evidence of completed work. If the requested work is not submitted, the teacher will adjust the reported attendance hours accordingly.

For online lessons that do not have written work but instead include the use of manipulatives or online activities the parent may submit pictures of the student completing the assignment along with an activity log and amount of time spent on the lesson.

Tardiness
Punctual and regular attendance is significantly important for your child's successful learning and integration into the social community. Please notify MGRI if your child will be late or absent. Community meetings, courses, and activities are scheduled in advance. A student who arrives online late will receive a notice of tardiness. One or more hours late in a day will equal an absence, and five tardiness notices will equal one absence. A student with twenty of more absences in the school year must attend a week of summer school (additional fees will apply) in order to receive full credit for the year.

Absences
If a student's attendance rate drops below 90% in any grading period, the student will be referred to the Head of School for consultation.
Excused school-related absences are not included when evaluating excessive absences.
State law requires the disenrollment of a student after ten (**10**) consecutive days of unexcused absence.

Minors between the ages of fourteen and eighteen years of age who drop out of school, or who accumulate 15 unexcused absences in any 90-calendar-day period, will not be issued a learner's permit or will have their driving privilege suspended by the Florida Department of Highway Safety and Motor Vehicles.

Please notify the MGRI office at least one week in advance if you will be withdrawing your child or planning a vacation.

The following factors are considered to be "reasonable" excuses for not logging into the online school:
- Personal illness – written physician's statements may be required to verify extended or repeated illness
- Death in the immediate family -documentation is required
- Observation or celebration of a religious holiday
- Other cause as determined by the Head of School

Technical Issues
Computer problems are not valid reasons for seeking extended time on assignments, test due dates, or as a reason why a student has not been working in his/her assigned courses or attending Community Meeting sessions.

Any instance where technical difficulties are a problem with the computer or other hardware or software, it is required that the parent contact technical support immediately so qualified technicians can assist in resolving the problem. Valid proof of the technical problem must be reported to the academic advisor or assigned faculty within 24 hours.

The computer is the student's classroom and needs to be available every school day. A student should have alternative ways to access the Internet, such as a library or family member's computer.

Truancy Policy
Florida law requires school attendance for all students between the ages of 6 and 18. MGRI defines student attendance as the time a student has spent attending classes, completing coursework and assignments, and taking part in additional educational opportunities which provide a new learning experience. Attendance hours must meet the state requirements, or a student will be considered truant. MGRI recommends that parents or assigned faculty log attendance hours daily. Please be advised students who do not attend school for 72 consecutive hours, without a valid excuse, will be considered truant and are required to be withdrawn from the MGRI Online School.

To avoid issues with absence or assignment due dates, communicate with faculty and academic advisors regarding any planned vacations or illnesses that may be misinterpreted as truancy. Communication must be with parental email address and will be verified; telephone, text, or social media are not valid methods of communication.

Note that MGRI Online School has legal obligations to report with appropriate authorities a student's withdrawal due to truancy.

Withdrawal Process
Parents who decide to withdraw their student from MGRI should notify their assigned faculty and the education advisor. The assigned faculty contacts the parent to ascertain the reason for withdrawal. Parents will be requested to complete the online Parent Withdrawal form (Appendix A.8) in order for the school to begin the withdrawal process.

Parents need to inform MGRI Online at least 30 days in advance of the intent to withdraw their child. Tuition will be charged for the full month of the child's final attendance Tuition will be charged for the full month of the child's final attendance plus tuition for the following month in the case of failure to notify 30 days in advance.

The parent must inform MGRI which public, private, or homeschool program the student will be attending following withdrawal from MGRI. All attendance hours and progress are recorded in MGRI Online through the last day of enrollment.

The MGRI staff will process the withdrawal, inform the residential school district, and send records to the stated school of intent.

Re-Entry Policy
A student that withdraws or is terminated from the program is not eligible for re-entry until two academic years have passed.

STUDENT PROGRESS, ASSESSMENTS, & EVALUATIONS
The Montessori perspective follows three-year stages of development rather than specific chronological age: 0-3, 6-9, 9-12, 12-15, and 15-18 years. These stages represent cycles of characteristics that apply to the growth, learning, and development of an individual. Therefore, although the online MGRI program aligns with the Florida Education Standards by grade level, our evaluations and assessments apply within the respective developmental stage. As a result, the determination of a student's performance is within these three-year stages and not restricted solely by expected grade level. Faculty is alerted to a student's relative performance by these standards and individualizes the curriculum focus necessary for progress.

