



Elementary Course
2017 – 2018
Student Handbook

Montessori Institute of Milwaukee

621 S. 4th Street
Milwaukee, WI 53204
Telephone: 414-481-5050
Fax: 414-481-5164

E-mail:

alyn@montessori6-12ami.org
andrea@montessori6-12ami.org
joellen@montessori6-12ami.org

Website: www.montessori6-12ami.org

MONTESSORI INSTITUTE OF MILWAUKEE ELEMENTARY COURSE SCHEDULE 2017 - 2018

SCHEDULE IS SUBJECT TO CHANGE WITHOUT NOTICE
(Length of Day and Holidays Remain the Same)

DAILY SCHEDULE

DURING LECTURE SESSIONS:

Monday, Tuesday, Thursday

9:00 – 11:00 AM: Lecture
11:00 – 1:00 PM: Independent Material
 Making, Editing, Illustrations, Lunch
1:00 – 3:00 PM: Lecture
3:00 – 4:30 PM: Practicals

Wednesday, Friday

9:00 – 11:00 AM: Lecture
11:00 – 1:00 PM: Material Making,
 Lunch, Illustrations, Etc.
1:00 – 3:00 PM: Lecture

*DURING MOST OBSERVATION/ PRACTICE TEACHING SESSIONS:

Monday, Wednesday, Friday

Full Day At Assigned School

Tuesday, Thursday

Half Day At Assigned School
***1:00 – 4:00:** Practicals

2017

SEPTEMBER

W 06	REGISTRATION, WELCOME, ORIENTATION, ALBUMS, ENVIRONMENT
Th 07 - F 08	LECTURES
M 11 – F 15	LECTURES
M 18 – F 22	LECTURES, PRACTICALS
M 25 – W 27	LECTURES, PRACTICALS
Th 28 – F 29	PRIMARY OBSERVATION

OCTOBER

M 02 – F 06	LECTURES, PRACTICALS
M 09 – F 13	LECTURES, PRACTICALS
M 16 – F 20	ELEM OBSERVATION A, PRACTICALS*
M 23 - F 27	ELEM OBSERVATION A, PRACTICALS*
M 30 – T 31	LECTURES, PRACTICALS

NOVEMBER

W 01 – F 03	LECTURES, PRACTICALS
M 06 – F 10	LECTURES, PRACTICALS
M 13 – F 17	LECTURES, PRACTICALS
M 20 – T 21	LECTURES, PRACTICALS
W 22 - F 24	THANKSGIVING, MIM CLOSED
M 27 – Th 30	LECTURES, PRACTICALS

DECEMBER

F 01	LECTURES, PRACTICALS
M 04 – F 08	LECTURES, PRACTICALS
M 11 – F 15	LECTURES, PRACTICALS
M 18 - Th 21	LECTURES, PRACTICALS
F 22	WINTER BREAK, MIM CLOSED

WINTER HOLIDAY: Friday, December 22, 2017 – Tuesday, January 02, 2018

2018

JANUARY

M 01 – T 02	WINTER BREAK, MIM CLOSED
W 03 - F 05	LECTURES, PRACTICALS
M 08 - F 12	LECTURES, PRACTICALS
M 15	MARTIN LUTHER KING JR., NATIONAL HOLIDAY / MIM CLOSED
T 16 - F 19	LECTURES, PRACTICALS
M 22 - F 26	LECTURES, PRACTICALS
M 29 –W 31	OBSERVATION B, PRACTICALS*

FEBRUARY

Th01- F 02	OBSERVATION B, PRACTICALS*
M 05 –F 09	LECTURES, PRACTICALS
M 12 –Th15	LECTURES, PRACTICALS
F 16 – M 19	REFRESHER COURSE / PRESIDENTS DAY / MIM CLOSED
T 20 - F 23	LECTURES / PRACTICALS
M 26 - W 28	OBSERVATION B, PRACTICALS*

MARCH

Th01 - F 02	OBSERVATION B, PRACTICALS*
M 05 – F 09	WRITTEN REVIEWS
M 12 – W14	WRITTEN EXAMS
Th15 – F 16	ORAL EXAM REVIEWS, PRACTICALS
M 19 - F 23	ORAL EXAM REVIEW, PRACTICALS
M 26 - F 30	SPRING BREAK

SPRING HOLIDAY
MARCH 26 - MARCH 30

APRIL

M 02 - F 06	PRACTICE TEACHING A, PRACTICALS*
M 09 - F 13	PRACTICE TEACHING A, PRACTICALS*
M 16 –Th19	PRACTICE TEACHING A, PRACTICALS*
F 20	LECTURES/ PRACTICALS
M 23 – F 27	PRACTICE TEACHING B, PRACTICALS*
M 30	PRACTICE TEACHING B, PRACTICALS*

MAY

T 01 - F 04	PRACTICE TEACHING B, PRACTICALS*
M 07 -F 11	PRACTICE TEACHING B, PRACTICALS*
M 14 -F 18	PRACTICALS

ORAL EXAMS TO BE SCHEDULED AT THE DISCRETION OF AMI. NOTICE WILL BE GIVEN TO THE STUDENTS WHEN DATES ARE FINALIZED.

