

Compass Montessori School

Parent Student Handbook

2018 - 2019

Using this electronic document: Click on any of the links below in the Table of Contents to be directed to that topic.

TABLE OF CONTENTS

[TABLE OF CONTENTS](#)

[Welcome to Compass Montessori School](#)

[Mission Statement](#)

[Montessori Philosophy](#)

[Brief History of Maria Montessori](#)

[Charter School Definition](#)

[Board of Directors](#)

[Issues Resolution](#)

[Registration and Admission to Compass Schools](#)

[Required Forms and Documents](#)

[Immunizations and Medical Records including TB Test](#)

[Emergency Numbers and Change of Address Notification](#)

[Students with Special Needs](#)

[Withdrawing Students by Parents or Guardian](#)

[Classroom and Campus Placement](#)

[Tuition and Fees:](#)

[Curriculum Enrichment](#)

[Schedules Including 1/2 Days & School Closure](#)

[2016-2017 School Calendars](#)

[Half-Day Pick-Up](#)

[School Closures and Snow Days](#)

[General Program Information](#)

[Important Telephone Numbers](#)

[School Start Times, Pick-up Times, & Carline Information](#)

[Communication](#)

[Newsletter & Calendar](#)

[Website](#)

[Student/Parent/Teacher Conferences](#)

[Visitors and Community Service Assistant](#)

[Field Trips, Going Out and Special Activities](#)

[Field Trips](#)

[Going Out](#)

[Special Activities, Television, Videos, CD's, Books, Skateboards](#)

[Health and Safety](#)

[Tornadoes and High Winds](#)

[Fires, Fire Drills, and Lockdown Drills](#)

[Emergency Evacuations](#)

[Locating a Lost Child](#)

[Reporting Student Abuse](#)

[Personal Belongings](#)

[Student Health Guidelines At School](#)

[Medicines](#)

[Sunscreen](#)

[Accidents and Illnesses](#)

[Meals and Snacks](#)

[Grooming, Dress Code and Dressing for Outdoor Activities](#)

[Policies](#)

[Compass Montessori School Attendance Policy](#)

[Student Responsibilities for School Attendance](#)

[Parent Responsibilities for School Attendance](#)

[Teacher Responsibilities for School Attendance](#)

[Administrative Responsibilities for School Attendance](#)

[Attendance Procedures](#)

[Tardiness](#)

[Discipline](#)

[Jefferson County Code of Conduct](#)

[Student Technology Policy](#)

[Google Apps](#)

[Student Computer Use](#)

[Additional Children's House Specific Parent Information](#)

[Sign in/Sign out for Pre-K and Kindergarten Children](#)

[Partial Day](#)

[Independent Toileting](#)

[Clothing](#)

[Rest/Nap Time](#)

Welcome to Compass Montessori School

Compass Montessori School offers an exceptionally unique educational program for students ages 3 through 12th grade. Thank you for making a conscientious decision regarding your student's social, emotional, physical and intellectual needs in education by choosing Compass Montessori School.

Mission Statement

Utilizing authentic Montessori methods, the Compass community aims to nurture the whole child and enrich the lives of each student from preschool to twelfth grade. Compass will provide appropriate challenges and support to enable each student to prepare for the intellectual, emotional, spiritual, social, physical and societal transitions appropriate to each student's inner vocation. Our goal is to foster competent, responsible, and independent citizens who love learning and respect themselves, other people, and their environment.

Montessori Philosophy

Montessori education is based on the ability for students to absorb and learn from their classroom, school, and surrounding environment with the careful guidance of teachers and other experts. Montessori education carefully utilizes the natural tendencies and developmental characteristics of children and young adults to develop learning opportunities that lead from student's curiosity and exploration. Through precise observations, the teacher is able to introduce lessons and experiences when the student's attention, interest level and receptiveness are at his or her peak.

Brief History of Maria Montessori

Maria Montessori was born in Italy in 1870 and became the first female physician in that country. Based on her insightful observations, she developed a teaching methodology and materials that built on the student's intellectual and spiritual potential. Montessori materials (manipulatives) are designed to be self-correcting and emphasize student's learning. Materials are organized and presented in an appropriate developmental sequence to match individual learning needs. The experience is built upon the individual capabilities of students and their connections to other people and the natural world in ways that help build a social consciousness. Some important aspects of Montessori philosophy are:

Sensorial and Experiential Learning

Students become engaged in learning when they are able to integrate their senses in a specially prepared environment. Students learn through customized materials aligned to scaffolded instruction techniques to reach specific educational goals.

Multi-aged Classrooms

Grouping students of different ages offers them the chance to function as both learners and leaders within a diverse community. This setting provides many opportunities for students to demonstrate their own cultural differences, personal skills, and expertise in a purposeful way. Furthermore, students can utilize a wide range of learning materials to match their needs. Respect, grace, courtesy and responsibility are the cornerstones of daily life in the Montessori classroom. Older students are encouraged to mentor younger students.

Age and Size Appropriate Materials

All aspects of the prepared environment are constructed and arranged to allow students to maximize their independence and self-concept by enabling them to care for themselves and fulfill their own everyday needs. Most activities are self-correcting and invite the student to creatively experiment without outside intervention from the teacher.

1. Development of Motor Skills in Elementary Children

Large and fine motor movements are incorporated into activities as each child uses materials for their own unique purpose. Each child develops inner discipline, order and a sense of spatial relationships by choosing the work, adjusting their hold, carrying it to a table or rug and positioning themselves comfortably for the task of mastering their environment.

2. Farm School for Secondary Students

Dr. Montessori envisioned an Erdkinder (children of the earth) program for the adolescent student. In the farm environment, students can analyze their resources and develop specific occupations and operate micro-economies. Through these business enterprises students grow to understand their society and previous civilizations as they have authentic academic application to real life situations.

3. Montessori High School

The Montessori approach to high school is to have students learn deeply about other cultures and discover how they can contribute to the world through developing their 'inner vocation.' High school students will complete all Jefferson County High School requirements and courses required for the college or post education programs. High school students will arrange job shadowing and extended mentorships with community professionals. Field trips and extended travel programs are planned to enhance classroom studies.

Charter School Definition

Compass Montessori is a Jefferson County Charter School. A charter school in Colorado is a public school operated by a group of parents, teachers, and community members. It is a semi-autonomous school of choice within a school district, operating under a contract or "charter" between the charter school and the local board of

education. Compass Montessori School is a 501c3 non-profit with a Board of Directors responsible for the governance of the school. Compass operates as a charter school under the authorization of the Jefferson County School District.

Board of Directors

Compass Montessori School is governed by a Board of Directors and comprised of 7 members. Elections for both schools are held in the spring and special elections will be called if warranted. The Board of Directors sets the overall goals and vision of the school. The Board of Directors meets the fourth Tuesday of every month, and your attendance is welcome. Meeting agendas are posted prior to the meeting at both schools and minutes are available on the website and in the front office of each campus. Every year, the Board of Directors updates the school's policies handbook and the updated handbooks are also available on the school website and in the front offices.

Issues Resolution

Building a trusting bond between parents, students, teachers, and staff is the cornerstone of a meaningful educational relationship. In practice, the school expects issue resolution to begin at the “closest level” and then to “work up” only in situations where an issue has not been satisfactorily resolved at the local level.

For concerns occurring in a child’s classroom, please speak directly with your child’s teacher with any questions, comments or concerns. If you are not satisfied with the response, feel free to discuss your concerns with the Program Director for your child’s educational level who may arrange additional meetings as necessary.

Further unresolved issues can be brought to the campus Principal and then to the Executive Director for review of the practice and its consistency with school policy. If, after this review, an individual still has outstanding concerns, the concern can be presented to the school’s Board of Directors.

The Compass Montessori Handbook is available on the school website and in both offices.

In addition, if parents are concerned about specific unresolved issues related to the Preschool, Before Care, or After Care, they could call Jefferson County Human Services at 303.271.4069 and/or file a complaint at The Colorado Department of Human Services, Division of Child Care, 1575 Sherman St., Denver, CO 80203-1714 or call (303) 866-5958 or 1-800-799-5876. Initial concerns should be brought to the attention of the Children’s House program directors who work in the front offices of both campuses (Amy Ball for the Wheat Ridge campus and Serra Peckham at the Golden campus).

Any safety concerns should be brought to the attention of the staff member who can most immediately address the concern and to the campus principal or Executive Director to ensure the concern receives prompt attention.

Board Role Related to Issues Resolution

Issues that remain unresolved after going through the Grievance Process detailed in the Staff Handbook or through the Resolution Process identified above may be raised to the Board of Directors for review. To request review, the affected individual must submit a written request to the Board of Directors at least 5 days in advance of the next regularly scheduled Board meeting. The request must include a description as to the substance of the issue of concern, must state the remedy sought, and must provide a list of the staff members and administrators to whom the grievance/issue was presented and the results of those conversations. Contact information for the Board is on the school website.

