

HOUSTON MONTESSORI CENTER
Main Site
7807 Long Point Rd. Ste. 100
Houston, Texas 77055
713. 465.7670 FAX 713.465.8577

IDENTIFYING DATA
CA Catalog Volume No. 1
June 23, 2014 – July 30, 2015

California Additional Location
Valley Montessori School
1273 North Livermore Avenue Livermore, CA 94551
(925) 455-8021 houstonmontessoricenter.org

Affiliated with the
American Montessori Society
(AMS)
116 East 16th Street, NY, NY 10003
Phone: 212-358-1250
Fax: 212-358-1256

Accredited by
Montessori Accreditation Council for Teacher Education•
(MACTE)
313 Second Street S.E. Suite 112
Charlottesville, VA 22902
Phone: (434) 202-7793
Fax: (888) 525-8838

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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

Any questions a student may have regarding this catalog that have been satisfactorily answered by the institution my be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833 or PO Box 980818 West Sacramento, CA 95789-0818 www.bppe.ca.gov (888) 370 7589 for by fax 916 263897.

Houston Montessori Center does not deny admission on the basis of race, color, national origin, sex, handicap, age or veteran status, except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration

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HOUSTON MONTESSORI CENTER

HISTORY

The Houston Foundation for Child Development was incorporated as a non-profit corporation in 1971, to develop and assist institutions that were concerned with child care, including schools, child-care centers and teacher education centers.

Palmer Montessori School operated under the auspices of the Foundation beginning in 1971. In 1973, the Foundation began operation of Houston Montessori Center, a Montessori teacher education center. The first course began in 1974. It was evaluated by a team from the American Montessori Society and Texas Education Agency and received accreditation status from AMS and approval to operate from TEA.

Houston Montessori Center separated from the Foundation in 1974 and became a separate legal entity, moving to its location to Kipling Street. Education courses were expanded to include courses for the elementary adult learners as well as courses for early childhood adult learners. From 1984 through 1988, an infant and toddler course was also offered. In November 1993, the Center moved to a new and larger facility at 9601 Katy Freeway, Suite 170. In June, 1993, a Secondary I course for ages 12 through 15 was added. In June of 2004 the Secondary I-II for ages 12 through 18 and Administrators course were added. Currently adult learners only take the Secondary I-II course and we no longer need the Secondary I course. In June 2013, a year-round early childhood model was added in addition to the summer model. Larger facilities at 9601 Katy Freeway were leased in June, 1995, and HMC moved to Suite 350. In May 2006, the Center moved again to a new and larger facility at 7807 Long Point Rd., Ste. 100. I

Houston Montessori Center responded to requests to staff numerous out-of-state Montessori training programs and continues to do so at this time. Courses have been operated at Tulane University, New Orleans; College of St. Catherine, Minneapolis; Fort Worth Independent School District; Houston Independent School District; Victoria Independent School District; Yakima Independent School District, WA; Baylor University, Waco, TX; and Cincinnati Independent School District, OH., and Mobile, Alabama. Staff members also serve as workshop leaders at AMS meetings, conferences and for individual schools.

The Secondary I – II course is also offered in Houston and two additional locations. The California site is 1273 North Livermore Avenue, Livermore, CA 94551 (925) 455-8021.. The program is not offered every year. The second additional location is Prague, Czech Republic for adult learners at the Gymnazium Duhovka Prague Czech Republic, Ortenovo namesti 34 Praha 7, 17000, Czech Republic

Members of the teaching staff for all courses have been conference presenters, on the board of the American Montessori Society, including president, chair of the Teacher Education Committee, consultants to schools, and chairpersons of numerous curriculum development committees. Staff members give generously of their time to fulfill the purposes and education goals of Houston Montessori Center. Houston Montessori Center is dedicated to the advocacy of children and adolescents through Montessori education consistent with the philosophy and practices exemplified by the American Montessori Society (AMS). The goal of Montessori education as, stated in the key concepts and practices of the American Montessori Society, is preparing persons to be independent, competent, responsible and caring citizens who are life long learners.

