



**Missouri Valley
Montessori School**



PARENT HANDBOOK

**“Where Learning Takes Place
Through The Senses”**

Discover... Explore... Question... Observe...

200 W. Turnpike Ave.
Bismarck, ND 58501

701.255.6779
www.mvmpreschool.org
director@mvmpreschool.org

Dear Families,

Welcome to Missouri Valley Montessori School! We are very pleased you have decided to allow us to work with your children. The staff at Missouri Valley Montessori School is committed to make every week, day, moment fulfilling and educational.

This Parent Handbook has been designed for you to become familiar with our policies and procedures. Please take the time to read the handbook in its entirety. If you have any questions or concerns that are not answered, please do not hesitate to ask. We look forward to getting to know you and your family while watching your child grow and learn throughout the year.

Sincerely,
Lisa Dilley
MVM Director

Emphasis

The emphasis of Missouri Valley Montessori is to provide a Montessori environment to ensure our students have an optimum learning environment while they are in our care.

Mission

Our mission is to provide a quality environment, based on the Montessori method, prepare students for academic excellence, fulfill their creative potential and assist in their physical, emotional and social development.

History

Missouri Valley Montessori School of Bismarck, North Dakota was started in 1977 by a group of parents who wanted a more educational, loving environment for their children. Parents provided the help necessary to get the school running by providing equipment and furniture, implementing fundraising projects, and contacting service organizations for donations. After over 30 years of operation, parents continue to play a vital role in the functions of Missouri Valley Montessori School. MVM is a registered 501(c)(3).

Missouri Valley Montessori Parental Pledge of Commitment

As a Missouri Valley Montessori Parent, I pledge and commit to:

1. Provide my child with the necessary assistance to foster a love of learning and make learning a life-long pursuit.
2. Assist the school in teaching my child the necessary skills to be responsible for his/her own actions.
3. Send my child to school clean, well-rested, fully nourished and prepared to learn.
4. Embrace the Montessori program.
5. Respect, support and follow school policies, rules and expectations.
6. Follow the snack day schedule presented by teachers each month.
7. Participate in classroom and school activities.
8. Attend parent/teacher conferences twice per year.
9. Volunteer your time and support Montessori with at least 5 hours of volunteering each semester.
10. Support MVM fundraising efforts.

Index

Education at Missouri Valley Montessori	5-6
Montessori History	6
School Admissions	
Enrollment and Waiting List	8
Forms	8
School Supplies	8
Items Needed for School	8
Parental Involvement and Responsibilities	
School Governance	10
Parental Responsibilities	10
Reporting a complaint or suspected licensing violation	
10	
Volunteer Hours	10-11
Fundraising & Donations	11
General MVM Operations	
Contacting the School	11
MVM School Day	11
Log In & Out/ Door System	12
Release/ Pick Up	12
Nonattendance	12
Cubbies	12
Newsletters	13
Mailbox/ Student Folders	13
Breakfast, Lunch, Afterschool Snack	13
Toys	13-14
Pets	14
Lost & Found	14
Unauthorized Items	14
Social Media/ Internet	14
Cell Phones	15
Billing	
Reduced Rates – Siblings	15
Late Fees	15
Child Care Assistance	15
NSF Fees	16
Registration and Tuition Fees	16
Early Withdrawal	16
Vacations/Illnesses	16
Storm Days	16
Change of Information	16
Emergencies & Disasters	
Lockdown Drill	17
Fire/Tornado Drills	17
Severe Weather	17
Email Alerts	17
Injuries/Medical Emergencies	17
MVM Staff & Classroom Information	

Repetition of Teachers	18
Staff Hiring	18
Snack Day	19
Rest Periods	20
Walk Around The Sun	20
Toilet Training	20
Outside Play – Weather	21
Kindergarten Testing	21
Parent Teachers Conferences	21
Discipline/ Behavior Management	22
Bullying	22
Transportation and Field Trips	23
Medical Information	
Immunization	23
Medications	24
Medical/Special Conditions	24
Abuse or Neglect	24
Daycare Days	25
MVM Summer Program	25
Children & Learning	26
Staff Email Addresses	26
MVM Board of Directors	27-30

Education at Missouri Valley Montessori

The primary focus at Missouri Valley Montessori (MVM) is to engage children in the love of learning and self-discovery. Children do this through a process of seeing, listening, doing, teaching and active participation in the prepared environment.

Montessori educators believe experiences and their presentations are important to help shape learning, work habits, and attitudes toward oneself and the world in general. One important part of the Montessori approach is the one-on-one relationship between your child and their teacher who understands children learn at different paces, and have different interests. By observing and engaging, the teacher knows how they are advancing, and when it is time to move them to more challenging exercises. In following Maria Montessori's philosophy we have children ages 3-6 learning together in the same classroom.

There are no tests or grades in Montessori. Children are assessed on an on-going basis by the trained teacher who provides individual, progressively more challenging lessons to the child. The elimination of tests and grades reduces much of the frustration and disappointment that arises from competition to get the better grade. Children are encouraged to be independent and develop a strong sense of self and abilities with specific materials that are self-correcting and age-appropriate, yet stimulating, organized and purposeful.

The teacher plays a directive role in the classroom. His or her job is to provide children with lessons geared towards their learning level and encourage areas of strong interest. The areas to which they are introduced include:

Practical Life - Children learn to care for themselves and for the environment. Activities in this area include pouring solids and liquids, spooning grains, buttoning, zipping, and caring for plants.

Sensorial - The sensorial area provides a wide variety of materials that isolate and develop the senses. The children also develop their mathematical mind by sorting, classifying, and learning problem-solving with geometric materials such as cubes, prisms, and cylinders.

Math - Always working from concrete to abstract, children develop a solid foundation with numbers zero through nine. Through hands-on experiences, children are able to manipulate numbers ranging from zero to 9999.

Language - In the Montessori environment, children focus on the sound a letter makes rather than the letter name. Sandpaper letters are used to teach these sounds. When all of the alphabet sounds are mastered, the child uses the movable alphabet to build words. Children are given intellectual materials to enhance their language and reading development.

Cultural Subjects - The lessons in cultural subjects expose the child to the world we live

in. History, Geography, Botany, Zoology, and Spanish are part of our integrated curriculum.

Spanish - Basic Spanish vocabulary is taught, including topics such as numbers, colors, shapes, animals, foods, etc.