The Board of Directors will follow the procedure outlined below when a student, parent, staff member, or member of the public files a request for review with the Board.

1. The request will be reviewed first by the President and Vice-President to confirm that the request (1) Sets out the substance of the issue; (2) States the remedy sought; (3) Provides a list of the staff members and administrators to whom the issue was raised and the results of those conversation; (4) confirm that the grievance policy from the Staff Handbook was followed to completion if a staff member is filing the request, or confirm that the resolution policy from the Parent Handbook was followed to completion if a Parent, student, or member of the public is filing the request.
2. The requestor shall be invited to the next scheduled monthly Board meeting. If the subject matter at hand falls within privacy protections, the Board will convene an Executive Session for handling of the issue. All other issues that are not eligible to be heard within Executive Session will be handled in open session with the public in attendance.
3. The Board will consider each request on its merits to determine whether the information presented in the request leads a reasonable reader to believe that there has been a violation of an applicable school or district rule, regulation or policy, or of an applicable state or federal law. The inquiry may include, but is not limited to, conversations with the Executive Director, Jefferson County School District, legal counsel, or any other appropriate person that may shed light on the validity of the grievance/complaint.
4. If the Board does not believe there is sufficient evidence to merit further inquiry, the review ends there and the Request for Review will be dismissed as "not stating a claim."
5. If the Board determines there is reason to believe that there was a violation of rule, regulation, policy, or law, the president may determine whether the issue is capable of resolution without further information or investigation or

whether further information is needed. The President has the discretion to formulate a fact-finding process that is most effective for the situation at hand. This can include the decision to appoint a committee to conduct an investigation into the complaint. The committee may be comprised of board members and non board members alike, staff, administrators, or outside professionals as necessary. The mere fact that the President has the authority and discretion to appoint a committee, however, in no way obligates the formation of a committee if the President feels that the matter can be adequately resolved using other measures. Any committee developed for this purpose will present its findings to the full Board for consideration.

6. After full consideration of the information and issues, the Board will determine whether there were any violations and what actions, if any, should follow. This process can include conversations with the Executive Director as to whether any changes in school policy are needed, regardless of the presence of a violation or not. The Board is not required to provide a formal response to the requestor but may choose to provide a statement of finding or other similar statement.

7. Persons with a grievance or issue for resolution must use this process before proceeding to any other mediation or litigation process.

8. Standard of Review

In reviewing each “request for review”, the task of the Board, is to determine whether the person against whom the grievance/complaint was made violated any applicable school or district rule, regulation, or policy, or any applicable state or federal law.

Registration and Admission to Compass Schools

Enrollment Principles

Compass Montessori will follow Jefferson County’s enrollment policies in JFBA and JFBA-R and seeks to partner with the district on any future enhancements to the district choice enrollment model. Currently, the Compass Executive Director is responsible for overseeing the choice enrollment process for the school and utilizes a designee for the operational administration of the lottery process. All lottery activities are observed and overseen by Compass administration, Compass staff, current Compass parents, and one or more members of the Compass Montessori Board of Directors. In addition, the lottery process is a public process and space is made available to allow for outside observation.

District policy JFBA-R authorizes charter schools to follow their own enrollment policies in compliance with state and federal law and Compass Montessori ensures that its enrollment policies meet federal and state best practices for charter schools.

Eligibility

Any and all students are welcome to apply to attend Compass Montessori. Compass Montessori does not discriminate against applicants or their families on the basis of: race, color, religion, sex, national origin, disability, genetic information, sexual orientation, gender identity, parent's marital status or political affiliation, veteran status, or any other protected status.

If the number of applicants received by the district application deadline exceeds the number of available spots at any grade level a lottery will be used to determine the placement of students at that grade level. The enrollment lottery for grades ECE3 through 6th grade will be held in a meeting room or classroom with adequate space for observation each year with a publicly noticed date and location.

Kindergarten Lottery

The proposed Kindergarten lottery policy was developed in consultation with the Colorado Department of Education's Schools of Choice Office in order to meet federal guidelines for Kindergarten enrollment in a charter school that also offers a Pre-Kindergarten option. The intent of this policy is to ensure equitable access to families in the K-12 grades without a requirement to first enroll in preschool.

Compass Montessori will hold three Kindergarten lotteries each year, for each of the three subsequent Kindergarten classes (the three classes are: Kindergarten that starts in the fall after the lottery, Kindergarten that starts 2 falls after the lottery (4 year olds), and Kindergarten that starts 3 falls after the lottery (3 year olds)). Children can enter the Kindergarten lottery for any given class in any and all of the years that is offered.

Example: In February 2016, a lottery will be held for Kindergarten 2018-2019, Kindergarten 2017-2018, and for Kindergarten 2016-2017 in that order. A child who will be eligible for Kindergarten in 2018-2019 can apply to the Kindergarten lottery held in 2/2016, 2/2017, and 2/2018.

Children applying for preschool will be automatically entered in the lottery for their respective Kindergarten year, and children applying for a future Kindergarten year will be automatically entered in their preschool lottery.

Drawings for the preschool and Kindergarten lotteries for any given class of students will be conducted concurrently. As each child is drawn, they will be offered enrolment in both their preschool class and their subsequent Kindergarten class.

Parents granted enrollment to preschool and future Kindergarten may choose not to enroll their child in the preschool but to retain their spot in the future Kindergarten class.

Waitlists

Compass Montessori will maintain waitlists as specified in district policy JFBA-R with the following clarifications:

1. In the event that a student enrolled at Compass withdraws from the school after October 1st, Compass will seek to fill the seat vacated by the student by continuing to use the Choice Enrollment Waitlist. The purpose of this practice is to increase “equity of access” to the school after October 1st. The school principal will determine the proper waitlist “grade” from which enrollment should be offered by using the following criteria as the sole criteria:
 1. Seek to maximize student’s access to the full three years of a three year cycle,
 2. Offer the seat for a grade that does not place a classroom over capacity in any future years of the three-year cycle.
2. Students who are enrolled in preschool and future Kindergarten and who do not choose to enroll in preschool but do maintain their Kindergarten spot will not be purged from waitlists at the end of the year as they are not considered “waitlisted” students, but rather enrolled students in that future class.
3. In limited situations, Compass may receive a student who is not on a waitlist through a district requested Administrative Transfer. In such a situation, the school will work with the district in attempting to address a district-level need for transfer consistent with the criteria specified in the district’s administrative transfer policy.

Weighted Lotteries

Compass Montessori will have flexibility to create weighted lotteries that are consistent with section 5204(a)(1) of the Federal Elementary and Secondary Education Act (ESEA). Towards this end, Compass Montessori will work with staff from the Colorado Department of Education on an annual basis to identify permissible weights that can be used to give slightly better chances for admission to all or a subset of educationally disadvantaged students that seek admission to the school. Should appropriate weights/criteria be identified, Compass will incorporate these standards into the lottery process for the year.

Family Commitment to Perform Community Service for the School

Due to the limited financial resources available to charter schools and to promote a sense of community, we rely heavily on parent and family assistance to keep the school running. Families of enrolled students are asked to complete 50 hours of community service per academic year. Assistance will be needed for a variety of school activities. Discuss classroom community service opportunities with your student's teacher and school-wide opportunities with the office staff. These could include building classroom fixtures, helping teachers prepare materials, assisting in the office or a classroom, maintaining the playground, serving on the Board of Directors, participating in a fundraising event, or many other activities.

Parent volunteers also manage a Bingo session every Sunday from 2pm-6:00pm in support of the school that helps defray the high cost of purchasing Montessori materials for the classroom and to assist with other significant facilities needs. The Bingo program

is always looking for volunteers to help staff these sessions.

A child's enrollment is not contingent on these requests, but they greatly benefit the school.

Required Forms and Documents

The following forms and documents are required for admission to Compass Montessori School: Blanket permission, Proof of residency (utility bill), Health Record, Birth Certificate, Immunization Record, and family insurance coverage documentation. All forms must have appropriate signatures and be on file at the school.

Immunizations and Medical Records including TB Test

As per registration requirements, Compass will maintain a personal file for each student. Please check to make sure your student has on file all necessary medical information, emergency numbers, copy of birth certificate and registration information. An examination, including health information, TB test results and immunization records, is required for each student. Students are permitted to attend school only after all documents, data and signatures are on file.

Emergency Numbers and Change of Address Notification

It is the parent or guardian's responsibility to keep all information current regarding changes to addresses, telephone numbers, or any emergency contacts and numbers via the JeffcoConnect website. The link to JeffcoConnect is available on the Compass website. This information is critical in case of an emergency. Children will be released only to authorized adults posted in the student's file, unless a parent or guardian has called the school or written a note with the name and description of an alternate individual. In such an event, the teacher will check ID before releasing a student.