MISSION

Houston Montessori Center is dedicated to the advocacy of children and adolescents through Montessori education consistent with the philosophy and practices exemplified by the American Montessori Society (AMS). The goal of Montessori education, as stated in the key concepts and practices of the American Montessori Society, is preparing persons to be independent, competent, responsible, and caring citizens who are lifelong learners

DESCRIPTION OF FACILITIES

HMC overview, philosophy, most of Infant/Toddler, Early Childhood, Elementary I and Elementary I-II classes are offered at 7807 Long Point Rd. Ste. 100, Houston, Texas. School of the Woods 1321 Wirt Road and 7812 Bobbitt locations, approximately one mile from the Houston Montessori Center, is the site for the Montessori journey, Secondary I-II, and Administrators courses as well as some special classes of Early Childhood, and Elementary I-II. School of the Woods is an AMS member school. Blackwood Land Institute in Hempstead, TX is a teaching site for a Secondary I-II week. See below for contact information of additional sites. The California additional location is at Valley Montessori School 1273 North Livermore Avenue, Livermore CA 94551 in the secondary classrooms. There is access to a kitchen facility. The library resources are either brought from local classrooms in the area or Houston. HMC also provides a website to adult learners with a copy of the needed study guides and support material needed for teaching.

A practice classroom is provided for the infant/toddler, early childhood and elementary levels throughout the year. The classroom is fully equipped with all required materials for the specific age groups. Staff also uses the materials during demonstrations and presentations of lectures. The office site is located at 7807 Long Point Rd. Ste. 100, Houston, Texas 77055.

ADMINISTRATION OF HMC

HMC is operated as a non-profit corporation. The Board of Directors includes the teachers and school administrators, and the executive director. The current members of the Board are Marge Ellison, President, Carolyn Edgar, Secretary, Sherry Herron, Treasurer, Nahla Nasser, Suzanne Jennett, Nancy Barziza, and Sue Thornton.

Executive Director of Houston Montessori Center is Dr. Elisabeth Coe. Each course has course level/practicum coordinator. The Infant/Toddler (birth to 36 months) Course is coordinated by Lynne Aiken, Early Childhood (2.5 through 6) Courses are coordinated by Gretta Yeager, Elementary I (6 through 9) & Elementary I-II (6 through 12) courses by Sandi Brock and Michelle Romero, and Secondary I-II (12 through 18), and administrator courses by Elisabeth Coe.

Gretta Yeager and Elisabeth Coe, who manage all records, files and data on adult Learners, staff and center administration, supervise the day-to-day operation of HMC. Sherrie Bedford offsite as bookkeeper.

HOUSING

The institution has no responsibility to find or assist a student in finding housing.

DISTANCE LEARNING

HMC does not offer any distance learning classes.

FINANCIAL

The institution does not have any pending petition in bankruptcy
HMC does not participate in any federal or state financial aid programs. If a student obtains a loan to pay for their educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund in the case of a student's withdrawal.

VISAS

HMC does not provide Visa services.

TRANSLATORS

HMC does not provide English language translators

ARTICULATION AGREEMENTS

HMC follow the AMS transfer policy for transfer of previous experiences. See transfer section. Some colleges (Endicott, St, Catherine's, etc) accept adult learners work towards a Masters Degree. See Maters o Education Option.

STUDENT (ADULT LEARNER'S) RECORDS

Student (Adult Learner's) records are kept at the main site below. Hard copies of adult learners files are maintained for three years then scanned and held electronically.

7807 Long Point Rd. Ste. 100

Houston, Texas 77055

713.465.7670 FAX 713.465.8577

Please make requests to Dr. Betsy Coe drbcoe@me.com

CALIFORNIA STUDENT RECOVERY FUND

NOTICE OF CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. Transferability of credits you earn at Houston Montessori Center is at the complete discretion of an institution to which you make seek to transfer. Acceptance of the credential you earn in Secondary I-II is also at the complete discretion of the institution to which you may seek to transfer, If the credential that you earn at this institution are not accepted the institution to which you seed to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that you attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending HMC to determine if our credential will transfer.

You must pay the state-imposed assessment for the student Tuition Recovery Fund (STRF) if all of the following applies to you: Yu are a student in an educational program , who is a California resident, or are enrolled in a residency progam, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and Your total charges are not paid by any party payer such as 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 assessment, if either of the following applies: you are not California resident, or are not enrolled residency program or 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 Fun (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain school regulated by the Bureau for Private Post secondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tutiona, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

The school closed before the course of instruction was completed.

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.

The school's failure to pay or reimburse loans 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.

