

# MONTESSORI GLOBAL

*Research Institute*

## STUDENT HANDBOOK

**2026 – 2027**

*Children’s House • Elementary I & II • Secondary*

*“The child’s work is to create the person she will become.”*

— Dr. Maria Montessori

My Name: \_\_\_\_\_

My Program: \_\_\_\_\_

My Teacher/Guide: \_\_\_\_\_

## A Letter to You

---

Welcome to Montessori Global.

This handbook is yours. It will help you understand how your school works, what is expected of you, and — most importantly — what you can always count on from us.

At Montessori Global, we believe you are intelligent, capable, and full of potential. We believe you deserve a school where you are respected, where your curiosity is celebrated, and where your work is truly your own. We believe mistakes are how people learn, and that growing up takes courage.

With that freedom comes real responsibility. You are not just a student here — you are a member of a community. How you treat others, how you care for your environment, how you engage with your work: all of it shapes this school for everyone.

Your teachers, guides, and administrators are your partners. We are on your side. Please use this handbook as your guide throughout the year, and come to us whenever you have a question, a concern, or an idea.

We are glad you are here. Let's make it a great year.

With care,

**The MGRI Faculty & Administration**

## Who We Are

---

Montessori Global Research Institute (MGRI) is a private, accredited Montessori school in Ormond Beach, Florida, serving students from infancy through secondary school (ages 6 weeks – 15 years).

### Our Purpose

To provide a comprehensive educational experience guided by the philosophy of Dr. Maria Montessori, preparing every student for lifelong success.

### Our Vision

A community of learning that promotes optimal outcomes for a peaceful, productive, and harmonious world.

### Our Core Values

Respect • Integrity • Diversity • Inclusiveness • Appreciation

### Our Programs

You are part of a school that serves students across five programs organized by developmental stage, not just age:

Program	Hours
Children's House	Ages 3–6 years
Elementary I	Ages 6–9 years (Grades K–3)
Elementary II	Ages 9–12 years (Grades 4–6)
Secondary	Ages 12–15 years (NEW 2026–2027)

The Montessori model groups students across three-year cycles. This means you learn alongside peers who are younger and older than you — which is intentional. Older students grow by mentoring; younger students grow by watching. You are always both a learner and a teacher.

### Accreditations & Recognitions

- American Montessori Society (AMS) — Accredited
- National Accreditation Commission (NAC) — Accredited
- North Central Private Schools Association (NCPSA) — Accredited
- International Montessori Council (IMC) — Member
- Florida Gold Seal School
- Licensed by the Florida Department of Children & Families
- Registered with the Florida Department of Education

## Your Rights & Responsibilities

Rights and responsibilities belong together. The freedom you enjoy at Montessori Global — to choose your work, move through the environment, and lead your own learning — is real. It depends on every person in this community honoring their responsibilities.

Your Rights	Your Responsibilities
<ul style="list-style-type: none"> <li>• To work without being disturbed</li> <li>• To work alone when you choose</li> <li>• To observe, think, or rest without pressure</li> <li>• Not to be forced to share your work</li> <li>• Not to be required to join a group activity</li> <li>• To be treated with dignity and respect at all times</li> <li>• To learn in a safe, clean, welcoming environment</li> <li>• To be heard by your teachers and guides</li> <li>• To make mistakes without shame</li> <li>• To ask for help whenever you need it</li> <li>• To be celebrated for your effort and your strengths</li> <li>• To express yourself through your work and your ideas</li> </ul>	<ul style="list-style-type: none"> <li>◦ Treat every person with kindness and respect</li> <li>◦ Care for all materials and the environment</li> <li>◦ Never interrupt or disturb another person’s work</li> <li>◦ Use calm voices and calm bodies indoors</li> <li>◦ Walk inside the building at all times</li> <li>◦ Use a carpet mat or table for individual work</li> <li>◦ Carry materials carefully with two hands</li> <li>◦ Return all materials neatly to their correct place</li> <li>◦ Walk around carpet mats — never over them</li> <li>◦ Be honest in your work and in your interactions</li> <li>◦ Take responsibility for your choices and their impact</li> <li>◦ Speak up if you see something unsafe or unkind</li> </ul>

## Learning the Montessori Way

---

Montessori education is different from traditional school — in the best possible way. Here is what that means for you.