The Montessori Record (MRx) and MAP Growth are used as assessment, evaluation, data management, and reporting systems that provides national and state performance and growth norms for the screening and progress monitoring of curriculum skills for all students in Kindergarten through Grade 12.
An evaluation of a student's abilities is typically monitored three times per academic year: at entry or beginning of an academic year; at midterm; and at completion.
Ongoing assessments of a student's performance and engagement are conducted regularly throughout the academic year.

MRx monitors the student's status in the Montessori curriculum according to respective stage. This is a record of the specific lessons that have been presented, the child's initiative to practice the lesson, and the mastery of the lesson. These entries are regularly updated, and parents have access to them through a parent portal, as well as supplemental resources and information from which can be implemented in a home environment. Although the Montessori curriculum lessons are intended to be introduced, practiced, and mastered within a face-to-face environment, MGRI Online faculty selectively present lessons that can be adapted to an online experience.

MAP Growth is a system of evaluating, assessing, analyzing, and reporting student academic progress that is both normative based and individualized. This system meets all the K-12 standards and requirements of the Florida Department of Education. Four mandatory individual MAP assessments are conducted on the MGRI campus in August, October, March, and May.

In addition, MGRI Online provides an individual quarterly progress report (October, January, March, and May) for each student's participation, attitude, work habits, learning style, and academic performance.

Face-to-Face Required Activities

State regulations require that students in online schools have face-to-face contact with school representatives. MGRI requires that students have four (4) face-to-face contacts during the school year, ideally one each quarter. These include any in-person or online activity hosted by MGRI representatives, such as school-wide events, test sessions, meetings, and teacher hosted outings. Face-to-face contacts may be between the enrolled child and any MGRI representative. It is the parent's responsibility to ensure that the required number of face-to-face contacts takes place.

All face-to-face activities are displayed in the online calendar and other communication formats. Make sure to check our online calendar weekly for new additions throughout the school year.

Families incur the expense of the admission charged by any outing events.

School Sponsored Publications & Productions

Under MGRI direction and supervision, students may participate in publications and productions. "Publications" may include audio, visual, or written materials, tapes, banners, films, pamphlets, notices, newspapers, books, or other like materials. "Productions" may include theatrical performances, speeches, skits, and impromptu dramatic presentations.

Parents will be informed in advance of any proposed project or assignment. MGRI will be mindful or maintaining fairness, equal opportunity, professionalism, and will not permit discrimination or inappropriateness of any kind.

MGRI Online reserves the right to exercise editorial control over school-sponsored publications or productions, or to prohibit such publications or productions in their entirety if deemed necessary.

ENGLISH AS A SECOND LANGUAGE (ESL)

MGRI Online is a bilingual program that provides instruction in a child's home language of English or Spanish while giving opportunities and experiences in the alternate language. A child is not forced or expected to perform in a second language.

DISTINCTIVE DEVELOPMENT & LEARNING

Every reasonable effort will be made to accommodate a child considered with distinctive development or learning abilities according to the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

If your child has any special need, please notify the Administration in advance. We will make all necessary accommodations whenever possible.

In order to comply with the ADA and the IDEA, a confirmed professional diagnosis applicable to the child is necessary, including a most recent IEP if applicable; an updated IEP will be requested if necessary. Please provide any relevant documentation, including records, evaluations, reports, and assessments.

PARENT CONFERENCE

Four face-to-face conferences are required during the school year. However, your assigned faculty may request a conference with you to help better understand your child's educational and developmental process. In some circumstances, in order to best improve the success of your child MGRI may request a home visit. A conference may be conducted in person or online.

Your observations, questions, and comments are appreciated. For situations which cannot wait until conference time, please request an appointment to meet with faculty and/or administration.

COMMUNICATION WITH MGRI ONLINE

The MGRI website is the main source of information for MGRI Online; families enrolled in the Online School will have an individual log in. Please access the site to keep abreast of any announcements, calendar, news, memos, or scheduled upcoming events.

Communication with MGRI Online faculty or administration should be through the school email. Please confirm your receipt of any messages from MGRI. Telephone communication should be validated by email; texting or social media are not acceptable forms of communication.