Another key factor in Montessori education is the meticulously designed, extensive series of exercises. Each exercise is part of a carefully planned progression where students master one skill that is an essential ingredient of a more complicated skill. For example, in the preschool program, children trace with their fingers on the sandpaper outlines of letters and numbers. Not only do they get a physical feel for them, they are making the basic movements for writing so that skill comes more naturally to them at a later stage.

Lessons are provided in both group and individual formats. This allows children to work together, teach each other and learn from one another. They may share a lesson if they desire or complete a lesson on their own. They are given an adequate amount of time each day to focus their energy on their lessons, thereby reducing the need to rush through something interesting or feel pressured to end an activity. This type of environment and method encourages self-discipline and helps each child establish their own learning pace.

Montessori History



The Montessori Method of education was developed by Dr. Maria Montessori, an Italian physician and educator. Through her research and work, Dr. Montessori concluded that no human being is truly educated by another person. This is particularly true for children. A child's understanding is gained through their experiences, and that, in turn, creates a natural curiosity and thirst for knowledge which will continue throughout the child's lifetime.

One goal of the Montessori Method is that children should not be filled with facts from a pre-selected course of studies, but rather have children cultivate their own natural desire to learn. This desire to learn is experienced in the specially prepared environment within the classrooms. In order to learn, there must be concentration, and the best way for a child to concentrate is by fixing their attention on some task the child is performing with their hands. Upon visiting a Montessori classroom, it is apparent that the materials are developed in order to create a hands-on experience for each child.

The well-prepared classroom environment helps the child to be self-disciplined, independent, and respect all things, living and nonliving. The child also develops the necessary skills required for a lifetime of creative learning. Children carry within themselves the potential for what they can become. In her research, Dr. Montessori, discovered that children didn't have to be forced to learn—they actually wanted to! They learned best when given the opportunity to explore according to their interests. The philosophy which guides everything done in Montessori is to follow the child and is applied at every aspect of the child's education.

School Admissions

Children are accepted for enrollment regardless of race, color, creed or national origin. The Montessori approach to learning is such that it shows no distinction of class or intelligence. Children must be 3 years of age by the first day of August of the upcoming school year and fully toilet trained. If your child has a special need, the need will be taken into account in accordance with staff training, resources available and the extra attention required to best meet your child's needs. Please see the Medical or Special Conditions sections for more details.

MVM will determine if the child is developmentally ready (emotionally, socially, intellectually, and physically) to participate in our school program. Missouri Valley Montessori does reserve the option of postponing a child's enrollment if he/she is not deemed prepared to participate in designed programming throughout the school day. The MVM teaching staff and Director will work in conjunction with the family to proceed with the best interest of each individual child.

If necessary, MVM will schedule a meeting with the child's parents, along with the classroom teacher, Director, and Board president ensure all parties have an understanding of the child's needs and work collaboratively to develop a plan to best meet his/her needs.

Students are admitted for enrollment in the following order of priority:

1. Returning students,
2. Siblings of current students,
3. Missouri Valley Montessori Alumni on the waiting list, then
4. New students from the waiting list.

Families get onto the MVM wait list by completing the "Wait List Inquiry". This enrollment inquiry online does not guarantee your child a spot at MVM. The wait list is date generated; the date of inquiry with complete child demographic information and date of needed enrollment are all taken into consideration when enrolling new families. The Wait List Inquiry form can be found by going to the website.

Enrollment and Starting School

Licensing regulations require that MVM have the following forms on file before or on the first day your child attends school. Your child must be 3 years of age by August 1 of the school year in order to be enrolled and accepted into the preschool program. All forms must be *updated annually*.

State Forms	MVM Forms
Parent Statement of Health	Application
Immunization Records	Statement of Financial Responsibility
Child Information Sheet	Parent Handbook Statement of Understanding
	Emergency Transportation
	Door & Check In Codes
	Sunscreen/Bugspray
	Opt Out Form for Pictures

***Confidentiality:** All MVM staff and volunteers are bound by confidentiality. It is important to MVM and required that privacy and confidentiality regarding teachers, staff, volunteers, children and their families be followed as indicated on the Statement of Confidentiality form.

School Supplies

Basic school supplies (i.e. pencils, glue, etc.) needed for your child’s educational experiences are provided to your child by the school. They are included in your supply and registration fee. Please note that throughout the year, families can donate additional classroom supplies by visiting with your classroom teacher or the Director.

Items Needed For School

- 1) Daily School Wear:** Clothing worn daily must be comfortable, easy to fasten and unfasten, durable and capable of becoming extremely messy! Children must be able to dress independently, which includes buttoning, snapping & putting on shoes. Shoes

with no laces are preferred. Clothing or items containing inappropriate slogans or logos (alcohol, tobacco, etc.) are not permitted at MVM.

2) Winter Clothing: Each child must have boots, snow pants, a winter coat, mittens/gloves, and a hat. Please label snow pants, boots, mittens and hats as many items worn to MVM are similar in appearance.

3) Summer Clothing: Please dress your child for hot days, but also send along a sweater or light jacket for occasional chilly mornings.

4) Change of Clothes: Provide a change of clothes in a labeled Ziploc bag. Please make sure the clothes are appropriate for the season and are the correct size for the child. Each child has a small plastic tub provided by MVM, labeled with their name on it, located in the bathroom.

5) Slippers: Please provide your child with a pair of rubber-soled slippers or indoor shoes to be worn indoors. Children work and nap on the MVM floors; wearing indoor slippers will reduce the inevitable rock, water, and mud being spread throughout the school. Indoor slippers/shoes will assist in reducing wear and tear of the carpets.

6) Lunchbox: Each child is required to bring their own lunchbox which he/she can open and close without assistance. Label your lunchbox clearly, as we often see duplicates.

7) Backpacks: Backpacks will be allowed, but must be kept in the cubby room. Children are asked to keep their gloves and hats in their backpacks to cut down on clutter. If space becomes an issue, backpacks will no longer be allowed.

8) Napmat: For full time students, a nap mat (small collapsible nap mat, a blanket to lay on, a smaller blanket to cover up with, and/or a small pillow) must fit in a **15-16 quart plastic container (no larger)**. Due to space, larger containers or nap mats are not allowed. In addition, to maintain cleanliness each child's nap mat **MUST** be taken home each Friday to be washed.