MISSION STATEMENT

The Montessori Institute of Milwaukee is organized for charitable and educational purposes and, specifically, for the purpose of operating and maintaining a center for training teachers of children ages 3 to 6 and 6 to 12 using the Montessori method under the auspices of the Association Montessori Internationale. The objectives of the Association are to uphold, propagate and further the pedagogical principles and practice formulated by Dr. Maria Montessori for the full development of the human being. The Association aims to establish these objectives by all lawful means and in particular by:

- a. Upholding the rights of the child in society, and making known the child's importance for the progress of civilization;
- b. Making known the natural laws of growth in order to help the child to develop naturally in the family, school and society;
- c. Awakenning public opinion with regard to the moral dignity of the child as 'the Father of Man', and to make clear the true nature of adult responsibility toward the child as the worker whose spontaneous activity produces the full-grown man;
- d. Spreading and upholding the pedagogical principles and practice formulated by Dr. Maria Montessori, which ensure the independence of the child's personality through successive stages of growth until he reaches full normal development by means of his own activity;
- e. Providing opportunities wherever possible for children to develop normally, thereby helping all adults to enter into a new life of harmony and co-operation with children; and by thus unifying the two fundamental phases of human life, to lead the way to a higher and more peaceable civilization;
- f. Functioning as a social movement that will strive to obtain recognition for the rights of the child throughout the world, irrespective of race, religion, political and social beliefs; co-operating with other bodies and organizations which further the development of education, human rights and peace.

(Revised July 1, 2016)

NONDISCRIMINATORY POLICY

The Montessori Institute of Milwaukee admits with all rights and privileges students of any race, color, sexual orientation, national and ethnic origin to its programs and activities generally accorded or made available to students. MIM does not discriminate on the basis of race, color, sexual orientation, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

COURSE OF STUDY

The Elementary Teacher Training Course of the Association Montessori Internationale: This course prepares the graduate to teach children ages 6 through 12 years using the Montessori Method.

Course of Study: Montessori Elementary Teacher Training	Clock Hours
Psychology, Child Development and the Philosophy of the Montessori Method I including classroom observation	95 (115)
Resources in Montessori Schools	5.5
Montessori Programmed Learning	500
Montessori Practicum	477.5
Montessori Curriculum and Methods: Mathematics	96
Montessori Curriculum and Methods: Language	53.5
Montessori Curriculum and Methods: Geometry	24.5
Montessori Curriculum and Methods: Geography	35
Montessori Curriculum and Methods: History	32
Montessori Curriculum and Methods: Biology	26
Montessori Curriculum and Methods: Music	18
Montessori Curriculum and Methods: Art	17.5
Total Clock Hours	1,380.5

Lectures are given by staff members who are Association Montessori Internationale trainers or participants in the AMI Training of Trainers program (TOT) on the subjects listed above. The lectures include demonstrations of all exercises. The staff provides opportunities to discuss the presented material or any other concern as a group or in private.

ALBUMS

Each student will complete a personal reference album of written and illustrated exercises for each of the nine areas: Theory, Geography, Biology, History, Mathematics, Geometry, Language, Music and Art. These exercises must be written out according to the prescribed format, and must include individual sketches illustrating the exercises. All charts, demonstrations and impressionistic material must be illustrated carefully and inserted within the body of the text. Only material presented on this course shall be included in the albums.

Notes taken and sketches made during the lectures are the basis from which the student prepares course albums. Taking complete notes is required. The process of writing and illustrating albums is an internalizing and restatement of the presented material that verifies that the student understands and is able to prepare a coherent written record of presentations appropriate for children age six to twelve.

GROUND FOR DISCIPLINE OR DISMISSAL

- Submission of unoriginal work, or that of another person, constitutes grounds for immediate dismissal from the course. Both parties involved in the passing and sharing of work, shall be held responsible, and accordingly, accountable. No inclusion of illustrations, diagrams, photographs, etcetera, downloaded from the Internet or obtained from a source other than the staff of MIM shall be permitted.
- All individuals who assist classmates with work for legitimate reasons must inform the Director of Training immediately to avoid misunderstandings.
- All individuals who accept assistance from others must inform the Director of Training immediately as to the source of assistance to avoid misunderstandings.
- Students may be asked to discontinue their course for medical, psychological, academic, or other cogent reasons. Students are expected to abide by the conditions laid down for taking the course and any arrangements made for their training during it.

SUPERVISED PRACTICE AND INDEPENDENT PRACTICE

Supervised practice is the opportunity to solidify one's understanding and techniques of the didactic apparatus before entering the classroom to work with children. Students must practice a minimum of 140 hours under the supervision of a MIM staff member. The purpose of practice sessions is to provide the student with the opportunity for active manipulation of materials and the accompanying verbalization. The scheduled time for supervised practice is to be used for manipulating the materials, not for editing notes or making materials. Only practice with the materials meets the AMI requirements for practical sessions. The supervising staff will keep attendance and hours of practice.

REQUIRED MATERIALS

Each student is required to prepare certain materials for use in the classroom. These materials include, but are not limited to: history timelines; impressionistic charts for geography, language and biology; and assorted miscellaneous pieces. See the list of required books. MIM estimates that the cost for books and materials is approximately \$1,500.00.

OBSERVATIONS

Observation is an essential skill for guiding a Montessori environment. Observing classes of children of different ages and looking for specific elements common to all children, but varying in manifestation with the particular age, develops these skills. The emphasis in training the ability to observe is twofold: To develop the skill of observation itself and to use the skill in implementing practices that correspond to meeting the needs of the developing elementary child.

The first two days of observation will be in AMI three to six classrooms. Ninety (90) hours of assigned observation will be scheduled in the classrooms of two different AMI Montessori elementary-trained teachers. Placements must be approved by MIM staff.