There was a material failure to comply with the Act or this Division with 30 days prior to closure, the period determined by the Bureau,

An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the

FEES & TUITION
2014-2015
June 23, 2014 – July 30, 2015

Secondary I-II	\$8000
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FEES

Books and Manuals – I/T, EC, EI-II upgrade, SI/II, ADM	\$400
Fees	\$400

TOTAL PROGRAM COST

Secondary I-II	\$8800 plus
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The second seminar is in Houston Texas at the main site. Adult learners will bear the cost of travel and lodging for the seminar.

Tuition is computed after deducting the application fee of \$150 and may be paid annually, semi-annually, quarterly or monthly. If the monthly plan is chosen, a \$6.00 per month service charge is added. Payments are due on the first day of the month with a 1.5% late fee charged for payments received after the tenth of the month. Book/Manual and Credential fees are due on or before the first day of class.

HMC does not offer financial aid. AMS offers limited number of scholarships. See amshq.org.

APPLICATION FEE

An application fee of \$150 should be sent with the application. This fee is deducted from tuition before payments are calculated. If an applicant is unable to attend the teacher education session, \$100 of the fee is refundable.

MASTERS OF EDUCATION OPTION

Adult Learners with a 4 year college bachelors degree may enroll at Endicott College to receive significant Credit hours for their Montessori course work at any level and work toward a M.Ed. in Montessori Integrated Learning. The remaining course work is 3 semesters on line at a reduced rate depending on size of enrollment plus books.

CLASSES

Normal class hours are 8:00 A.M. - 6:00 P.M. Monday through Friday with a short morning and afternoon break and one hour for lunch. Saturday classes are 9:00 A.M. – 1:00 P.M. Please refer to schedule for special hours for journey, Erdkinder week, and seminars. If you are unable to attend a class session, please advise the instructor in writing. As you are aware, 80% attendance is required in order to receive credit for each course component, and you are responsible for all course work missed

ENROLLMENT PERIODS

Secondary I-II

Six Weeks plus one week overview in summer 1, two weeks in summer 2 and two seminars

June 23, 2014 – July 30, 2015

ADMISSIONS PROCEDURE POLICY

All applicants must submit an application, three letters of recommendation and one original transcript, have an interview with the director or a staff member, and complete an essay and survey. Applicants who learned English as an additional language will be required to take the Internet based test – of English as a Foreign Language (TOEFL). A total score of 100 or better will be required for acceptance. The applicant is responsible for registering, taking and the cost of the TOEFL. These requirements assure that an adult learner can benefit from the course. Credit may be given for previous course work in another MACTE accredited course. Texas Workforce Commission requires Social Security numbers on all applications. No refunds can be given

without a Social Security Number. If an applicant does not have a Social Security number or is an international applicant, copies of passports or Green Cards are required.

HMC/AMS TRANSFER POLICY

Transfer between AMS Programs

For transfer of a current adult learner from one AMS-affiliated teacher education program to another AMS-affiliated teacher education programs:

The candidate must:

- Be within the three-year time limit following the original academic phase
- Be a current member of AMS

HMC will

- Review and evaluate previously completed academic and practicum work, and consider the cost of the review
- Notify the prospective adult learner in writing with the fees and time required to complete all transfer requirements
- Contact the original program to determine if the adult learner is in good standing including fulfillment of financial obligations
- Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form

Transfer from other teacher education programs recognized by AMS

Transfer of contact hours and/or credits from teacher education programs recognized by AMS (AMI, NCME, and MACTE accredited programs) will be considered with verification of the following documentation. This procedure is only available to those who enroll and attend an AMS Full Affiliate program at its main site or its AMS-affiliated/MACTE-accredited additional location(s).

The candidate must:

- Have a degree in keeping with AMS credential requirements
- Be a current AMS member or register as an adult learner

HMC will:

- Review and evaluate the credential and portfolio of the candidate; utilize proficiency pretesting to plan a program of study
- Determine the minimum requirement of the academic phase that the candidate must take to fulfill AMS qualifications
- Require all candidates take Montessori philosophy and theory from the program that will issue the credential recommendation
- Determine that practicum requirements of the candidate meet the requirements of an AMS-affiliated teacher education course practicum
- Assess and evaluate proficiency as required by the AMS-affiliated teacher education program
- Ensure that all the requirements of the AMS-affiliated teacher education program issuing the credential are met
- Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form

Transfer from Teacher Education Programs not recognized by AMS

Transfer of credits, including distance education credits, from Montessori programs not recognized by AMS will not be accepted. The candidate must take the full AMS credential course.