Parental Involvement and Responsibilities

School Governance – Board of Directors

Missouri Valley Montessori School is a parent-directed, supported, non-denominational, non-discriminatory preschool. It is directed by a board of seven (7) parents who serve terms of one to two year terms. The Board of Directors voluntarily donates their time at monthly meetings to provide direction, feedback, organize events, and set policies for our school. Any parent who has a child enrolled at MVM, and up to three years after leaving MVM, is eligible to serve on the MVM Board. There are seven positions on the Board; all insight and experience is welcome! Some positions may highlight (not required) a specialty or professional background in legal, marketing, finance, child care, technology, teaching, administration, etc. Please see section on Board of Directors (pg.27).

Parent Responsibilities

Parents are required to follow the rules and regulations set forth in the Parent Handbook. MVM strongly enforces arriving on time for the start of the preschool day and reminds parents to follow the pick-up schedule. In addition, parental involvement at Missouri Valley Montessori is welcomed, encouraged and is an important component of education for all of the children. Tuition alone does not fund the expenses that are involved in providing superior education and care to our students. There is always room for parents who have the time to assist in supporting the educational achievement of the children. The need for volunteer assistance may vary throughout the school year. Classroom volunteer activities must be coordinated with the teacher in advance to ensure materials, directions and plans can be readily available. As with all volunteer efforts, dependability, consistency and reliability are the keys to success. Unscheduled, last minute drop in assistance can be distracting to the classroom learning environment, making advanced notice a courtesy is expected of all Missouri Valley Montessori families.

Reporting a complaint or suspected licensing violation

MVM asks families to please bring concerns or complaints forward in this order by contacting the:

1. Classroom Teacher,
2. MVM Director,
3. MVM School Board Member/s.

The school asks all parents to follow this chain of command.

If at any time there is a suspected licensing violation, you may contact Burleigh County Social Services and ask to speak to the Early Childcare Licensor.

Volunteer Hours

Missouri Valley Montessori requires each family to contribute at least 5 hours of volunteer service to MVM each semester. Tasks may range from class projects to committee work, to consultation services as well as administration in fund-raising efforts, maintenance of the facilities, social event planning, or board membership. By sharing your time, materials, and skills, you make Missouri Valley Montessori the best it can be! Please record your Volunteer hours in the Volunteer Log book located on the front check

in desk.

If you do not provide 5 hours of volunteer service, a \$100.00 fee will be charged to your account each semester. It is important to note volunteer hours may **not** be pro-rated or carried over to another semester. **Families who contribute less than 5 hours (ex. one, two, three or four hours) per semester will still be charged \$20 per hour they are short.** Billing for missing volunteer hours will be December 1st and May 1st, contact the Director if you need more time.

Fundraising & Donations

As a non-profit school, we hold a variety of fundraising events throughout the year. Each family is asked to participate to the best of their ability. The MVM Board has a fundraising Chair. If you would like to volunteer to assist with fundraising, please let the MVM Director know and your name will be provided to the fundraising chairperson. Most donations are tax deductible; consult your accountant for questions regarding taxes.

General MVM Operations

Contacting the School

Calls are taken between 7:30 am and 5:30 pm by MVM staff. Messages are checked several times throughout the day. When in doubt, email your child's classroom teacher! If you have any suggestions, feel free to speak with a staff person or e-mail the Director at director@mvmpreschool.org.

MVM School Day: Our full time school day runs from 8:30 am to 3:30 pm Monday through Friday. If you need to pick up your child prior to the end of the school day, please contact your child's teacher or call the school. The teachers plan for a full day of curriculum; your child must be here **no later than 8:30**

- ❖ Part-time morning program schedule is 8:30am – 11:30am
- ❖ Part-time morning extended is 8:30am – 12:30pm or 7:30am – 11:30am
- ❖ Part-time morning extra extended is 7:30am – 12:30pm
- ❖ Part-time afternoon program schedule is 12:30pm – 3:30pm
- ❖ Part-time afternoon extended 11:30am – 3:30pm
- ❖ Part-time afternoon extra extended is 11:30am – 5:30pm

Classroom Access

Students are not allowed in the classrooms before 8:30am or after 3:30pm unless accompanied by MVM staff.

Logging In/Out and Door System

- ❖ Parents are required to log your children in and out daily.
- ❖ MVM Classroom teacher and Director must be notified if someone other than you

or the regular pick up person is taking your child from the school. **Proof of ID may be required upon entrance to the school for family/friends MVM is unfamiliar with.**

- ❖ Make sure you make contact with a staff member when dropping off or picking up your child. This will ensure the staff know your child has arrived at the start of the day and that you are taking your child home for the day.
- ❖ **Children are not permitted to use the computer system.** An adult **must** be the one who signs a child in/out.

Release / Pick-Up of Children

- ❖ Children will be released only to individuals on their pickup authorization form. If you know you will not be picking up your child, please provide advanced notice to the teacher or MVM Director.
- ❖ Birth parents are always entitled to custody of their child unless a court order limits their rights. MVM **must** have court documentation and be provided all information related to custodial issues within a family.
- ❖ Please send a photograph of any person who is **not** allowed to pick up your child; this is beneficial to staff members. We will call parents if an unidentified individual arrives to pick up your child and MVM was not notified prior.

Nonattendance

- ❖ Attendance is taken daily in each classroom.
- ❖ **Please notify the school if your child is going to be absent.**
- ❖ If your child does not attend MVM for more than 10 days without an explainable excuse, MVM does reserve the right to discontinue enrollment and can fill the spot with a child awaiting enrollment.

Cubbies

Each child will have a cubby designated with his/her name on it. The cubby is where the child will hang his/her coat, backpack, snow gear, and leave an extra pair of shoes or slippers.

Newsletters

The MVM newsletter is sent electronically each month. Upcoming events, volunteer opportunities and other important news are documented in our newsletter. Teachers also send home classroom letters/email communication regularly.

Mailbox/ Student Folders

Staff will use mail folders to provide families with calendars, classroom information, tuition statements, student projects and any other needed correspondence throughout the year.

Permission for Mailbox Distribution - No Soliciting: MVM requires families to seek permission from the MVM Director before placing flyers, notes, or birthday invitations in others mailbox/student folders. This practice will assist in keeping the office informed of events and requests being made. In addition, MVM does not allow soliciting personal business items or professional/religious fundraising events that occur outside of MVM.

Breakfast

Children must eat breakfast before coming to MVM. Eating breakfast in the gym prior to school starting is NOT allowed.

Lunch

Full day students will be here for lunch. Half day students may also be here for lunch if signed up for the extended day half-day program (limited to 10 children).