PARENT EVENTS

There will be events throughout the year aimed at family participation and increasing your understanding of the Montessori philosophy and our school. Check the school calendar for scheduled events.

CONFIDENTIALITY

All information obtained about the programs, children, families, and staff, including knowledge of personal situations, conversations, and events, is to be respected as confidential under all circumstances.

Release of information about your child requires a specific written authorization by the parent or legal guardian. The identity of children and their families may only be released in instances of professional necessity, upon written request by parents to release school records to the third party, or upon written permission by parents to release information such as their phone numbers and home address to other parents.

Student online information is password protected or encrypted before transferred over the internet and it can only be decrypted by another party employed or assigned by MGRI.

Parents and students should be careful not to share their K-12 MGRI Online username and password with any unauthorized individuals. In any case, where a parent or teacher believes the online security has been compromised, the parent should use the steps provided to change the username and password.

STUDENT RECORDS

Child records are available for review by request of the authorized parent/guardian as prescribed by Florida Department of Education (DOE) regulations and the federal Family Educational Records and Privacy Act (FERPA).

These records include enrollment information, academic records, disciplinary records, attendance records, parent conferences, assessments, and evaluations.

ACADEMIC INTEGRITY

MGRI prevents cheating and plagiarism by reviewing appropriate sources and references of information, including the proper use of the internet and teaching students the value of academic integrity, proper attribution, and authentic writing.

Cheating, plagiarism, and inappropriate collaboration are examples of a violation of integrity. Cheating is a

student obtaining or attempting to obtain or aiding another to obtain credit for work by any misleading means. Cheating includes but is not limited to: lying; copying from another's work, test or exam; exchanging answers or questions of a test; taking or receiving copies of an exam; using or displaying notes, cheat sheets, or using internet or electronic devices without faculty's permission.

Plagiarism is the use of another source of ideas, material, or information without proper referencing. To avoid plagiarism, everything that is not a students' own original work needs to be documented. This includes printed matter, audio-visual material, online material, interviews, dissertations (published and unpublished), and media sources.

All work submitted by a student is assumed to be completed by the student. The student is responsible for following the standards of properly quoting, citing, and referencing any source of information that is not the student's own words. MGRI requires formatting criteria as defined by the standards of the American Psychological Association (APA) Manual, 6th edition.

Concerns, accusations, suspicions, or confirmations of academic integrity will be reviewed by MGRI faculty and administration. Depending on the nature of the episode, parents may be notified by telephone and confirmed email for a discussion and proposed outcomes. Outcomes may include discussion with the child; written agreement and/or improvement plan; resubmission of assignments, or loss of assignment credit. Serious breach of conduct may result in suspension or dismissal. All communication with any incident will be documented in writing with the parents; confirmed email messages and replies are considered appropriate documentation. Texting, social media, or telephone conversation are not approved communication methods.

Use of Copyrighted Materials
All materials in the courses are copyrighted and provided for use exclusively by enrolled MGRI students. Enrolled students may print or photocopy material from the website for their own use but distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Users do not upload, download, transmit or post copyrighted software or copyrighted materials, materials protected by trade secrets or other protections using MGRI computer resources. This includes copyrighted graphics of cartoon characters or other materials that you found that may appear to be non- copyright protected.

Monitoring use of MGRI Online System
MGRI reserves the right to review any material transmitted using MGRI instructional computing resources or posted to an MGRI instructional computing resource to determine the appropriateness of such material. Examples of material transmitted or posted are emails, chats, computer downloads to MGRI computers, and other material considered inappropriate.

MGRI may review this material at any time, with or without notice. Students and parents using MGRI instructional computing resources   should   have no expectation of privacy regarding all material found or transmitted on these resources. Email transmitted via MGRI instructional computing resources is not private and may be monitored.

ANTI-BULLYING

MGRI Online believes in providing an educational environment for all students, faculty, and families that is free from harassment, intimidation, or discrimination. The guiding principle for our school is to "Be Kind".

Bullying means any repeated and pervasive written, verbal, or electronic expression, physical act, or gesture as a willful, conscious behavior that is designed to hurt, injure, threaten, embarrass, distress, or frighten another person.

MGRI will not tolerate any form of this behavior. Faculty continually review with students about the importance of developing and maintaining peaceful, respectful, and caring interactions and relationships within the school community. Faculty will correct, facilitate, and intervene when necessary to address bullying behavior with the intent to support the student in developing self-regulation and the importance of compassion.