PRACTICE TEACHING

Practice teaching affords the student the opportunity to work with children using the Montessori Method and materials. Through these opportunities students are able to assess their abilities to work with children age six to twelve. Practice teaching must be scheduled in the classrooms of AMI certified 6-12 teachers.

To be placed in student teaching assignments a student must previously meet the Observation requirement, and one's course work must be at a satisfactory level.

A minimum of one hundred twenty (120) hours of student teaching are required. These sessions will be scheduled in the classrooms of two different AMI Montessori elementary-trained teachers. Placements must be approved by MIM staff. Please refer to the course calendar for the practice teaching schedule.

WRITTEN EXAMINATIONS

Written exams will be scheduled on each of three consecutive days in March. Please refer to the course calendar for these dates. The Training Staff of MIM will administer the written exams. See the Grading Criteria section for information on how the written exams are graded.

ORAL EXAMINATIONS

Each student is required to demonstrate one's knowledge of all subjects during a three-hour oral examination before an Examining Committee selected by the Association Montessori Internationale and the Director of Training. The exams will be held on dates determined by the Executive Board of the Association Montessori Internationale in Amsterdam, The Netherlands. The oral exams for this course will be scheduled on or after May 19, 2018. Once AMI notifies MIM of the dates an announcement will be made to the students.

STUDENT EVALUATION AND ASSESSMENT

All assignments shall be completed to the satisfaction of the Director of Training. A Satisfactory/Unsatisfactory grading system is used for course work. This grading system applies to written papers, albums, practice with Montessori materials, observation, practice teaching, material making and general course assignments. Work must be complete to be considered Satisfactory. Numerical grading is used for final written examination papers and final oral examinations. Letter grading will be used for students enrolled in the Loyola University Maryland graduate program. Late assignments affect your final grades for the course.

Students submit regular album assignments that are read by the MIM staff or AMI elementary trained teachers. Only fully illustrated work will be read. The assignments are returned with written comments. Students are expected to complete the revisions prior to the final album check. Students are advised to keep all comment sheets and to initial or check off each assignment upon completion. No claim is made or implied that readers will find all omissions or content errors. The lack of comments and corrections does not guarantee acceptance of the albums during final album check. Ultimately, the responsibility for the accuracy of album content is that of the student.

Evaluation Records

The MIM staff is available to students as advisors throughout the course. Detailed records are kept of academic progress and attendance for lectures, album work, practice teaching, materials construction, practice sessions, observation notes and theory papers. Successful completion of the course will be based on records reflecting complete and satisfactory work during the course, as well as passing grades for the written and oral examinations. Students are notified of the results of evaluations in person and/or in writing as final results are determined.

Students may request a progress conference with the Director of Training or other staff member during the course. Students are encouraged to be aware of the required hours of participation relative to their own completed hours.

Deadline for Completion of Course Work

Students who consistently turn in their work timely are better prepared for the final written and oral examinations. Assignment due dates are firm. Students are given assignment sheets detailing the subject, required submissions and due date. There shall be no guaranteed return date for late work.

Changes, corrections and resubmissions of album work

Typed or neatly handwritten, fully illustrated records of each demonstrated activity are to be submitted for correction as scheduled. Any and all work that does not meet the satisfaction of the MIM readers must be corrected and resubmitted. Students should change the text or illustrations based on the reader's written comments. If the student is uncertain as to the correction required, s/he should contact the MIM staff for assistance. **If all course work and albums are not completed satisfactorily, the student shall not sit for written and oral examinations.**

IN AND ABOUT THE BUILDING

While MIM rents most of the second and third floors of this school building, other people and other groups use the first floor and occasionally the gym on the fourth floor. Please dress and behave accordingly. Jeans may be worn, but no short shorts, halter or tank tops, and no bare feet. It is important to remember that we are often sharing this building with other adults and groups of children. We must respect their right to work uninterrupted, as we hope they will respect ours.

Parking for students is in the parking lot north of the church or on the street. You may not park behind the building.

The rooms designated for the students' use are the classroom, practice rooms and lounge/kitchen. We ask that eating and drinking be confined to the kitchen and lounge, **not** the classroom.

Students may leave their personal belongings and outdoor apparel in the lounge (or other designated area). Wet footwear must be left outside the classroom door.

There are restrooms down on the first floor.

There is a janitorial service, but it is important for all of us to leave the general use areas of the building in good condition.

There is **no smoking** in the building.

MIM provides janitorial service for our own area. We will all be responsible to help with these tasks.

Care of the material and shelves is done by the students as part of their training.

The sink area is to be kept clean by those who use it. The refrigerator and microwave are for students' use; any mess should be cleaned up at the time it is made. Please remove food containers and any items that are spoiled **at the end of each week**; any containers left in the refrigerator are subject to being thrown away. Food should be in sealed containers or securely wrapped.

IN AND ABOUT THE PREPARED ENVIRONMENT

The Institute's hours are 8:15 a.m. to 5:00 p.m. Monday through Friday. If you are in the classroom unsupervised, you have the responsibility for the safety of the environment.

The general daily schedule will be:

Monday, Tuesday, Thursday

9:00 – 11:00 Lecture

11:00 – 1:00 Lunch, Material Making, Album Illustrating

1:00 - 3:00 Lecture

3:00 – 4:30 Lectures, if needed; Practicals

Wednesday, Friday

9:00 – 11:00 Lecture

11:00 - 1:00 Material making, Lunch, Album Illustrating

1:00 - 3:00 Lecture

Local school officials and persons holding AMI diplomas may audit classes on an appointment basis.