Temporary transfer policy for lead Secondary teachers who have non-AMS Montessori secondary diplomas/certificates

The candidate will:

- Have a degree in keeping with AMS credential requirements.
- Submit the AMS Transfer Form, all program application/admission materials, and fees.
- Register with AMS as an adult learner through the teacher education program.

The temporary transfer policy process involves the following actions by the TEP:

- Review and evaluate previously completed academic/practicum work.
- Review and evaluate the credential/certificate, professional portfolio, resume, and transcripts of the candidate.
- Determine the hour requirement of the academic phase that the candidate must take to fulfill AMS qualifications (minimum of 80 hours). Determine the cost of the secondary transfer course.
- Notify the prospective adult learner in writing of the fees and time required to complete all transfer requirements.
- Complete all Practicum Phase requirements of the teacher education course including hours in a Montessori school, attendance at the Practicum seminars, completion of the Practicum assignments, and completion of the year-long

project.

- Complete all final assessments and requirements of the teacher education course.
- Ensure that all the requirements of the AMS-affiliated teacher education program issuing the credential are met (financial obligations, final assessment, AMS Credential Recommendation Form, etc.)

CREDENTIALS

The American Montessori Society upon the recommendation of each course director issues credentials. The following credentials are available upon course completion with these educational requirements:

Secondary I - II and 12 through 18 Course:

Applicants must have at least an equivalent four-year college bachelor to receive a Secondary I-II credential. Those applicants who do not have a Montessori Elementary I credential must take the overview course.

International Transcript and Credential

Applicants who have an international college transcript can get it evaluated for its equivalence at Span Tran (www.spantran-edu.org). An international degree is available for those adult learners who have met the degree standards in their country. The credential will indicate the country.

PRACTICUM

The secondary adult learners and administrator education courses require an extensive practicum. To begin the practicum phase, adult learners must have completed 60% of the academic phase.

Practicum sites should be schools that are AMS member schools. If not, the school is passed on to the AMS office for follow-up. A Practicum Agreement lists specific requirements of the practicum site that must be signed by the Head of School. A maximum of two adult learners in a classroom per session is allowed.

When a adult learner is working with a supervising teacher, which is a teacher in the classroom with the adult learner, that has had at least two years of experience after their credential at the appropriate level, adult learners will be visited a minimum of three times per year by a field consultant of HMC. There will also be monthly contact with a representative from HMC.

When adult learners are in a self-directed practicum, adult learners will be visited a minimum of three times per year by a field consultant of HMC. There will also be monthly contact with a representative from HMC. The adult learner may be given other ways of support such as extra visits, contact with a local mentor teacher, further communication by email or phone, etc. on an individual basis based on the needs and experience of the adult learner.

The cost for field consultant visits is included in the tuition fee. If, however, the adult learner practicum site is beyond the 100-mile radius of HMC course in CA, the adult learner or the practicum school will pay the cost of transportation and housing. The adult learner or the practicum school must assume expenses for extra visits required. Outside a 100-mile radius from HMC course in Houston the additional cost of transportation, lodging, and additional consultant Extra practicum fees may be assessed based on the type, location, and special needs of the practicum.

Adult learners are expected to complete the program in three years after the start of academic phase.

PLACEMENT OF GRADUATES

Employment, salary, and advancement are not guaranteed by Houston Montessori Center. HMC, AMS, and other sources provide a list of job opportunities for graduates to review when seeking a job.

CURRICULUM SYNOPSIS

Houston Montessori Center provides thorough and high quality education in the Montessori method for qualified adults, who will then teach in Montessori classrooms at the secondary levels.

All programs are designed to teach adult learners the competencies required by the Montessori Accreditation Commission for Teacher Education (MACTE) for each developmental level. The academic phase includes lectures, demonstrations, dialogue, materials practice, small group projects, personal research presentations, seminars and curriculum development over a minimum period of one year. When the adult learner receives a credential issued by the American Montessori Society, the adult learner will be able to meet the competencies in these four categories.

