

House of Youth

École Montessori Casablanca

Policies 2026-2027



Education Beyond School

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Welcome to the House Of Youth

School is, for most people, a place limited almost exclusively to the pursuit of academics, where children and youth absorb standardized bits of skill and knowledge in preparation for exams deemed necessary for surviving this time and age.

This format of school has existed for over 200 years, regardless of children's individual interests, abilities, personalities, or talents. Yet educational research has proven repeatedly that humans develop and learn optimally when individual needs and interests are in alignment and respected.

It is possible to design an educational environment that not only meets children's needs, but actually serves to help them grow into their best adult selves.

Perhaps there is no more critical level for this than at adolescence. At the fraught juncture between childhood and adulthood, adolescents are developing their relationships with themselves, others, and the world. Consequently, their education needs are highly unique, requiring much more than simply academic studies. Instead, adolescents require a learning environment that fundamentally supports their integration into the adult world. They need a community to grow in, not just a classroom.

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At Ecole Montessori Casablanca, we stand as a school where children are prepared for a life of purpose.

Here is how we envision a life of purpose:

*Life is first and foremost about knowing yourself,
not only about what you know.*

*Life is about liberating your true nature through the expression of your creative soul,
not about conformity and execution.*

*Life is about togetherness,
not about competition.*

*Life is about growth,
not about good grades.*

*Life is about the experience,
not about the result.*

*Life is about integrating knowledge in a way that is meaningful,
not about separately learning math, geography, science, and history.*

*Life is about collaborating with nature,
not about learning within confined walls.*

We aspire to prepare children for true happiness, one that arises out of everything they do by inculcating these traits:

Consciousness: *Consciousness is being fully aware of one's thoughts and actions in the moment, and their impact on oneself, the environment, and others. Decisions made with consciousness are at the root of responsibility.*

Self-discipline: *Self-discipline is the ability to control oneself and to make oneself behave in a particular way without external prompting. It represents initiative and organised behavior, for self-betterment or the betterment of all. Self-discipline is the key to living to one's full potential.*

Growth Mindset: *Happiness and self-esteem are derived through awareness that you have given your best and that is all you can control. The state of your life stays in your control, and is not based on an external outcome. The ability to view failure as a step towards learning and growth is the mindset that is critical for living a balanced life in an unpredictable world.*

A person who lives life with these traits as character is truly :

Ad Majora Natus - Born for Greater Things

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Schedules

- **Drop Off**

Arrival of Students @ Californie Campus: **8:00 am**

Departure of Bus: **8:10 am**

Arrival at HoY with personal cars: **8:40 am**

- **Pick-Up**

Arrival of Students @ Californie Campus: **4:45 pm to 5:00 pm** (depending on traffic)

Pick-up @HoY (personal cars): **4:10pm**

- **Late Arrival**

In case your child is late, he or she must be dropped directly at HOY. Should late arrival be frequent, a disciplinary action will be taken. This late arrival should remain exceptional, and not exceed three times in the school year. The child will not be able to attend the ongoing session, and will have to wait for the next one. Each session is 40 minutes.

- **Early Pick-up**

Should you need to exceptionally pick up your child before the scheduled arrival time, you are requested to contact the school at least 24 hours prior, at the following email : **hoy@montessoricasablanca.com**, or the school administration. Should this be an urgent pick-up, please contact the administration by phone. This early pick-up should remain exceptional, and not exceed three times in the school year. A sign-out sheet will be available for you to sign upon picking up your child.

Accidents and Incidents

In case of an accident or an incident at school, you will receive a written report explaining what happened and the actions taken.

In case of an accident that would require care, you will be contacted, and you can then decide to either pick up your child, or have the school take your child to the nearest medical facility (Hopital Universitaire International Mohamed VI). Your child would be accompanied by a staff member.

