



Parent Student Handbook 2020 - 2021

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

WELCOME TO COMPASS MONTESSORI SCHOOL

[Mission Statement](#)

[Montessori Philosophy](#)

[Charter School Definition](#)

[Board of Directors](#)

[COVID-19 Special Notice](#)

[COVID-19 School Restart plans](#)

Pre K 3, 4 Compass Restart Plan

Kindergarten Compass Restart Plan

Elementary 1st-6th Compass Restart Plan

Farm School Compass Restart Plan

High School Compass Restart Plan

ENROLLMENT

[Enrollment Principles](#)

[Eligibility](#)

[Students with Special Needs](#)

[Enrollment Process](#)

[Sibling Status](#)

[Waitlists](#)

[Weighted Lotteries](#)

[Classroom Placement](#)

REGISTRATION

[Family Commitment](#)

[Preschool Tuition](#)

[Preschool Tuition Scholarships](#)

[Fees](#)

[Before and After Care](#)

[Free and Reduced Lunch](#)

[Trips](#)

[Self-Expressions and Electivies](#)

[Literature Book Fees \(High School\)](#)

[Required Forms and Documents](#)

[Emergency Care Records](#)

[Emergency Contact Information](#)

[Authorized Pick Up](#)

ATTENDANCE

[School Calendar](#)

[Early Release Days](#)

[School Closure and Snow Days](#)

[Delayed Start or Early Release Due to Inclimate Weather Conditions](#)

[Attendance Policy](#)

GENERAL PROGRAM AND POLICY INFORMATION

[Administration](#)

[Animals](#)

[Athletics](#)

[Assessment and Reporting](#)

Read Act

[Cell Phone Policy](#)

Adults

Students

[Communication](#)

Schoolwide Communication

Classroom Communication

Parent/Teacher/Student Conferences

Sign Language Interpreter Request

[Dress Code](#)

[Dressing for Outdoor Activities](#)

[Drop Off and Pick Up Times and Locations](#)

[Early Pick Up](#)

[Late Drop off/ Tardy](#)

[Late Pick Up](#)

[Electronics and Laptops](#)

[Inclusivity](#)

[Lunch](#)

[Observations](#)

[Personal Belongings](#)

[Snacks](#)

[Student Lead Organizations](#)

[Teacher Qualifications](#)

[Telephone Use and Messages](#)

[Tours](#)

[Withdrawing Students by Parents or Guardians](#)

CHILDREN’S HOUSE SPECIFIC PROGRAM INFORMATION

[Independent Toileting Policy](#)

[Nap/Rest Time](#)

[Indoor Shoes](#)

HIGH SCHOOL SPECIFIC PROGRAM INFORMATION

[Credit Requirements](#)

[Educational Responsibility](#)

[Kitchen Use](#)

[Parking](#)

[Sign In and Out Policy](#)

[Testing](#)

[AWOL](#)

[College Counseling](#)

[Graduation Participation](#)

HEALTH

[COVID-19 Exposure](#)

[Medicines](#)

[Allergies](#)

[Health History](#)

[Topical Permission Form for Sunscreen, Lotion and Chapstick](#)

[Accidents and Illnesses](#)

[When to Keep a Sick Student Home](#)

[Communicable and Infectious Diseases](#)

[Medical Emergencies and Transportation](#)

STUDENT SUPPORT

[Special Education / Section 504](#)

[English Language Learners](#)
[Multi-Tiered Systemic Support \(MTSS\)](#)
[Gifted and Talented](#)
[Release of Information](#)
[Mental Health](#)

SAFETY

[Tornadoes and High Winds](#)
[Fires and Fire Drills](#)
[Safety Drills: Secure, Lockdown, Hold and Evacuation](#)
[Emergency Evacuations](#)
[Emergency Protocol for Students with Special Needs](#)
[Power Outage](#)
[Locating a Lost Child](#)
[Threat Assessments](#)
[Reporting Child Abuse](#)
[Asbestos Inspections and Abatement](#)
[Alcohol, Tobacco, Other Drugs and Weapons](#)
[Safe2Tell](#)

STUDENT BEHAVIOR

[Student Conduct](#)
[Montessori Peace Process and Community Norms](#)
[Jefferson County Public Schools Code of Conduct](#)
[Discrimination, Bullying, and Harassment](#)
[Investigation of Suspected Student Misconduct](#)
[Plagiarism](#)

TECHNOLOGY

[Student Technology Policy](#)
[Acceptable Use Agreement for Students](#)
[District policy JS. "Student Use of the Internet"](#)
[Prohibited Uses](#)
[Sanctions](#)
[Student Generated Content Limitations on School Websites](#)
[Student Initiated Organizations on School Websites](#)
[Collaborative Technologies](#)
[Changes In Technology](#)
[Protection of Private Information](#)
[Google Apps](#)
[Student Computer Use](#)

STUDENT, STAFF, POLICY, AND/OR PROCEDURAL CONCERNS

[Issues Resolution](#)

[Board Role](#)

[Standard of Review](#)

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/ her/their peak. Montessori also focuses on the whole person, ensuring they can independently and confidently exchange with the world in a respectful manner. This includes the following three tenets of behavior:

Respect for Self - Self care and healthy habits.

Respect for Others - Grace and courtesy is imperative in our environment in order to peacefully exist in a small space. The expectation is that actions are aimed at creating a polite, supportive and inclusive environment.

Respect for Environment - It is the responsibility of all students and staff to help keep our environment neat and tidy, and take care of the environment.

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. Elections 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 community attendance is welcome. Meeting agendas are posted prior to the meeting at both campuses 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 available on the school website.

COVID-19 Special Notice

Please take particular note that in response to the COVID-19 pandemic, Jeffco Public Schools developed specific health and hygiene protocols to enable us to maximize in-person learning while ensuring the safety of our students, staff, and community. If a student attends in-person learning, the failure of a student to comply with these expectations and the willful defiance to follow direction from school staff will be considered grounds for student discipline up to and including expulsion. Some specifics may change based on the state of the Virus and guidance from health organizations. For more information please see the Student Health Section on Page 29.

COVID-19 Restart Plans

[Pre K 3, 4 Compass Restart Plan](#)
[Kindergarten Compass Restart Plan](#)
[Elementary 1st-6th Compass Restart Plan](#)
[Farm School Compass Restart Plan](#)
[High School Compass Restart Plan](#)

Enrollment

Enrollment Principles

Compass Montessori participates in the Enroll Jeffco system. 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. Currently, Compass Montessori follows Jefferson County Public Schools enrollment policies and process.