Dress within the Prepared Environment is the same as in the building.

Cell phone use and Internet access are **not** allowed **in** the lecture/practice room during lecture and practice time.

Families of students may visit the training center when it is unoccupied or during open houses. During lectures or during supervised practice we ask that you do not invite your family, friends, or children. Please speak with the Director of Training if any special circumstances arise.

All papers, supplies, materials, and equipment are the property of MIM and are to remain in the Prepared Environment. There will be no overnight 'loaners'.

Students may use the photocopier and fax machine in the office. There is a charge of \$.10 per copy per side, including waste copies, to be left in the container by the copier. Faxes are \$1/page; please see a staff member if you wish to send a fax.

Students may use the laminator located in the lounge. There is a charge of \$2.00 per yard to be paid to MIM at the time of lamination. Please check in with someone in the office **before** turning on the laminating machine. **A staff member will always be the one to**

change the film. Students may also use the binding machine. However, they must furnish their own materials for this.

ATTENDANCE

We are required by AMI to keep attendance records for every session. If you are ill or cannot attend, please call **414-481-5050** to let us know or e-mail **alyn@montessori6-12ami.org**. If there is no staff member available to take your call, please leave your message on voice mail. AMI requires students to complete a minimum of 90% attendance. The staff maintains a record of attendance. You may obtain updates of your missed time or cumulative time.

If you arrive late or leave early from class or are absent, it is your responsibility to fill out and turn in an Attendance Information sheet to verify time missed.

Any student missing lectures is responsible to borrow notes with written consent from at least two other students. There is a consent form to fill out in this instance, which is turned in with the album submission and kept on file.

Staff home numbers are not published to preserve the privacy of the staff.

STAFF

Lectures, demonstrations and supervised practicals are conducted by AMI Trainers. The staff has the responsibility, as well as the authority, to guide how time in class is used.

The general schedule is followed, but there are times when flexibility is required to meet the needs of the course and you, as students. You will be informed whenever a change in the general schedule is about to happen.

COURSE CONTENT

The AMI Elementary Montessori Course provides an overview of current child development, a detailed study of Montessori philosophy and methods, hands-on practice with the Montessori elementary materials, time to observe community classrooms and practical teaching experience. This is a post-graduate course. Applicants must have a college degree to qualify for acceptance onto the course. Students who successfully fulfill the requirements for certification will receive an Association Montessori Internationale Elementary Montessori Diploma. This diploma is recognized around the world. The diploma does not qualify the graduate to be licensed to teach in the State of Wisconsin.

Course instructors draw upon their own personal experience in life. Although the ideas are stated theoretically, they originate from direct experience with children in and out of the classroom environment. Please do not say, “That is not true,” to something stated in class. Perhaps you have not experienced that ‘something’ yet, or at least not in that way. The entire class benefits from having an open mind.

There is some time each day for questions and clarifications regarding concepts and ideas presented. However, we ask that students not interrupt a lecture in progress. Please wait until questions have been invited. Questions you have may also be of value to others, so do not be afraid to ask for further discussion. If you feel more comfortable, you may speak with the Director of Training (or other staff member) in private.

You are required to understand the concepts presented by the instructors in order to complete the course. Reading through your notes at the end of the day is a great help in assessing one’s understanding of the lessons or presented material. If you have complaints or negative feelings about some aspect of the course or environment, please see the Director of Training **immediately**. Your energies need to be going into your work. A resolution or adjustment will be attempted.

EMPLOYMENT OPPORTUNITIES

Career expectations upon receiving the AMI diploma are bright in terms of availability of jobs, vacation time, and the opportunity for wider travel. Schools are growing both nationally and internationally. They are constantly looking for qualified teachers with the excellent training that our Institute provides. The Institute does not offer placement services.

The Institute maintains an up-to-date Employment Opportunities listing. This includes national Job Bulletins from AMI-USA and the North American Montessori Teachers' Association. The Institute also receives letters directly from schools throughout the world seeking qualified teachers.

Montessori Institute of Milwaukee does **not** give employment guarantees.

STUDENT SUPPORT SERVICES

Each student may seek academic counseling from any staff member. The Director of Training will conduct multiple planned sessions with each individual. At any time that you feel it necessary, please contact the staff to arrange counseling.

Each student may seek non-academic counseling from any source that you deem appropriate. The staff will assist you in finding sources for non-academic counseling. Our website: <http://montessori6-12ami.org> has a page entitled, **Messages/Resources**. For immediate medical care there are listings for the nearest hospitals and the Emergency Burn Center. A telephone number (800-222-1222) for the Wisconsin Poison Center is given.

GRADUATE PROGRAMS IN EDUCATION

In affiliation with Loyola University Maryland students are eligible to apply to Loyola's Master of Education in Montessori Education Program. MIM has an articulation agreement with Loyola University Maryland. You have the unique opportunity to earn a Master of Education (M.Ed.) degree while also earning the internationally recognized AMI diploma.

You must apply and make payment directly to Loyola University for the Masters credits.

STUDENT LOANS

MIM offers student loans via the federal government's Direct Loan program. For information and to apply check this link: <http://www.direct.ed.gov/applying.html>. Our school code is G33093.