- ❖ A sack lunch that a child can eat independently should be sent.
- ❖ We recommend that lunches meet USDA guidelines (2 fruit/vegetable, 1 grain, 1 meat/meat alternative & milk or milk substitute)
- ❖ Microwaves are available, if heating is required. MVM asks to consider sending items that need to be warmed for 1 minute or less.
- ❖ Pizza Day is the 2nd and last Friday of each month. Children can choose to bring their own lunch from home or join in the MVM Pizza Day!
- ❖ A \$6 Pizza Day charge will be placed on the account of each child in attendance, unless otherwise determined in advance. Please inform the MVM Director if you will not be participating in pizza day.

If a lunch is forgotten, MVM will provide the student with a lunch. A charge of **\$15** will be placed on your monthly bill.

Daily Snack

See classroom snack information on page 19.

After School Snack

Afterschool snacks are not offered during the MVM extended full day program. On occasion, the after school staff may provide a fun snack (popcorn, trail mix, etc.) for a special occasion.

Toys

Personal toys are only allowed at MVM on the child's Show & Share and Snack Day. MVM would like to ensure that your child's toys are safe and nothing gets broken, lost, or stolen. This includes stuffed animals - - - please keep all toys at home!

Pets

Due to allergies and liability, pets are not allowed on MVM school property. This includes outside and inside the building.

Teachers may keep small, contained animals such as turtles, hamsters, guinea pigs, gerbils, fish, etc. in their classrooms for educational purposes. If a teacher wishes to have a classroom pet, the teacher is solely responsible for the maintenance and upkeep of the animal.

Lost and Found

The MVM Lost and Found is located on the table near the cubby room. Items are placed there if we do not know who they belong to. Please check regularly!

- ❖ Items are kept for 30 days, then donated or used at the school as needed.
- ❖ Clearly labeling your child's clothing is helpful; it keeps items from mistakenly being taken. Many items for this age group look very similar.

Unauthorized Items

Alcohol, tobacco, firearms or weapons of any kind are not allowed at MVM by anyone.

Social Media, Internet and Cell Phone Use

MVM respects the right to privacy of its employees and families. The following rules will govern technology use at the school:

- ✓ All online activities, including social media sites, are subject to monitoring, and no employees should expect privacy regarding such use.
- ✓ Employees and families are prohibited from creating or sending inappropriate messages or unprofessional communication discussing the school, its director, its employees/volunteers, the Board of Directors and those it serves.
- ✓ The school does not have the right to reproduce, use or otherwise copy software, without the permission of the software provider.
- ✓ Unauthorized copying or use of software on any medium is strictly prohibited.
- ✓ MVM does have a Facebook page. It is encouraged that MVM employees and parents communicate with the MVM Board Public Relations Chair if you choose to have administrative access to update the Facebook fan page.
- ✓ MVM has no authority over the personal use by employees on Facebook or on social media outlets. However, employees are subject to disciplinary action if it is reported that personal posts were made regarding the work day, children or families in the school, or any confidential information related to MVM.
- ✓ Some families request that no photos be taken of their child. Please be prudent and respectful of this request.

Staff Cell Phone Use: Personal cell phone use will be limited throughout the day.

Teachers will be permitted to use their cell phones for business purposes only by taking pictures to post on classroom facebook pages and/or approved MVM social media sites and communicating with parents. Pictures/videos of students will be deleted from personal devices at the end of each semester.

Parent Cell Phone Use: MVM asks parents to refrain from being on your cellphone when dropping off or picking up your child. Please finish your call before entering the school.

Billing Information

A complete summary of the financial obligations to the school is on the financial responsibility form. Please read all the information carefully.

A bill will be placed in the student's mailbox/classroom folder the first week of the month. Tuition is due by the 15th. Payment can be made in the form of a check, money order, automatic ACH payment (banking withdrawal) or cashier's check. Payment can be placed in the secured "Payment" box located near the cubby room. Money or checks left on the desk cannot be secured and MVM will not be liable for lost monies.

Reduced Rate - Siblings

For families with multiple children, the child with the tuition of the least amount will receive a 10% discount. Siblings are not allowed to be in the same classroom, unless they attend the ½ day program.

Late Fees

- Payments received after the 15th will be assessed a \$15 late payment fee.
- If payment is more than 30 days late MVM reserves the right to terminate enrollment.
- Late pick up will be assessed a \$1.00 per minute late fee.
 - ✓ Part-time morning must be picked up by 11:40 or extended by 12:40pm
 - ✓ Part-time afternoon must be picked up by 3:40pm or extended by 3:30pm
 - ✓ Full day preschool (not extended) must be picked up by 3:40pm
 - ✓ Extended full day students must be picked up by 5:30pm.
- Families are only given a **10 minute leeway** for drop off & pick up. The only exception is for extended day students as the MVM doors do not open until 7:30am and our MVM doors close at 5:30pm, so no leeway offered.
- If late pick up occurs more than three times, you will be notified and either transferred to the next tuition level (charged a higher rate) or asked to meet with MVM Director to discuss the situation.

Child Care Assistance

Families eligible to receive child care assistance are required to pay the registration and the first month of tuition in full before the 15th of the month your child(ren) begins school. After assistance is received, the balance will remain on the books as a credit to your account and you will be billed each month for any remaining balance due to MVM. If you are receiving any other assistance and need forms completed by MVM, let the Director know ahead of the deadline to ensure you are able to maintain payments. It is the parent's responsibility to turn in completed forms to Burleigh County Social Services or Child Care Aware if receiving child care assistance. MVM is an approved program for Child Care Aware Military Assistance.

Non-Sufficient Fund (NSF) Fees

If MVM is to receive receipt of an NSF check, you will be charged \$25.00. Upon receipt of the second NSF check, you will incur another \$25.00 fee and will be required to pay by

cashier's check, money order, or ACH **only** going forward. If your check should cause Missouri Valley Montessori to write an NSF check, you will be responsible for all bank charges relating to this event.

Registration and Tuition Fees

All registration and tuition fees are non-refundable. Full tuition is charged all months with the exception of August. In August, the tuition is prorated according to the start of the school year.

Early Withdrawal

A one month written notice is required for early withdrawal. If no notice is given, you will be charged the tuition due for that time period following the child's last day.

Vacations/Illnesses

Tuition paid is non-refundable and vacations or illnesses will not be deducted from your monthly statement.

Storm Days

Tuition paid is non-refundable for unexpected storm days. If Bismarck Public Schools close due to weather, MVM will close - this includes BPS weather related virtual days. The closure is for the safety of the children and families to best reduce the risk of accidents, getting stuck in the parking lot, etc. MVM understands that storm days may be an inconvenience, but storm days are rare. If MVM closes due to unexpected weather conditions, MVM is not required to make those days up. MVM will not provide virtual learning days.

