

# HPMP

## Scholarship and Materials Policy

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### Mission and Financial Support Goals

#### Mission:

To encourage and support Montessori education in Helena Public Schools through the funding of Montessori teacher training and classroom materials; to promote the understanding of Montessori methods; and to provide resources to satisfy the needs of the community for public Montessori education.

#### Financial Support Goals:

HPMP is dedicated to helping existing public Montessori teachers develop and further build their Montessori education and the resources within each classroom. HPMP is dedicated to bringing more public Montessori education, resources, and materials to other interested teachers and administrators in the Helena School District.

All requests, and any exceptions to this policy, will be considered on a case-by-case basis.

### Awarding of Teacher Scholarships

As of 2014, Helena School District No. 1 provides certification and training for new Montessori teachers hired to fill openings in existing Montessori classrooms. HPMP offers scholarships for:

- Montessori certification and training for interested teachers within the district, who are not currently in a Montessori classroom
- Continuing education opportunities for existing Montessori teachers who are furthering their Montessori training

The procedures to apply for, and continue to receive, scholarship funds are outlined within the appropriate HPMP Scholarship Application; below are the two types of scholarships offered:

- Montessori Teacher Certification
- Montessori Training and Continuing Education

All scholarships are dependent upon available funding. To apply, the teacher or administrator must be a current employee of the Helena School District; if employment is terminated no further scholarship funds will be paid.

Teachers or administrators accepting HPMP scholarships agree to all the terms of this policy and the terms within the application they provide.

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### Awarding of Materials Scholarships

To help ensure that Helena School District classrooms are achieving the highest levels of Montessori education; materials specific to Montessori are needed. Due to the specific nature of the materials HPMP recognizes that funding the purchase of such materials can not always be met by the schools; therefore HPMP will provide supplemental funding when funds are available.

Common types of materials requests are to:

- Supply existing public Montessori classrooms with basic materials, if needed
- Provide existing public Montessori classrooms with replacement of existing materials due to loss, breakage or normal wear and tear
- Provide new public Montessori classrooms with basic materials
- Provide Montessori materials for other Helena School District classrooms
- Provide Helena School District teachers with Montessori support materials such as teaching manuals, books and other Montessori resources

Materials requested must meet American Montessori Society (AMS) or other recognized national Montessori standards or have been recommended by a Montessori certified consultant or training facility. Please refer to the AMS Elementary Suggested Materials document at [www.amshq.org](http://www.amshq.org).

Materials will be purchased from a nationally recognized supplier of quality Montessori materials. HPMP reserves the right to purchase from a supplier other than the teacher's chosen source in order to take advantage of group discounts.

Locally made materials will be considered. These materials must meet the same criteria listed above. HPMP will ensure that such materials meet safety and educational standards. The production of such materials must be both feasible and manageable as determined by the HPMP Board and principals.

The procedures to apply for funds to purchase classroom materials are outlined within the *HPMP Application for Montessori Classroom Materials Request* form.

If more than one teacher in a school is requesting a particular classroom material, HPMP encourages the teachers to determine if sharing the classroom material is feasible.

Exceptions to this policy will be considered by the HPMP Board on a case-by-case basis.

The materials are the property of HPMP and stay with the Helena School District classroom for which they were purchased.

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Donations from outside sources may be made directly to HPMP for the purpose of purchasing materials. The donation will be deposited to the HPMP bank account and HPMP will purchase the materials. Any excess funds from the donation will be added to the HPMP general bank account to be used to promote the mission of HPMP.

To ensure equity among classrooms within our District, HPMP encourages donations be made to HPMP without specifying a particular classroom so the funds can be used where the need is greatest. Donations made to specific teachers/classrooms will be considered. The school principal must approve this specific allocation.

### **Disbursing Funds**

#### Teacher Training:

HPMP may pay scholarship funds directly to the training institution.

#### Materials Purchase:

HPMP will organize and make orders directly with the supplier.

### **Submission Requirements**

Applications are due on or before March 15 every year. Applications submitted throughout the year may be reviewed on a case-by-case basis.

Applications may be submitted to HPMP at PO Box 731, Helena, MT 59624. Scanned applications can be sent electronically to [helenamontessoriparents@gmail.com](mailto:helenamontessoriparents@gmail.com).