Financial assistance is also available to qualified applicants through the MES Fund that is administered by AMI-USA. To apply for this financial aid candidates must first be accepted into an AMI Course. The AMI-USA office must receive applications by May 1st. Visit <http://amiusa.org/become-a-teacher/financial-aid> for more information.

CANCELLATION AND REFUND POLICY

1. The Applicant is entitled to a full refund of any money paid, except the application fee, if not accepted by the Institute.
2. The Applicant is entitled to a full refund of any tuition paid (less the application fee) if s/he withdraws not later than midnight on the fifth business day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided that the Applicant has not commenced training.

After five business days (excluding Sundays and holidays), the Institute may retain an established registration fee equal to ten percent (10%) of the total tuition cost, or five hundred dollars (\$500.00), whichever is less.

“Registration fee” refers to any fee, however named, covering those expenses incurred by an institution in processing a student records system. Money due to the applicant/student shall be refunded within thirty (30) calendar days after receipt of the request.
3. The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:
 - a. When the Institute receives notice of the student’s intention to discontinue the training program;
 - b. When the student is dismissed for a violation of a published school policy which provides for dismissal;
 - c. When the student, without notice to the Institute, fails to attend classes for thirty calendar days.
4. If the student terminates training or is dismissed after entering classes, the student is financially obligated to the school for the remaining tuition due.

5. If the Institute continues to operate under its license, but discontinues instruction in the program after training of students has begun, the students enrolled in the discontinued program are entitled to a pro rata refund of all tuition and fees paid, unless comparable training is arranged by the Institute. This comparable training may be provided at another public or private vocational school, and the student agrees to such arrangements in writing.
 - a. Notice in advance of the discontinuance must be provided to the agency and to students in writing.
 - b. The term “discontinued” generally applies to the elimination by the school of a particular course offering prior to its completion. However, the term includes circumstances where a program commenced at a specific location under terms of an enrollment agreement is relocated to a substitute physical site.
 - c. A student affected by said relocation may voluntarily accept transportation and other arrangements offered by the school in order to continue his/her training, or may file a refund claim.
 - d. The enrolled student must make a request for refund pursuant to this provision in writing within thirty (30) calendar days following discontinuance of the program. Money due to the applicant/student shall be refunded within thirty (30) calendar days after receipt of the request.

DEPARTMENT OF EDUCATION
SCHOOL DISCLOSURE REQUIREMENTS

1. Campus Security Act of 1990

- a. An annual Campus Security Report is prepared each year. It is available upon request by students and employees from the office of the Director of Training.
- b. A summary of the report is that no crimes were committed on our campus during the last year.
- c. If a student witnesses or is victimized by a crime, the student shall call the Milwaukee Police Department (by dialing 911) and/or notify the Director of Training.

2. Student Right-to-Know Regulations

- a. The Institute has no undergraduate students.
- b. The Institute has no students receiving athletically related student aid.

3. Equity in Athletics Disclosure Act of 1994

- a. The Institute has no athletic programs.

4. Requirements of Section 668.14 (PPA)

- a. The Institute has no athletic programs.

5. Drug Abuse Prevention Program

- a. The Institute has no drug abuse prevention program. Any officer, employee, or student of this Institute may access any community program that suits his/her needs.

GRIEVANCE PROCESS

Letter to Director of Training

- Individual or individuals involved
- Specific facts
- Problem

Informal Meeting

Appeal Letter to Director of Training

Response from Director of Training

- When
- Where
- Time
- Parties to attend

Formal Hearing

Appeal to Governing Board

Appeal to MACTE Commission

Decisions

- Agreement by Parties
- Case Closed
- Probation
- Exclusion

A Grievance is defined as a written statement that alleges a specific violation of procedures, rules, or regulation infringing on the personal and professional rights of the griever.

An informal hearing may reach a resolution that solves the problem. An informal request for a meeting to resolve the problem must be filed and a meeting must be held before a grievance can be filed formally. If no decision is reached or if an appeal is requested, the following procedure must be followed:

A formal hearing will require a letter to the Director giving a factual statement or evaluation of a problematic area. The letter must specifically name the person or persons to whom the grievance is directed, and the procedures or rules or regulation, which are the basis for the grievance.

A response from the Director must be forthcoming by personal service or Certified Mail within ten (10) days. The response must name the place, the date, the time, and the individuals who may be present. The hearing must be held within thirty (30) days. One member of the advisory board or the designee of the advisory board shall be present. The grievor and a maximum of one representative or support person shall be present. Any witnesses whose testimony is to be considered must be present.

The formal hearing shall be governed by procedures set by the advisory board and administered by the Director or a designee. Robert's Rules of Law and Order shall be used. Each meeting shall be taped to provide a record of the hearing. The tape shall be kept in the office of the Director until thirty (30) days following the completion of the appeal process.

If the decision reached at the formal hearing is not acceptable to the grievor, the grievor shall file a written request for appeal with the Director within ten (10) days, and all materials, including the taped record shall be turned over to the Advisory Board for review. The Advisory Board shall review the decision within thirty (30) days. If the Advisory Board does not reach a decision agreeable to both the grievor and the aggrieved, the grievor shall file a written request for appeal with the Director and request that all materials then be sent to the governing board for its decision. Their decision shall be reached within thirty (30) days.

If the decision reached by the governing board is not acceptable to the grievor, the grievor shall file a written request for a hearing by the MACTE Commission on Accreditation with:

Rebecca Pelton - Executive Director
Montessori Accreditation Council for Teacher Education
420 Park Street
Charlottesville, Virginia 22902
Tel: 434-202-7793
Fax: 888-525-8838

The MACTE Commission is the final recourse for any grievance.