### The Work Cycle

Each morning you have an uninterrupted work cycle — protected time for you to choose your work, focus deeply, and manage your own learning. This is one of the most important parts of your day, and protecting it is a shared responsibility.

- Children’s House: 3-hour morning work cycle
- Elementary I & II: 3-hour morning work cycle
- Secondary: Morning work block + seminar sessions and independent study time

### Choosing Your Work

Your teacher presents lessons to you, and then you explore and practice at your own pace. You are free to choose what to work on within the structure your guide has prepared. This freedom is real — and it is earned by taking your responsibilities seriously every day.

### Your Progress

At MGRI, letter grades are not used. Your growth is tracked through a fuller picture:

- Transparent Classroom — your complete lesson record, showing lessons presented, practiced, and mastered. You and your parents can view this at [www.transparentclassroom.com](http://www.transparentclassroom.com)
- STAT 10 Assessments — four individual assessments per semester (grades 3–12), meeting all Florida Department of Education standards
- Quarterly Progress Reports — issued in October, January, March, and May. They reflect your participation, work habits, learning style, and academic growth
- Conferences — scheduled quarterly, with additional conferences available whenever needed

You are encouraged to know where you are in your learning. Ask your teacher how to read your Transparent Classroom record.

### The Bilingual Environment

Montessori Global is a bilingual school. English and Spanish are woven naturally throughout your day. Your home language is respected and valued. You will never be forced or pressured to perform in a second language — language acquisition happens through living it.

## Daily Life at School

### School Hours

Program	Hours
<b>Center Hours</b>	7:30 AM – 5:30 PM, Monday–Friday
<b>Children’s House</b>	8:30 AM – 3:30 PM (Wednesdays: 8:30 AM – 2:30 PM)
<b>Elementary I &amp; II</b>	8:00 AM – 2:55 PM (Wednesdays: 8:00 AM – 1:55 PM)
<b>Secondary</b>	8:00 AM – 2:55 PM (Wednesdays: 8:00 AM – 1:55 PM)
<b>Before Care</b>	7:30 AM – 8:30 AM
<b>After Care</b>	3:30 PM – 5:30 PM

### Arriving at School

Arrive on time, every day. Consistent attendance and punctuality are part of your responsibility to this community. Late arrivals disrupt the morning work cycle for you and for your classmates.

- Elementary & Secondary: Gates open 7:45 AM. Late arrivals not accepted after 8:15 AM without documentation.
- Children’s House: Doors open 8:30 AM. Late arrivals not accepted after 8:45 AM without documentation.
- If you must be late, you will not be accepted before 11:00 AM (Elementary/Secondary) or 11:30 AM (Children’s House) to protect the work cycle.

### Leaving School

You will not be dismissed before the scheduled gate opening. If you need to leave early, a parent must sign you out at the front office. You will not be released directly from your classroom.

### Sign In & Out

For Children’s House and Nest students, families must sign in and out daily. This is a required safety procedure. Elementary and Secondary students are expected to be present at the start of the work cycle.

## Attendance

---

Being here every day matters. Not just for your own learning — but for the community. The Montessori work cycle, collaborative projects, and classroom culture all depend on everyone showing up consistently.

### Attendance at a Glance

5 absences (excused or unexcused): Your parents will be notified

10 absences: A parent-principal meeting will be scheduled

After 10 absences: A signed doctor's note is required for any further absence

10 unexcused absences: You may be unenrolled; re-enrollment requires Board approval

5 tardiness notices = 1 absence

Arriving 1+ hour late = 1 absence

20 or more absences in a year: Summer school required for full credit (additional fees apply)

### Excused Absences

The following are considered excused:

- Personal illness — a signed doctor's note may be required for extended or repeated illness
- Death in the immediate family — documentation required
- Observation or celebration of a religious holiday
- Family emergency
- Documented medical or legal appointment
- Approved school-related activity or public performance

### Returning After Illness

You must be fever-free (below 100°F) for 24 hours before returning. A signed, dated physician's note is required after any illness-related absence. A minimum of 24 hours must pass after the first dose of any prescribed antibiotic.

### Florida Attendance Law

Florida law requires school attendance for all students ages 5–15. Students between the ages of 14–18 who accumulate 15 unexcused absences in any 90-calendar-day period may have their driver's permit or license suspended by the Florida Department of Highway Safety. Attendance matters for your education and your legal standing.