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.

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.

Enrollment Process

As a part of the district choice enrollment process, families utilize Jeffco Enroll, the electronic application system for their child(ren). Compass utilizes the Jeffco Enroll systems for all students ages 3-18. 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. Jeffco Public Schools completes the lottery electronically. Families then receive notification of a space or the number on the waitlist. Compass administration is responsible for overseeing the choice enrollment process for the school and the operational administration of Jeffco Enroll with families.

As a part of the enrollment process, after a student has been offered a space, parents or guardians will be asked to notify the school if their child is on a 504 or an IEP. Jeffco Schools will request further information to ensure that the school can service the student's need. These considerations will be reviewed on a case by case basis by Jefferson County Schools.

Compass adheres to the Colorado Revised Statute [C.R.S. 22-54-103] stating that students enrolled in Kindergarten shall be five years old as of October 1st. Therefore, students enrolled in pre-k must be 3/4 years old as of October 1st.

Sibling Status

Siblings of currently enrolled students are given priority enrollment. Before the start of any school year, if priority status has been given to a sibling of an enrolled student, and the original student then withdraws, the sibling's enrollment status will be changed to non-sibling.

Waitlists

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

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.
3. In rare 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?

Classroom Placement

Your child's classroom placement is something that is given great consideration. Classroom placements 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. This is a thoughtful and deliberative process, in which a great deal of consideration is given to each transitioning child.

It is important to note, Compass Montessori Children’s House is a three year cycle. Once the children are placed in a classroom we value the relationships that are built between the students, peers and teachers within that classroom community. We hold true to this montessori philosophy, however we understand that there may be a rare extenuating circumstance that a classroom transfer may be considered appropriate. In such a case, either an administrator will communicate with the family, or the family may write a letter to administration stating the reason for consideration. Administration will review the request and respond accordingly with the best interest of the child in mind.

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

Class placement for the 2020/2021 school year may vary due to COVID-19. Families must select between in person and remote learning by August 10th, 2020. Families may opt to change this enrollment on the following dates:

- Week of October 19th
- Week of January 7th
- Week of April 5th

Special cases will be considered in extenuating circumstances.

REGISTRATION

Family Commitment

Family Volunteer hours will be suspended for the 2020/2021 school year due to COVID-19 regulations.

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. Discuss school-wide community service opportunities with the Parent Teacher Student Association (PTSA) and/or Compass Montessori Education Foundation (CMEF). A child's enrollment is not contingent on these requests, but they greatly benefit the school.

Preschool Tuition

Tuition is due the first day of the month. You may pay tuition online through Jeffco Connect or in the front office by cash, credit, or check. 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.

Pre K 3 tuition	\$1050.00 per month (10 months)
Pre K 4 tuition	\$950.00 per month (10 months)
Kindergarten Full Day Program	No Charge/State Funded

Preschool Tuition Scholarships

Limited scholarships are available based on financial need for preschool. 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.

New: Limited scholarships are available based on financial need for preschool. Eligibility will be determined based on the Colorado Family Economic Data Form. Assistance will be based on the school's annual budget.

Fees

Fees are essential to the success of our program. Compass collects material fees for classroom supplies and activities as well as payment for overnight and day trips. These amounts are aligned with common practice amongst other Jeffco schools. Fees vary by program. Please refer to Registration information for fee information.

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

Limited scholarships are available based on financial need. 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.

Due to remote learning, student fees for remote learners will be applied toward printing and other classroom "take home" materials. If families do not want to participate in taking materials home, fees will be waived.

Before and After Care

Compass Montessori's Before and After Care programs are overseen by the Colorado Department of Human Services and therefore must adhere to Colorado licensing requirements which may vary from Compass Montessori policies. Health and behavior issues for both programs will be handled by the After Care Director and Aftercare staff and not by Compass Administration. Students must be present at school to attend After Care programs.

Golden: Kids-SmART, Inc. is a company founded on the vision that every child deserves the opportunity to grow and thrive in a safe and nurturing environment. Kids-SmART manages the after care program on the Golden Campus. They offer Before and After Care between 6:30am-8:30am and 2:45pm-6:00pm for ages three to fourteen. They also provide care on early release

and additional no school days. Please check out their website for additional details, policies, and rates. <http://www.kids-smart.com/compass-montessori.html>

Wheat Ridge:

Due to COVID, Wheat Ridge will only be offering aftercare for the 2020/2021 school year. Before care will not be available. Drop aftercare in will also not be available.

Before and After Care between 7:00am – 8:00 a.m. and 2:45pm – 5:45 p.m for all students. Fees for the use of the program differ depending upon the number of days per week and the time of care. Please refer to the Registration information or contact the office for further fee information.

Please note, for After Care, 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 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.

Free and 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 Student Economic Data Survey Form, which is available at the office of either campus. Compass Montessori School accepts responsibility for providing free and reduced price meals to eligible children under its jurisdiction. 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. Parents or guardians must submit the required paperwork annually.

Compass is not eligible for district provided specialized lunches, these meals must be provided by families in all cases.

Trips

School trips and goings out have been canceled due to COVID for the 2020/2021 school year.

Self-Expressions and Electives (During School)

Compass Montessori School at Golden offers elective activities during the school day. These may include, but are not limited to, sports, visual arts, music, theater arts, humanities and cultural studies. These activities may incur an additional cost per student.

Self-Expressions may be limited or canceled due to COVID for the 2020/2021 school year.

Literature Book Fees (High School)

As part of the humanities curriculum students are often required to buy literature books from Compass four to five times a school year. Students may use their own copies of the same edition of the books or check one out from high school if available. If they are damaged or lost they need to be replaced at the students expense.

Required Forms and Documents

The following forms and documents are required for admission to Compass Montessori School: Birth Certificate, Immunization Record, and Choice Enrollment Confirmation Form, and Internet Agreement Form. In addition, for students entering Children's House, parents or guardians must also complete the Tuition Agreement form, Emergency Contact Form, Before and After Care Agreement Form and/or KidSmART Agreement Form, General Health Appraisal Form, Sunscreen Form, Nap Waiver, Materials Consent Form, JeffCo Connect Summary Page, and Fee Schedule. All forms must have appropriate signatures and be on file at the school. If applicable, please provide a copy of any court orders in relation to the child's education and/or the custodial rights of the child.