1. Montessori Philosophy and Human Growth and Development.
2. Classroom Leadership
3. Curriculum Implementation
4. Communication and Partnership with Families

CREDENTIAL/COMPLETION REQUIREMENTS

Each course requires the following elements to be completed for Credential by AMS:

Academic Phase Attendance Policy

1. No credit is given for previous experience in a Montessori classroom.
2. All academic course work in this program is vital and important.
3. Attendance implies physical presence and active participation in academic classes.
4. Attendance at 8:05 and 1:05 daily.
5. A minimum attendance of 90% of the total clock hours is required. A minimum of 80% attendance is required for each course component offered.
6. Any material missed because of absence must be made up if satisfactory progress is to be made. Make-up sessions are scheduled with the Instructor. This does not remove absence.

Practicum Phase Attendance Policy

Adult Learners are expected to work in their practicum site for 9 months for minimum 3 hours a day for infant/toddler and early childhood and 6 hours a day for elementary and secondary.

Evaluation

1. Assignments due at the end of first summer academic session.
2. Satisfactory evaluations of nine-month practicum experience by field consultants and intern self assessment form.
3. Portfolio Assessment based on MACTE/AMS competencies at 2nd summer academic session
4. Yearlong project presented at 2nd summer academic session.

Adult learners are expected to complete all course requirements, including academic, practicum, and financial requirements, within a 3-year time period following the program's official end of the academic phase in which the adult learner was initially enrolled. This period can be extended with the approval of the program director for adult learners in good standing. An additional fee may be assessed if the adult learner extends his/her course work beyond the three years following the end of the academic phase. The adult learner must be a current AMS member in order to be recommended for an AMS credential.

The program is challenging and extensive.

The Secondary I - II (ages 12 through 18 years) adult learners will complete 544 clock classroom lectures and demonstration, 125 clock hours independent study and 1080 practicum clock hours for a total of 1718.

FACULTY

Elaine Blasi	B.S. Foreign Services 1975 Masters in Education 1979 AMS Early Childhood 1993 AMS Montessori Secondary I-II Credential 2013 Head of School and High School Teacher
Elisabeth Coe	B.S. Elementary Education and Math 1964 M. Ed Curriculum and Instruction, Early Childhood, Special Ed 1982 Ph.D. Develop. Psychology and Adolescent Education 1988 St Nicholas Early Childhood diploma 1974 AMS Montessori Early Childhood Credential 1978 AMS Montessori Elementary I Credential 1980 AMS Montessori Elementary I-II Credential 1982 AMS Montessori Secondary I Credential 1992 AMS Montessori Secondary I-II Credential 2004 AMS Montessori Administrators Credential 2006 Secondary Instructor and Consultant Middle and High School Teacher and Principal
Debra Loewenstein	BS Engineering 1993 M.Ed. Integrated Learning 2005 AMS Montessori Secondary I Credential 1998 AMS Montessori Secondary I-II Credential 2004 Montessori Middle School Teacher Secondary Instructor and Consultant
Cesar Martinez	BS International Business Administration 2004 MA Education 2012 AMS Montessori Secondary I-II Credential 2008
Stephanie Romero (B.E. D. In Environmental Design (Architecture) 1996, M.Ed. Integrated Learning 2005 AMS Montessori Secondary I Credential 1997 AMS Montessori Secondary I-II Credential 2006 Montessori Public School Middle School teacher Secondary Instructor and Consultant
Ann Sutton	BS Secondary Education 1972 M. Humanities 1998 Montessori Secondary I Credential 1998 AMS Montessori Secondary I-II Credential 2010 Doctoral candidate Secondary Instructor and Consultant
Mary Yenik	BA Music, 1962, MA Education, 1966 Masters Certificate in Neuro-linguist Programming Master Coach

RECORD OF PROGRESS

1. Adult Learners' progress will be evaluated monthly by Houston Montessori Center's faculty, field consultants, and level/practicum coordinator.
2. Adult Learners with mentor teachers will confer and review with their mentors on a scheduled basis.
3. Evaluation forms will be filled out and discussed with adult learner three- five times per year.

4. Any indication of problems and lack of communication with the mentor teacher should be discussed with and resolved with the Director or Level/Practicum Coordinator only.
5. Generally poor evaluation will constitute unsatisfactory progress.
6. After two consecutive months of unsatisfactory progress, the adult learner will meet with the Director and Level/Practicum Coordinator/Coordinator to initiate a plan for remediation.
7. Continued unsatisfactory progress will be grounds for dismissal.
8. Resource Manuals will be examined and adult learners will be informed if their work is satisfactory or not.
9. An adult learner whose enrollment is terminated for unsatisfactory progress may be reentered after a minimum of one grading period. This does not circumvent the approved refund policy.
1. Refunds of adult Learners terminated for lack of sufficient progress will be totally consummated within 30 days of last day of attendance as outlined in the Refund Policy.