## Being a Member of This Community

---

### Grace & Courtesy

Montessori students learn grace and courtesy — the art of living respectfully alongside others. These are not just rules; they are skills that will serve you for your entire life. At MGRI, we practice:

- Greeting people warmly when you arrive and depart
- Using kind, calm, and respectful language with everyone
- Knocking before entering a space or joining someone's work
- Asking “May I join you?” rather than assuming
- Saying please and thank you — and meaning it
- Noticing when someone needs help and offering it without being asked
- Listening actively when someone else is speaking

### Respecting Our Environment

The classroom and school grounds are shared spaces. You are expected to:

- Use all materials with care and return them precisely to their correct place
- Clean up after yourself in every space — your work area, the bathroom, outdoors
- Report any broken or damaged materials to your teacher promptly
- Treat outdoor areas, the library, and common spaces with the same care as the classroom

### Peaceful Conflict Resolution

Conflict is a normal part of community life. Learning to navigate it with skill is one of the most important things you will practice here. When conflict arises, your MGRI tools are:

1. Stop and breathe before reacting
2. Listen to understand the other person — not just to reply
3. Use “I” statements to describe how you feel without blaming
4. Look for a solution that respects everyone involved
5. Ask a trusted adult for support when you need it

You will never be expected to handle serious conflicts alone. Your teachers are your partners in this process.

### Peace Education

From your first day at MGRI, you are learning and practicing the skills of a peaceful community: caring and courtesy, emotional awareness, self-advocacy, respect for diversity, responsible decision-making, and nonviolent conflict resolution. These are woven into every class, every interaction, and every day.

## Behavior & Guidance

---

MGRI's approach to behavior is rooted in respect and responsibility. Guidance here is not punitive — it is an ongoing invitation for you to grow into the person you are becoming.

### Our Expectations

Every student at MGRI is expected to:

- Treat all people with kindness, dignity, and respect
- Take care of the environment and all materials
- Follow the guidance of teachers, guides, and staff
- Resolve conflict peacefully using the tools you have been given
- Be honest — always, in your work and in your interactions
- Take responsibility for your choices and their impact on others

### The Pyramid of Intervention

When behavioral concerns arise, they are addressed through a tiered system designed to support and restore, not simply punish:

#### Tier I — Classroom Level (80–90% of situations)

Addressed by the lead teacher through natural consequences, redirection, conversation, and parent communication. Documentation is kept for any patterns.

#### Tier II — Administrative Level I

Chronic or escalating behaviors. Involves school administration, discipline referral, parent conference, interventions, and possible suspension.

#### Tier III — Administrative Levels II & III

Serious incidents including physical assault, weapons, threats, drugs, or chronic non-responsive behavior. May result in suspension, long-term suspension, exclusion, or referral to outside resources (counselor, psychologist).

### Behaviors That Go Directly to Administration

The following will always involve school administration, parent notification, and may involve law enforcement:

- Physical assault, fighting, or intentional injury of another person
- Possession of a weapon of any kind — including replicas, toys, or objects used as threats
- Any threat — verbal, written, or physical — including pretending to threaten
- Bullying or harassment
- Possession or use of drugs or alcohol
- Leaving campus without permission

- Destruction of school property

Florida State law prohibits physically striking, frightening, humiliating, or threatening a child. No MGRI staff member will ever use physical punishment with a student.

## **Suspensions**

If you receive a suspension, a meeting with you, your parents, and an administrator will take place before you return to the classroom. This meeting is a chance to reset, reflect, and plan together. We want you back. We want you to succeed.

## Anti-Bullying

---

“Be Kind.” — Our Guiding Principle

Bullying is defined as repeated, intentional behavior designed to hurt, embarrass, threaten, or frighten another person. It can be:

- Physical — hitting, pushing, or any unwanted physical contact
- Verbal — name-calling, insults, threats, or humiliating language
- Social/relational — exclusion, spreading rumors, manipulation
- Digital/cyber — harassment, threats, or humiliation using devices or online platforms

Bullying will not be tolerated at MGRI, in any form, on or off campus. If you are being bullied, please tell a trusted adult immediately. If you witness bullying, you have a responsibility to speak up or get help.