The Sick Child

In order to avoid the propagation of viruses, bacteria, or parasitosis (strep throat, conjunctivitis, lice, etc.), students suffering from any of these should be kept home until they are well, and are requested to submit a medical certificate upon returning to school.

Any 2 day absence must be justified by a Medical Certificate, or a parent email if the absence is not due to sickness.

In case your child has a communicable disease, it is important that you phone the school such that we may alert all families to watch for symptoms.

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- **Medication**

In order to avoid any accidents, the school will not administer any medication to a student. If your child has a medical treatment, please inform the coordinator, and your child will be authorized to bring their medication to school. It will be your child's responsibility to take his/her medication. **The medical form is mandatory**

[Please refer to our Medication Policy](#)

- **Medical Emergencies**

In the event of an emergency, parents will immediately be contacted and informed. If the school is unable to reach you, we will contact the authorized people on your child's admission form. In the event no one can be reached, your child will be taken to the nearest medical facility: Hôpital Universitaire International Mohamed VI.

Absences

If your child is absent, kindly notify the team by email.

- **Sick Child At School**

In the event your child presents symptoms such as fever (starting at 38°C), stomach problems, or other signs of illness, or is injured, we will contact you immediately after having isolated him from his peers. We ask that you come pick him/her up as soon as possible.

A child with symptoms of sickness should be kept at home 24 hours after the symptoms have gone before returning to school.

Electronics Policy

Students are advised not to bring their phones, electronic gadgets, and connected watches to the House of Youth. Phones are not authorised on campus during school hours. Should a student bring a phone to school, their phone will be locked away by a teacher and given back at the end of the day. Any connected watches must be deactivated. On the bus, the phone can only be used for Music Apps such as Spotify - Videos and games are not allowed. Personal computers are only allowed for IGCSE Computer Science students and A levels Students.

Laptops

Laptops for students in Key Stage 3 (years 7-9) are strictly for Computer Science sessions and research-based projects. Your child is permitted to bring a laptop to school, but it is not to be used in any lesson or any other time during the school day. Teachers may require students to use their laptops for specific lessons or parts of a lesson. There may also be instances where students will require a laptop for project or research-based learning.

Students in Key Stage 4 and 5 (Years 10-13) are permitted to use their laptops, strictly to enhance their learning under teacher supervision. Misuse of laptops will result in disciplinary action in line with the school policy.

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Personal Items

Students are not authorized to bring any valuable object or money to the House of Youth. EMC declines all responsibility for any loss of personal items. We would like to bring your attention to the fact that our students might go shopping in grocery stores, visit local markets, etc., and therefore are requested to dress daily in a way that is modest and refrain from wearing any valuables. During these outings, the students are not authorized to purchase anything for themselves (biscuits, candy, etc.).

Dress-Code

A complete change of clothing that is weather-appropriate must be kept in your child's locker at all times.

Although we do not follow a strict dress code for the six to eighteen years olds; we will ask for a change of clothes if the student is not wearing school appropriate outfits. Students are asked to wear MODEST, formal clothing, with no racial, sexual or offensive message to the community. Clothing should remain respectful of the Cultural context of Morocco.

An incident report shall be sent home.

On days where a sports session is scheduled, appropriate **sports clothing is mandatory**. Students are not authorized to participate in sports should they not be dressed accordingly. Others tasks will be given to them during this time. Repetitive incidents will lead to a report and a disciplinary action.

Attendance

- **Assiduity**

At HOY attendance is a priority and is critical to your child's success. HOY is a school of choice. Families who actively choose to enrol their children in HOY have opted for an educational program, with all its rich researched-based Montessori environment, presentations and experiential learning. This cannot be duplicated outside the environment, which makes your child's daily attendance even more critical for success.

Absence from school hurts not only the student but also the rest of the community. The success of the Montessori environment relies partly upon the strength of the learning community that is developed. When the student is not in school, s/he is missing out on critical classroom experiences, and the student's classmates are missing out on her/his contributions to the classroom community.