Change of Information

Please notify the school immediately if there is a change of address, phone number or place of employment. Current information is critical in the case of an emergency.

Emergencies and Disasters

The school has an Emergency Response Plan in place.. In the event of a disaster and the school must be evacuated, the children will be escorted to Northbrook Mall. Parents will then be contacted for pickup. Parents will need to go through the Director or designee to sign out their child. If the school is closed due to an emergency, the Director and school board will secure an alternate location so school will be interrupted as little as possible. If parents are unable to pick up their child as a result of an emergency, the Director will contact the alternate contacts until someone is able to pick up the child.

Lockdown Drills

The school will hold a lock down drill each year. In the event of an intruder, the staff and students will go to the nearest classroom, office or secure area. Lockdowns will be practiced, all staff are trained on the procedures for this process, and emergency

responders will be contacted and take over when they arrive.

Fire and Tornado Drills

Fire drills will be conducted monthly. In the event of a real fire, the children may be taken to the Northbrook Mall or other facility until parents can be contacted.

Tornado drills will not be conducted with the children. In the event of an actual tornado, all children and staff will be moved to the nearest bathroom and remain there until it is safe to leave.

Severe Weather

In the event of inclement weather conditions, **MVM will close or be closed if Bismarck Public Schools closes - including BPS weather related virtual learning days.** Please tune in to local radio, television or visit the school website for closure updates. If in doubt, call the school or check the MVM website or Facebook page.

Email Alerts

MVM will send a mass email to families if there is a reason for school to close early (weather, water main break, etc.)

Injuries While in School / Emergency Medical Care

If a child has a minor injury (scrape, scratch) the child will be cared for by the MVM staff. Parents will be notified with an incident report if a minor injury has occurred. If a child hits his/her head, the parents will be notified.

In the case of a serious injury, 911 will be contacted and efforts made to find the parents or emergency contacts. The emergency transportation sheet you provide will help guide emergency care for your child.

The cost of the ambulance and any medical care is the parent or guardian's responsibility. Missouri Valley Montessori is not responsible for any medical expenses.

Information About MVM Staff

Repetition of Teachers

As part of Missouri Valley Montessori's educational approach and as a preparation for the format of formal classroom transitioning in higher grades, students are placed with a different teacher each year he/she is enrolled with the school. The school recognizes the opportunity the change can provide to each child's level of academic growth.

Staff

MVM's day to day operations are overseen by the MVM Director. Parents can address any issues and needs with either the classroom teacher or the Director. MVM encourages families to ask questions about your child's education. If you have a question or concern about your child or classroom please visit with the classroom teacher. Any other concerns you can visit with the Director.

Currently, Missouri Valley Montessori employs staff which includes the Director, Lead Teachers, Teacher Assistants, a lunch assistant/ afternoon classroom float, and after school staff. A fingerprint based criminal background check is obtained on each staff member hired. Our school will not hire an individual convicted of a felony or convicted of child abuse or neglect.

All Lead Teachers go through formal Montessori Teacher Training with the North American Montessori Teachers' Association and have or within their first year will have successfully completed courses to obtain a Preschool / Kindergarten Montessori Teaching Diploma. All Lead Teachers hold teaching licenses or certificates through the state of North Dakota. MVM teachers are required to complete at least 13 hours of training per license year.

Staff Hiring Policy

All persons applying for a position at Missouri Valley Montessori School will:

- Complete an application for employment.
- Review the job description.
- Inform the Director or hiring authority of any reasonable accommodations required to fulfill the job duties.
- Complete a fingerprint based criminal background check.
- Complete an interview with the Director, MVM Board or hiring authority.
- Accept a position, if offered, with written notification by Director, MVM Board or hiring authority of start date, salary/wage, and position, by initializing on the letter that the stated conditions are acceptable to the newly hired person.
- Complete a new hire orientation checklist.
- All newly hired personnel will have a month to complete orientation from the start date, two days of which will be in the first week of hire.

Should any employee, once hired, become convicted of a felony, child abuse or neglect, they have 24 hours to inform the Director of said conviction. Once the Director is notified, the school can and will terminate this employee, resulting in immediate dismissal of employment. If the Director is not notified within the 24-hour period, the MVM Board will

meet to determine the most appropriate course of action.

Staff is evaluated on their performance on an annual basis by their direct supervisor. A new staff member is evaluated at their 30 day and 90 day anniversaries. Staff are on probation for the first 90 days of employment. If they receive satisfactory evaluations at their 90 day evaluations, probationary status is lifted. An employee can be terminated at any time during the probationary period.

If you, as a parent of a child enrolled at MVM, have concerns about a staff member; please contact the MVM Director immediately. If you have concerns that you do not feel comfortable discussing with the MVM Director directly, please contact the MVM Board.

Classroom Information

Snack Day

Families are required to provide snacks for their child's classroom once per month. A monthly snack calendar will be provided to you in your child's mail folder with the date of your child's snack day and with the number of children in the class. If there is a conflict with your scheduled snack day, please talk to your child's teacher.

- ❖ Full day students must bring **TWO different** snacks on their assigned snack day. Each class has 19 children, and eat snacks both morning and afternoon.
- ❖ Snack must be dropped off by 8:30 am for full day program
- ❖ Snacks must be dropped off by 8:30 am or 12:30 pm for the ½ day program.
- ❖ Half day students bring one snack for the classroom.
- ❖ One jug of water, milk or juice is enough for two snack times for a classroom.
- ❖ It is helpful to also send cups, bowls/plates and spoons for snacks if needed.
- ❖ Snack Day = the child's "Show & Share Day" where he/she will bring an item from home to share facts about with the class (photo, book, toy, etc.)

Sweet snacks are limited to special occasions such as birthdays. Please contact the teacher for more specifics regarding special occasions.

List of healthy snacks/drinks that we prefer parents bring for the children.