### What You Should Know

- Ignoring bullying makes it continue — your voice matters
- Retaliation is never the answer and is subject to the same consequences
- Standing by without speaking up is a form of participation
- Reporting bullying is an act of courage, not weakness

Students who bully will receive support in developing empathy and self-regulation — and will also face appropriate consequences. Our goal is a community where every single person belongs and feels safe.

## Academic Integrity

---

Your work is yours. The ideas you develop, the words you write, the problems you solve — they represent who you are as a learner. Presenting someone else’s work as your own, or using dishonest means to complete an assignment, is a serious violation of trust — and of the Montessori principle of authentic learning.

### What Counts as Cheating or Plagiarism

- Copying another student’s work, answers, or test responses
- Using notes, a phone, or any device during an assessment without permission
- Taking, sharing, or receiving copies of an exam
- Using text from any source — a book, website, or AI tool — without properly citing it
- Having someone else do your work, or doing someone else’s work for them
- Unauthorized collaboration on an individual assignment

### AI Tools

AI writing and research tools may be used as study aids or to explore ideas — only with your teacher’s guidance and permission. Using AI to generate your written work and submitting it as your own is plagiarism. Your voice and your thinking are what matter here.

### What to Do Instead

- When you use someone else’s ideas or words, cite them. Attribution is a sign of intellectual honesty.
- If you are stuck, ask your teacher for help — that is what they are here for
- Do your own thinking, even when it is hard. That is where real learning happens.

### Consequences

Violations are reviewed by faculty and administration. Outcomes depend on severity and may include a reflective discussion, a written improvement plan, loss of credit for the assignment, suspension, or dismissal. All incidents are documented and communicated to parents in writing.

## Field Trips & Off-Campus Activities

---

Leaving campus for learning is a meaningful part of a Montessori education. Whether you are on a formal field trip, a Going Out, or a service learning experience, you represent Montessori Global — and yourself — in the world. How you conduct yourself matters.

### Types of Off-Campus Experiences

#### Curriculum Field Trips

Planned trips directly connected to your classroom curriculum. All field trips require written parental consent before you may participate. Chaperones must complete a background screening and receive a guidelines briefing before the trip.

If you do not have a signed permission form on file, you will not be permitted to attend, and you will remain at school with an alternate assignment. Field trip participation is a privilege that depends on consistent responsible behavior.

#### Going Out (Elementary & Secondary)

Going Out is a defining feature of Montessori Elementary and Secondary education. Small groups of students independently plan, organize, and carry out visits to local destinations — libraries, experts, museums, nature sites, or community organizations — to extend and deepen their classroom learning.

Going Out is not a field trip. It is student-driven. You and your group are responsible for:

- Identifying the learning goal and the destination
- Contacting the site and arranging the visit
- Planning how you will get there and back safely
- Presenting your findings to the classroom community upon return

All participants must have written parental consent and must meet the classroom prerequisites set by your guide. Chaperones must complete a background check. Going Out is an earned privilege, not an automatic right.

#### Service Learning & Community Projects

Secondary students participate in service learning — structured experiences that connect your academic work to genuine community needs. These may be on or off campus and are designed to develop your sense of civic responsibility, empathy, and leadership.

### Student Conduct Expectations for All Off-Campus Activities

Any time you leave campus as part of a school activity, the following expectations apply without exception:

#### Before You Leave

- Ensure your parent/guardian has signed the required permission form
- Know the destination, purpose, and schedule for the trip
- Dress appropriately according to the activity — your guide will advise
- Bring only what you need; leave valuables at home or at school
- Review any specific safety instructions provided by your teacher or chaperone

#### While You Are Off Campus

- You are an ambassador of Montessori Global — represent your school with pride
- Stay with your group and your assigned chaperone at all times

- Do not wander away from the group for any reason without explicit permission
- Follow all instructions from your teacher, guide, and chaperone immediately and respectfully
- Respect every person you meet — hosts, experts, members of the public, and peers
- Respect every space you enter — use your indoor voice, touch only what is permitted, leave spaces cleaner than you found them
- No cell phones or personal devices unless specifically authorized by your guide for the activity
- If you feel unsafe or unwell, tell an adult immediately
- Follow all rules of the location you are visiting
- Observe and engage with curiosity and genuine interest — this is your learning time

### **Transportation Conduct**

- Be seated and buckled before the vehicle moves
- Use quiet, respectful voices on buses, vans, or any shared transport
- Keep the vehicle clean — take all your belongings and any litter with you
- Follow driver instructions without hesitation
- Do not distract the driver at any time
- No switching seats during travel

### **When You Return**

- Thank the hosts, guides, or experts who gave their time for you
- Return all borrowed or school-provided materials promptly
- Be prepared to share your learning with the classroom community
- Debrief thoughtfully — what did you discover? What surprised you? What will you do with this learning?

