



# STUDENT CATALOG

*AMI 2016-2017 Assistants to Infancy  
Teacher Training Course*

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## INTRODUCTION

The Montessori Institute of San Diego directs a course of study for two summers preparing adults to work with children from birth to three years of age according to the Montessori principles. This course leads to the internationally recognized Assistants to Infancy Montessori Diploma of the Association Montessori Internationale.

The curriculum includes topics such as Montessori philosophy, psychology (theory and practice), Anatomy, Physiology, Hygiene, Obstetrics and Nutrition, Music, Art and Spiritual Development as well as observation at homes, hospitals and infant communities. Lectures will focus on early childhood development and a comparative study of the child, family and community. The relationship between Montessori education and current childhood practices is also explored. Final AMI examinations are given by an examining panel selected by AMI and MISD. Students reaching a satisfactory standard at these examinations will be awarded the AMI Assistants to Infancy diploma.

Instruction is in residence, with class sizes limited to 45 students. The course is conducted during two summers: the first summer from June 7 – August 12, 2016 and the second summer from June 19 – July 14, 2017.

All classes at the Montessori Institute of San Diego are given in English. The institution does not require documentation of English language proficiency nor does it provide English as a second language instruction. Please also note that we do not provide lodging or transportation. MISD currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition fees.

Notice concerning international students: Following acceptance, the institution will provide an I-20 form so that international students may obtain an F-1 visa from the US Embassy or Consulate.

Notice concerning transferability of credits and credentials earned at our institution: The transferability of credits you earn at MISD is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the AMI diploma you earn in MISD is also at the complete discretion of the institution to which you may seek to transfer. If the AMI diploma that you earn at this institution is not accepted at the institution you seek to transfer, you may be required to repeat some or all of your coursework at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MISD to determine if your AMI diploma will transfer.

Prospective students are encouraged to read the program catalog and review the MISD Fact Sheet prior to signing an enrollment agreement.

**The Montessori Institute of San Diego is a private institution and is approved by the Bureau for Private Postsecondary and Vocational Education.** Institution's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor filed a petition within the preceding five years. Institution has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

All information in the content of this school handbook (catalog) is current and correct, and is so certified as true by Silvia C. Dubovoy Ph.D., Director of Training

This handbook is updated annually.

## **ADMISSION REQUIREMENTS**

The Montessori Institute of San Diego does not discriminate on the basis of gender, race, color or ethnic origin. All qualified students are afforded the rights, privileges, programs and activities generally accorded or made available to any student at the Center.

A bachelor's degree in any field of study is required, although the Course Director may make exceptions to this requirement under special circumstances. Applicants must demonstrate personal suitability for training that needs emotional maturity, integrity of character, intellectual creativity and the aptitude for psychological insight and understanding.

Prospective enrollees are encouraged to visit the physical facilities of the school, and to discuss personal education and occupational plans with school personnel prior to enrolling.

The applicant must provide transcripts of college records, two recent photographs and a completed application form. An application fee must accompany a submitted application. A personal interview may be required during the application process. Applications will be reviewed on a rolling basis until enrollment has reached capacity, at which time a waiting list would be established. If enrollment does not reach quorum, as defined by the Director, the course will not be given.

MISD has not entered into a transfer agreement with any other college or university. However, if a student has taken a portion of this course at another AMI training center, the Director will consider counting that work toward a diploma earned through this institution. Here is the process: The former institution will report to MISD about how many hours of coursework have been completed. MISD will then compare those hours to the total number of hours required per the AMI Requirements for Certification, and will pro-rate the remaining tuition based on MISD's current fee structure. The former institution will also provide us with a list of which course components have been completed (written exams, albums checked, observation hours, etc.), and any outstanding elements of the course will need to be finished in order for the student to sit for oral exams.

## **REQUIREMENTS FOR GRADUATION**

Admission to the course does not guarantee certification. Basic requirements (hereunder) must be met by each student in all areas of the course. Individual training centres may have additional requirements.

### Eligibility

- A. In order to be eligible to sit for the written and oral examinations a minimum attendance of 90% is required in the following:
- Theory lectures;
  - Demonstrations of materials in each area;
  - Discussions/reviews as organised by the training course;
  - The required reading seminars on Montessori books as stipulated by the training course.