Whole Grain Crackers	Whole Grain Tortilla Roll-ups
FRUIT: Apples, Oranges,	Graham Crackers
Bananas, Pineapple, Grapes	Baked Chips or crackers
Watermelon cut up in	Crackers, meat, and cheese
slices/chunks	Trail Mix
Cantaloupe/Honeydew	Water, milk or 100 % juice
Carrots and Dip	Cereal Snack Mix
Fruit or Veggie Kabobs	String Cheese
Popcorn	Cereal and Low fat/ skim Milk
Fruit cups/applesauce	Chex Mix
Celery/Peanut Butter/Raisins	Granola Bars
Raisins/Dried Fruit	Yogurt Raisins

Cereal Bars
Fruit Bars and Fruit Bar Bites
Rice Krispy Bars
Whole Grain Muffins

Mini Bagels
Pretzels
Pudding cups

Teachers are teaching during snack time; please keep snacks simple and easy for the children to serve themselves.

- ❖ A fee of \$25 will be charged for forgotten or insufficient snack for full day program
- ❖ A fee of \$15 will be charged for forgotten or insufficient snack for the 1/2 day.
- ❖ If a child has food allergies, inform MVM to ensure necessary precautions are taken in your child's classroom. If your child has food allergies, you may bring in a separate snack for them.

Rest Periods

After lunch, all full day children will take a rest for at least 30 minutes. Children do not have to sleep, only rest quietly and take a break from the classroom activities.

- ❖ Nap items must be stored in a **15-16 quart** container (to keep the spread of germs to a minimum). Over-sized containers will not work for our storage shelves.
- ❖ All items must be washed on a weekly basis. If your child becomes sick during the week we will send the items home at that time to be washed.
- ❖ Nap items not taken home will be placed in your child's cubby and sent home on Monday to be washed. We want to keep the spread of illnesses to a minimum.

Birthdays - Walk Around the Sun: For MVM students who have a birthday during a school day, they will have the opportunity to share their birthday celebration with their classmates and parents. Parents are invited to come to the classroom on their child's birthday to complete their "walk around the sun". The child and parent/s will share a fact from each year of the child's life with their class! Ex: if the child turns four, they will walk around the sun four times and share four fun facts.

If a child's birthday is during the school week, the teachers will likely schedule that day as the child's snack day. MVM stresses "healthy snacks", however saves special treats (rice krispy bars, ice cream bars, cupcakes) for birthday celebrations only!

Toilet Training

All children attending Missouri Valley Montessori must be fully potty trained.

- ❖ All children should have a full change of clothing in a Ziploc bag at all times.
- ❖ Continuous difficulty with accidents will require a meeting with the classroom teacher, Director, and family to develop a plan.
- ❖ If it is a medical condition, MVM will work to make reasonable accommodations.

If your child continues to have accidents, MVM may postpone the child's enrollment until they are fully toilet trained. If your child leaves due to training issues or a medical condition, your child may return to school at a later date, providing there is room and we are able to meet his or her needs.

Outside Play - Weather

Students should come to school dressed appropriately to go outside. Children need fresh air daily, if you feel they are not well enough to go outside, then they are not well enough to be at school.

- ❖ MVM students will go outside daily, unless it is raining, thunderstorms are in the area, the wind chill or air temp is below 15 degrees or above 92 degrees.
- ❖ Winter weather will still offer outdoor playtime; be sure to send hat, mittens, snow pants & boots daily during the winter months. Taking these items home daily to dry may be required to ensure comfort and safety.
- ❖ Parents can visit with the Director if they have concerns about outside play time.
- ❖ All children do go outside if weather permits.

Parent Teacher Conferences

Conferences will be scheduled two times per school year. Should you need more time to visit with the teacher or wish to discuss other academic needs, please contact the teacher to set up a meeting. Due to the number of students enrolled, MVM cannot guarantee a makeup conference if the scheduled conference is missed.

Discipline / Behavior Management

Positive behavior management techniques are used to redirect a child's behavior. On occasion, time outs will be used to remove the child from a situation. Removal to the office is the last resort. In an event where a child is hurting others, themselves or doing extensive property damage, he/she will be physically removed from the situation. This will be documented and parents will be notified.

If inappropriate behavior continues on three occasions of damage to self, others, teachers or equipment, a meeting will be scheduled with the family to discuss solutions.

When a child's conduct is extreme enough to interfere with the learning of others, the child may need a different learning environment. Parents will be involved to discuss alternatives that may include a behavior plan written by a qualified specialist (paid for by the child's parent or guardian). Suspension or expulsion may be imposed if necessary. The MVM Board reserves the right to dismiss a student in extreme circumstances without prior notice.

MVM is committed to helping all enrolled children succeed, but not at the expense of others' safety or education. We ask that you work with us to create an appropriate environment for all children in our care.

Bullying

All students have a right to learn in an environment which is safe, supportive, nurturing and highly conducive to learning. MVM strives for an environment which is free from harassment and intimidation. Bullying in any form is prohibited at MVM and will not be tolerated. Bullying and harassment occur when a series of intentionally cruel incidents that are deliberately hostile and aggressive are directed towards a person. MVM teachers will work with the Director and the parent(s) in order to determine the appropriate consequences and find the most suitable resolution to the problem. Please talk to your child's teacher if you feel your child is being bullied.

Transportation and Field Trips

MVM will try to schedule two field trips per year. A field trip permission slips must be filled out in order for your child to attend a field trip.

- ❖ MVM contracts with Harlow's bus service for field trips during the school year.
- ❖ Afternoon ½ day children ride with parents who volunteer to transport classroom children to the field trip location.
- ❖ Summer school field trips utilize Martin Luther School busing.
- ❖ MVM liability insurance covers all field trips/ transportation.

Please be courteous to the MVM staff by calling at least 24 hours in advance if you are signed up to chaperone and you have a conflict.

Medical Information

MVM is only as healthy as the children who attend school, so please keep your child home if they are not feeling well enough to engage in school activities. Children enrolled at MVM are required to be excused if they are unable to attend school because of illness. Please contact the MVM Director or classroom teacher if your child will be absent.

- ❖ If the illness is contagious, let the school know so that a notice may be posted if necessary.
- ❖ If your child becomes ill at school or is not able to function through the daily routine, parent/s will be notified & expected to pick up their child as soon as possible.
- ❖ The child may not attend school for **24 hours** from last occurrence or until the following conditions have received medical attention:

1. A fever of 100 degrees or more	7. Whooping Cough
2. Vomiting	8. Skin Sores or Infectious Rashes
3. Diarrhea	9. Lice – A child must be <u>lice and nit free</u> of in order to return to school.
4. Strep Throat	10. Scabies
5. Pink eye	11. Chicken pox – A child must stay home until the sores heal, usually 5-7 days.
6. Tonsillitis	12. Not feeling well enough to participate in school day activities.

Other viral or bacterial conditions not listed that are contagious also exclude your child from attendance for the required timeframe. Please consult your physician.