Students with Special Needs

Compass Montessori Schools shall comply with all Jefferson County Board of Education approved policies and regulations, and the requirements of federal and state laws concerning the education of students with special needs. Compass Montessori Schools also works to ensure full compliance with the Americans with Disabilities Act.

Withdrawing Students by Parents or Guardian

Parents or guardians are asked to give a 30-day written notice if withdrawing their student from Compass Schools.

Classroom and Campus Placement

Classroom Placements:

Your child's classroom placement is something that is given great consideration.

Classroom placements - when a student transitions between levels - are determined by the out-going and incoming teachers and axillary teaching specialists that work with the

children. The teachers take many factors into account so that our classrooms are balanced by gender, grade, learning styles, and social dynamics. Our staff works very hard to find the best classroom placement for each child.

Siblings:

Sibling placements (including multiples) in the same classroom will be addressed on a case by case basis and placement will be reviewed annually.

Campus Placements:

Compass Montessori operates under one lottery for the PreK-6th grades that services two campuses. Lottery placements are based on space availability and placement is intended for the duration of the grades offered at that campus. As such, the only transfer of students between campuses occurs when 6th grade students from the Wheat Ridge campus are transferring to the Golden Campus to attend the Farm School. One exception to this policy will be for families seeking unification when two or more children in grades Pre-K through 6th grade only are at two separate Compass campuses (does not apply if the student is at a separate campus because they are attending the Farm School or High School). In this situation a parent can submit a request under the following guidelines: 1) Request must be submitted on the annual "intent to enroll" form during the open enrollment window, 2) Request can only be for a student completing the third year of a three year cycle, 3) Request will be evaluated by the campus principal in the order received and based on space availability.

Tuition and Fees:

Tuition is due the first day of the month. Please make checks payable to *Compass Montessori School* and indicate on the memo line the purpose of the check, corresponding campus and the child's name. There is a \$20.00 late fee for payment received after the 10th of the month. Your child will be disenrolled from the preschool program if payments are 30 days late.

Before and After Care are offered to Compass Montessori Preschool and Elementary School Students only.

Payments for overnight trips can be extended for up to six months. Please contact the office for special arrangements.

Preschool

Preschool Full Day Program
Wheat Ridge and Golden

\$800.00 per month (10 months)
8:15 am - 3:00 pm

Kindergarten and ½ Day Kindergarten

Full day program	\$400 per month (10 months)
½ day program	No Charge
Wheat Ridge and Golden ½ day	8:15 - 11:30 a.m. OR 11:30 a.m.-3:00 p.m.
Wheat Ridge and Golden full day	8:15 am - 3:00 pm

Before and After School Care

Wheat Ridge Hours:	7:00 – 8:00 a.m. and 2:45 – 5:45 p.m.
Golden Hours:	7:00 - 8:00 a.m. and 2:45 - 5:45 p.m.

Before care only

5 days per week	\$135.00 per month
4 days per week	\$115.00 per month
3 days per week	\$95.00 per month

After Care only

5 days per week	\$250.00 per month
4 days per week	\$215.00 per month
3 days per week	\$175.00 per month

Before and After Care

5 days per week	\$350.00 per month
4 days per week	\$270.00 per month
3 days per week	\$190.00 per month

Drop in (Requires 24 hour notice)

Before Care	\$10.00 per day (payable on day of service)
Aftercare	\$20.00 per day (payable on day of service)

(Please arrive by 5:30 p.m. to allow time for your child to collect their belongings and leave by 5:45 p.m. so After Care staff can finish closing the program by 6:00 p.m.). The Before and After School Care Program has varied pricing for partial service and has limited availability. Please check with the office for available openings.

If a child is not picked up by 5:45, the after-care staff shall follow the following procedure:

- Call the parent/guardian. If no answer, then,
- Call the emergency contacts. If no answer, then,
- Call the Jefferson County Sheriff's office.

Materials Fee

Materials fee vary by program. Please check with the front office at your campus.

Scholarships and Free or Reduced Lunch

Some children may qualify under federal guidelines for free or reduced price meals. To apply for free or reduced price meals, use the Free and Reduced Price School Meals Application, which is available at the office of either campus.

Compass Montessori Schools accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. Eligibility for free and reduced meals also applies to free and reduced trips and classroom fees. The administration shall comply with the guidelines established by the Child Nutrition Unit of the Colorado Department of Education for determining eligibility for free and reduced price meals in all participating schools.

Limited scholarships are available based on financial need for preschool, full day kindergarten, and before and after care. If you would like to be considered for one of these scholarships, you may either notify us in writing that we may use the information from your Free and Reduced Price School Meals Application or you may fill out an Economic Data Form also available at our office.

Tuition Scholarships will be awarded in September of each year.

Curriculum Enrichment

Both of the Compass Montessori Schools will be integrating extracurricular activities into the general academic program. This will include physical education, visual arts, music, theater arts, humanities and cultural studies. Additionally, the Golden campus will offer farm, garden, construction, and community-based activities.

Compass will continue to offer free after school enrichment classes as offered by staff and parents. Registration information and logistics will be sent home with students in the weeks prior to the start of each session (Fall I, Fall II, Spring I, and Spring II).

Campuses will also be made available for enrichment programs after school that are offered by outside providers. Students may choose to enroll in and pay for these activities individually. Payment will be made directly to the provider.

Schedules Including 1/2 Days & School Closure

2016-2017 School Calendars

The School Calendar is published on the website at www.Compassmontessori.org

Half-Day Pick-Up

For days that are identified as “half-day”, pick up times are: High School - 11:00, Pre-K – 11:30, Lower and Upper EI, 11:15, Farm School – 11:30.

School Closures and Snow Days

If Jefferson County Schools are to be closed due to storm and road conditions, Compass schools will be closed. Closure information will be sent by phone and e-mail over the district messaging system and also posted on the front page of the school website. Please make sure to keep your contact information current in this system.

Snow Schedule on days when Jefferson County delays the start of school

Pre-K arrive at 9:00 a.m., **Lower elementary** arrive at 8:30 a.m., **Upper Elementary** arrive at 8:30 a.m., **Secondary** students arrive at 9:30 a.m., and if families have children in multiple age groups please arrive at 8:30 a.m.

Pick up schedule in case of heavy snow or cancellations

Pre-K leaves at 1:45 p.m., **Lower elementary** leaves at 1:30 p.m., **Upper Elementary** leaves at 1:30, **Secondary** leaves at 2:15

General Program Information

Administration

The Principals, Program Directors and Office Managers handle daily administrative functions for the campus. Please ask them about any questions or concerns with the school. If daily administrative tasks are not performed satisfactorily contact the Principal and, if not resolved, please ask for and follow the *Issues Resolution Policy*, which is specified at the beginning of the handbook.

Staff

Each **Pre-K and Kindergarten** classroom will have a Montessori certified lead teacher and two teacher assistants.

Elementary classrooms will have at least one teacher that is Montessori certified for that age group and will follow Montessori teaching practices and curriculum as identified on the school website. Each classroom will have one additional adult in the classroom as a full-time support.

Secondary teachers (guides) must satisfy state and federal requirements that determine “Highly Qualified” status for their subjects. Teacher teams at the secondary level will include teachers with the requisite designations/certifications for the following: Math, Language Arts, Science, Social Studies, Art, and Montessori.

Important Telephone Numbers

Main Office Phone Lines

Wheat Ridge Campus: 303-420-8288

Golden Campus: 303-271-1977

Aftercare Phone Lines

Wheat Ridge Campus: 303-808-1998 (Amy Ball)

Golden Campus: 720-334-0166 (Serra Peckham)

Attendance Phone Lines in case of Absences or Tardiness

Wheat Ridge Campus: 303-982-6560

Golden Campus: 303-982-6732

A parent or guardian should call the school before 8:30 a.m. to report absences or late arrivals; otherwise the student record will be noted as unexcused for the absence. A parent or guardian may be asked to provide a doctor's note or written excuse for the student's absence. If your student is going to be absent more than one day, you may indicate that on the first day's call. If you anticipated only one day's absence and it turns out to be longer, you need to call the school each successive day. (See *Attendance Policy* for additional information)

School Start Times, Pick-up Times, & Carline Information

Wheat Ridge Campus

Age Level	School Start & End Times	Drop-Off Times & Locations	Pick Up Times & Locations
Children's House*	8:15am - 3:00pm	8:00-8:15 Front Lot	3:00-3:15 Front Lot
Lower Elementary	8:00am - 2:45pm	7:45-8:00 Miller Street Hug & Go	2:45-3:00 Miller Street Hug & Go
Upper Elementary	8:00am - 2:45pm	7:45-8:00 Front Lot	2:45-3:00 Front Lot

* Children's House students must be signed-in and signed-out

Golden Campus

Age Level	School Start & End Times	Drop-Off Times & Locations	Pick Up Times & Locations
Children's House*	8:15am- 3:00pm	8:00-8:15 Front Circle	3:00-3:15 Front Circle
Elementary	8:00am- 2:45pm	7:45-8:00 Front Circle	2:45-3:00 Front Circle
Farm School	8:15 am- 3:15pm	8:00-8:15 Front Circle	3:15-3:30 Front Circle
High School	7:45am to 2:45pm	7:30-7:45 HS Parking Lot	2:45-3:00 HS Parking Lot

* Children's House students must be signed-in and signed-out

Early Drop-Off

Please make every effort to have your student to school on time. **Elementary** students who arrive before 7:45am **and Children's House** students who arrive before 8:00am need to be walked into the Farm School library (or Cafegymatorium depending on the campus), signed into Before care and pay the \$8 drop-in rate.