If for any reason the grievor does not follow the preceding process, the grievance will be considered void, the case will be closed, and all information will be sent to the governing board for filing.

Potential decisions from any hearing or appeal may include:

1. AGREEMENT BY BOTH PARTIES
 - a. Case Closed
 - b. Probation
 - i. From three (3) to six (6) months on site
 - ii. From three (3) to six (6) months off site
 - c. Exclusion

- i. With the right to return after one (1) year
- ii. Permanent Exclusion

2. DISAGREEMENT UNRESOLVED

- a. Resolution determined by the MACTE Commission

STATEMENT OF CONFIDENTIALITY AND ACCESSIBILITY OF FILES

The Montessori Institute of Milwaukee maintains records throughout the conduct of the course. Attendance records for classes and lectures are maintained on a daily basis by the lecturer, and the Institute's staff for supervised and unsupervised practice maintains attendance records. Evaluations of course work including Materials Reference Book evaluations are maintained in the Institute's office.

At the time of a student's withdrawal or upon the completion of the course, a permanent file is created and maintained in the archives. This file contains all of the following, or the appropriate portion thereof:

- The original application for admission
- All college transcripts
- The summary sheet from the evaluations of the Materials Reference Books
- The summary sheet with the scores from the written and oral examinations
- The Montessori course transcript
- A copy of the signed and dated Montessori diploma and/or Award Letter
- The original staff and supervising teachers' evaluations forms from Practice Teaching.

All student files are held in the strictest confidence, and are accessible upon request or written authorization by the student to the Director of Training.

All parts of the permanent file remain in the sole possession of the Montessori Institute of Milwaukee.

STANDARDS OF FAIR PRACTICE

Course Responsibilities

In order to preserve and protect the rights of students, the Montessori Institute of Milwaukee is committed to the following standards of fair practice:

∞ **Advertising**

To publish announcements and advertising which are current, accurate, reliable, and comprehensible.

∞ **Academic Program**

- ∞ To describe course requirements clearly and accurately.
- ∞ To prepare course descriptions which accurately reflect the courses that are offered.
- ∞ To provide the facilities and learning resources required by an AMI affiliated Montessori Teacher Training Course.
- ∞ To employ qualified instructors who will offer quality instruction.
- ∞ To provide fair and reasonable evaluation of academic work and inform students regularly of academic progress.
- ∞ To suspend a student for appropriate cause while pending due process.
- ∞ To dismiss a student only for appropriate cause after due process.
- ∞ To award certification only when merited, after all stated requirements have been satisfied.
- ∞ The Institute offers academic counseling. It does not offer student services that are non-academic. If a student needs outside services or counseling, the staff will attempt to assist the student find the appropriate service provider.

∞ **Finances**

- ∞ To inform students of the full cost of the course.
- ∞ To inform students regarding the centers refund policy.
- ∞ To raise fees only after providing students with due notice.
- ∞ To keep accurate records of fees paid by students.

∞ **Admissions**

- ∞ To provide prospective students with a complete and accurate picture of the course, to encourage them to visit the course site, and to schedule an interview with prospective students as part of the admissions process.
- ∞ To provide students with a written admissions policy.
- ∞ To maintain a clear policy regarding job placement services: The Institute does not offer placement services.

- ∞ No student is admitted to the course if s/he does not meet all of the admission requirements.
- ∞ The admission process and requirements are detailed on our website.
- ∞ In addition to the student rights that are protected by the course's commitments to the standards of fair practice detailed above, students are hereby made aware of the following:

NOTICE OF STUDENT RIGHTS

The Right to Cancel

You have the right to cancel your enrollment contract with the school by mailing written notice of such cancellation by CERTIFIED MAIL to the Course Director of Training. The effective date of cancellation shall be the date of the postmark.

Three-Day Full Refund Period

You have the right to cancel your enrollment contract with the school without penalty or obligation within three (3) working days following enrollment, provided no classes have been attended.

Cancellation after Three-Day Period

After the three-day full refund period has passed, you have the right to cancel your enrollment contract with the school, but the school shall be entitled to the Application Fee and your Deposit. You shall be refunded all other monies paid if the cancellation occurs prior to the date you are scheduled to begin classes. If you cancel your enrollment after the course has begun, you will receive no reimbursement of tuition and fees. If you are dismissed you will receive no reimbursement of tuition and fees.

STUDENT RESPONSIBILITIES

In response to the Standards of Fair Practice to which the Course is committed, the Course expects students to make their commitment to the following fair practices:

- ∞ To represent themselves honestly in applying for the course.
- ∞ To submit an application for enrollment based upon a desire to learn and upon a calling to serve children as a Montessori teacher.
- ∞ To be fully informed about the total cost of the course and to make all required payments in a timely manner.
- ∞ To read and fully comprehend contracts before signing them, to fulfill all obligations required by signed contracts, and to keep a copy of all contracts and receipts.
- ∞ To be prompt and constant in class attendance and attend at least ninety percent (90%) of class sessions.
- ∞ To study all materials given in the course and to complete all assignments in a timely manner to the best of the student's ability to do so.
- ∞ To fulfill all course requirements in a timely manner.
- ∞ To disclose the need for special consideration/accommodation with regard to learning style before the course begins. The student is responsible for providing the Institute with a written copy of the supporting diagnostic test results and professional prescriptions for auxiliary aids.
- ∞ To accept responsibility for the full payment of all course fees after the course has begun, even if the student decides to cancel the enrollment contract after that time.
- ∞ To demonstrate solidarity with classmates and support for the highest traditions of the course.
- ∞ The Course expects students to make their commitment to be considerate towards their fellow students and the staff.
- ∞ **The lecture/practice room is an internet-free and cell phone-free zone.** You need to disable your Internet capabilities any time you are in these environments. If you have the capability, the Internet may be accessed on break in the kitchen or