Immunizations

MVM highly encourages children enrolled to be immunized. However, if your child is not immunized, they will be required to be out of school for 21 days if a vaccine-preventable disease is present at MVM. (Measles, mumps, pertussis, polio, rubella, or varicella).

Medications

Any medication your child receives should be given at home. Should the dosage schedule require administration during school hours, MVM will make reasonable accommodations as able.

Medication will only be dispensed if:

- *The medication is in the original container*
- *The medication administration sheet is completely filled out by the appropriate guardian or parent*

- *The medication is given directly to staff for safe keeping*
- *Epi Pens: will be administered according to directions & previous stipulations.*
- *911 will be called as the Epi Pen is effective for roughly 20 minutes & any allergic reaction severe enough to require its use, must be turned over to the medical community immediately.*

Any medication that is left at school will be disposed of properly. Please do not leave any medication in your child's cubby.

Medical or Special Conditions

We will do what is reasonable in accommodating medical or special conditions for a child. The condition must be discussed with the Director before the child is enrolled at MVM for preschool. If the Director feels that reasonable accommodations cannot be made with the present staff or facilities, the child will require a different learning environment. It is the parent's responsibility to notify and give the school a reasonable amount of time to assess the situation.

Abuse or Neglect

All observations or suspicions of child abuse or neglect will be immediately reported to the child protective service agency no matter where the abuse might have occurred. Staff members will follow the direction of the child protective agency regarding completion of written reports and notification of the parents or legal guardian. Missouri Valley Montessori is licensed by the state of North Dakota and is required to report any suspicion of child abuse or neglect. (NDCC, 50-25.1-01-04.) Please call Burleigh County Social Services if you suspect abuse.

Daycare Days

Daycare Days = \$15

- ❖ Daycare days are designated throughout the school year (check your calendar).
- ❖ Lead teachers do not work and no Montessori lessons are completed.
- ❖ Teacher Assistants plan the day and students work in small groups.
- ❖ **A student must be signed up in advance for Daycare Day in order to attend.**
- ❖ Space is limited to 40.
- ❖ An extra charge of \$15 will be billed to each student's account when they are signed up for a daycare day. The charge covers the cost of staff, two snacks, and project fees.
- ❖ Lunches must be brought from home (same as regular programming)
- ❖ More than **two no-show daycare days will prohibit** you from signing up the remainder of the school year.

MVM Summer Program

MVM offers a full time summer program! The lead teachers do not run the summer program; it operates much like a “Daycare Day” with additional lesson planning, structure, and activities offered from 7:30am – 5:30pm.

- ❖ Program is limited to 40 full time children.
- ❖ Lead teachers do not work in the summer months.
- ❖ Montessori lessons are not completed.
- ❖ Teacher Assistants plan the day of activities and field trips.
- ❖ Students work in small groups throughout the day.
- ❖ An extra charge of \$25 will be billed to each student’s account monthly to cover the cost of daily snacks.
- ❖ Lunch must be brought from home.

Children and Learning

The teachers of Missouri Valley Montessori are dedicated to offering your child an exceptional early education opportunities. They would like to share some points to help you better understand the education process using the Montessori Method.

- Montessori philosophy is allowing the children to choose their activities to work on. We try our best to allow children to do so.
- Class time begins at 8:30 am (full day school) & 12:30 pm (for afternoon ½ day class). Be respectful of the teacher and classroom by being on time for school.
- Lessons in the classroom are hands-on. Sometimes your child may not have anything in their folders that day. This does not mean they are not learning or staying active throughout the day.
- We focus on the sound of the letter more than the name of the letter.
- We write on the board daily about your child’s activities. If you have any other questions related to your child’s progress, please talk to your **child’s teacher**.
- Talk to your child’s teacher about appointments, being picked up early, behavior, snack, if you need to switch snack days, etc.
- Check folders daily-projects or notes about your child’s lessons will be in there.
- Children are encouraged to dress on their own and put their own shoes on. Clothes/shoes should be easy enough for them to take care of independently.
- Children are responsible for their own gear. If you can’t find something, ask your child and check the lost and found.
- Please bring only 1 item for your child’s show and share. They will only be allowed to show one.

- Please keep any toys, gum, candy, etc at home. They are not to be left in backpacks or cubbies.
- Teacher emails are listed in the Parent Handbook.

This document is intended to be used as a guideline and is not all inclusive.

MVM Staff Email Addresses

Director

- ❖ Lisa Dilley director@mvmpreschool.org

Teachers:

- ❖ Lacey S. lacey@mvmpreschool.org
- ❖ Lisa D. lisa@mvmpreschool.org
- ❖ Kara S. kara@mvmpreschool.org
- ❖ Julie S. julie@mvmpreschool.org

Montessori Board of Directors

Missouri Valley Montessori School is a parent-directed preschool. MVM is directed by a board of seven (7) who serve terms of one to two year. Board position descriptions include:

- ❖ **President:** This person serves as the Chief Volunteer of the organization, is a partner with the MVM Director in achieving the organization's mission, provides leadership to the Board of Directors, develops an agenda for Board meetings and chairs the monthly meetings, appoints the chairpersons of committees, is considered an *ex officio* member of committees, discusses issues confronting the organization with the MVM Director, helps guide and mediate Board actions with respect to organizational priorities and governance concerns. President will all review with the MVM Director any issues of concern to the Board, monitor financial planning and financial reports, formally evaluates the performance of the Director and informally evaluates the effectiveness of the Board members.
- ❖ **Vice President:** A member of the Board, performs President responsibilities when the President cannot be available (see President description), reports to the Board President, participates closely with the President to develop and implement officer transition plans, performs other responsibilities as assigned by the Board.
- ❖ **Treasurer:** A member of the Board, manages the finances of the organization, administers fiscal matters of the organization, provides annual budget to the board for members' approval, and ensures development and board review of financial policies and procedures.
- ❖ **Secretary:** A member of the Board, maintains records of the board and ensures

effective management of organization's records, manages minutes of board meetings, ensures minutes are distributed to members shortly after each meeting, is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings and informs the MVM staff of memorable dates, events, notes, etc. through a MVM News email monthly.