Drop Off for Farm School Students

Farm School students may arrive in the Farm School commons beginning at 8:00am. Leaving campus after drop-off and before school will be considered "leaving campus without permission." Please let your students know this and we will as well.

Late Pick-Up

Children's House & Elementary students not picked up after the times listed above will be taken to aftercare and charged a late fee. Secondary students will be allowed

limited phone access to make arrangements and allowed to walk home or take the bus if they don't have parent transportation. Office staff from either school cannot supervise students who are not picked up. Elementary and secondary office staff members leave by 4:00 pm. Aftercare staff can be contacted at the following numbers:

Wheat Ridge Campus: 303-808-1998 (Amy Ball)

Golden Campus: 720-334-0166 (Serra Peckham)

Farm and High School students not picked up by 3:30 p.m., not enrolled in an after-school program, or involved in an after-school activity will be asked to leave school. Due to safety concerns, all secondary students must leave the Golden campus by 3:30pm - unless prior arrangements have been made with guides, advisors, and/or program directors for school sponsored opportunities or for school-related work.

Pick-Up by Authorized Adults ONLY

Students will be released only to authorized adults posted in the student's file. If an emergency arises and authorized adults are unable to pick up the student, a parent or guardian should call the school or write a note with the name and description of an alternate individual. In such an event, the office staff will check ID before releasing a student. If no written or verbal authorization is given, we will attempt to contact the parent or guardian while the individual waits in the office. We will release a student only with written or verbal authorization. For the safety of all students, they will not be released to any individual who appears to be intoxicated with drugs or alcohol. Should any verbal or physical abuse erupt, the police will be summoned immediately. If a custody agreement exists for your child, please turn it into the office. Only current court orders will be honored and will be verified periodically with the police department.

Telephone Use and Messages

Office staff will deliver emergency-only messages to the classrooms during lunch or end of the day. Students are not to use the phone during schools hours, except for research or emergencies. A teacher may give permission to use the phone if he or she is able to supervise. Please encourage your student to finalize their personal plans outside of school hours. No cell phone use is allowed during school hours.

Locating Your Child

In all situations, upon entering the building at either campus during normal school hours, please check-in with the front office. If you are at school to pick up your child, staff at the front office will then call the classroom to have your child come to meet you.

Communication

Compass Montessori Schools have an open door policy. Feel free to call the school with any **questions, concerns or comments**. Staff will address your specific situation or direct you to the appropriate person. Please bring student concerns to your student's

teacher and school-wide or policy concerns to the Principals.

Newsletter & Calendar

A newsletter blog, week at a glance, month at a glance, and calendar of school events will be distributed through e-mail and posted to the school website on a regular basis. This is a valuable source of information about each classroom, as well as school-wide happenings.

Website

The Compass website is www.compassmontessori.org. The website is designed for mobile use as well, so you can save it as an icon on your Smartphone. Teacher pages will be used as a primary means of communication starting in 2016. These sites will include posting of regular classroom newsletters.

Special Events

Occasional mailings are required to inform parents of special events, such as speakers, elections, or changes in school policies.

Student/Parent/Teacher Conferences

Student/Parent/Teacher conferences are held in the fall and spring of each school year. Should you have an immediate concern, you may request a conference at any time. Please contact your child's teacher to schedule an appointment with your student's teacher.

Assessment and Reporting

Students' progress will be monitored by such measures as student work plans, teacher observation, narrative reports, portfolio analysis, and anecdotal records. Students will complete appropriate state assessments (PARCC/CMAS in grades 3-10, DIBELS for PreK-4th grade, CogAT for 2nd Grade, and the ACT in grade 11), and have Montessori Progress Reports or portfolios as a measure of students' growth from year to year.

In addition to the above progress monitoring, students in grades 3-12 will complete the beginning and end of year NWEA MAP diagnostics for Reading, Language Usage, and Math. High School students will also complete this diagnostic for Science. More about this instrument can be found here: <https://www.nwea.org/assessments/map/>. MAP data will be shared with parents during the fall parent-teacher conference and at the end of the year.

Visitors and Community Service Assistant

Parents are encouraged to visit the school. Tours are available and dates are posted on our website. Parents are also encouraged to participate in celebrations during times set aside on classroom calendars. The school also welcomes volunteer support and seeks to find opportunities for parents to provide volunteer hours during the school day.

Observation time can also be scheduled on an individual basis. Classroom observations

are limited to one adult at a time and by appointment only for 20 minutes. Prior to observing in classrooms, you will be provided an observation framework with guidelines that will help you focus on characteristics to look for in a classroom and also on how best to minimize disruption to an environment. Please contact office staff to make arrangements in advance to visit or tour the schools, and schedule observations with the teacher and office staff.

All visitors and community service assistants will sign in with the main office at each campus. The date, signature, and purpose of the visit will be logged in.

Field Trips, Going Out and Special Activities

Field Trips

Field trips are an integral part of the education of your student. Part of the Montessori philosophy involves helping students learn about and interact with their society. In addition, excursions away from the school enhance the overall educational experience of each child by providing experiences that would be difficult or impossible to duplicate on campus. Students are accounted for at all times. Teachers will bring a class list and count students regularly.

Permission Slips & Payment

A permission slip will be sent home to approve all field trips and to collect important information. Teachers will notify parents of an upcoming event. Field trip notifications will include the date, times, description of the activity, cost, mode of transportation and supply list. Please remember to put cash or checks in an envelope with the student's name and the purpose or event for which it should be used.

Travel by Car

If riding in a car, an adult is assigned to a group of students and will accompany them throughout the excursion, bringing them safely back to the classroom. Students are required to buckle their seat belt and keep it buckled while riding in the car. If a child is required to be in a car seat per Colorado law, a car seat is required to go on outings. Please make sure the car seat conforms to Federal Motor Vehicle Safety Standards. In addition, school policy requires that Children's House and Elementary students be transported in the back seat of a car for school activities. Parent Drivers assume liability for the children they transport.

Travel by Bus

Students riding in a bus will be expected to sit quietly in their seat, listen to, and abide by the rules given to them by the Bus Driver. Students having difficulty behaving appropriately will sit by an adult.

Travel by Foot

While walking to the park or other special location, children will walk with a partner. The adults will instruct the children when to cross the street. Older students will be expected

to use the buddy system when using public restrooms.

Belongings

Each student is responsible for his or her belongings. Teachers will, of course, help locate a lost item; however, they will not be held accountable for any lost items.

Absence or Tardiness on a Field Trip Day

Please inform the teacher if your student will be absent from school on a field trip day. It is important for staff to follow the schedule and they will leave at the posted time. If you arrive after the field trip has left, your student may remain at school with a class of similar age if the staffing ratio is appropriate. If all students and teachers are not in the school, you will need to keep your child at home. You may drive your student to the site; however, before you leave your student, please make sure the teacher knows you and your student are present, that the student's name is added to the list, the proper staff to student ratio is maintained, the appropriate permission slip has been signed, fees were collected, your child has a car seat if needed, you have the appropriate supplies, and your student has a ride back to Compass.

Going Out

At the elementary level, an individual or small group of students may plan a Montessori "going out" experience. They will research a topic, choose a relevant venue to further research their topic, and organize their visit including arranging transportation and supervision. Students will need written permission from their parents or guardians to participate in a going out experience and provide classroom teachers with the appropriate "going out" paperwork in a timely manner.

Special Activities, Television, Videos, CD's, Books, Skateboards

Please inform your student's teacher of any educational programs or activities you feel students would benefit from. The teacher will incorporate these into the curriculum if deemed appropriate. No iPods, MP3 players, skateboards, wireless communication devices, pagers or similar equipment can be brought to elementary school. All cell phones will need to be turned off and not used for the entire school day, including lunch. The secondary school will set community expectations for CD or tape players or MP3 players, cell phones, skateboards, wireless communication devices, pagers or similar equipment.

Health and Safety

Compass Montessori Schools comply with all local and state rules and regulations by providing an environment that is free of all known health and safety hazards in accordance with all Social Services, Health Department, and School District rules. We make a conscientious effort to correct any situation that could endanger the health and safety of students and adults at our school. Please help us identify any safety hazards.