Concerns, accusations, suspicions, or confirmations of bullying or any form of harassment will be reviewed by MGRI faculty and administration. Depending on the nature of the episode, parents may be notified by telephone and confirmed email for a discussion and proposed outcomes. Outcomes may include discussion with the child; written agreement and/or improvement plan; loss of assignment credit; or participation in counseling. Serious breach of conduct may result in suspension, dismissal, or notification to law enforcement. All communication with any incident will be documented in writing with the parents; confirmed email messages and replies are considered appropriate documentation. Texting, social media, or telephone conversation are not approved communication methods.

QUESTIONS, CONCERNS, AND GRIEVANCES

If you have any questions, concerns, or problems regarding your child or any other aspect of the program please bring it to our attention.

You are encouraged to respectfully speak directly with the person involved at an appropriate time and manner. Of course, do not begin discussions with faculty or other staff in the presence of students. If you are not satisfied after this approach, discuss the matter with the administration.

The MGRI administration is available for consulting on any issue that has not been addressed to your satisfaction.

Once again, we thank you for trusting us in sharing the experience of your child's education.

The assigned faculty is the first point of contact for an expression of grievance, informal or formally written. If the assigned faculty is the subject of the grievance, the issue should be settled through communication with the faculty supervisor.
If the subject of the concern is another school employee and cannot be settled at the faculty/supervisor level, the parent or legal guardian should bring the concern to the Director of Operations in writing. The Director of Operations will respond to the parent's written note of concern within 48 business hours of receipt.
If the issue or grievance is not resolved within 10 working days, the parent may bring the issue to the Head of School. The Head of School or designee will respond within 48 business hours of initial parent or administrator notification of the grievance.
If the matter cannot be settled satisfactorily, it may be brought before the MGRI Board of Directors. The president of the Board must be notified of the matter by the Head of School and/or the parent prior to the

scheduled meeting.
Note that all formal communication should be by email to the school address or by written explanation. Text message or social media are not considered professionally appropriate methods of communication.

Who/When to Call
The name of the MGRI Online assigned for the following responsibilities will be provided at enrollment:
Assigned Faculty
Class content and curriculum questions; graded work; working ahead or catching up; assignment submissions; all course issues; set up orientation and conferences, daily attendance and progress monitoring, state test scheduling; graduation, ACT, SAT, PSAT, and other testing questions.
Academic Advisor
Online orientation questions; supplies and materials; change of address or email; set up parent-faculty conferences; attendance and progress monitoring; time management; setting up your learning environment; unresolved faculty/student issues; state test scheduling.
Intervention Specialist
Course Assistance; Class Content Questions; IEP accommodations or modifications, Special Ed policies, extracurricular activities, summer classes, state testing.

HANDBOOK ACCEPTANCE
MGRI policies are available in the Family Handbook for review by parents and students. MGRI will follow all policies and procedures and will act accordingly to hold parents and students accountable. The Family Handbook may be amended at any time as needed and required by the daily activities and directives of the MGRI administration and/or Board of Directors and in accordance with state law.

Please acknowledge the receipt of this Family Handbook by signing the Attachment A.6 form.

Once again, we thank you for trusting us in sharing the experience of your child's education.

MGRI Online School Administration

MGRI ONLINE SCHOOL

2020-21 Family Handbook

Kindergarten-Secondary (Grades K-12)

APPENDIX A: ENROLLMENT PACKET

Form A.1: STUDENT ENROLLMENT APPLICATION

MGRI Online School	2020-2021 Online School Year
STUDENT ENROLLMENT APPLICATION *Please fill out one for each student you are enrolling*	Start date:
Student: New Returning	Program: □ Kindergarten □ Elementary I □ Elem II □ Secondary I □ Secondary II

Student Name: _____ D.O.B: _____

Nickname: _____ Gender: □ M   □ F

Parent/Guardian: _____

Home Address: _____

Mailing Address: _____

Phone: Home (___-_____)   Cell (___-_____)   Work (___-_____)

Email Address: _____

Parent/Guardian: _____

Home Address: _____

Mailing Address: _____

Phone: Home (___-_____)   Cell (___-_____)   Work (___-_____)