### **Behavior & Consequences Off Campus**

All school behavioral expectations apply fully when you are off campus on a school activity. MGRI's behavioral policies do not pause because you are outside the building.

- Serious misconduct during an off-campus activity may result in your being removed from the trip and returned to school immediately. Parents will be contacted.
- Repeated or serious behavioral violations during off-campus activities may result in suspension of off-campus privileges for a defined period.
- Behavior that results in damage to property, harm to persons, or legal consequences will be handled under MGRI's standard discipline procedures and may involve law enforcement.

We trust you to represent yourself, your community, and your school with integrity. Off-campus experiences are among the most memorable and meaningful parts of your Montessori education. Earn them. Protect them.

## Technology & Digital Citizenship

---

### Devices on Campus

Cell phones, tablets, smart watches, and other personal electronic devices are not permitted to be used on campus without specific teacher or administrator permission.

- Devices must be turned in at arrival and will be returned at dismissal
- Unauthorized use may result in confiscation, parent conference, and loss of privileges
- MGRI is not responsible for lost, damaged, or stolen personal devices

### Responsible Internet Use

Internet access is a privilege, not a right. When you use the school's network or devices, you agree to:

- Use the internet only for academic purposes
- Access only sites your teacher has approved or that are clearly appropriate for school
- Never use the internet to cheat, plagiarize, or circumvent schoolwork
- Behave online exactly as you would in person — with kindness and honesty

Misuse of the internet — including accessing inappropriate content, cheating, or bypassing filters — may result in loss of access privileges, confiscation of the device until a parent conference is held, suspension, or expulsion.

### Digital Citizenship

How you represent yourself online reflects who you are. Being a responsible digital citizen at MGRI means:

- Using technology to create, learn, and connect — not to harm, exclude, or humiliate
- Protecting your own privacy and that of others
- Thinking before you post, share, or send — once something is online, it may be permanent
- Never posting photos or videos of classmates, teachers, or staff without their explicit permission
- Reporting anything online that feels unsafe, threatening, or unkind to a trusted adult

### Cyberbullying

Using devices or online platforms to bully, harass, intimidate, or humiliate another person — whether on or off campus, during or after school hours — is subject to school discipline. MGRI's anti-bullying policy applies fully to digital behavior.

### Artificial Intelligence (AI) Policy

At Montessori Global, we believe that your thinking, your creativity, and your effort are what matter. Generative AI tools — programs that write, draw, or create on your behalf — are not permitted for any school-related work. This is not about distrust. It is about protecting the most important thing in your education: your own mind.

### What Is Not Allowed

- Using any generative AI tool (ChatGPT, Gemini, Copilot, or similar) to write, research, or create any part of a school assignment, project, or presentation
- Bypassing the school's network filters to access blocked AI platforms by any means

- Submitting AI-generated work as your own — this is treated exactly as plagiarism under the academic integrity policy
- AI platforms are blocked on the student Wi-Fi network and may not be accessed on personal devices during the school day

### **Why This Matters**

When an AI writes your essay or solves your problem, you don't learn — the AI does. The struggle of working something out, finding the right words, making something with your own hands and your own thinking: that is where your abilities grow. No AI can do that for you, and we would not want it to.

### **Technology in the Classroom**

For Children's House and younger students, the school environment is intentionally low-technology. Your learning happens through materials, movement, and real human interaction. For Elementary and Secondary students, technology is used when your teacher determines it genuinely supports your learning — always under teacher guidance, never independently for AI-generated work.

- Transparent Classroom: [www.transparentclassroom.com](http://www.transparentclassroom.com) — your lesson record and progress
- School Website: [www.montessoriglobalri.com](http://www.montessoriglobalri.com) — programs, calendar, and resources
- OneSpot App: School communications, announcements, and account management

## Dress & Uniform

---

Our school uniform is a symbol of community. When we dress alike, we focus on who we are and what we do — not on what we wear. Please wear your uniform every day with pride and care.