Attendance at supervised practical sessions (minimum 60 hours)

### Certification

- B. In order to receive a diploma at the end of the training course the following requirements must be met:
1. A pass mark for written (Papers A & B) and oral examinations

2. To complete:

- (i) Compilation and submission of acceptable and original albums in all areas;
- (ii) Compilation and submission of acceptable materials as required by the course;
- (iii) Observation and observation reports;
- (iv) Practice in a Nido/Infant Community as scheduled.

#### Deferral Examination

Students deferred for any part of the examinations (see B1) must retake that part the subsequent year (within 12 months) and may re-sit each examination only once. It will be necessary to comply with the recommendations made by the AMI Board of Examiners. If this necessitates travel to an AMI affiliated training centre other than where you took the course, all expenses involved are for the account of the student, as well as any examination and related fees charged by the host centre.

#### Failure to Complete Course Work

Students failing to complete any part(s) of the other requirements (see B2) must fulfil that part(s) the subsequent year (within 12 months) in compliance with the recommendations and dates laid down by the Board of Examiners and/or the Director of Training.

#### Issue of Diploma

In both cases (B1 and B2, as above) the AMI Diploma will be issued no later than the end of the course/academic year in which the result has been finalised.

#### Courses Offered Once Only in Current Location

Students deferred who are enrolled at a training centre that is offering a one-time course will be informed by the Director of Training of the nearest centre where s/he can appear in the examinations the following year (within 12 months). These arrangements will be settled in conjunction with the Director of Training. All the expenses involved are for the account of the student.

#### Fail Status

Students who fail Paper A, Paper B and two out of four subjects during the Oral examinations have failed the course. Clarification of this will be given by the Director of Training. In this case, if a student wishes to obtain an AMI diploma it will be necessary to re-take the entire course.

#### Academic Honesty

The Centre has an obligation to deal with acts of academic dishonesty. Acts of academic dishonesty which will result in suspension or dismissal from the course are:

- Undisclosed recording of any kind on the premises of the Training Centre.
- Plagiarism in all its forms and facilitating academic dishonesty on the part of another student.

Students caught in acts of academic dishonesty during written examinations will be immediately dismissed from the course and will not be eligible to complete the examination process, resulting in a fail grade recorded for the course.

NOTE: Students must have paid all tuition and student expenses due to MISD in order to be eligible to sit for oral exams at the end of the year.

*Student files and records will be kept in the school office for no less than 5 years, and will be available to students on request.*

## COURSE OF STUDY

<ul style="list-style-type: none"> <li>➤ Psychology and Philosophy of the Montessori Method</li> <li>➤ History of Education - Education Theories</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Child Growth and Development I</li> <li>➤ Early Childhood Education</li> <li>➤ Human Relations and Self Awareness in Young Children</li> <li>➤ The Study of Child, Family and Community</li> <li>➤ Anatomy, Physiology, Hygiene, Obstetrics and Nutrition</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Child Growth and Development II</li> <li>➤ Child Neuropsychiatry</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Creating Healthy, Safe Environments for Infants</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Creating Healthy, Safe Environments for Toddlers</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Developmentally Appropriate Practices for Infants</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Developmentally Appropriate Practices for Toddlers</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Working with Parents and Families of Young Children</li> <li>➤ Parent Education, Techniques and Family Development</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Supervised Field Experience</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Supervised Practice with Montessori Material</li> <li>➤ Material Making</li> </ul>	3 units

Total: 30 Semester Units

30 Semester Units is equal to approximately 700 hours.

*The Montessori Institute of San Diego is non-departmental in structure and curriculum and does not employ standard departmental subject divisions in the recording of credits. We supply a division of credits into traditional categories in response to specific inquiries, but it is to be understood that any such division is approximate, given the integrated nature of the curriculum.*

## FACILITIES

The Assistants to Infancy Summer Program will be held at the Montessori Institute of San Diego located at 8745 La Jolla Scenic Drive North, La Jolla, CA 92037.