Email Address: _____

Household: _____ Age: _____

_____   _____

_____   _____

Home Language(s): _____

Special conditions: _____

Emergency Contact: _____ Phone _____

Authorized Persons: _____ Phone _____

_____ Phone _____

_____ Phone _____

Prior Schooling

School Name:_____Grade:_____

Reason for Leaving:_____

Address: _____

City, State, Zip Code: _____

Contact: _____ Phone: _____Fax: _____

Email: _____

Parent/Guardian: _____ Date: _____

Parent/Guardian: _____ Date: _____

MGRI Online: _____ Date: _____

Form A.2: STUDENT HISTORY

MGRI Online School	2020-2021 Online School Year		
STUDENT HISTORY *Please fill out one for each student you are enrolling*	Start date:		
Student Name:	Date of Birth:		
Program: □ Kindergarten □ Elementary I □ Elem II □ Secondary I □ Secondary II	Age:		
Please answer the questions below as honestly as possible. Include detail on the lines below. *Attach any support documentation (e.g. medical, IEP, evaluations, assessments, etc.)*		YES	NO
1. Does this student have any limitations that affect his /her ability to learn?			
2. Has this student been diagnosed with a learning disability?			
3. Does this student take any prescribed medicines?			
4. Has this student ever failed a grade in school or been retained?			
5. Has this student ever been expelled or suspended?			
6. Has this student been involved in any extra-curricular activities?			
7. Has this student been diagnosed with any emotional or mental problems?			
8. Is this student pregnant?			
9. Is the student participating in any kind of physical or emotional therapy?			
10. Has the student ever been arrested?			
11. Has the student (or family) ever been investigated for truancy?			
12. Has the student ever been treated for substance abuse?			
13. Are there any special circumstances about this student we should be aware of?			
Parent/Guardian signature:		Date:	

If there is a "Yes" response, please provide details/explanation about the matter. Use other side of this page if necessary.

Form A.3: AUTHORIZATION FOR ONLINE VIDEO RECORDING

MGRI Online School	2020-2021 Online School Year
AUTHORIZATION FOR ONLINE VIDEO RECORDING *Please fill out one for each student you are enrolling*	Start date:
Student Name:	Date of Birth:
Program: □ Kindergarten □ Elementary I □ Elem II □ Secondary I □ Secondary II	Age:

Parent/Guardian Name: _____

    o   I do

    o   I do not
       Give permission to MGRI Online for images of my child to be recorded online for
       educational purposes.
       I am aware that I can withdraw my permission at any time.

    o   I do

    o   I do not
       Give permission to MGRI Online for images of my child to be recorded online for
       promotional purposes.
       I am aware that I can withdraw my permission at any time.

Restrictions:

Parent/Guardian signature: _____ Date: _____

MGRI: _____ Date: _____

Form A.4: PARENT-MGRI ONLINE SCHOOL AGREEMENT

MGRI Online School	2020-2021 Online School Year
PARENT-MGRI ONLINE SCHOOL AGREEMENT *Please fill out one for each student you are enrolling*	Start date:
Student Name:	Date of Birth:
Program: □ Kindergarten □ Elementary I □ Elem II □ Secondary I □ Secondary II	Age:

MGRI Online has accepted your child for enrollment.

We, _____ being the legal parents/guardians of the student(s) identified below, agree to the following requirements of MGRI Online School:

1. Follow the policies and procedures as described in the MGRI Online Family Handbook
2. Ensure your child will attend the required 180 days per year and the required number of hours
3. Responsible for payment of registration, tuition, and fees for the full academic year as outlined on the financial worksheet

I/We understand that every educational institution has the right to refuse any other educational institution's records and transcripts. No educational institution, whether public or private, accredited or not, can guarantee that their records will be accepted in all instances. We release and hold harmless MGRI Online School from any and all responsibility in this matter.

I/We understand that failure to comply with these policies can be cause for termination of enrollment and for our records to be withheld.