Tornadoes and High Winds

When a tornado or high wind warning is issued, students will be taken away from windows and into an interior hallway. Teachers will indicate that students need to get into the tucked position. For high winds, teachers will decide if it is safe for students to stay in the classroom.

Fires, Fire Drills, and Lockdown Drills

All students and staff will practice fire drill evacuations on a regular basis. Two different routes or evacuation plans will be posted in the hall by each classroom door. Staff will familiarize themselves with these plans and be ready to execute them when the fire alarm goes off. Fire extinguishers are readily accessible in the event a small fire breaks out. There is no smoking allowed in the building or on school grounds.

The school will also conduct no less than annual lockdown drills in partnership with the Jefferson County Schools Office of Safety and Security. The school conducts these drills in an effort to constantly improve safety and security protocol at the school. The school will send notice to families before all lockdown drills and we encourage parents to talk to their children after the drills to discuss any concerns that students have.

Emergency Evacuations

Emergency Protocol On or Off of School Property - Wheat Ridge Campus

In the event of an emergency that would cause students and staff to leave the building, we will evacuate to Mountain Phoenix School, located at 4725 Miller St, Wheat Ridge, CO 80033. Parents will then receive a message via School Messenger with the details of when and where to pick up their child.

Emergency Protocol On or Off of School Property - Golden Campus

In the event of an emergency that would cause students and staff to leave the building, Compass Montessori School will evacuate to Tony Grampsas Memorial Sports Complex, located at 4471 Salvia St, Golden, CO 80401. Parents will then receive a message via School Messenger with the details of when and where to pick up their child.

Emergency Protocol for Students with Special Needs

In the event of an emergency, Compass Montessori Schools will comply with all Jefferson County Board of Education approved policies and regulations, and the requirements of federal and state laws concerning the safety of students with special needs. Compass Montessori Schools will ensure full compliance with the Americans with Disabilities Act. There will be an individual plan in place for students with special needs which will be located in the classrooms.

Locating a Lost Child

Teachers will first check out their classroom and surrounding area. The Program Director or Principal will be notified immediately if a child is lost and begin a search.

Parents will be informed if their child is missing. All off-campus classroom activities are reported to and tracked in the front office of the campus to account for students at all times.

Reporting Student Abuse

All Compass Montessori staff members, board members, and school volunteers are required, by law, to report any known or suspected student abuse or neglect to the proper Social Service or law enforcement agency and to the campus principal.

Asbestos Inspections and Abatement

The schools have conducted an extensive inspection and evaluation of asbestos containing materials in its buildings. The results of this work established the basis for our plans to control or remove asbestos from school buildings. Our work also brings us into compliance with the Federal 1986 Asbestos Hazard Emergency Response Act. The results of inspections and evaluation have been summarized in an asbestos management plan for the school. The plan is on file at each school building and at the Facilities Building. You are welcome to review our asbestos management plan at any time during regular business hours.

Alcohol, Tobacco, Other Drugs and Weapons

Alcohol, tobacco, non-prescription drugs, illegal substances, or weapons will neither be allowed in the school, on the grounds of Compass Montessori Schools, nor at any Compass sponsored activity. Use, possession, or purchase of alcohol, illegal substances, or weapons by students will result in an automatic suspension or expulsion from school and possibly the school district.

Personal Belongings

Children's House

At the beginning of school, teachers will help students learn where their belongings such as slippers, coats, and lunches should be stored. After a while your child will be expected to care for their belongings on their own. If your child continues to leave their belongings in other places, they will be gathered and placed in Lost and Found. Please clearly label all students' belongings including lunch boxes and containers, hats, gloves, slippers, scarves, jackets, shoes, sheets and blankets. **Label, Label, Label!**

Elementary & Secondary

At the beginning of school, teachers will help students locate their cubby, locker, or hangers to store personal belongings. Please clearly label students' belongings. Inside shoes should be brought to school when boots are worn. Before proceeding to their classroom, students' outerwear and personal belongings are placed in their designated space.

Student Health Guidelines At School

Medicines

A doctor's signature is required, by law, for staff members to give your student oral medication or to apply skin or eye treatments. Please obtain a doctor's signature, information on dosage and description of medicine, or treatment before your student has an emergency. Keep these in the original container. The school's clinic aide will not be able to administer non-prescription medication unless a permission form allows for the desired medication to be dispensed and that it is provided by the parents.

Please call the school with any additional facts or advice about existing ailments, or if your student will be absent from school.

All medicines and treatments should be given to the clinic aide or authorized staff. An authorized staff member will store medicines in a locked cupboard or in a refrigerator, if needed, out of the reach of students, and will administer them at the appropriate time.

Sunscreen

Children who are over four years old may apply their own sunscreen with staff supervision. Parents should also apply sunscreen before children get to school, allowing teachers to focus on outside time.

Accidents and Illnesses

Injuries, such as bumps, cuts, fevers and rashes may happen in the course of a student's day. If your student is hurt to the point that it disrupts his or her day, you will be contacted. If s/he has a temperature of 100°F or higher during school, you will be contacted to pick your child up immediately. If your child is not able to participate in class even after being offered a 20 minute rest, you will be contacted to pick your child up immediately.

When to Keep a Sick Student Home

Please keep your student home if he or she has symptoms of illness including: an oral temperature above 100°F,, any undiagnosed rash, repeated diarrhea or vomiting, sore or discharging eyes, ears, or profuse nasal discharge, a stiff neck, or unexplained lethargy. Your child may return to school once the above symptoms have been absent for 24 hours without the assistance of medication. If your student has a mild cold or cough you may choose to bring them to school. Please notify us if your student will not attend school. Particularly, let us know the nature of the illness so we may alert other parents if necessary. If your child becomes ill on any field trip or overnight trip it is the parent's responsibility to make arrangement to come and pick up their child in a timely manner.

Communicable and Infectious Diseases

If an outbreak of measles, chicken pox or other communicable disease should occur, staff will post a notice by the classroom door. For the health and safety of all adults and students, the Director or the office may notify the Health Department upon confirmation

of a communicable or infectious disease. Universal Precautions will be observed at all times. Please contact the Principal or your teacher if your student has contracted or been exposed to a communicable disease outside of the school.

Medical Emergencies and Transportation

Emergency phone numbers for Doctor, Dentist, and Hospital of choice are kept in each student's permanent file. Other important addresses and phone numbers are posted by the telephone. These include, 911, the nearest hospital, police station, health department, fire department, poison control center, and Compass Montessori Schools. Compass staff will attempt to notify parents as soon as possible if their student is seriously injured or needs medical care above and beyond what Compass staff members are able to provide. As per the Emergency Care Consent Form, the student's physician, dentist, and other contacts may be contacted for instructions. Compass staff will take whatever steps necessary to obtain emergency care, which include but are not limited to calling paramedics, calling another physician, having student taken to the hospital of choice, having student taken to the closest emergency room or clinic with appropriate equipment. Any expense incurred will be borne by the student's family or family insurance. Please be aware that low-cost insurance is available through the school district. In addition, a privately provided supplemental insurance policy is offered at the time of registration and the school highly recommends this low-cost secondary coverage as a way of reducing potential out-of-pocket expenses.

Meals and Snacks

Compass Montessori encourages good health by allowing parents to provide a nutritious morning snack for their student.

Lunch Program

Compass Montessori encourages good health by providing a nutritious lunch program. Contact the office for more information on purchasing this wonderful lunch program.

Lunch & Snacks from Home

If your child will be bringing their own lunch, we ask that parents provide a wholesome lunch for their child with very little sugar and no sodas. Due to the limited time and large number of students, microwave meals are strongly discouraged.

Snacks

Some classrooms ask that parents provide a nutritious morning snack for their children while other classes have communal snack and ask that each family bring snack for the entire class on their scheduled snack day. Communal snack should consist of a healthy snack to be shared. Juice or excessively sweet foods are not needed for snack. Raw fruits and vegetables are encouraged. Also, please do not send any peanut products for communal snacks. If your child has a food allergy, please notify your child's teacher.

Grooming, Dress Code and Dressing for Outdoor Activities

Elementary

Elementary children are expected to wear clothing suited for both study and recess. A child's behavior at work and attitude toward school are often directly related to the manner of dress. The school encourages casual yet appropriate neat appearance, and discourages clothes that are overly tight fitting, expose undergarments, backs, bellybuttons, very short skirts/shorts, sagging pants, or in other ways make staff or other students uncomfortable. For health and safety reasons, shoes are to be worn at all times. Slippers for indoor use are encouraged. Clothing garments promoting the use or endorsement of liquor, tobacco, drugs, or violence are not allowed.