The Montessori Institute of San Diego is comprised of the following available space and facilities in the La Jolla location:

- Approximately 10,000 square feet
- Reception Area and Administrative Offices
  - Director's Office
  - Assistant Director's Office
  - Staff Restroom
  - Filing Room
  - Conference Room
  - Staff Kitchen/Lounge
  - Bookkeeping Office
- Four Model Environments
  - Nido/Home Model Environment
  - A-I Model Classroom
  - Primary Model Classroom
  - Elementary Model Classroom
- Four Lecture Rooms
  - Nido Lecture Room
  - A-I Lecture Room
  - Primary Lecture
  - Elementary Lecture Room
- Student Kitchen/Lounge
- Two Student Restrooms
- Front Parking Lot – *for staff use only*
  - Students are welcome to use the Congregation Beth El parking lot off Gilman Drive or park on the street on La Jolla Scenic Drive North

This institution with the facilities it occupies and the equipment it utilizes fully complies with any and all Federal, State and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

## LIBRARY

There are bookshelves containing resources available for students to check out in both the Administrative office and the Director of Training's office.

## HOUSING

If a student is interested, MISD will offer suggestions/options for student housing. One-bedroom accommodations in the La Jolla/San Diego area generally range from about \$800-\$1,500 per month.

## FACULTY

### **Dr. Silvia C. Dubovoy**

#### *Director of Training*

Dr. Dubovoy is a 0-6 level trainer, lecturer, consultant, and examiner for the Association Montessori Internationale worldwide. She has been involved in Montessori education since 1965, as a parent, board member and coordinator of her children's school. Dr. Dubovoy holds a Bachelor of Arts in psychology, a Master's in Psychological Research and Intervention, and a Ph.D. in Psychology from the University of Barcelona. She also has the AMI Primary, AMI Special Education, and AMI Assistants to Infancy Diplomas. Dr. Dubovoy was a Board member of AMI, headquartered in Amsterdam, from 1982 until 2010. She is a member of the AMI Scientific Pedagogic Group and the AMI Research Group, and she serves as one of the AMI representatives to the United Nations. Dr. Dubovoy's training style is heavily influenced by her work with Dr. Carl Rogers in the field of humanistic psychology. She is an Associate Professor at Loyola University in Maryland and currently serves as the Director of Training for the Montessori Master's Program at the University of Vic in Spain.

### **Jacinta Massey**

#### *Course Administrator*

Jacinta joined the MISD administrative team in September 2014 and serves as the Assistants to Infancy Course Administrator. Originally from Buenos Aires, Argentina, she holds AMI diplomas at the Assistants to Infancy and Primary levels and taught in Montessori environments in Hawaii and Argentina before coming to MISD. Her husband, Jaime, works as an Elementary Guide at the MISD Children's House. Jacinta enjoys cooking, traveling, hiking, surfing and being outdoors.

### **Françoise Sansoni**

#### *Course Assistant*

Françoise Sansoni has been a Montessori practitioner for over 20 years, starting when her own two children were infants. Françoise is bilingual in English and French and grew up in London, GB. She is AMI trained at 0-3, 3-6 and 12-18. She guided a Primary classroom for several years before taking the Orientation to Adolescence and teaching French at the High School level at an IB school. She also has experience guiding an Infant Community, running a Montessori after-school program and opening a new Primary community. Françoise is passionate about Montessori education for all children and all backgrounds, and is thrilled to be joining the MISD team as trainer's assistant for the A to I summer course. She will also be one of the MISD Children's House Primary guides beginning in August 2016. Outside the classroom, Françoise loves hiking, swimming, exploring new places and cooking.

### **Nasreen Yazdani**

#### *Director of Communications*

Nasreen oversees the internal and external communications at MISD, with a focus on marketing and admissions strategies. She holds a B.A. from Smith College in Northampton, Massachusetts, the AMI Primary Diploma from MISD and an M.Ed. from Loyola University Maryland. Her professional background includes grant writing, sociological research, customer service, and coordinating the M.Ed. Program in Curriculum and Instruction with a Specialization in Montessori at the University of San Diego from 2011-13.

### **Additional Lecturers & Guest Instructors**

During this course, students will benefit from a variety of lecturers and guest instructors in addition to the main faculty: Alejandra Rosas (A-I Diploma MISD '04), Mario Salguero, M.D. Ph.D. (physician), Beatriz Fuentetaja de la Mata (A-I Diploma MISD '16), Lilia Garcia (A-I Diploma MISD '16), and Veronica Toro-Ruiz (A-I Diploma MISD '11 & Training of Trainers Program), and Cristina De Leon (AMI Primary trainer).