- lounge. Please show respect to the lecturer, the course material, and your classmates by being attentive during lectures.
- ∞ Cell phones **are required to be turned off** while in the classroom. You may give out the office telephone number (414-481-5050) for messages. The classroom is a cell phone/internet free zone.
 - ∞ Computer noises are distracting, both to the lecturer and the other students. Anyone arriving late or without your computer set up and turned on will need to be prepared to take notes by hand. You **will not be permitted** to set up your computer until break time. Furthermore, all external sounds from your computer **are required** to be turned off or muted.
 - ∞ Disable any recording capabilities.
 - ∞ Be prepared with a notebook and pencils/colored pencils even if you take computer notes. There will be times when a quick sketch will be helpful. And unfortunately, there are times when computer technology fails.
 - ∞ Wet and/or dirty outer clothing (jackets, umbrellas, and shoes) must be left in the hall or in the lounge.
 - ∞ It is the responsibility of each student to be a positive and contributing member of our community.
 - ∞ Lectures begin at 9:00 AM and 1:30 PM **promptly**. You have responsibility for being present, in your seat, and ready to take notes.

Recording lectures is against AMI policy. Recording lectures is a basis for dismissal from the course.

GRADING CRITERIA

Observation (Pass/Fail)

During the course cycle, students are given three different assignments for observation sessions. Their daily notes and a summary based on the components of the assignments are reviewed afterwards by a staff member. Notes addressing each aspect of the assignment are required for a PASS.

Practice Teaching (Pass/Fail)

During the course cycle, students are given practice teaching assignments. A signed time sheet, and a list of lessons given and to whom the lessons were given are reviewed afterwards by a staff member.

Albums

Criteria used:

- ∞ Assignments turned in on time
- ∞ Clarity and completeness of presentation write-ups
- ∞ Accurate reflection of the presentation given in class
- ∞ Neatness
- ∞ Adequately illustrated
- ∞ Edited for correct grammar and spelling
- ∞ Must be the student's original work

Plagiarism is grounds for dismissal from the course.

Written Examinations

These are read and scored by the Director of Training and qualified staff members. Each paper is scored on a possible 25 points. The scores of the four theory answers are then added together. 50% is needed to pass. The scores of the six practical answers are added together; 50% is needed to pass. All papers are read blind and by at least two evaluators. Scores are then averaged to arrive at the final numerical mark.

When the written examinations are graded each student has a private conference with the Director of Training. The students are advised and shown their numerical scores. At the end of the course this numerical score is translated into a grade.

Criteria used:

- ∞ To receive a passing score, the student must answer all parts of the question, reflect an understanding of Montessori theory and the ability to relate examples to theoretical points. The answer must include definition(s) of all relevant terms.

Oral Examinations

Each student is scored on a basis of 25 points in each area of the examination (History, Geography, Biology, Language, Mathematics, and Geometry). A student who is deferred from graduation is advised by telephone, as the student after the oral examination does not have to return to the Institute prior to the graduation ceremony.

To receive a pass mark (minimum of 12.5) the student has to know:

- ∞ How to present the material on the 'slip' chosen in a blind draw.
- ∞ The purposes, direct and indirect aims, and the age at which it is presented. The exercises that precede the presentation, and those which follow it.
- ∞ The control of error.
- ∞ Some general theory about that particular area.

Grading System for Transcripts

A	Excellent	Denotes high achievement and indicates intellectual initiative beyond the objectives of the Course.
B	Good	Denotes work which meets the objectives for the Course and intellectual command expected of a Graduate student.
C	Unsatisfactory	Denotes work of inferior quality compared to the objectives of the course. It is the lowest passing grade.

A student's course work must be at a satisfactory level in order to be placed for student teaching.

SCHEDULE OF COSTS

Application fee	\$ 100.00
Application fee after May 1 st	\$ 150.00
Deposit to reserve course seat	\$1000.00
Foundation Course fee	\$2000.00
Elementary Course fee	
Due September 7, 2017	\$5500.00
Due January 15, 2018	\$5500.00
Student Fees, due September 7, 2017	\$ 400.00
Estimated additional course expenses (books, material making)	\$1500.00
Fee to retake Oral and/or Written Exams <u>or</u> to take exams in another year after year of training	\$ 350.00
Fee per album for reading albums submitted after the last date for submission	\$ 50.00
Fee for checking charts and/or timelines submitted after the last date for submission	\$ 50.00
Transcripts (each)	\$ 4.00
\$	