We will reconsider the admission of a child if s/he is absent too frequently or for a long period with no justification (medical note). We do request you provide a medical note – a certificate of good health – when your child is absent for more than two days after a contagious disease.

Absences for early vacation departures are strictly not allowed, in which case the school reserves the right to disciplinary action.

Conduct for Learning

• Our purpose

Our conduct approach is designed to create a calm, safe and ambitious learning environment where every student can thrive. We want students to become confident, happy individuals, successful independent learners, responsible citizens and effective contributors. Our expectations are rooted in respect for self, respect for others and respect for property.

- What we are striving to accomplish
- Protect learning so that lessons are purposeful, focused and enjoyable.
- Build respectful relationships in which students and adults feel safe, valued and heard.
- Teach students to take responsibility for their choices and understand their impact on others.
- Respond consistently to poor conduct while giving students genuine opportunities to reflect, improve and show sustained positive change.
- Work positively with families so that school and home support the same high expectations.
- Identify patterns early and provide the right support before concerns become more serious.

• Our shared expectations

Students are expected to behave responsibly, demonstrate a positive attitude, give their best effort, act honestly, attend punctually, follow school procedures and treat people, property and the school environment with respect. We expect students to contribute positively in classrooms and across the wider school community.

• A positive approach to conduct

Good conduct is taught, modelled and reinforced. Teachers establish clear routines and expectations and respond first with support. For normal classroom concerns, the agreed route is:

EXPECT → MODEL & SUPPORT → MOVE TO SUPPORT LEARNING → REFER

The purpose of this sequence is not simply to sanction behaviour. It gives the student a clear opportunity to understand the expectation, receive support and make a better choice. Teachers record concerns factually and refer to SLT when classroom support has not worked.

Conduct levels and escalation

Level	General focus	Response
Level 1	Everyday conduct that affects learning or school expectations.	Teacher manages and supports first. Refer to SLT if concerns continue.
Level 2	More serious or repeated misconduct.	Refer to SLT. Formal action, parent involvement or internal exclusion may be required.

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Level 3	Serious conduct, including bullying, significant property concerns or assault without injury.	Immediate SLT referral. Investigation, suspension and Conduct Committee action may apply.
Level 4	The most serious conduct, including weapons, assault causing injury, serious harmful material or illegal activity.	Immediate SLT referral. Investigation, off-site suspension and Conduct Committee action may apply.

At each conduct level, the formal reform route is Verbal Warning (VW) → Written Warning (WW) → Final Written Warning (FWW). Further misconduct may lead to escalation to the next conduct level. Formal warnings are issued by SLT. Serious Level 2, Level 3 or Level 4 incidents may move directly to investigation or other appropriate action and do not need to pass through the normal classroom sequence.

- **Reflection, reform and family partnership**

A Written Warning begins the Conduct Reform Report. SLT agrees up to three clear and achievable targets with the student. Teachers score conduct during the reporting period, the student reflects honestly on progress, and parents and staff contribute feedback. SLT then reviews the evidence and decides whether the report should be completed, continued, adjusted or escalated. The emphasis is on progress, better choices and sustained improvement.

- **Recording and reviewing conduct**

Consistent recording helps us support students fairly. Each incident is recorded as a separate entry, including the conduct level, what happened, the support provided, referral or formal outcome, parent contact where relevant, and the agreed next step. Year-group overviews and the Secondary Conduct Tracker are used to identify repeated patterns, active concerns and students who may need additional support.

- **Fair, respectful and consistent practice**

All responses to conduct must protect student dignity and remain focused on learning and improvement. The school does not use physical punishment, collective punishment, additional homework as a sanction, lowering or threatening to lower academic grades, insults or humiliation, or deprivation of food or access to health facilities. We apply the agreed escalation system consistently while considering the circumstances of each incident.