- ❖ **Social Chair:** A member of the Board who maintains connections with the MVM teachers and staff, organizes a monthly (teacher's lunch) provided by parents, and identifies the parent-teacher conference food themes. The social chair will be mindful of special dates throughout the year and will be responsible to purchase (supported by MVM budget) the appreciation gifts for Staff Appreciation supper and May Teacher appreciation week.
- ❖ **Fundraising Chair:** A member of the Board who researches how to best meet the fundraising needs of the school and is in charge of all fundraising tasks. Fundraising chair receives input from MVM families, works directly with the fundraising vendors, collects and tally's fundraising paperwork from each child, is responsible to collect the money and account for funds, as well as be available to distribute the fundraising items on the designated pick up dates. All receipts must be submitted to the MVM Director or Treasurer for validating.
- ❖ **Public Relations Chair:** A member of the Board who maintains communication with staff and families through Facebook, Website notices, and monthly newsletter. This position is responsible for website and online communication maintenance.

BOARD BY-LAWS

MISSOURI VALLEY MONTESSORI SCHOOL, INC.

ARTICLE 1 – NAME

The name of this non-profit corporation shall be Missouri Valley Montessori School, Inc.

ARTICLE 2 - PURPOSE

The purpose of this corporation shall be to establish and operate educational facilities for young children based on the principles established by Dr. Maria Montessori. This corporation shall be organized and operated exclusively for educational purposes.

ARTICLE 3 – OFFICES

The principle place of business of the corporation shall be 200 West Turnpike Avenue, Bismarck, North Dakota, 58501, subject however, to change as Board of Directors designate.

ARTICLE 4 – MEMBERSHIP

A. Qualifications and Voting Rights

1. **Active Members.** Parents or guardians of a child shall become active members when they are notified of the admission of their child to the school under current tuition and admission policies. Membership shall terminate upon withdrawal of the child or at the end of the school year unless an application for re-enrollment has been filed with the Director prior to deadline for admissions; which is determined by the school. In case of such application, the family's membership terminates at the beginning of the next school year if their child is not readmitted. Membership may also be terminated by action of the Board of Directors as prescribed under Article 4.1c. Membership shall be non-transferable.
2. **Voting Rights.** Active members shall have voting rights at the Annual Meeting or special meetings of the corporation, and there shall be one vote per family unit which must be exercised in person or by written proxy, as prescribed under Article 4.2g.
3. **Involuntary Terminations.** A membership may be terminated by the Board of Directors, but only after giving the member the right to be heard at a hearing held on written notice delivered or mailed to the member and the Board members at least five (5) days before the hearing, only by a vote of two-thirds (2/3) of all members of the Board of Directors and only upon determining that continuation of the membership in question would be detrimental to the best interest of the corporation. Such termination shall be effective upon the mailing of a certified letter thereof to the member whose membership is so terminated.

B. Meetings

1. **Annual Meeting.** There shall be an Annual Meeting held during the month of May with the date to be set by the Board of Directors or MVM Director. The Board members shall, at this meeting, determine the office appointments and transact such other business as shall properly come before them.
2. **Notice of Meeting.** There shall be a written notice of the Annual meeting to each active member at least five (5) days prior to such meeting. The notice shall include the time and place of the meeting.
3. **Quorum.** Twenty percent (20%) of the voting members shall constitute a quorum at the Annual Meeting of the membership, four (4) of which shall be members of the Board.
4. **Voting.** All elections shall be decided by a majority of the votes of the active members except where otherwise required by statute, the Articles of Incorporation, or these By-Laws.

5. **Voting by mail.** When determined to be advisable by the Board of Directors, the entire vote of any single issue may be taken by mailed ballots. In such case, notice shall be mailed or hand-delivered to the members describing the procedure at least ten (10) days prior to the time the returned ballot is to be received by the Secretary.
6. **Voting by email.** When determined to be advisable by the Board of Directors, the entire vote of any single issue may be taken by e-mail ballots. In such case, notice shall be mailed or hand-delivered to the members describing the procedure at least ten (10) days prior to the time the returned ballot is to be received electronically by the Secretary. The email address on file with the Board's Secretary at the time is the one which will be used for this process.

ARTICLE 5 – BOARD MEMBERS

- A. **General Powers.** The Board of Directors shall manage the property, administrative policy, and the business of the corporation. The Board of Directors shall not take action within the realm of the instructional matter of the school except when a written complaint is received from a member or when deviation from Montessori philosophy is evident.
- B. **Who Can Serve as a Board Member.** Parents/guardians who are active members of the school (as prescribed in 4.1a) and non-active members which are parents/guardians who have had a child attend Missouri Valley Montessori School in the past three years and are still involved in the school's activities. Any parents/guardians who may have a conflict of interest in seeking a term on the board must notify the school director and the current board will determine if the parent/guardian can run for a board position.
- C. **Number, Manner of Selection and Term of Office.** The number of Board Members shall be seven (7) with no more than one member being non-active at the time of election. The Board Members shall be elected in April by the membership of the corporation via election ballot. Based on rotation of term commitments, members shall be elected each year. Five Board Members shall be elected for two year terms and two Board Members shall be elected for a one year term. The Board will be introduced at the Annual Meeting held in May each year. The Term shall begin at the May turnover meeting. Each Board Member shall complete the term to which he/she was elected and until his/her successor shall have been elected and qualified or until he/she shall resign or shall have been removed as provided by statute, the Articles of Incorporation, or these By-Laws.
- D. **Vacancies.** If a vacancy occurs among the Board Members by reason of resignation or other termination, such vacancy shall be filled by the Board until the next election.
- E. **Removal.** The Board members, by a two-thirds (2/3) vote of all voting Board

members present at a special meeting, may remove one or more Board Members from office or the Board. The Board may declare a Board Member's position vacant after three absences from regular Board meetings in the twelve months starting June 1.

F. **Compensation.** Board Members will receive no compensation for their services to the corporation, unless otherwise approved by the Board of Directors.

G. **Meetings**

1. **Regular Meetings.** Monthly meetings of the Board of Directors shall be held at a set time and place designated by the Board Members.
2. **Special Meetings.** Special meetings of the Board of Directors may be held at such time and place designated in the notice of the meeting. Special meetings may be called by the President, Vice President, or any two (2) Board Members. Unless notice shall be waived by all Board Members, notice of such special meeting shall be given by the Secretary who shall give at least two (2) days notice thereof to each Board Member by mail, telephone, email, or in person.
3. **Meeting by Petition.** Special meetings of the Board members may be called for a specific purpose by a petition filed with the Secretary of the corporation containing the signatures of ten (10) active members or ten percent (10%) of the voting membership, whichever is greater. The Secretary shall thereupon notify the President and each member of the Board of the necessity for calling said meeting.