## INFORMATION, SCHEDULE AND STATEMENT OF CONDITIONS\*

**FIRST SUMMER:** June 7 – August 12, 2016

Montessori Theory: A study of Montessori Philosophy and Psycho-Pedagogy, following the child's natural development. We will focus on the child from prenatal birth to age three.

Anatomy and Physiology of Human Systems (Circulatory, Respiratory, Endocrine, Urinary, Digestive, Muscular, Skeletal and Nervous System)

Obstetrics: Anatomy and physiology of the reproductive systems, conception, fetal development, birth, and the eight weeks following birth (*puerperium*).

Nutrition: Anatomy and physiology of the digestive system, breast-feeding, weaning, basic nutrition and preparation of food for young children.

Hygiene: Maternal hygiene; the characteristics of full term, premature and post mature newborns; assessment at birth, diseases during the first year, immunizations, health issues.

Environment: Will include both at home or in child care from birth to three years. Study of the appropriate and supportive environment, both at home and in a child care setting for infants (nido) and toddlers (12 to 36 months), and its adaptation to the child's progressive changing needs with appropriate materials and activities.

Reference Albums: Preparing of personal textbooks for the different topics.

Practical Sessions: Supervised preparation of hand-made required developmental materials.  
Preparation of the internal and external pregnancy chart and the birth to 36 months psychomotor development time line.

Observation: The skills of observation through practical training and direct observation of children.

A total of 250 Hours of observation are required as follows:

- |                            |   |
|----------------------------|---|
| 1) Birth to 8 weeks:       | 30 hours                                    |
| 2) 8 weeks to 1 year:      | 110 hours                                   |
| 3) 1 year to 3 years:      | 110 hours                                   |
| a) In a home               | 40 hours                                    |
| b) In a community          | 40 hours (includes 30hrs practice teaching) |
| c) In a location of choice | 30 hours                                    |

*30 hours of guided observation are provided during the first summer at the institute, as part of the course.*

Practice Teaching: Each student shall work with children in a Toddler Community for at least 30 hours, under the supervision of an AMI Assistants to Infancy Teacher. If an AMI Toddler Community is not accessible due to a student's geographical location, the student is advised to consult the Director of Training. Travel and lodging expenses are the student's responsibility.

At the end of the first summer an internal written examination and an oral personal assessment will be given. The results must be satisfactory in order to be admitted to the second summer.

**SECOND SUMMER:** June 19 – July 14, 2017

Review of all topics presented during the first summer: This review will prepare the student for written and oral AMI Examinations to be held at the end of the program.

Review of all materials created during the interim year: These materials will be assessed.

Reference Albums: Students will present their complete set of Albums to be assessed.

Practical Sessions:

- Developmental Materials for children ages 1 month to 12 months
- Psycho-sensory-motor development materials for children ages 12 to 26 months
- Practical Life activities for children ages 12 to 26 months
- Language, Music, Art and Nature activities for children ages 12 to 26 month

Written Exams: Two three-hour written examination papers completed on two separate days.

Oral Exams: A two-hour oral examination with an AMI external examiner and training staff.

AMI Diploma:

All requested material and seven completed albums are to be handed in for final evaluation as arranged by the Director. These albums must meet the required standards set by the Director before the student can be allowed to take the written and oral examinations.

\*This schedule of topics is intended to give students a general idea of what is covered during the course. Details are subject to change.

## GRADING

AMI certificate programs do not issue grades for coursework; however, if a student is participating in a partner graduate program grades will be issued according to the graduate institution's conventions. This is the grading system that is used for Loyola University Maryland:

A	<i>Excellent</i>	High achievement and indicates intellectual initiative beyond the objectives of the course
B	<i>Good</i>	Good work that meets the objective for the course and intellectual command expected of a graduate student
C	<i>Unsatisfactory</i>	Denotes work of inferior quality, compared to the objectives of the course. It is the lowest passing grade.
F	<i>Failure</i>	Academic dismissal
W	<i>Withdrawn</i>	Authorized departure from the course without completion. It does not enter into the grade point average calculation
I	<i>Incomplete</i>	Students may not graduate with a grade of 'I' in any course of their record.
GL	<i>Grade Later</i>	Denotes the first semester is completed in a two semester course for which a full year grade is issued.
NG	<i>No Grade</i>	Denotes grade to be submitted later or a course for which no credit or grade is given
P	<i>Pass</i>	Satisfactory work, a 'B' or better, in an ungraded mark course

Additional suffixes of (+) and (-) may be attached to passing grades to more sharply define the academic achievement of a student. In calculating a student's quality point average (QPA) on a per credit basis: A=4.000; A- = 3,670; B+ = 3.330; B = 3.000; B- = 2.670; C = 2.000; F - 0000. The QPA is computed by multiplying the grade points for each course, times the number of credits for that course, summing these points and dividing by the total credits taken.