Secondary

Secondary students are expected to dress appropriately for school work and study, outside weather conditions, general safety, and to help create a positive image of our school within our community and to visitors. The school encourages casual yet appropriate neat appearance, and discourages clothes that are overly tight fitting, expose undergarments, backs, bellybuttons, very short skirts, sagging pants, or in other ways make staff or other students uncomfortable. Students and parents will be notified of clothing that does not meet the community norms. At times, students may be asked to wear additional clothes provided by the school. Clothing garments supporting the use or endorsement of liquor, tobacco, drugs, or violence are not allowed.

Dressing for Outdoor Activities

Outdoor activities are essential to the development of children. We encourage appropriate clothing so children can go out in any weather. Each classroom's daily outdoor activities will be coordinated by their teacher. Pre-K and kindergarten children should have both indoor and outdoor shoes. All Elementary and Secondary students should be prepared for outdoor activities by bringing appropriate outerwear and footwear. Students may be kept inside, with appropriate activities, if the temperature falls below 27°F or rises above 100°F, unless a specific activity is authorized.

Policies

Compass Montessori School Attendance Policy

State law requires that you authorize your child's absence from school and notify us in advance or at the time of the absence. Your call to us will save time and help protect your child. Students should only be absent from school in the case of illness, unusual family situations or emergencies. A parent or guardian should call the Wheat Ridge Campus Attendance Line at 303.982.6560 or the Golden Campus Attendance Line at 303.982.6732 before 8:30 a.m. to report absences and late arrivals. If your student is going to be absent more than one day, you may indicate that on the first day's call. If you anticipate only one day's absence and it turns out to be longer, you will need to call the school each successive day. Compass Montessori School will comply with all

Jefferson County School District policies regarding absenteeism, including contacting Jefferson County School's Student Outreach Office when required.

Classes start at the following times:

Golden Children's House	8:15am	Wheat Ridge Children's House	8:15am
Golden Elementary	8:00am	Wheat Ridge Lower Elementary	8:00am
Golden Farm School	8:15am	Wheat Ridge Upper Elementary	8:00am
Golden High School	7:45am		

Elementary and Children's House students who arrive before their class begins may attend before care beginning at 7:45 am at no charge. Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect on instructional continuity, regardless of attempts to make up the work. The district believes duplication of the classroom experience can never be accomplished with after-school assignments. The school cannot teach students who are not present. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Student Responsibilities for School Attendance

- To attend school for all days of the established school calendar.
- To appear in class on time, prepared for academic learning.
- To contact teachers on the day the student returns from any absence to arrange to complete all makeup work assigned and to establish when this makeup work is due.
- To complete work as assigned by the teacher when a pre authorized absence is requested and approved.
- To follow the established school procedure when enrolling in or withdrawing from a class.

Parent Responsibilities for School Attendance

- To maintain communication with their children regarding attendance.
- To recognize that any absence, regardless of cause, has a possible detrimental influence on student achievement.
- To contact the school in a timely fashion based on the school's reporting procedures regarding absences, and in the case of extended home confinement, request makeup assignments.
- To monitor the makeup work of the student who has missed class.
- To attend and participate in school attendance conferences when requested.
- To recognize that student attendance at school is a collaborative effort between the home and school.

Teacher Responsibilities for School Attendance

- To take attendance daily and maintain accurate attendance records according to district policy and school regulations.
- To notify parents in a timely fashion of attendance concerns.
- To provide makeup work to any student who has excused or unexcused absences, provided the student or parent/guardian requests the makeup work within one day of the student's return to that class.

Administrative Responsibilities for School Attendance

- To supervise the school attendance policy and procedures.
- To develop and implement procedures to determine whether or not the student's parents or guardian had knowledge of a student's absence.
- To provide parents with information about the school's attendance procedures, including extended and/or pre-arranged absences, as well as information about their child's attendance record when requested.
- To develop and implement procedures to communicate to appropriate school staff concerning student absences, excused and unexcused.
- To inform parents and students of school and district attendance regulations.
- To contact Student Outreach regarding truant students.
- At a minimum, attendance shall be recorded twice during each scheduled school day.

Attendance Procedures

Excused Absences

When a student requests to be dismissed during the school day, communication with the parent or guardian should take place before dismissal is approved.

The following shall be considered excused absences:

- A student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
- A student who is absent for an extended period due to physical, mental, or emotional disability.
- Excused absences include funerals, illness, injury, legal obligations, medical procedures and religious observations, and extenuating circumstances determined by the principal.”
- A student who is attending a school sponsored activity or who is receiving Jeffco educational services shall not be considered absent for attendance reporting purposes.

A school will require communication from parents or guardian within 24 hours to verify the reason for a student absence. The school may require suitable proof regarding the above exceptions, including written statements from medical sources.

Schools will then notify the parents or guardian if the absence will be considered

unexcused pursuant to district policy.

Students who are 18 years of age or over could petition the principal to call themselves in as absent. The student shall meet with the principal and work out an agreement.

Any absence not specifically covered by another section, such as family vacations, college visits, or other extended absence, must complete a pre-arranged absence form in order to be excused. This form must be submitted at least three days prior to the scheduled absence. In order for the absence to be excused, the student must meet one or more of the following conditions: 1) is in good academic standing 2) has no unexcused absences, or 3) has four or fewer excused absences in a semester or seven or fewer in a school year.

The school will enforce the written district policy for make-up work.

Any student who misses at least 10 consecutive days, regardless of whether the days are excused or unexcused, will have their 'Continuous in School' and 'October New to School' codes reset.

When the school does not receive prior notification, it is the policy of the district that school personnel will notify parents of the student's absence.

Makeup Work for Excused Absences

It is essential that students absent from school make up work missed.

It is the responsibility of the student and parent or guardian to initiate requests for and pick up makeup work on the day he or she returns to class from an excused absence. Makeup work should reflect class assignments missed during the absence, and a reasonable amount of time should be allowed for work completion. Time allowed to make up work is twice the number of classes or days missed (two days allowed for makeup work for each day of absence); however, an extension of this time limit may be approved by the school administration. Students who complete makeup work within the required timeline will receive full academic credit earned for the makeup work.

Unexcused Absences

Unexcused absences are defined as absences not covered by the grounds for excused absences, including students leaving class without permission of the teacher or administrator in charge, students missing a class without parental approval, 'sneak days', 'ditch days', and 'prank days', and circumstances determined by the principal. Each unexcused absence shall be entered on the student's record and the parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the school. Unexcused absences will subject the student to appropriate consequences, including school sanctions and/or the imposition of academic sanctions for classes missed. At the senior high school level, persistent unexcused absenteeism may, in the judgment of the teacher and school administration, result in a failing grade.

Court action may be initiated by the designated school authorities when deemed necessary in order to enforce school attendance requirements. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four days in one month or 10 days in one year.

For attendance purposes, any absence from school resulting from suspension will be considered an "unexcused" absence. Such absences due to suspension, however, shall not be counted in the total of unexcused absences when determining if a student is "habitually truant."

Makeup Work for Unexcused Absences

Classroom instruction and interaction with teachers are essential to a student's education. Because of the importance of classroom instruction and learning, students with unexcused absences will be expected to complete classroom assignments to demonstrate their learning on content standards and to meet the academic expectations of the teacher. As with excused absences, time allowed to make up work is twice the number of classes or days missed (two days allowed for makeup work for each day of absence); however, an extension of this time limit may be approved by the school administration. Students who complete the required makeup work within the required timelines will receive academic credit earned for the makeup work as described below.

- For grades one through six, make-up work will receive full credit.
- For grades seven and eight, makeup work will be allowed for credit with one grade reduction for all work completed.

When a student has missed classroom discussions or classroom work that cannot be duplicated through a simple assignment, the teacher may elect to request that the student create a method for demonstration of the learning or the teacher may elect to assign specific work to demonstrate the learning. If the student fails to complete the assignment, no credit will be given.

- For grades nine through twelve

With the first two unexcused absences from a class, makeup work will be allowed for credit with one grade reduction for all work completed.

After the first two unexcused absences from a class, makeup work will be allowed for credit with two letter grade reductions for all work completed.

When an assignment has been given with a specific due date and the student does not turn that assignment in because of an unexcused absence on the due date, the teacher will enforce the original stated expectations regarding grading of the assignment if it is turned in late.

When a student has missed classroom discussions or classroom work that cannot be duplicated through a simple assignment, the teacher may elect to request that the student create a method for demonstration of the learning or the teacher may elect to assign specific work to demonstrate

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the

scheduled time that a class begins. Student tardiness to class shall only be considered unexcused if it does not fall within one of the reasons for an excused absence as specified in the excused absence section of this policy. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of nontardy students to uninterrupted learning, consequences shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness.

A student who arrives after the scheduled time that a class begins, but meets the state board requirements of the attendance period shall be considered present for that entire period. The student may still be marked tardy (unexcused tardy or excused tardy as applicable.) A student who arrives after the scheduled time the class has begun but does not meet the state board requirements of the attendance period shall be considered absent for that entire period.