ATTENDANCE/DISMISSAL/WITHDRAWAL/REFUND POLICY

Dismissal

Dismissal of an adult learner is the decision of the Executive Director in collaboration with the Board of Directors. Adult Learners may be dismissed for the following reasons:

- Unprofessional behavior
- Instability with regard to the performance as a teacher of children and adolescents.
- Inability to perform academic work successfully.
- Poor attendance
- Non-payment of tuition or fees.

Before dismissal is enforced, adult Learners may be placed on probation for one or more of the above reasons. If after one month the adult learner's performance is still unsatisfactory, the dismissal procedure is enforced. Tuition refunds for dismissal follow the same refund schedule as described in the financial agreement with HMC.

Academic/Classroom Lecture Phase

1. All course work in this program is vital and important.
2. Any material missed because of absence must be made up if satisfactory progress is to be made. Make-up sessions are scheduled with the Instructor. This does not remove absence.
3. An adult learner may not miss more than 20% of any one course component or 10% of course work; if so, they will need to make up the time and material in the next academic phase.
4. Attendance will be taken by the instructor at 8:05 and 1:05 daily.

Practicum Phase

The school administrator of the practicum site should notify the Center if there is repeated absences.

Dismissal/Refund

1. An adult learner, who has been dismissed for attendance reasons, will not be readmitted into the course from which he was dismissed. The adult learner may reapply to the following course, at which time his application will be treated and evaluated as a new application.

2. An adult learner will be terminated when the adult learner is absent more than ten consecutive school days or more than 15% of the total clock hours in the program.
3. Refunds due to adult Learners who are terminated due to violation of the attendance policy will be totally consummated within 30 days of the last day of attendance.
4. Refund computation will be based on actual hours of class attendance. Absences in excess of 10 consecutive school days or 10% of the total clock hours, leaves of absences and school holidays will not be counted as part of the elapsed time for the purpose of calculating an adult Learners refund.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance. More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full

refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

- (a) An enrollee is not accepted by the school;
- (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

GRIEVANCE PROCEDURE

All published policies of the adult learner preparation course, as well as the AMS Code of Ethics, will be upheld and will be the standards for determining whether a grievance actually exists or is due to a misunderstanding of the policies and ethics.

- 1. Grievance occurs.
- 2. Course Director and Level/Practicum Coordinator consult with adult learner and attempt to resolve problem.
- 3. If the problem is not resolved, HMC Board meets with the grievor and his/her selected representatives (5) at a time designated by grievor, and a solution will evolve through compromise by all parties involved.
- 4. If no solution can be designed by all parties, all parties have recourse to the following supervisory parties:

American Montessori Society

116 East Street, 6th Floor, New York, NY 10003
212 358 1250

Executive Director, MACTE
108 Second Street S.W. Suite 7
Charlottesville, VA 22902
434 202 7793

A student or member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888 307589 or by completing a complaint form which can be obtained on the bureau's internet website(www.bppe.ca.gov).

Grievances addressed to these bodies must be in writing and state explicitly the nature and particulars of the grievance.

CONDUCT POLICY

It is assumed that adult Learners, having voluntarily enrolled, are in accord with the objectives and philosophy of the Training Center and will abide by its regulations and accepted practices. Following is the Center's policy:

1. Each adult learner is expected to govern his conduct by standards of good taste and ethical judgment.
2. Disruptive behavior during lectures, appearing for class under the influence of alcohol or drugs, removal of school property, being chronically absent, or any other infamous conduct unacceptable to the Director will be grounds for dismissal.
3. Persons dismissed for conduct reasons will not be eligible for readmission.
4. Refunds for adult Learners terminated for violation of the conduct policy will be totally consummated within 30 days of the last day of attendance as outlined in the Refund Policy.

GRADING

Grades marked by rubric or pass/redo.

GROUND RULES

Welcome to Houston Montessori Center. We hope you will enjoy your academic courses in this facility. We have made every attempt to make it comfortable for you, and we request that you show consideration and respect for the environment. The building is occupied by business tenants who request that we maintain professional standards while we are in the building.

SMOKING

Smoking is not allowed in the school.