### Quick Uniform Reference

**TOPS:** Navy, orange, or yellow collared polo with school logo (tucked in)

**BOTTOMS:** Khaki or navy pants, shorts, skort, or jumper. Shorts max 2" above the knee.

**SHOES:** Solid black, closed-toe, securely fastened. No sandals, flip-flops, or wheeled shoes.

**SOCKS:** Solid black, white, or navy — always worn.

**JACKET:** Navy, gray, or white with school logo (indoors). No hoods indoors.

**PE DAYS:** School PE/Yoga shirt with gym bottoms on designated days.

### Where to Purchase Uniforms

Official vendor: **Ibiley Uniforms** ([www.ibiley.com](http://www.ibiley.com)) — full uniform selection, PE uniforms, and accessories. All items worn must include the school logo.

Families may also purchase matching items elsewhere and have the school logo added at a partner embroidery shop. See the Uniform Information document or ask the office for the current list of partner shops.

### Grooming

- Hair clean, neat, and out of your eyes. No unnatural colors or distracting styles.
- Fingernails trimmed and clean.
- Stud earrings only — no dangling jewelry. Necklaces inside your shirt.
- Makeup and nail polish only for special school events.
- Good hygiene is expected and appreciated.

### No Uniform Days

On designated No Uniform Days, dress comfortably — but still reflect our values of simplicity, respect, and age-appropriateness:

- Modest clothing that allows for safe movement
- No media characters, brands, or distracting slogans on any item
- Tops covering shoulders and midriff (no spaghetti straps or crop tops)
- Bottoms mid-thigh or longer (no ripped jeans or pajamas)
- Closed-toe shoes only
- All grooming expectations remain the same

## Health & Safety

---

### If You Feel Sick at School

Tell your teacher immediately. You will be accompanied to the office. If you have a fever of 100°F or higher, you will not be permitted to stay at school and your parents will be called. You must be fever-free for 24 hours before returning.

### Medication

All medication — prescription or over-the-counter — must be stored in the school office. You may not carry or self-administer any medication during the school day, except for a prescribed asthma inhaler. A parent must complete an Authorization for Medication form. Your medication will be given to you by office staff only.

### Allergies

If you have a food or seasonal allergy, make sure your teacher and the front office have your medical documentation on file. Your teachers will work to keep your environment safe.

### Staying Healthy

- Wash your hands frequently — before and after meals, after using the bathroom, and after outdoor activities
- Cover your mouth and nose when you cough or sneeze
- Stay home if you are sick — you protect yourself and everyone around you
- Report any safety hazard or unsafe situation to an adult immediately

### Accidents & Emergencies

All MGRI faculty are trained in CPR and First Aid. If you are injured or witness an emergency, go directly to the nearest adult. All accidents and injuries are documented and communicated to your parents in writing. In a medical emergency, 911 will be called and your parents notified immediately.

### Your Safety Matters

MGRI conducts monthly unannounced fire drills and regular emergency preparedness drills. Know your evacuation routes. Follow faculty instructions immediately during any drill or real emergency. Your cooperation keeps everyone safe.

## Personal Property

---

Please do not bring personal items to school that are not part of your uniform or your learning supplies. This includes:

- Toys, sports equipment, trading cards, or games
- Jewelry beyond uniform guidelines
- Significant amounts of money
- Candy, gum, or outside food (unless approved by your teacher)
- Personal electronic devices (unless specifically authorized)

MGRI is not responsible for lost, stolen, or damaged personal items. Label everything with your name. Found items are placed in the Lost and Found. Anything unclaimed before a school break will be donated to a local charity.

### Important

Weapons of any kind — including toys that look like weapons or any object used to threaten or harm — are absolutely prohibited on campus. This will result in immediate administrative action, parent notification, and may involve law enforcement.

## For Secondary Students (Ages 12–15)

---

### Welcome, Secondary Scholars

The Secondary program at MGRI is new this year — and you are part of building it. This section is especially for you.

The Secondary years are a time of tremendous personal growth. Dr. Montessori called this the Third Plane of Development — a time when young people search for purpose, test ideas, form values, and begin to discover their place in the world.

At MGRI, the Secondary program honors that journey. You are not treated like a child, and you are not expected to be an adult. You are treated like who you are: a capable young person with real ideas, real contributions to make, and real decisions ahead of you.