### Final Written Examinations:

Two three-hour written exams will be scheduled at the end of the second summer. Students select 4 out of 7 questions offered on each examination. A passing grade of 50 points is required on each examination.

### Final Oral Examination:

At the end of the second summer each student is required to demonstrate his/her knowledge, during an oral examination before an external examiner from the Association Montessori Internationale and the Director of Training.

### Make-Up and Retake of Work or Examinations:

Students not satisfactorily completing any portion of the coursework must make special arrangements for its completion with the director. **There are extra charges for review of late work and for re-sitting the exams.**

Students failing any portion of the final written or oral examinations may retake that (those) part(s) of the examinations the following year at any certified AMI Training Center offering the appropriate level of training during their regularly scheduled examination periods. (However, if a student fails both written exams and two out of four oral exam areas, there is no option to retake the exam. In this case, the course is failed.) Additional practice, written work and/ or attendance at lectures may be required as a prerequisite for retaking the

examination(s). The written and oral examinations may only be taken twice.

Each student will be notified by letter the results of the examination. The decision of the AMI examiners is final. Students must complete the course with the grade of "pass," both in the written examinations and the international oral examination held in August of the Second Summer, in order to graduate and be granted the AMI international Assistants to Infancy Diploma by the Association Montessori Internationale.

#### The Diploma

The diploma will be awarded by the Association Montessori Internationale to those students who have satisfied the AMI examiners in each of the above requisites. The diploma must bear the signatures of the Director-General and the Chairman of the Association Montessori Internationale, and be signed by the Director of the Training Program. The AMI diploma certifies that the person has successfully completed the Assistants to Infancy Montessori Training Course and is, therefore, qualified to apply the Montessori Method with children from birth to three years of age, and be employed as a Montessori Assistant to Infancy Teacher. This diploma does not entitle the bearer to train teachers.

### **UNIVERSITY PARTNERSHIPS**

#### Loyola University Maryland / AMI Montessori Institute of San Diego

Students admitted to this graduate program may take their Montessori coursework at the Montessori Institute of San Diego (27 credits). Additional course work (9 credits) must be done in residence at Loyola College in Maryland. Loyola has designed a special intense summer session for Montessori Graduate Students who are completing their course of study. Graduates receive both the internationally recognized AMI Diploma from the Montessori Institute of San Diego and the Master of Education (M.Ed.) degree from Loyola University in Maryland. Applicants seeking admission to the Degree Program in Montessori Education must have completed a BA degree from an accredited college or university.

#### ECE Units through the University of San Diego

MISD has recently established a partnership with the University of San Diego so that current MISD students, as well as MISD alumni, may count their MISD Assistants to Infancy training towards the 12 Early Childhood Education (ECE) units required to work in a licensed preschool facility. This is an optional service and the cost is \$900, payable to USD. Registration and payment generally occurs during the final six months of the AMI training program. Details will be made available at that time.

## **GUIDELINES FOR ACADEMIC STANDARDS, BEHAVIOR AND ATTITUDES**

The following guidelines are set forth in bringing the student's work in the course to the level required for the AMI examination and in order for them to be prepared for the task of assisting children in their development. Due to the special nature of this course and its instruction, its intensity and the importance of continuity, no credit towards completion is granted for previous experience or training.

### Attendance

Attendance is required at all lectures, demonstrations, practice and observations sessions as scheduled. Attendance will be taken at all lectures, supervised practice, laboratory and independent practice classes. Attendance records are also kept on students outside observations and student teaching practice.

Any absences from the course must have the approval of the Director. In the event of extended absence due to medical reasons, each individual case will be reviewed by the Director. Students must arrange with individual instructors to make up work missed due to excused absence.

The work of the course is condensed to a tight schedule, so absences will be difficult to make up, and would therefore affect academic and practical performance.