FOOD

Please bring your drinking container with a lid and refrigerated lunch pack. We have provided microwaves and a refrigerator that has only enough space for cold drinks. Coffee and hot water for tea is provided. If you bring your lunch, please remain in our environment to eat. Beverages may be brought into the classroom, but please place cans, cups, etc. on a table, not on the shelves or floor. Please do not eat or drink when practicing materials.

CLASSES

Class hours are 8:00 A.M. - 6:00 P.M. Monday through Friday with a short morning and afternoon break and one hour for lunch. Saturday classes are 9:00 A.M. - 1:00 P.M. There is one Friday class from 7:00 to 9:00 P.M. If you are unable to attend a

class session, please advise the instructor in writing. As you are aware, 80% attendance is required in order to receive credit for each course component, and you are responsible for all course work missed.

TELEPHONE

Houston

The telephone number at the Center is 713-465-7670.

The telephone number at Woods Middle School is 713 686 8811 and High School is 713 647-8811

Livermore

The telephone number at Livermore Montessori School is (925) 455-8021

Many Adult Learners bring cell phones to make outside calls. The cell phone needs to be turned to off during class and on vibrate during break. Emergency calls should be taken outside the classroom.

THE ENVIRONMENT

The instruction you receive will model a typical Montessori classroom environment. You will have a locker to store your extra materials. The room should be kept clean, orderly, and esthetically pleasing. You will be assigned a duty in the classroom each day, and the equipment and surroundings should be respected.

CLOTHING

Comfortable but professional attire is recommended. Try to maintain the dress code that is expected at your school.

PROFESSIONAL CONDUCT

We are in training to be professionals and are conducting classes in a business environment. Please serve as models in our community and maintain the high professional standards expected of Houston Montessori Center adult Learners in their personal and academic conduct.

CONFIDENTIALITY

Guarantee of confidentiality and access to records in accordance with the Family Educational Rights and Privacy Act. www.ed.gov/policy/gen/guid/fpco/ferpa

ADULT LEARNER SERVICES

Academic counseling/advising is provided by the Executive Director and On site coordinator. The School has a list of resources for other counseling services and health care services.

HMC POLICES AND REQUIREMENTS FOR SECONDARY I/II CREDENTIAL

Admission

All applicants must submit an application, three letters of recommendation and one original transcript, have an interview with a HMC representative, and complete an essay and email survey. Applicants who learned English as an additional language will be required to take the Internet based test – of English as a Foreign Language (TOFEL). A total score of 100 or better will be required for acceptance. The applicant is responsible for registering, taking and the cost of the TOEFL. These requirements assure that an adult learner can benefit from the course. Credit may be given for previous course work in another AMS accredited course. Texas Workforce Commission requires Social Security numbers on all applications. No refunds can be given without a Social Security Number. If an applicant does not have a Social Security number or is an international applicant, copies of passports or Green Cards are required.

Applicants must have at least an equivalent four-year college bachelor from an accredited college or university to receive a Secondary I/II credential. Applicants who have an international college transcript must get it evaluated for its equivalence (college or agency such as Span Tran (www.spantran-edu.org)). An international degree is available for those adult learners who have met the degree standards in their country. The credential will indicate the country.

Those applicants who do not have a Montessori Elementary I-II credential from a MACTE approved program must take the overview course. It is free to those taking the HMC Secondary I/II course. An independent study overview may be available with certain requirements upon request.

Academic Course Components and Assessments

1. Attendance and Active Participation in classes

Required attendance (Form A) is at least 80% of each course component and at least 90% of total clock hours of the course. All work should be made-up; however make-up work does not erase absences. To begin the practicum phases 60% of the academic phase must be completed.

2. Study Guides. The adult learner receives study guides for each course component, which have all the activities and assignments in a three period lesson format. Each day the adult learner's work is checked off on a graph (Form B) by instructors as adult learners do individual work, group work, make presentations, participate in dialogues and share take-aways, write CRCs and mind maps for book talks, practice lessons, run a business, participate in ROPES course, and 5-day Erdkinder experience. The format is much like the procedure in an adolescent classroom. The study guides are considered formative assessment in which adult learners are in the learning process and get feedback from the community of learners of peers and faculty along the way with a complete or incomplete.

3. The yearlong project is introduced at the November seminar, followed up at the February seminar, conversations at the practicum visits, and presented to peers the second summer. This is a summative assessed by a rubric (Form F).