### What to Expect

- An integrated curriculum across Language Arts, Mathematics, Sciences, Social Studies, Spanish, and the Arts
- Self-directed work alongside teacher-guided seminars, collaborative projects, and research
- Career exploration, Going Out experiences, and community service
- Increasing ownership of your schedule, your goals, and your academic record
- Opportunities to mentor younger students and contribute to school life

### Secondary Expectations

With greater independence comes greater responsibility. As a Secondary student, you are expected to:

- Come prepared and on time, every single day
- Know where you are in your curriculum and what you are working toward
- Advocate for yourself — ask questions, ask for help, share your thinking
- Contribute meaningfully to your classroom community
- Represent MGRI with integrity in Going Out and community experiences
- Model the values of our school for younger students who are watching you

### Academic Integrity in Secondary

At the Secondary level, you will conduct research, write reports, develop projects, and present your ideas to real audiences. Academic integrity is non-negotiable. All work must be your own. All sources must be properly cited in APA format (6th edition). AI tools may not be used to generate your work; they may be used as research and brainstorming aids only, with explicit teacher guidance.

### Career Readiness

The Secondary program includes career advising and exploration throughout the year. You will have opportunities to connect with professionals, engage in job shadowing and internships, participate in competitions, and earn college credit. This is your time to begin discovering what lights you up — and how you want to contribute to the world.

### Your Voice Matters

You are not just a recipient of this school’s culture — you are a co-creator of it. If you have ideas for how to improve our community, how to solve a problem you see, or how to make our school better: speak up. Talk to your guide or an administrator. We are genuinely listening.

## People & Places at MGRI

---

### Who to Go to for Help

Program	Hours
<b>Classroom concern</b>	Your lead teacher or guide — always your first stop
<b>Problem with another student</b>	Your teacher first; administration if unresolved
<b>Health or injury</b>	Any adult immediately; go to the front office
<b>Feeling unsafe or worried</b>	Any trusted adult, right away — do not wait
<b>Academic question</b>	Your teacher or guide
<b>Personal or emotional issue</b>	Your teacher, guide, or administration
<b>Question about a policy</b>	The school office or <a href="mailto:admissions@montessoriglobalri.com">admissions@montessoriglobalri.com</a>

### Campus Locations

- Main Campus: 53 N Old Kings Rd, Ormond Beach, FL 32174
- Nest Campus: 55 N Old Kings Rd, Ste F, Ormond Beach, FL 32174

### Contact

- Main Office: (386) 492-7165 (After 4:00 PM, After Care ext. 108)
- Email: [admissions@montessoriglobalri.com](mailto:admissions@montessoriglobalri.com)
- Website: [www.montessoriglobalri.com](http://www.montessoriglobalri.com)
- Transparent Classroom: [www.transparentclassroom.com](http://www.transparentclassroom.com)

## MGRI at a Glance — Quick Reference

---

### Programs & Hours

Children’s House (3–6): 8:30 AM – 3:30 PM (Wed: 8:30 AM – 2:30 PM)

Elementary I & II (6–12): 8:00 AM – 2:55 PM (Wed: 8:00 AM – 1:55 PM)

Secondary (12–15): 8:00 AM – 2:55 PM (Wed: 8:00 AM – 1:55 PM)

Before Care: 7:30 AM – 8:30 AM

After Care: 3:30 PM – 5:30 PM

### Key Rules to Remember

- Be here every day. On time, every day.
- Treat every person with respect.
- Care for all materials and return them to their place.
- Walk inside the building.
- Protect the morning work cycle — yours and your classmates’.
- Be honest. Always.
- If you see something wrong, say something.
- Represent yourself and your school with integrity, especially off campus.

### Who to Tell

Feeling sick → Any adult immediately

Witnessed or experiencing bullying → Any trusted adult

Safety concern → Any adult immediately

Academic question → Your teacher/guide

Personal concern → Your teacher, guide, or administration

## Student & Family Acknowledgement

---

By signing below, we confirm that we have received and read the MGRI Student Handbook for 2026–2027, that we understand the expectations and responsibilities described, and that we agree to uphold them. We understand that MGRI reserves the right to update policies throughout the year, and that official communications from the school constitute updates to this handbook.

**Please sign and return this page to the school office by the first week of school.  
Keep the rest of this handbook at home for reference throughout the year.**

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program / Class: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_