Emergency Care Records

As per registration requirements, Compass will maintain a personal file for each student. Please check to make sure your student has all emergency numbers, copy of birth certificate, immunization records, registration information and all necessary health information, including any applicable health plans (i.e. allergy, asthma and medication administration forms) on file. These health plans must be signed every year by the student's health provider, parent and our nurse consultant. Preschool students are permitted to attend school only after all documents, date and signatures are on file.

Emergency Contact Information

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.

Authorized Pick-Up

During school hours, students will be released only to adults authorized for pick-up listed in Jeffco Connect. 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. Only current court orders for custody agreements are honored. Should any Compass employee perceive there to be a verbal or physical threat, the police will be summoned immediately.

At dismissal, First-12th grade students will be released to walk, bike, or carpool off campus or to attend After Care or other extracurricular activities. Compass strives to ensure that students are picked-up by approved designees but is not responsible for the children once school is dismissed. Preschool and Kindergarten students must be signed-out by an approved adult.

ATTENDANCE

School Calendar

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

Early Release Days

Pick-up times for early release days are as follows:

Children's House - 11:30am

Lower and Upper Elementary- 11:15am

Farm School - 11:30am

High School - 11:30am

School Closures and Snow Days

If the Wheat Ridge or Golden area Jefferson County Public schools are closed due to storm and road conditions, the campuses of Compass Montessori School 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. This information will be broadcast over local tv stations and the following radio stations: KHZ (560), KHOW (630), KNUS (710), KOA

(850), KIMN (950), KKBB (1090), KDEN (1340), KOSI (1430), KLAK (1600). Do not call the office to ask if school will be closed. Please make sure to keep your contact information current in Jeffco Connect. Please note that tuition refunds will not be issued for any unexpected/emergency school closures.

Delayed Start or Early Release Due to Inclimate Weather Conditions

Due to snow or road conditions, Compass Montessori may require a delayed start or early release. This information will be sent by phone and e-mail over the district messaging system and also posted on the school website. Further details will be included in this communication.

Attendance Policy

Attendance flexibility is being offered due to COVID. Please work with your campus preschool director or principal to talk about your child's specific attendance, as needed.

The Children's House through High School Montessori Curriculum is a five day per week full day program. We do not offer part time or a half day enrollment. If an altered schedule is needed for a temporary health condition, arrangements with administration can be made.

The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Subsequently, attendance is the responsibility of the student, the parents/guardians, and the school.

If a student is ill or there is some other acceptable reason for the student not to attend school that day, a parent/guardian must notify the school according to that school's procedure (usually an attendance phone line). When a student requests to be dismissed during the school day, the student's parent/guardian must communicate with the school before dismissal is approved. Compass has an attendance rule which incorporate Jeffco Public Schools' attendance requirements as outlined in district policy, (C.R.S.) 22-33-104, and C.R.S. 22-33-107. The statutes provide that every child who has obtained the age of six years on or before October 1st of each year and is under the age of seventeen years, except as provided for by C.R.S. 22-33-104 shall attend public school for at least the minimum required hours each school year.

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 tardies.

General Program Information

Administration

The Executive Director, Head of Schools, Program Directors, and Office Managers handle daily administrative functions for the campus. If daily administrative tasks are not performed satisfactorily, contact the Heads of School, and, if not resolved, please ask for the Executive Director and follow the *Issues Resolution Policy*, which is specified at the beginning of the handbook.

Animals

Under federal law, service animals are protected under Titles II and III of the Americans with Disabilities Act (ADA). Pursuant to Colorado Ordinance, Section 25-4-1604, the mere presence of a service animal in a place of public accommodation shall not be grounds for any violation of a sanitary standard, rule, or regulation. Compass Montessori adheres to these state statutes.

Athletics

Due to COVID, athletics will be offered on a limited basis for the 2020/2021 school year.

Compass Montessori School in Golden offers athletic activities outside of the school day. This may include, but is not limited to, mountain biking, ultimate frisbee, and running. These activities are optional, supported by staff and/or volunteers, and may incur an additional cost. It is our goal to make these programs as accessible as possible to all students through scholarships when appropriate. Students have the option to participate in their neighborhood school athletic program. Please reach out to the neighborhood school for information.

Assessment and Reporting

Students' progress will be monitored by Montessori formative and summative assessments as well as district and state assessments.

READ Act. Under the READ Act, teachers in kindergarten through third grade administer an interim reading assessment to all children in order to determine whether they are making sufficient progress toward grade level reading proficiency. When students are identified as reading significantly below grade level, called a "significant reading deficiency" or SRD, teachers administer a diagnostic assessment to determine specific areas of need for reading improvement. Teachers use this information to collaboratively develop an intervention plan, or READ plan, with the child's parents to help bring the child up to grade level. Students continue to receive intervention supports and remain on a READ plan until the teacher determines that

the child has met the reading skill competencies of their current grade level.

Due to safety concerns around COVID, parents, guardians, and other adults will not be permitted to enter the school building during the 2020/2021 school year. All efforts will be made to have parent teacher meetings (including IEP meetings, student support meetings, and parent teacher conferences) remotely.

Cell Phone Policy

Adults: In respect for our environment, we ask adults not to be on cell phones when entering our buildings and/or in carline. Additionally, parents/guardians should not expect to reach their children during the school day and should contact the main office (303-271-1977 - Golden and 303-420-8288 - Wheat Ridge) if an emergency occurs.

Students: All cell phones will need to be turned off and not used for the entire school day, including lunch on campus. If a student uses their phone at an unauthorized time, or in an unauthorized location, a guide will ask the student to take the phone to the front office and retrieve it at the end of the day. Repeated violations of this policy will lead to additional consequences -- such as being asked to leave personal technology at home.

High School students: If a student needs to access their phone for an appropriate, personal purpose during non-curricular times, they may do so, one student at a time in an available guide office -- so long as that office is not being used for another purpose. Before 8:00 am, between 11:45 am - 12:30 pm, and after 2:45 pm, students may use their phones appropriately in the high school environment -- but not in any other parts of campus. **In order to support hybrid learning, cell phone use may be needed more often and will be addressed? by Guides as appropriate.**

Communication

Compass Montessori School values the importance of communication. We want to be fully present for any conversation regarding your child, school-wide concerns, or school policies or procedures. In this effort, we ask you to please call or email your student's teacher or the front office to schedule a time to address your concerns. Office staff will direct you to the appropriate person. Please bring student concerns to your student's teacher and school-wide or policy concerns to the Heads of School.