4. During the second summer, adult learners present their portfolios to a small group of peers and instructors. Portfolios include their updating of the school's family handbook, sample study guides and assessments, three-five-year plan, communication system, and record keeping system. Adult learners also must reflect upon the question, "How has all of these experiences made me competent to be a Montessori secondary teacher. These are also reviewed along the way at the practicum visits before the adult learners present in the summer as summative assessment evaluated by a rubric (Form G).

Practicum Requirements

The practicum visits are observations (Form C) of the adult learner working in the classroom. Adult learners need to demonstrate competency and effective application of each of the course components and competencies during the three visits. Adult learners will assess their own progress before each seminar visit with a self-assessment form (Form E). The second *visit* is video to capture the activities that the field consultant might not see in an ordinary visit such as land lab, adolescents running a business, or having a dialogue. The adult learner views the video and provides a reflection (Form D) of what worked, what was a challenge, and ideas for change and presents this information at the second seminar.

For the practicum, the adult learner must in the classroom for at least 6 hours a day for 9 months with middle school or high school environment. Adult learners must be able to implement many of the elements presented in the preparation course. If these criteria are not met, the adult learner will be asked to extend his/her practicum until requirements are met. Assessment is made by the field consultant and supervising teacher (if applicable). The practicum must begin within two years of the end of the academic phase.

Supervising teachers (teachers in the classroom) must have had two years of experience after their credential at the appropriate level. Otherwise, the adult learner is in a self-directed practicum. Each adult learner will receive a minimum of two visits and one video *visit*, monthly contact, and any other support they may be needed.

The practicum site ideally is AMS member school. The practicum site agreement, included must be completed and returned to HMC. Please see the requirements in practicum site agreement. The adult learner will bear the cost of travel expenses and lodging if the school is over 100 miles from the site of the California Houston Montessori Center location. HMC does not place teachers in schools. We will supply a list of possible schools. All negotiations are made between the adult learner and the school, and HMC is not responsible for salaries, working conditions, etc. It is the responsibility of the adult learner to notify the program director if opportunities for learning in the specified areas are not being provided at the practicum site.

Academic integrity

At HMC we believe that it is both an act of personal, professional courtesy as well as intellectual honesty to have standards for academic integrity. Please be sure that you document all passages, paraphrases, and ideas that are borrowed from any source in all work presented to HMC, and that all individual and group products/presentations are of the work of all the adult

learners cited.

Financial

Financial obligations to HMC, AMS, and MACTE must be met before an HMC recommendation form can be submitted to AMS for a credential.

Time Period

Adult learners are expected to complete all course requirements, including academic, practicum, and financial requirements, within a 3-year time period following the program's official end of the academic phase in which the adult learner was initially enrolled. This period can be extended with the approval of the program director for adult learners in good standing. An additional fee may be assessed if the adult learner extends his/her course work beyond the three years following the end of the academic phase. The adult learner must be a current AMS member in order to be recommended for an AMS credential.

Grievance Procedure

All published policies of the adult learner preparation course, as well as the AMS Code of Ethics, will be upheld and will be the standards for determining whether a grievance actually exists or is due to a misunderstanding of the policies and ethics.

1. Grievance occurs.
2. Course Director & Level/Practicum Coordinator consult with adult learner and attempt to resolve problem.
3. If the problem is not resolved, HMC Board meets with the grievee and his/her selected representatives (5) at a time designated by grievee, and a solution will evolve through compromise by all parties involved.
4. If no solution can be designed by all parties, all parties have recourse to the following supervisory parties:

American Montessori Society	Executive Director, MACTE
116 East 16th Street,	7108 Second Street, SW Suite 7
NY, NY 10003	101 East 15th Street
	Charlottesville, Virginia 22902

Grievances addressed to these bodies must be in writing and state explicitly the nature and particulars of the grievance

A student or member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888 307589 or by completing a complaint form which can be obtained on the bureau's internet website(www.bppe.ca.gov).

Professional Development

AMS requires that holders of AMS credentials issued on or after July 1, 2013 must complete 50 hours of professional development every 5 years for the credential to remain active. The first 5-year period begins with the date the credential was issued. If professional development hours are not completed within the 5-year period, the credential will be considered inactive until the requirement is met.

I understand the policies and requirements of the HMC Secondary I-II credential and have sought clarification if needed.

Signature

date

Print Name

The information contained in this catalog is true and correct to the best of my knowledge.

HOUSTON MONTESSORI CENTER
Elisabeth Coe, Ph.D., Executive Director