Schools will develop a fair and equitable tardy policy that will effectively utilize resources and not result in an increase in out-of-school suspensions

Students who arrive late to school due to a late bus (or train) will not be penalized. We take tardiness very seriously because tardies are disruptive in nature and in addition to affecting the tardy child's learning; they also have a detrimental effect upon the rights of the non tardy student to uninterrupted learning. A student who is 10 minutes late everyday will miss 30 hours of instruction during the year. Students who are late feel uncomfortable, just like adults do when we walk into a situation that has already started. It interrupts the flow of their work day and makes them unbalanced as they rush to start their day. This can carry over to the rest of their school day. Below are some of the activities students miss when they enter class after it has started:

Brain Gym	Word of the Day	Review of the Day	Timed Skill Sheets
Good Morning Song	Group Read Aloud	Relationship Building	Language
Small Group Reading	Whole Group Lessons	Agenda Meetings	Skill Games
Yoga Stretches	Community Share	Class Welcome	Outside Time

Excused Tardy

The following shall be considered excused tardies:

- A student who is late as the result of appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the school administration.
- A student who is excused by a parent or guardian for observance of religious holidays.
- Weather conditions that cause slower driving
- Train crossings

Unexcused Tardy

An unexcused tardy is defined as a tardy that is not covered by one of the foregoing exceptions. Each unexcused tardy shall be entered on the student's record. Unexcused absences and tardies may subject the student to appropriate penalties. These may include disciplinary measures and the imposition of academic sanctions for classes missed while unexcused. At the senior high school level, persistent absenteeism may, in the judgment of the teacher and school administration, result in a failing grade.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four days in one month or 10 days in one year.

Discipline

The school promotes 'teamwork' with parents on discipline matters. While at school, students are expected to talk quietly, walk slowly, and to behave in a calm and respectful manner, so as not to disturb or injure other students. For those times, when a student is disruptive, the teacher will redirect them to a more appropriate activity. State law and Jefferson County policy states that certain behaviors can lead to suspension and, possibly, expulsion. (See the Jefferson County Student Conduct Code for specific behaviors and consequences.) Compass Montessori's policy for biting incidents is that the child's parent is called and the child is sent home right away. Per state law, unwanted sexual contact and significant physical violence resulting in injury shall immediately be reported to the police.

Jefferson County Code of Conduct

You and your student are required to receive a copy and read the Jefferson County Code of Conduct. This is our guiding document for the majority of discipline issues and conduct expectations. Please make note of Jefferson County School requirements around computer and internet use, safe and drug free schools and their (and our) no tolerance stand around bullying and harassment. After you have read the Code of Conduct, if you have any questions, please feel free to contact the Principal or office staff.

Safety and Discipline Plan

If a classroom teacher, educational assistant, special education teacher, lunchroom coordinator, playground supervisor, aftercare counselor or volunteer is involved with a student who they believe is not behaving as expected, they should (unless otherwise specified in an individualized behavior, safety, or education plan):

Remind the student of classroom and school-wide rules, norms, and expectations at which point the student may rejoin the group. School norms include respect self, other people and environment.

If the problem persists, remove the student from group interaction and find a supervised place in the classroom or activity area where they are more likely to be independent and self-directed. Once the student is able to complete the independent work assignment, they are free to rejoin the class or activity.

If the problem persists, the student may be removed to an alternate supervised location where they are less likely to be distracted from others and able to complete academic work without assistance from teachers. If the student needs to resolve a conflict, the next step is implemented, which encourages the student to reflect on the situation and problem-solve.

If a student is not able to complete independent work and needs to resolve conflict or change their behavior, or continues to challenge the teacher on class or activity norms, the student will be asked to complete a review of what happened and why. When the adult is available, the student should report back to teacher how the situation will be resolved. When the staff member is satisfied that the student recognizes the problem and has a plan to resolve any conflicts, the student can rejoin the activity or class.

The staff member may have the student report back verbally and/or in writing what action or behavior occurred, how they will resolve the issue and explain what they will do differently. Some teachers may want to design a specific form or assignment for these situations.

If the student is not able to complete the process listed above within a reasonable period of time, the teacher shall call the office and ask the student to report to the office. The student is escorted to the office with independent work or activity or with the task to resolve their problem. The office staff (when they are available) will help the student call their parent or guardian to explain the situation. If the parent or guardian is not available, the student will remain supervised by the office staff to work on their assignment. If the teacher or adult supervisor believes they need to be sent home, the student and parent should make arrangements to be picked up from school and notify the office manager. If the teacher or adult supervisor believes that the student needs to just talk with the parents, then the student should make that call, and then return to class. The student will attempt to contact their parents for 15-20 minutes. The office manager will notify the Principal of the incident, student name and parent's name. If the parents cannot be reached after 15-20 minutes, the office manager will contact the teacher to determine if the student should return to class, or talk to the Principal.

The student's advisor, classroom teacher and/or other teachers involved in the incident will meet the same day or the next school day with the Principal to determine if the student needs further consequences, such as in-school restrictions, a special schedule, meeting with parents, and/or out-of-school

suspension.

Physical violence resulting in injury will lead to automatic suspension. After suspension, a re-entry meeting will be held with the student, principal, and parents.

In all instances, Administration will refer to the Jefferson County Code of Conduct.

Student Technology Policy

Compass Montessori follows Jefferson County School policy regarding student's use of technology, which is provided below:

Acceptable Use Agreement for Students

All computers having Internet access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to district policy JS, "Student Use of the Internet," will result in revocation of access privileges; restitution for costs associated with damages; and, may result in disciplinary action as indicated the paragraphs below, and/or legal action.

District policy JS, "Student Use of the Internet"

The district believes the all district computing resources, applications and the Internet should be used in schools as learning resources to educate and to inform students. Accordingly, the district provides access to the Internet for its students as a means to offer a wide variety of educational resources. While many opportunities offered by the Internet are exciting and appropriate, others are unsuitable for school use. Consequently, use of all district provided computing resources and the Internet is for educational purposes only while attending school.

The Internet is a fluid environment in which information available to students is constantly changing. The district acknowledges that it is impossible to predict with certainty what information students might locate. The electronic information available to students does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy of information received on the Internet.

The district will make every reasonable effort to ensure that district and non-district provided educational resources are used appropriately and responsibly by students. To this end the district will provide content filtering devices and applications that control student access to inappropriate material on the Internet. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills needed to evaluate and choose information sources, to identify information appropriate to their age and developmental levels, create effective and

appropriate information, and to evaluate and use information to meet their educational goals.

Use of all educational resources demands personal responsibility and an understanding of the district's acceptable use procedures for the Internet. Student use of the Internet is a privilege, not a right, and therefore entails responsibility. General rules for behavior and communications apply when using all district provided computing resources, including the Internet. Failure to follow the district's acceptable use procedures and/or this policy will result in the loss of the privilege to use this educational tool and restitution for costs associated with damages, and may result in school disciplinary action (including suspension or expulsion) and/or legal action.

The district's Information Technology group may review student files and communications to maintain system integrity and to ensure that users are using the system appropriately and responsibly. Students shall have no expectation of privacy in any information stored on the district's servers, or in their use of school computers. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all internet and electronic communications access and transmission/receipt or materials and information.

Students and their parents/legal guardians shall be required to complete and sign the district's "Acceptable Use Agreement" prior to students being permitted to access the Internet at school. The completed and signed Agreements shall be kept on file with the school.

Prohibited Uses

No student shall access, create, transmit, retransmit or forward material or information that:

- *promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.*
- *is not related to district educational objectives except as provided in other district policies.*
- *contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, which are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion.*

- *depicts, describes or represents in a potentially offensive way simulated sexual act or sexual content or a lewd exhibit of the genitals that, taken as a whole, lacks serious literary, artistic, political or scientific values.*
- *harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, gender, sexual orientation, religion, national origin, age, marital status, disability or handicap. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.*
- *plagiarizes the work of another.*
- *uses inappropriate or profane language or depictions likely to offend or intimidate others in the school community.*
- *is knowingly false or could be construed as intending to purposely damage another person's reputation.*
- *violates any federal or state law, including but not limited to copyrighted material and material protected by trade secret that contains personal information about themselves or others, including information protected by confidentiality laws.*
- *impersonates another or transmits through an anonymous remailer.*
- *shares student or district staff home addresses, phone numbers, or other private information except as allowed in district policy JRA/JRC.*

The following activities are also prohibited:

- *Using another individual's internet, electronic communications, or other district specific assigned account.*
- *Unauthorized attempts to log in to any network as a system administrator.*
- *Any malicious attempt to harm or destroy Jefferson County Public School (JCPS) data, data of another user, or other JCPS computing facility.*
- *Downloading, installing, storing or using malicious software, viruses, 'cracking,' and keystroke monitoring software and/or hardware.*
- *Attempting to evade, disable, or 'crack' password or other security provisions of the systems on the network.*
- *Interfering with or disrupting another information technology user's work as well as the proper function of information processing and network services or equipment.*
- *Intercepting or altering network packets.*
- *Setting up any type of proxy server and connecting it to the district's network in an attempt to bypass web filtering and/or firewall rules.*
- *Using information systems or resources for personal use or gain.*

- *Sharing or loaning accounts: all computer/security accounts are for the use of the single individual, the person for whom the account was approved. Sharing or loaning accounts is prohibited.*
- *The individual assigned a computer/security account is accountable for any and all transactions entered under that computer/security account login.*
- *Leaving an active system unattended, thereby allowing an unauthorized person to gain access to district resources through the user's login session.*
- *Attempting to gain unauthorized access to any other computer/security accounts.*
- *Using a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.*
- *Exporting software, technical information, encryption software, or technology in violation of international or regional export control laws.*
- *Altering technology equipment (hardware or software).*
- *Accessing, viewing, or altering any official record or file of the school or district.*

Sanctions

Sanctions for violations of any of the above prohibitions may include loss of access to district computing resources and/or Internet access, restitution for costs associated with damages, school disciplinary action (including suspension or expulsion), and legal action.