Schoolwide Communication

Schoolwide communication will come through Jeffco messenger. The Compass website is frequently updated with current information. You may also access additional forms, links, and resources. www.compassmontessori.org.

Classroom Communication

Classroom teachers will regularly email parents or guardians and update their Google Classroom Parent Portals with information regarding classroom events, activities, and general communication. If you would like to speak with your child's teacher, please email them to schedule a time to connect. Please give staff 48 hours to thoughtfully respond to emails.

Parent/Teacher/Student Conferences

Parent/Teacher conferences are held in the fall and spring of each school year.

Student/Parent/Teacher Conferences are held for secondary students 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.

Language Interpreter Request

Parents in need of a language interpreter including sign language for school related educational events, such as Back to School Night, Trip Meetings, or Parent/Teacher conferences, may make a request with the child's teacher, or through the front office at least 48 hours in advance of the event.

Dress Code

Students are expected to dress appropriately for school work, farm work, outside weather conditions, and general safety. For health and safety reasons, shoes are to be worn at all times. In an effort to bring focus and attention to the work in the classroom, we are asking that you avoid sending your children with clothing, lunch boxes, shoes etc. that could be distracting or impede their independence. Clothing garments supporting the use or endorsement of liquor, tobacco, drugs, or violence are not allowed. Students will be notified of clothing that does not meet the community norms and will be asked to wear additional clothes provided by the school.

High School: Students are expected to know and adhere to the dress code required of their AWOL posting.

Students are expected to wear masks or other PPE in alignment with current public health guidance and school policies.

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. These items may include coats, hats, mittens, boots, and snow pants. Please make sure to label all of these items. Each classroom's daily outdoor activities will be coordinated by their teacher. 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.

Drop-Off and Pick Up

In alignment with public health guidance, students will be temperature checked and health screened before entering their classroom environment daily. If a child is ill or presenting with symptoms, Compass will follow the guidance from Colorado Department of Public Health and Environment: <https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools>. Due to COVID, students who arrive after 11:00 am will not be permitted to attend school for the day. If students need to leave school during the school day, they may not return to campus.

Wheat Ridge Campus

Children's House (*Students must be signed-in and signed-out)

8:15am-8:45am Front Lot Carline and Miller Street Hug & Go

3:00pm-3:15pm Front Lot Carline (Forest Room and Prairie Room) and Miller Street Hug & Go (Mountain Room)

Lower Elementary

8:00am-8:30am Front Lot Carline and Miller Street Hug & Go

2:45pm-3:00pm Miller Street Hug & Go

Upper Elementary

8:00am-8:30am Front Lot Carline

2:45pm-3:00pm Front Lot Carline

Golden Campus

Children's House (*Students must be signed-in and signed-out)

8:15am-8:45am Front Circle Carline

3:00pm-3:15pm Front Circle Carline

Elementary

8:00am-8:30am Front Circle Carline

2:45pm-3:00pm Front Circle Carline

Farm School

8:00am-8:30am Front Circle Carline

3:00pm-3:15pm Front Circle Carline

High School

8:00am-8:30am Park in Main Parking Lot

2:45pm-3:00pm Exit from Main Parking Lot

***Please pick-up siblings during the 3:00-3:15 carline pick-up window.**

Early Pick Up

Due to COVID, parents/guardians who need to pick up students early from school need to call the front desk of their respective Campus and students will be sent out to their car. Young children will be assisted, by staff, to gather their things.

Late Drop Off/Tardy

Students who arrive after the drop-off window are considered late and must sign in at the main office. Due to COVID, students cannot be walked in by parents/guardians (Please see tardiness section for more information).

Late Pick-Up

Children's House & Elementary

Students not picked up after dismissal will be taken to the After School Care Program and signed in. Parents and/or guardians will be charged the drop-in rate. Aftercare staff can be contacted at the following numbers: Wheat Ridge Campus: 303-808-1998 (Amy Ball). Golden Campus: 720-550-6728 (KidSmART)

Secondary Students

Secondary students will be allowed limited phone access to make transportation arrangements. Secondary students are allowed to walk home or take the bus if they do not have transportation. Office staff cannot supervise students who are not picked up. Due to safety concerns, all secondary students must exit the Golden campus buildings by 3:45pm - unless prior arrangements have been made with guides, advisors, and/or program directors for school sponsored opportunities or for school-related work.

Electronics and Laptops

Electronic devices, such as a Kindle, IPOD, etc may not be brought to school, with the exception of students on accommodations.

Personal laptop computers are welcome in the Secondary environment, so long as they are being used appropriately. Computer use is restricted to school work, not personal communication or

recreational browsing. High School students may access their personal laptop of recreational purposes during their lunch period. In addition to Compass' internal agreements, students are bound by the Jeffco internet use agreement. Content of a violent, threatening, or sexual nature or content that violates copyright or is otherwise illegal should never be accessed on campus. Doing so may have legal consequences.

Inclusivity

Compass is an inclusive campus that celebrates diversity in race/national origin, religious experience and practice, sexual orientation, gender identification and expression, and matters of conscience. Students have the right to use the restroom of their choice and choose trip accommodations that best fit their gender identification. A gender support plan can be created for any student in order to ensure full participation in the Compass community.

Lunch

Compass Montessori encourages healthy choices by providing a nutritious lunch program. Parents or guardians will receive email communication with menu details and fees. Dishes and silverware will be provided for students who order the school lunch program. If your child will be bringing their own lunch, we ask that a parent or guardian provides a wholesome lunch and snack for their child. Please do not send your child with candy and/or soda. Due to the limited time and large number of students, microwave meals are strongly discouraged for all other programs.

Children's House and Elementary: Microwaves are not available for students, so please be mindful of this when packing your child's lunch.

Due to COVID, campus will be closed for all students. Once students leave campus for the day, they cannot return. Lunch will be available on-campus for students preK-12.

Observations

Due to COVID, classroom observations will be suspended for the 2020/2021 school year.

Personal Belongings

For the 2020/2021 school year, students will need to come to school with two masks each day - one to wear and one as back-up.