Student: _____   Student: _____

Printed Name – Mother: _____   Signature – Mother: _____

The foregoing instrument was acknowledged before me this_____ day of_____, year of

_____who showed_____as identification.

_____Notary Public, State of Florida

Printed Name – Father: _____   Signature – Father: _____

The foregoing instrument was acknowledged before me this_____ day of_____, year of

_____who showed_____as identification.

_____Notary Public, State of Florida

Form A.5: TUITION & FINANCIAL WORKSHEET

MGRI ONLINE SCHOOL TUITION & FINANCIAL PLAN				
Program	Registration Fee	Tuition by Grade		
		In Full	10-Month Plan	
Extended	$200 first student $150 each additional student		K-5	K-5
			6-8	6-8
			9-12	9-12

1. If the 10-pay plan is selected, the first payment is due at registration and subsequent payments are due by the 1st of each month for eight (9) months, starting with the first month reported and continuing consecutively.
2. A late fee of $50 is applied to any payment received after the 5th of the month.
3. Registration fees are not refundable unless your child is not accepted into the school.
4. Enrollment is for one school year (180 days) or one grade level, whichever comes first.
5. Tuition is non-refundable.

Name of Student(s) enrolled (use extra sheet if needed)	Age	Grade	Payment Option	
			Full	9-month pay
			Full	9-month pay
			Full	9-month pay
			Full	9-month pay
			Full	9-month pay

Use the chart at the top of the page to calculate registration fees and to determine tuition for the selected program(s). Payment for the first month's tuition or "in full" must accompany registration.

Registration fee: $_____ **Tuition**: $_____

Parent acknowledgement: _____ Date: _____/_____/2020

Form A.6: FAMILY HANDBOOK RECEIPT ACKNOWLEDGMENT

MGRI Online School	2020-2021 Online School Year
FAMILY HANDBOOK RECEIPT ACKNOWLEDGMENT	Start date:
Student Name:	Date of Birth:
Program: □ Kindergarten □ Elementary I □ Elem II □ Secondary I □ Secondary II	Age:

Dear Parents,
As you read our Family Handbook, please remember that it is important for you to understand and comply with all the policies and procedures of MGRI Online.

After reviewing our policies, please sign and return this agreement page. This is your commitment and agreement with all the understanding to abide by the described rules and regulations.

Sincerely,
MGRI Online

Date: _____

_____   _____
Parent/Guardian Name(s)

_____   _____
Parent/Guardian Signature(s)

Form A.7: ENROLLMENT CHECKLIST

MGRI Online School	2020-2021 Online School Year
ENROLLMENT CHECKLIST	Start date:
Student Name:	Date of Birth:
Program: □ Kindergarten □ Elementary I □ Elem II □ Secondary I □ Secondary II	Age:

TOPIC	PARENT/DATE	MGRI/DATE
Program Orientation (incl. Curriculum, Calendar, Requirements)		
Student Enrollment Form		
Student History Form (incl. Medical, Legal, Psychological, IEP, Evaluations, etc)		
Family Handbook Review		
Authorization for Online Video Recording		
Parent/MGRI Online Agreement		
Birth Certificate		
Physical Examination (within 1 year; due Within two weeks)		
Immunization Record (current; due within two weeks)		
School Records & Transcripts Request Form		
Withholding Permission to Release Information for Military Recruiting		
Tuition/Financial Worksheet		
Other:		

Notes:

Form A.8: PARENT WITHDRAWAL FORM

MGRI Online School	2020-2021 Online School Year
PARENT WITHDRAWAL FORM	Start date:
Student Name:	Date of Notice:
Program: □ Kindergarten □ Elementary I □ Elem II □ Secondary I □ Secondary II	Date of Withdrawal:

Withdrawal Process

Parents need to inform MGRI Online at least 30 days in advance of the intent to withdraw their child.

The parent must inform MGRI which public, private, or homeschool program the student will be attending following withdrawal from MGRI. All attendance hours and progress are recorded in MGRI Online through the last day of enrollment.

The MGRI staff will process the withdrawal, inform the residential school district, and send records to the stated school of intent.

Upon acceptance of enrollment, parents agree to a 10-month academic year commitment and are responsible for the entire tuition regardless of voluntary withdrawal. Tuition will be due for the full month if expulsion or termination is initiated by MGRI Online, and any prepaid tuition beyond that month will be refunded.

Re-Entry Policy

A student that withdraws or is terminated from the program is not eligible for re-entry until two academic years have passed.

I wish to withdraw my child from MGRI Online by the date indicated.
Initials: _____

Reason for Withdrawal:	Intended School:

I understand that any balance due must be paid prior to the release of scholarship or child records.

□ Balance Due	Source:	Amount:	□ None Due

_____   _____
Parent/Guardian Name(s)

_____   _____
Parent/Guardian Signature(s)

MGRI Online: _____ Date: _____