Students failing to maintain at least **90 percent attendance** will be notified by the Director of Training. If attendance fails to improve, the Director of Training, acting at her discretion, may dismiss a student for unsatisfactory attendance. Three unreported absences will be grounds for dismissal of that student from the course.

### Re-enrollment Policy for Students Terminated Due to Absence /Make-up for Work Missed

A student who has been terminated from the course may re-enroll to continue the course; for lectures missed during the time he/she did not have sufficient attendance, to receive special tutoring by a trained staff member, or to attend selected units or lectures during the subsequent course. An additional fee will be charged. Re-enrollment is at the discretion of the Director of Training.

### Quality of Work

Work at college level is expected. Progress conferences are held during the first and second summers by the Director of the course. Any student not performing at the standards expected may be asked to withdraw from the course. Students may be asked to discontinue the training 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 the course.

### Commitment of Time

Since it will be to your advantage, it is suggested you keep your outside activities and part-time work to a minimum. The greater commitment you can make to the work of the course the better your ability will be to prepare yourself for the AMI examinations, and for the work that you will carry out in the future. Characteristics of behavior and qualities of personality will be taken into account and related observations will be discussed with you throughout the course.

### General Attitudes

A professional and positive attitude must be maintained at all times. This is in fairness to yourself, the children and their parents with whom you will be in contact during the course. Please feel free to discuss your opinions with the director.

### Ethical Conduct

The Montessori Institute affirms the dignity and worth of every person, and values the contribution each makes to the learning community. Mutual respect of individuals is expected at all times. In order that a productive work environment exist, verbal or physical conduct by any staff member and student which harasses, disrupts or interferes with another's work performance, or which creates an intimidating, offensive or hostile environment, will not be permitted. All Board members, staff and students are expected to be conscious of their personal conduct and how it reflects on the integrity of the Montessori Institute, taking care not to exhibit any conduct that may have an adverse effect on it. Discipline of staff members and students for inappropriate behavior is imposed in a fair and consistent manner.

### Dismissal

At the discretion of the Director, a student may be dismissed from school due to behavior: creating a safety hazard to other persons at school or showing disrespectful behavior toward students or faculty members.

### Manner of Dress

You are required to dress in **a professional manner** at the MISD Institute and at all homes, hospitals and schools during observation and practice teaching periods. Montessori work requires you bend in many different positions and therefore necessitates clothes that prevent excessive exposure of the body, such as shorts, low cut blouses and low waist cut trousers. Each student will take personal responsibility for maintaining an appropriate appearance and manner.

### Drugs and Intoxicating Beverages

Drugs and intoxicating beverages are completely forbidden and will not be tolerated under any circumstances while attending the Montessori Institute. This also applies to any center activity. No exception will be made to this rule except drugs taken under medical prescription. Further, any prescribed drugs must be kept out of reach of children attending classes.

*Eating or drinking will not be allowed in the prepared environment, children's classes or the lecture halls of the center.  
No smoking is allowed on campus.*

### Cell Phones & Videotaping

**Cell phones are not permitted** inside the lecture room or model classroom environments at any time, unless explicit permission is given by the instructor. You may leave your cell phone in the wall cubby and use it freely in other parts of the MISD campus during breaks, lunch periods, before and after class. If you have an extreme emergency and need to use your cell phone during class, you may leave the classroom to do so.

**Students are not permitted to videotape their instructors** in the classroom environments. Feel free to take videos of social aspects of the MISD experience, like lunches or extracurricular activities. We do want you to thoroughly enjoy your time here and to have memories to take with you back home!

- 1<sup>st</sup> Infraction: Student will receive a verbal and written warning.
- 2<sup>nd</sup> Infraction: Student will be excused from campus for the day.
- 3<sup>rd</sup> Infraction: Conference with MISD administration and possible dismissal from program.

### Parking

Students are not permitted to park in the MISD parking lot (the lot directly in front of our building) at any time. Please use the large Congregation Beth El parking lot, which is located just down the driveway from our building. You may also park on La Jolla Scenic Drive.

- 1<sup>st</sup> Infraction: Student will receive a verbal and written warning.
- 2<sup>nd</sup> Infraction: Student's car will be towed.

#### Dismissal

At the discretion of the Director, a student may be dismissed from school due to behavior: creating a safety hazard to other persons at school or showing disrespectful behavior toward students or faculty members.