Children's House

At the beginning of school, teachers will help students learn where their belongings such as inside shoes, 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, inside shoes, scarves, jackets, shoes, sheets and blankets. Label, Label, Label! All Children's House children are required to have a change of clothes to be kept in their cubby for the "just in case" moments and need to be changed out as the seasons change. Children's House students may not bring money to school as money needed for school activities should be paid via JeffCo Connect, turned into the teacher, or the Main Office.

Elementary

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.

Secondary

Students are responsible for keeping track of their belongings throughout the year. Students will have the option of utilizing a school locker for storage. It is an established community norm that students may not enter other students' lockers. We understand that students may bring money to school for purchasing of the micro-economy business selections or for lunch off campus. We ask students to keep minimal amounts of money on campus to avoid any potential issues. Please be aware that student lockers are not locked and we ask students to be mindful of the items they are bringing to school.

Snacks

Due to COVID, classrooms will not have community snack. Each student should bring an individual, healthy snack each day. Snacks should not require heating or preparation.

Children's House Compass Montessori encourages healthy choices, grace and courtesy, and independence by offering a communal classroom snack. Children's House teachers ask parents or guardians to provide nutritious snacks for the entire classroom for a week or two during the school year. 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. All snacks must be store bought and come in their original container or packaging to be prepared in the classroom per CDHS regulations. Please do not send any peanut products for communal snacks. If your child has a food allergy, please notify your child's teacher.

Wheat Ridge Elementary Some classrooms offer the option of having an individual snack while other classrooms offer the option of a communal snack.

Golden Elementary: students are offered an optional quinoa breakfast each morning as they arrive at school as an alternative to individual snacks and snacks that the children bring in. We ask that on your child's snack day they bring in a topping for the quinoa, this can be fresh or frozen fruit or dried fruits or nuts and honey. Another alternative is butter or cheese or bacon also tastes great on the quinoa. We find this to be a healthy snack and seems to sustain the children's appetite for the 3 hour work cycle.

Secondary Students are welcome to bring healthy snacks from home that do not require heating or preparation. Students are responsible for cleaning their own snack dishes and area, and eating snack when appropriate.

Student-led Organizations

Student-led organizations are permitted in secondary schools, and such organizations are allowed to meet on school premises during non-instructional time, as designated by the school principal. Students wishing to establish an organization shall work with their school and within district policy. Membership in all student organizations shall be on a voluntary basis and only open to students currently enrolled in the school at which meetings are to be held. Student organizations shall not engage in any activity which is contrary to law, district policy, or school rules.

Teacher Qualifications

Due to COVID, classroom teachers may vary in order to accommodate smaller class sizes.

Each Children’s House 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.

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.

Tours

Due to COVID, tours will be suspended for the 2020/2021 schools year.

Compass Montessori at Golden offers tours during the school day for prospective parents beginning in October. Compass recognizes the importance of the learning environment and thus limits the number of tour guests and the number of tours for prospective parents.

Withdrawing Students by Parents or Guardian

Parents or guardians are asked to give a 30-day written notice if withdrawing their student from Compass Montessori Schools. Preschool tuition may be forfeited.

CHILDREN’S HOUSE SPECIFIC INFORMATION

Independent Toileting

Compass is not a licensed facility for diapering and toilet training, thus it is required that students are independent in toileting (this includes independence in wiping their own bottom). It is imperative that children wear clothing that can be taken on and off independently to help avoid accidents. 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 or has three or more accidents a week, teachers will meet with the parents and/or guardians and create an action plan. After a designated amount of trial time, if the plan does not work, your child may be asked to come back to school when they are ready. Compass will hold the student's space provided tuition continues to be paid.

Rest/Nap Time

All preschool children are required to rest or nap for 30 minutes. Preschool children will be provided with nap mat, blanket and pillow. It will be sent home on Fridays to be laundered. **Please be sure to clearly mark all of the above items with your child's name.** If you should choose to have your 3 or 4 year old not nap, a current Nap Waiver must be signed and on file. Kindergarten is an academic program and thus Kindergarten children do not nap.

Indoor Shoes

Children's House are encouraged to wear slippers or indoor shoes for the classroom. These should be comfortable, rubber soled, slip-on shoes that the child can put on independently.

HIGH SCHOOL SPECIFIC PROGRAM INFORMATION

Credit Requirements

Compass Montessori High School prepares students for university studies, therefore, we strictly follow CCHE (Colorado Commission on Higher Education) requirements for high school credits. These requirements ensure that our students meet the *minimum entrance requirements for all colleges and universities in Colorado. High school credits required over four years to earn a diploma include:

4 credits English

4 credits Mathematics

3 credits Science

3 credits Social Sciences (must include: 1 credit U.S. History, 1 credit World History, ½ credit Economics, and ½ credit Civics)

1 credit Foreign Language

½ credit Physical Education

½ credit Fine Arts

7 credits Electives

Total = 23 credits (1 credit = 1 year of study)

Educational Responsibility

High school students have the freedom to make their own schedule on a weekly basis. We believe that students need and deserve the freedom to develop at their own pace and to pursue their own interests. The limits to this freedom include the safety of the students and the schools' mandate to assess students, give grades and credit for courses. Students are held responsible for attending classes of their own accord, and communicating with their advisor or instructor as needed. Students are encouraged to ask for support in person or by sending an email to their advisor. They can also use weekly advisor check-ins to ask for support.

Students are required to participate in the following activities and events:

- Community Meetings happen on a weekly basis. It is an opportunity for the entire high school community to come together to share information, problem solve and celebrate our community and individual accomplishments. An absent student's responsibility is to check the community meeting notes and seek clarification from their advisor if necessary.
- Advising also happens weekly. This is a chance to connect with a smaller cohort as well as receive additional support and guidance from your advisor.
- Peace Education is a vital component of Montessori education. Elements include the following:
 - MLK Marade- We believe that the MLK legacy should include a day "on" rather than a day "off." Therefore, High School attends the Marade in downtown Denver.
 - Peace Education Conference- This is a student-led and organized community event focused around peace, social activism, inclusivity, and equity that occurs in May.
 - Jeffco Student Voice- This is an optional opportunity to connect with student leaders from around the district to discuss issues that face the students of Jeffco. Students may voice their interest to their advisor for more information.
- Trips are important opportunities for the community to come together and learn off campus. Day trips and "goings out" occur throughout the year. Overnight, off-campus trips include:
 - UNITE (Unicorns Never Ignore True Excellence) Trip in the fall is a mandatory trip to start the school year off with a fun community experience.
 - Reorientation Trip in the winter is a mandatory test prep trip.
 - Intensive Academic Trip is an optional international and/or domestic trip in the spring that culminates a year of study on topics such as European History, Environmental Science, or American History.
- Service - Students join in meeting the needs of our school and the broader community through individual and group projects.