- **Our commitment**

At École Montessori – House of Youth, high expectations and strong relationships work together. We believe students should know what is expected, receive support to meet those expectations and have meaningful opportunities to repair mistakes. Through consistency, reflection and partnership, we aim to build a community in which students feel they belong, learning is protected and positive conduct becomes a shared responsibility.

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Discipline

- **Freedom within limits**

“Freedom within limits” is at the core of Montessori philosophy, and therefore at the core of the Montessori environment. Students in Montessori environments enjoy the considerable freedom of movement and choice they have. However, their freedom always comes within the scope of well-defined limits, taking into account behavior patterns.

Students are free to do what they choose within the community rules, and if they step out of the set boundaries, they will firmly be refocused. The preparation of the environment and the careful definition of rules is key to disciplinary success. When a student crosses a line, and resists positive redirection, the adult will start an active discussion with him/her.

If a student is putting himself/herself or another student in danger, an adult will intervene right away. Once the student is out of danger, then the guide will judge and assess the situation and decide on the measures to take.

Verbal and physical violence, or any type of harassment, is not tolerated and can result in immediate student suspension.

- **Policy against Bullying**

The development of conflict resolution skills and compassion are central to Ecole Montessori Casablanca’s mission, and therefore, bullying is not tolerated. Bullying is different from conflict. Conflict is an inevitable part of life, and we embrace moments of conflict as opportunities to learn valuable life skills and develop resiliency. Conflict can occur when a student perceives another student as being an obstacle to what they want or value.

If students are in conflict but are not bullying, EMC is committed to helping these students resolve conflicts, learn from them, and move on. It is the responsibility of parents and guardians too to guide these children in appropriate ways to interact with others. Bullying is specific and defined as follows: Bullying is unaddressed behavior that is the systematic, purposeful, and chronic infliction of physical hurt or psychological distress on one or more of our students. EMC is committed to preventing and protecting our students from bullying.

Bullying causes pain and stress to students and is never justified or excusable as “just teasing” or “just playing.” When a student stands by doing nothing, or laughs or posts comments online when others bully, that student is participating in bullying. EMC students are expected to treat others with respect, so that we keep our school bully-free. Bullying has no place at EMC or between EMC students at any time. This policy applies to all interactions between EMC students, whether in person or through electronic communications and whether or not occurring during school or school functions or on campus. If EMC concludes that a student is engaged in bullying, EMC will respond to the bullying as a serious offense, and serious disciplinary consequences will be assigned.

[Please refer to our Anti Bullying Policy.](#)

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Parents as Partners

Your involvement in the community and in your child's education, working hand in hand with the school, is a big asset for everyone.

We are available to work out projects of your choosing, in relation to something you would care for. Workshops can be set up where you could present your culture, talent, or anything you would find relevant to our children. It will also be possible to offer educational outings around your job, or passion – such as visiting an exhibit, an industry, a vegetable garden, etc. These workshops are extremely positive to our community.

Communication

It is of utmost importance that communication between EMC and parents is efficient, well defined, and its rules closely followed.

- **Parent-Teacher**

All matters pertaining to the child must be discussed with the guides, not their assistants.

Should you want to discuss your child, please send him/her an email such that you schedule a meeting. You can expect a response within 24 hours.

So as to maintain good professional relationships, the school staff is not authorized to communicate their personal information – such as address, mobile phone number or WhatsApp, personal email, nor are they to accept friendship requests through Facebook or other social networks. They are not allowed to accept valuable presents given by parents, nor are they allowed to accept personal invitations (dinner, birthday, etc.) unless the entire team is invited and authorized by the school administration.

The email address to contact is **hoy@montessoricasablanca.com**.

- **Parent-Administration**

The EMC's administration at Californie is open to parents every day **from 8:00 am to 5:00 pm**, you are welcome to reach the office by phone or by email.

Phone : + 212 522 21 96 68

Whatsapp (**only messages**) : +212 662 63 01 93

Mail : **contact@montessoricasablanca.com**

For any urgent information, you are requested to call the administration.