#### Examination and Results

Association Montessori Internationale standards and goals for teacher trainees are set very high, albums and materials compiled by the trainee will be critically evaluated by the AMI examiners. The decision of AMI Examiners is final.

#### Family Members or Friends Not Allowed on Campus

The MISD Campus is intended for MISD students only. Children, spouses, other family members, or friends of students are not permitted on the MISD campus for extended periods of time. Childcare is not provided, children are not permitted in the classrooms, and **children may not be left unattended under any circumstances** on the MISD campus. Thank you for your cooperation.

## **GRIEVANCE PROCEDURE**

A grievance is defined as a written statement which alleges a specific violation of procedures, rules or regulations infringing on the personal and professional rights of the grievant. An informal meeting may reach a resolution to solve 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 an appeal letter to the Director of Training, 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, rules or regulations which are the basis for the grievance.

A **response** from the Director of Training must be forthcoming by personal delivery or Certified Mail within 10 days. The response must name the place, date, time and individuals who may be present. The hearing must be held within 30 days. One member of the advisory board or the designee of the advisory board shall be a member of the hearing board. The Director or a designee shall also be a member of the hearing board. The Director of Training or a designee shall be present, along with any witness whose testimony is to be considered.

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

If the decision reached at the formal hearing is not acceptable to the grievant, the grievant shall file a written request for appeal with the Director of Training within 10 days and request that all materials then be sent to the governing board for a final decision. A final decision will be reached within 30 days.

If, for any reason, the preceding process is not followed by the grievant, the grievance will be considered void, the case will be closed, and all information will be sent to the governing board for filing.

The Director of Training and staff of the Montessori Institute of San Diego will give all possible assistance to all students enrolled in the course.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), 888-370-7589 or by fax [916-263-1897](tel:916-263-1897).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## STUDENT INFORMATION

### Non-Discrimination Policy

The Montessori Institute of San Diego does not discriminate on the basis of sex, race, color, age, or national or ethnic origin in its admission policies, educational policies, or any other Training Center-administered program.

### Course Fees and Payment Schedule

Course fees of \$10,650.00 are payable as follows:

- |    |             |  |
|----|-------------|--|
| 1) | \$ 125.00   | application fee to be submitted with application ( <i>non-refundable</i> ) |
| 2) | \$ 1,000.00 | tuition to be paid upon acceptance into course                             |
| 3) | \$ 6,890.00 | first summer, due on or before June 1, 2016                                |
| 4) | \$ 2,760.00 | second summer, due on or before June 1, 2017                               |

Total tuition: \$10,650.00 (Several payment plans available.)

\* Students should budget an additional \$700-\$1400 for books, supplies, student expenses including AMI Membership (\$75-\$95 annually), future classroom materials, and transportation to observation and practice teaching.

\*There is a \$35 late fee for any payment received 5 days after the due date.

**N.B.** The Montessori Institute may retain up to \$100.00 if the Enrollment Agreement is not canceled before midnight of the first class session, or the seventh day after enrollment, whichever is later. Reimbursement related to later course withdrawal will be prorated.

### Dropout or Leave of Absence Policy

Students who drop out or ask for a leave of absence may request to attend the following year to fulfill needed classes and take the examination. This applies only to the year following dropout or absence; after that the student would be required to reapply and retake the full course.

### Student Records

The institution shall maintain current records for a period of **not less** than five years.

### Job Opportunities

The Institute receives many job offerings and this information is made available to the trainees. Job placement information is also available through communication with the Montessori community, addresses of which are also made available to trainees. It should be noted that AMI Montessori certified personnel continue to be in great demand world-wide.

No specific job placement assistance is offered through the Institute.

## **NOTICE OF STUDENT'S RIGHT TO CANCEL CONTRACT**

Institutions shall refund 100% of the amount paid for institutional charges, less an application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or seventh class day after the enrollment, whichever is later.

The institution shall provide the student with two cancellation forms at the first class attended by the student. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

After the end of the cancellation period you also have the right to stop training at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the enrollment agreement. If you have lost your enrollment agreement, ask the school for a copy of the refund policy.

The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Student shall pay or credit refunds within 30 days of a student's cancellation or withdrawal.

If the training center closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education, at the address and telephone number printed below, for information:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833  
Telephone: (888) 370-7589  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

## STUDENT TUITION RECOVERY FUND

MISD will pay on your behalf the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program; and
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with, the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.