- Traditions (including Halloween Celebration with Elementary; Thanksgiving Celebration and pie with Elementary; Senior Send-off).

Kitchen Use

The kitchen is closed to non-curricular use from 8am - 11:45am and during electives. Students are responsible for maintaining the kitchen for community use (e.g. taking turns loading and unloading the dishwasher, wiping counters, cleaning the microwave and refrigerator).

Parking

Students have the privilege of parking on campus in exchange for granting consent to school and district administration to search vehicles without warning when the administration has reason to believe the general welfare or safety of students and staff are threatened by items contained in the vehicle. To park a vehicle on campus, students must purchase (\$10) a decal from the front office to display on the front windshield. Students must adhere to all safety rules regarding driving, including driving a rolling speed in the parking lot, being mindful of younger students and other community members, and driving no more than 20 mph on Salvia St. Under Colorado law, it may be illegal for students to transport other students. It is the student's responsibility to be aware of and in compliance of the law.

Sign In and Out Policy

With parental consent and necessary documentation, high school students may come and go throughout the school year for a variety of reasons including appointments, service opportunities, goings-out, and college coursework. This means *students are also responsible for communicating and documenting* when they are leaving campus, when they return, where they are going, and parental contact and consent information. Students must **Sign-in and Out in the main office**. Students must communicate with an advisor and a parent needs to contact the main office. This is necessary to keep our community and students accounted for and safe.

Testing

Compass complies with state mandatory testing and offers additional opportunities for students to practice these tests.

- Colorado adopted the SAT as its state test for high school students. Compass offers both the SAT and the PSAT on a designated school day in April. This test is paid for by the state.

- PSAT/NMSQT in October. Compass offers this test for a fee of \$16. This is an opportunity to practice for the SAT and is a scholarship opportunity for 11th years.
- ASVAB in November. Compass is offering the Armed Services Vocational Aptitude Battery for students who are interested in the military and for those students who may wish to attempt an alternative test.
- MAP testing is administered in both the fall and the spring for 10th and 11th grade students. These results help inform the instruction of Compass staff.
- District mandated tests in the spring, such as CMAS or something similar.

AWOL

Due to COVID, AWOL has been made optional. See High School COVID schedule for further information.

An essential part of Montessori curriculum is for students to have learning experiences and practice outside of the classroom. On Wednesday afternoons, all high school students are expected to participate in a learning experience for 2.5- 3 hours per week throughout the school year. Students select a focus of study, including Social Justice Service Work, On-the-Job Experience, or Career Internship. Students are encouraged to consider their interests and passions, their transportation options, and their time available when selecting choices. All students are required to be off-campus on Wednesdays. Students having scheduling issues or have AWOL on evenings or weekends may seek permission to use the Golden Library for study or may go home at 11:40am.

College Counseling

Seniors are required to participate in Senior Seminar, a year-long program supporting students through the college application process and/or clarifying their next steps, and, ultimately, finalizing their portfolios for graduation. We require our students to apply for at least three universities to ensure they have a wide range of choices. Seniors are required to participate in a self-designed Senior Practicum in the spring to practice transitioning into university-level classes.

Graduation Participation

Because Jeffco Public Schools and Compass believes that completion of the requirements for a diploma is an achievement that deserves recognition, each graduating senior's accomplishment may be recognized in a publicly celebrated graduation exercise. Compass Seniors plan their own graduation exercises with the senior class working together. Although senior class members are

asked to pay fees to defray graduation expenses, no student shall be barred from participating in the exercises because of inability to pay the fees. Students may walk if they have met their credit requirements or are two classes short.

HEALTH

Compass Montessori contracts nursing with Children's Hospital Colorado.

COVID Exposure

Please connect with the clinic aids at each campus regarding any potential COVID symptoms or exposure. Compass will work with the direction of Jefferson County Public Health, the Colorado Department of Health and Environment, and our consulting nurse from Children's Hospital in the event of any COVID exposures in the Compass community. More information regarding public school processes is available from the Colorado Department of Health and Environment [here](#).

Medicines

For the safety of children, do not send any medications including, over the counter to school without a medication form filled out and signed by a parent and medical provider within the last calendar year. For example: cough drops, Tylenol, children's vitamins, ointments. The school staff will not be able to administer any prescription or 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 questions.

All medicines and treatments should be given to the Health Aide or Office Staff by a parent/guardian. An authorized staff member will store medicines in a cupboard or in a refrigerator, if needed, out of the reach of students, and will administer them at the appropriate time along with completing the necessary documentation on the medication log form.

Emergency medications will be stored in an area that is easily accessible by staff and inaccessible to children. Medications expired or leftover will be given back to the parent or guardian. If parents or guardians are not able to be reached the leftover medications will be properly disposed of within 1 week of the school year ending.

Allergies

Please notify the Main Office, the classroom teacher and update Jeffco Connect before the first day of school regarding any food allergies or any allergies in general. Please see “Medicines” regarding necessary paperwork and medications, if applicable. Use the standard allergy/anaphylaxis plan that is on our website.

Health History

Please notify the Main Office, the classroom teacher and update Jeffco Connect before the first day of school regarding any health concerns your child may, including but not limited to, asthma, seizures, etc. Please see “Medicines” regarding necessary paperwork and medications, if applicable.

Topical Permission Form for Sunscreen, Lotion and Chapstick (*Children’s House Only*)

Children who are over four years old may apply their own sunscreen, lotion, and chapstick with staff supervision. We strongly encourage parents to apply sunscreen before children get to school. Sunscreen and other topicals sent to school should be labeled with your child’s first and last name, and permission must be given on the permissions form for staff to apply topicals as needed.

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. Children who are complaining of sickness but do not have recognizable symptoms are permitted to lie down for 15 minutes. If your child is not able to participate in class, you will be contacted to pick your child up. We ask that parents arrive within one hour of being called to pick up their child. If your child has a temperature of 100.4°F or higher during school and has an additional symptom of illness, you will be contacted to pick your child up immediately. If a child is ill or presenting with symptoms, Compass will follow the guidance from Colorado Department of Public Health and Environment:

<https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools>.