BOOK LIST

<i>Author</i>	<i>Title</i>	<i>Publisher</i>
Required:		
Montessori, Maria	<i>THE ABSORBENT MIND</i>	Clio Press
	<i>EDUCATION AND PEACE</i>	Clio Press
	<i>ADVANCED MONTESSORI METHOD</i>	
	<i>VOL I AND VOL II</i>	Clio Press
	<i>FROM CHILDHOOD TO ADOLESCENCE</i>	Clio Press
	<i>TO EDUCATE THE HUMAN POTENTIAL</i>	Clio Press
	<i>THE FOUR PLANES OF EDUCATION</i>	AMI
Montessori, Mario	<i>THE HUMAN TENDENCIES AND</i>	
	<i>MONTESSORI EDUCATION</i>	AMI
	<i>COSMIC EDUCATION</i>	AMI
Recommended:		
Lillard, Angeline S.	<i>MONTESSORI: THE SCIENCE BEHIND THE GENIUS</i>	Oxford
Lillard, Paula Polk	<i>MONTESSORI: A MODERN APPROACH MONTESSORI TODAY</i>	Schocken Schocken
Montessori, Maria Press	<i>THE CHILD IN THE FAMILY</i>	Clio Press
	<i>THE DISCOVERY OF THE CHILD</i>	Clio Press
	<i>EDUCATION FOR A NEW WORLD</i>	Clio Press
	<i>THE FORMATION OF MAN</i>	Clio Press
	<i>THE SECRET OF CHILDHOOD</i>	Clio Press
	<i>The California Lectures of Maria Montessori, 1915</i>	Clio Press
	<i>Creative Development in the Child, vol. 1&2</i>	Kalakshetra Press
Montessori, Mario Jr.	<i>EDUCATION FOR HUMAN DEVELOPMENT</i>	Schocken
Standing, E. M.	<i>MARIA MONTESSORI: HER LIFE</i>	

BOOK PRICES

THE ABSORBENT MIND		\$19.00
THE ADVANCED MONTESSORI METHOD VOLUME I	19.00	
THE ADVANCED MONTESSORI METHOD VOLUME II	19.00	
THE CALIFORNIA LECTURES OF MARIA MONTESSORI, 1915	24.00	
THE CHILD IN THE FAMILY	16.00	
THE CHILD, SOCIETY, AND WORLD	19.00	
COSMIC EDUCATION	7.00	
COSMIC EDUCATION (2008 WORKSHOP)	20.00	
CREATIVE DEVELOPMENT IN THE CHILD, VOL. I	16.50	
CREATIVE DEVELOPMENT IN THE CHILD, VOL. II	16.50	
THE DISCOVERY OF THE CHILD	19.00	
DR. MONTESSORI'S OWN HANDBOOK	12.00	
EDUCATION AND PEACE	15.00	

EDUCATION FOR A NEW WORLD	
15.00	
EDUCATION FOR HUMAN DEVELOPMENT	
15.00	
THE FORMATION OF MAN	
15.00	
THE FOUR PLANES OF EDUCATION	
7.00	
FROM CHILDHOOD TO ADOLESCENCE	15.00
THE HUMAN TENDENCIES AND MONTESSORI EDUCATION	
7.00	
THE LONDON LECTURES, 1946	
22.00	
PSYCHOARITHMETIC	
30.00	
PSYCHOGEOMETRY	
20.00	
THE SECRET OF CHILDHOOD	11.50
TO EDUCATE THE HUMAN POTENTIAL	16.00
WHAT YOU SHOULD KNOW ABOUT YOUR CHILD	
15.00	
MARIA MONTESSORI (KRAMER)	
19.00	
MARIA MONTESSORI: HER LIFE AND WORK (STANDING)	
15.00	
MONTESSORI LEARNING IN THE 21 ST CENTURY (HELFRICH)	
18.00	

MONTESSORI: A MODERN APPROACH (LILLARD)

13.00 MONTESSORI FROM THE START (LILLARD/JESSEN)

14.00

BEHIND THE GENIUS

MONTESSORI TODAY (LILLARD)

13.00 UNDERSTANDING THE HUMAN BEING

22.00

MONTESSORI: THE SCIENCE

35.00

MATERIAL REQUIREMENTS

Charts and Timelines

- Geography
 - 1a – 28a
 - 1 – 30
 - GW1 – GW5 and accompanying pieces
 - U1 – U5

- Biology
 - A – R

- History
 - H1, H2, H5, H5a, H6 – H8
 - Timelines
 - Timeline of Life (control)
 - 1st Timeline of Human Beings
 - 2nd Timeline of Human Beings
 - Hand Timeline

- Language
 - Suffixes (2 charts)
 - Prefixes
 - Compound Words
 - Word Families
 - Noun Family
 - Verb Family
 - Adverb/Verb/Pronoun
 - Change in Spelling
 - Comparison of Language

Due dates for the above will be given my MIM staff.

IT IS IMPORTANT TO HONOR THE DUE DATES FOR MATERIAL SUBMISSIONS.

Montessori Institute of Milwaukee
Student Code of Ethics

I will follow the highest standards of honesty and integrity. My behavior will be professional and nondiscriminatory.

I will discuss confidential information only with authorized persons.

I will follow the doctrine of the Montessori philosophy of childhood to the best of my ability.

I will strive to work cooperatively within the Montessori community to promote goodwill and maximize communication.

I will not knowingly falsify or misrepresent records or facts about myself, other students, children, parents or colleagues; and will work to actively avoid or suppress gossip and other harmful behaviors.

I will not let personal affairs interfere with my responsibilities or my professionalism.

I will adhere to the policies and procedures as set forth in the course handbook.

I will demonstrate respect for myself, others and for the environment.

I will treat others with kindness, fairness and respect.

I will seek to resolve conflict in a fair and responsible manner.

I will respect the privacy of others.

I will submit work that represents my own efforts and originality.

Student Signature: _____ Date: _____

Print Name: _____