Student Generated Content Limitations on School Web Sites

Online publication of student newspapers, yearbooks, and/or literary magazines may be included or directly linked from school web sites if the following items are observed:

- 1. Those sections are clearly identified as such in the site's directory and in those sections themselves.*
- 2. All materials published in these sections meet the requirements of school and district policies and state and federal laws including but not limited to C.R.S. 22-1-120 and district policy JICEA.*
- 3. The publication is supervised by an advisor assigned to the task by the principal or principal's designee.*

Content contained in the publications shall be under the control of the staff members who are assigning and grading the work or overseeing the activity. The school and district shall not be responsible for work created by a student that fails to conform to the above restrictions.

Student Initiated Organizations on School Web Sites

Student organizations that are curriculum related and recognized in accordance with district policy JJA, Student Organizations, may have sites on the school web site. The

content of such sites shall be supervised by the student organization's approved sponsor.

Collaborative Technologies

Students may use blogs, wikis, and other forms of collaborative technologies as long as such use is consistent with this policy and provided that a staff member is assigned to a moderator role to ensure that inappropriate material is removed in a timely fashion. The school and district are not responsible for inappropriate content posted by participants acting outside of the identified educational purposes.

The use of collaborative technologies with student participation shall be restricted to an environment that includes staff supervision and does not allow anonymous participation. It is acceptable for participants to use screen names as long as the staff supervisor shall know the true identity of each student using a pseudonym.

In order to protect student's identity and ensure online safety, the following information is prohibited from being shared on Jeffco supported online collaborative technologies:

- *home address*
- *home phone number*
- *cell phone number*
- *personal email address*
- *screen name for non-district related email, instant messenger, or social networking site*

Changes in Technology

Technology changes rapidly, and this policy may be revised at the district's discretion.

Protection of Private Information

Because internet publications are available to the entire world, special care should be taken to protect the privacy of students and staff. No personal information about students and staff, such as home addresses and telephone numbers, shall be included on a district hosted or supported internet resource. Pictures of students and other directory information, as defined by district policy JRA/JRC and regulation JRA/JRC-R, Student Records/Release of Information on Students, may be included unless the parent or eligible student has refused in writing to permit such information to be designated as directory information as permitted by district policy JRA/JRC.

Google Apps

Compass utilizes Google Apps for students in grades 3-12. Google Apps provide the student with an email account and ability to have their documents, spreadsheets, and

presentations available online. Google Apps will make collaboration with other students, turning assignments into teachers online, and working on documents from home, the Public Library, or any other computer with an internet connection possible.

To qualify for use of the Compass network, equipment and Google Apps, students must be willing to abide by the rules of acceptable use. Please work with us in helping your 3-12 grade school age child understand and abide by these simple but important rules of appropriate use.

Student Computer Use

When using the Compass Montessori equipment, network or Google Apps, Compass Montessori Students agree to:

- Use good manners and appropriate language.
- Keep passwords private.
- Limit use of the school computers, internet and Google apps to school work and appropriate learning activities.
- Not share personal information about themselves or anyone else on the Internet. This includes name, address, phone number, etc.
- Never post pictures on the Internet without permission of their parent(s) and teacher.
- Show respect for all hardware and software that used.
- Not install “pirated software” or knowingly spread viruses on any equipment.

Compass Montessori administration can review email/chat messages and work stored on the Compass Montessori School's equipment, network or Google Apps as deemed necessary by the administration. Parents can contact school administration if they have concerns regarding their student's account.

The Compass Montessori School's system is filtered by a proxy server to restrict internet access to inappropriate content at school. This filter only works when students are accessing the Internet via the school's network while on school property. Students who abuse acceptable use, which includes, but is not limited to: copyrighted material, threatening or obscene material, accessing inappropriate content, and inappropriate language will be subject to discipline.

Internet access is designed for educational purposes and Compass Montessori has taken available precautions to eliminate controversial material. However, it is impossible for Compass Montessori to restrict access to all controversial materials and Compass Montessori may not be held responsible for the student's improper use of the network or internet. Parents and Guardians have full responsibility for supervision if and when their student's use is not in a school setting. Any concerns about student use at school should be reported to the campus administration.

Additional Children's House Specific Parent Information

Sign in/Sign out for Pre-K and Kindergarten Children

Wheat Ridge Sign in for Pre-K and Kindergarten Children

Preschool and kindergarten students will enter through the front doors. A sign-in book will be kept by each pre-K and kindergarten classroom for students not dropped off in the car-line. Students not enrolled in the Before Care program should not arrive before 7:45 a.m. Classroom doors open at 8:00 a.m. Please sign your child(ren) in with the time and any specific instructions for the day, such as medical information, carline/aftercare, going home with someone different, or early pick-up. This information will be forwarded to the clinic aide and teachers. Signing your children in and out is not only a requirement, but also a good safety measure.

Golden Sign in for Pre-K and Kindergarten Children

Preschool and Kindergarten students will enter through the front doors. A staff member will be present with the sign-in/sign out sheet to receive students to the classroom. Please also note on the sign-in sheet, any information such as if your child will be going to Aftercare or if someone else will be picking your child up, any medical information, or any other information. Signing your children in and out is not only a requirement, but also a good safety measure.

Partial Day

½ day kindergarteners are welcome to join their classroom for lunch by leaving after lunch or arriving before lunch.

Independent Toileting

It is required that children enrolled in the Children's House, are independent in toileting, meaning a child is aware of their body and can go to the bathroom on their own. The adults in the classroom rarely step in to assist, unless it is absolutely necessary. An adult will hand the child their spare clothes if they have an accident, but the child will be responsible for changing themselves. If your child shows that they are unable to use the toilet independently and has three or more accidents a week, we will meet with you to develop a plan. If the plan does not work, your child may be asked to come back to school when they are ready.

Wearing clothes that can be taken on and off easily helps avoid some accidents.

Clothing

Pre-K children should have a good pair of inside shoes to change into everyday. Please avoid character types, as they often create distractions for young students.

Please provide your child with a pair of shoes that are good for playing and running in

and that they can take off and on independently. Please provide pants that your child can easily take on and off. Girls may want to consider shorts under their dresses. Please provide clothes that are appropriate for the changing weather in Colorado. It is the parent's responsibility to always keep a spare change of clothes at school for their child. If there is rain in the forecast, please have your child bring rain boots and a rain jacket. If there is snow in the forecast, please have your child bring snow boots, snow pants, warm hat, scarf and gloves. If it will be sunny, please put sunscreen on your child before school. Please help your child maintain a hairstyle that stays out of their face.

Rest/Nap Time

If your child is under the age of 5 years old, they are required to rest or nap. Please provide a fitted sheet that will fit a mat that is 2"x 23"x 60", a small travel size pillow, a lightweight blanket, and a pillowcase to keep all of the above bedding in. Please be sure to clearly label all of the above items.

Your child may bring one, very small, stuffed animal to sleep with, but it must stay in their nap bag, rather than played with on the playground or in the classroom.

Revision History:

9/28/2015 – Golden Early Drop-Off policy revision (p. 12) to clarify that when students are dropped off early (Elementary and Children's House times specified for what "early" is), there will be a before-care charge.

3/15/2016 - Addition of sections for Emergency Protocol On or Off of School Property - Wheat Ridge Campus, Emergency Protocol On or Off of School Property - Golden campus, and Emergency Protocol for Students with Special Needs (p. 17)

4/26/2016 - Revised section on volunteer commitment to note that the Bingo session time is from 2pm-6pm.

10/5/2016 - Updated to properly reflect hours, dates, and fees for 2016-17 school year. Included updated enrollment policy and issues resolution policy adopted by the Board.