When to Keep a Sick Student Home

Please keep your student home if he/she/they has symptoms of illness including: an oral temperature above 100.4°F with another symptom, any undiagnosed rash, repeated diarrhea, vomiting, flushed face, inflamed, chills, taking antibiotics for less than 24 hours, uncontrollable coughing, sore or discharging eyes, ears, or profuse nasal discharge, a stiff neck, stomach ache or nausea, 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 the attendance line if your student will not attend school and note 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 arrangements 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, Compass will notify parents according to the guidance of the school's nurse consultant. For the health and safety of all adults and students, the Program Director or office staff may notify the Health Department upon confirmation of a communicable or infectious disease. Universal Precautions will be observed at all times. Please contact your child's teacher or the office 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. 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. 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.

STUDENT SUPPORT

Special Education/Section 504

Students attending Compass may, at any time, be evaluated for special education eligibility if a

disability is suspected and an evaluation is requested. Compass works to safeguard the rights of all learners by implementing and monitoring IDEA processes through professional learning and consultation from Jefferson County Public Schools Special Education Directors. Compass has systematic processes to identify student needs, develop IEPs or Section 504 plans, provide appropriate academic and social/emotional instructional support, and monitor progress in the least restrictive environment.

English Language Learners (ELLs)

Compass partners with the Jefferson County Public School District ESL department to provide support for English Language Learners (ELLs) and their families. Compass also works with classroom teachers and other educators to ensure ELLs acquire English language proficiency and demonstrate grade-level content knowledge and skills. The district procedure includes identification, assessment, placement, and progress monitoring.

Multi-Tiered Systemic Support/Response to Intervention (MTSS/RTI)

MTSS is a systemic, continuous-improvement framework in which data-based problem-solving and decision making is practiced across all levels for supporting students. The framework of MTSS utilizes high quality evidence-based instruction, intervention, and assessment practices to ensure that every student receives the appropriate level of support to be successful. MTSS helps organize resources through alignment of academic standards and behavioral expectations implemented with fidelity and sustained over time in order to accelerate the performance of every student to achieve and/or exceed proficiency. Staff may request feedback from a parent or guardian for review of a student in the MTSS process. All information is kept confidential among the MTSS team.

Gifted and Talented (GT)

Compass has a designated site-based gifted and talented coordinator and is also assigned to a Jefferson County Public School District GT Resource Teacher. Classroom teachers and other educators work together to identify students, develop Advanced Learning Plans (ALPs), provide appropriate academic and social/emotional instructional supports, and monitor progress in the least restrictive environment.

Release of Information

Compass strives to work in partnership with all community-based professionals who serve our student population. No communication can take place between a Compass employee and a community-based professional until a Release of Information (ROI) form is completed by the

student's parents. Completed ROI forms are stored in individual student files by appropriate providers.

Mental Health

Compass' School Social workers provide direct and consultative mental health and behavioral services primarily to students who have been identified as having an educational disability and are eligible for special education (IEP) or Section 504 services. They provide assessments and interventions for students who are in the evaluation process for special education eligibility. They can support the development of social emotional learning through implementation of Tier 1, 2, and 3 supports, completion of Suicide Risk Assessments, Child Protection reports, and crisis recovery. They have expertise in community resources to provide more intensive services to students and families in need. Compass adheres to Jeffco Public Schools' policies and procedures for Suicide Risk Assessments (SRAs).

SAFETY

Compass Montessori School complies 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. We appreciate your support in helping 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 and Fire 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.

Safety Drills: Secure, Lockdown, Hold, and Evacuation

Secure: Secure is ordered when there is an issue OUTSIDE the building, most often police activity in the area that could pose a threat or a wild animal nearby. All exterior doors are locked and "business as usual" continues inside the school. No one is allowed in or out of the building without permission from the Administration, such as the Executive Director or a Director of Student Affairs.

Lockdown: A lockout is ordered when there is a threat INSIDE the building. Students and staff are secured IN the school. Staff does not communicate during a lockdown. No one is allowed in or out of the building without permission from the Administration, such as the Executive Director or a Director of Student Affairs. Cases which would involve a lockout would include: (1) environmental concerns and (2) warnings from police about possible fugitive or violent activity in the immediate area. Compass will work in partnership with Jeffco Security, Student Resource Officers (SROs), and local law enforcement in the event of a lockdown.

Hold: A "Hold" is used when there is an issue in a specific part of the building that is under control, but not yet fully removed. Business as usual within the classrooms; doors closed.

Shelter: A "Shelter" is used when personal protection is necessary from dangerous weather conditions such as a tornado, blizzard or hail. It may also be ordered in the event of a hazmat situation in the area.

Evacuation: An "Evacuation" is ordered when people must exit the building due to unsafe circumstances. If student pick-up or off-site reunification is required, instructions will be communicated by the district.

The school will also conduct no less than an annual lockdown drill 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 north to Tony Grampas Memorial Sports Complex, located at 4471 Salvia St, Golden, CO 80401, east to Compass Montessori Wheat Ridge, located at 10399 West 44th Ave, Wheat Ridge, CO 80033, or west to the Farmhouse at 4350 Easley Rd, Golden

80403. 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.

Power Outage

If the school is without heat, a cooling system and/or electricity in the building, parents will be contacted regarding pick up instructions if the classroom temperature is falling and less than 60 degrees or rising and above 90 degrees.

Locating a Lost Child

Teachers will first check out their classroom and surrounding area. The Program Director, Head of School or Executive Director will be notified immediately if a child is lost and begin a thorough search. Parents will be notified if their child is missing. All off-campus classroom activities are reported to and tracked in the front office to account for students at all times.

Threat Assessments

Compass works with Jeffco Schools to ensure the foundational security principles of early prevention, strong preparedness, rapid response and sustainable recovery are present in the environment. This may include utilizing the established threat management process to assess students and the development of school safety plans. Parents and Guardians will be notified as soon as possible.

Reporting Child 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 Executive Director. If child abuse is suspected within our program please contact our local county child protective services department or Colorado Neglect/Abuse Hotline at 1-844-CO-4-KIDS.

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.

Safe2Tell

Safe2Tell is designed to help students anonymously report any potentially threatening behavior that endangers them, their friends, family, or the community. To make a report, call 1-877- 542-7233 from anywhere, 24 hours-a-day, seven days-a-week. You also may make a web-tip, or download the Safe2Tell mobile app.

STUDENT BEHAVIOR

Student Conduct

While at school, students are expected to respect themselves, others and the environment in such a manner, so as not to disturb or injure themselves or others. Each program level has additional norms in place for a defined culture of positive behavioral expectations. Compass promotes ‘teamwork’ with parents on behavioral matters.

Montessori Peace Process and Community Norms

If a staff or volunteer is involved with a student who they believe is not behaving as expected, they should follow the protocol listed below, in a manner according to the developmental age of the student and unless otherwise specified in an individualized behavior, safety, or education plan:

- Remind the student of classroom and school-wide rules, norms, and role-model the expected positive behaviors. School norms include respect of self, other people and the environment.

- If the problem persists, staff may remove the student from group interaction, finding them a quiet space in the classroom where they are more likely to be independent and self-directed, or provide them an opportunity to self-regulate. Once the student is able to self-regulate, they are free to rejoin the class or activity. 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 in the future. Some teachers may want to design a specific form or assignment for these situations. 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.
- If the student is not able to complete the process listed above within a reasonable period of time or if the student returns to the classroom and continues to challenge the teacher on class or activity norms, the teacher will escort the student to the office with independent work or with the task to resolve their problem. The student will remain in a supervised space out of the classroom in order to give them additional time to compose themselves. Once the student is able to self-regulate and problem solve with an adult, they are free to rejoin the class or activity. Often, staff will facilitate conflict resolution between students when appropriate and/or monitor students independently navigating conflict resolution.
- Teachers will communicate concerns to the family and, if necessary, schedule a time for further discussion. If the teacher or administration believes they need to be sent home, administration 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 that the student needs to just talk with the parents, then the student should make that call, and then, when ready, will return to class. 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 administration.
- The office manager will notify the Program Director and/or Head of School of the incident. The student's advisor, classroom teacher and/or other teachers involved in the incident will meet with the Head of School to determine if the student needs further consequences, such as meeting with parents, further assessments or supports, in-school suspension, and/or out-of-school suspension.
- If behaviors continue to persist over time, the teachers will relay continuing concerns to the family and seek additional support from the Program Directors, Special Education team, the Head of School and/or the Executive Director. Behaviors which in any way jeopardize the physical or emotional safety of one's self, others, or the community are considered serious matters. The teachers, family and school staff will work together to create a support plan, including accessing additional resources, to help further identify how best to support the student in all environments. 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.

- If behaviors continue to persist after a thorough and exhaustive completion of a plan of action after a consistent set of time, Compass Montessori Preschool has the right to request further assessment and recommend an alternative educational setting for the student. Compass Montessori Preschool also has the right to terminate a student's enrollment. In all instances, Administration will refer to the Jefferson County Code of Conduct.

Jefferson County Public Schools Code of Conduct

Compass students are required to read the Jefferson County Public Schools Code of Conduct. This is our guiding document for the majority of discipline issues and conduct expectations. Please make note of Jefferson County Public Schools requirements around computer and internet use, safe and drug free schools and their (and our) no tolerance stand around bullying and harassment. 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.) Per state law, unwanted sexual contact and significant physical violence resulting in injury shall immediately be reported to the police. After you have read the Code of Conduct, if you have any questions, please feel free to contact the Head of School, Executive Director or office staff. You can find the Jefferson County Code of Conduct at this link https://www.jeffcopublicschools.org/schools/code_of_conduct.

Bullying, Harrasment, and Discrimination

Compass is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. All administrators, teachers, staff, and students share the responsibility to ensure that bullying, harrasment and discrimination does not occur on school property, at any school-sanctioned activity or event, when students are being transported in any vehicle dispatched by the school, or off school property when such conduct has a nexus to school or any school curricular or non-curricular activity or event. In determining the appropriate action to be taken in response to incidents of student bullying, harrasment and discrimination, the Executive Director, Head of School, Program Director, or staff member shall consider existing policies and regulations that address the type of conduct that may be involved. Further details about definitions, policies and procedures can be found in the Jefferson County Code of Conduct at https://www.jeffcopublicschools.org/schools/code_of_conduct.

Investigation of Suspected Student Misconduct

In order to protect the safety and welfare of students and staff, and to maintain order and discipline on school property or at school sponsored activities or events, school authorities may search a student's locker or desk and its contents, personal property, or automobile under the circumstances described in policy and may seize any illegal, unauthorized, or contraband

materials. School lockers, desks, and other storage areas provided for student use on school premises are school property and remain at all times under the ownership and control of the school. Lockers, desks, and storage areas, as well as the contents therein, are subject to inspection at any time, without notice and without cause, at the discretion of Jeffco Public Schools. No student shall lock or impede access to any locker or storage areas except with a lock provided or approved by school authorities. Searches of a student's person or personal effects such as a backpack, purse, book bag, electronic devices, motor vehicle, etc., within the school or on school grounds may be conducted by the Head of School or designee when that official has reasonable grounds to suspect that the search will uncover evidence of a violation of Board and/or district policies, school rules, or federal, state, or local laws or uncover the presence of an item that presents an immediate danger of physical harm or illness to any person.

Plagiarism

We strictly adhere to the Jefferson County Public Schools Conduct Code on plagiarism which states: "Knowingly copying or using academic work of another and presenting it as his or hers without proper attribution is grounds for suspension." A first offence of plagiarizing another's work receives a zero on the assignment. A second offence results in failing the class. Plagiarism includes known scholarly work, copy/pasting from the Internet, as well as copy/pasting other student's work. We support students with lessons on what plagiarism is, how to cite sources and how to avoid plagiarizing early in the semester. Students are expected to know what plagiarism is.

TECHNOLOGY

Technology Policy

Compass Montessori follows Jefferson County Public 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 in the paragraphs below, and/or legal action.

District policy JS, "Student Use of the Internet"

The district believes that 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 Websites

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

- Those sections are clearly identified as such in the site's directory and in those sections themselves.
- 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.
- 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 website. 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 these policies 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 technology use at school should be reported to the campus administration.

STUDENT, STAFF, POLICY, AND/OR PROCEDURAL CONCERNS

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, please 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 Heads of School 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.

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. Please keep in mind that initial concerns should be brought to the attention of the Children's House Program Directors (Amy Ball at 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 to the Head of Schools or Executive Director to ensure the concern receives prompt attention.

Board Role

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.

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.