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I. Welcome

Dear Families,

It is with sincere pleasure that we welcome you to St. Vrain Community Montessori School (SVCMS). Together, our community has built a beautifully authentic Montessori program. We are grateful to enter this 2nd decade (!) of our Montessori Journey with a community full of families, faculty and staff committed to our mission and vision.

Since Montessori is a word in the public domain, it is possible for any individual or institution to claim to be “Montessori.” But an authentic Montessori community must possess certain characteristics, and these have become central foundations of our school.

Authentic Montessori Schools are characterized by:

- Guides credentialed in the Montessori philosophy for the grades they are teaching who have the ability and dedication to put Montessori methods into effective practice for their students
- Three-year, mixed-age groupings based on Dr. Montessori’s Planes of Development
- A full complement of Montessori materials in each classroom
- A schedule that affords uninterrupted, extended work-cycles, every day
- Classrooms that encourage cooperative learning, peer teaching, emotional development and a sense of community
- A partnership with families

At SVCMS, we hold these Montessori Essentials near and dear. We look forward to providing your child/children an authentic Montessori experience that will form the foundation of their journey to realize their full potential. Again, welcome. We are glad you have joined our family community.

Sincerely,

Katie Torres

Head of School

“Our care of the children should be governed not by the desire to 'make them learn things', but by the endeavor always to keep burning within them the light which is called intelligence.” —Maria Montessori
II. Mission, Vision, and Values

Our Mission
St. Vrain Community Montessori School: Educating the Whole Child within an Authentic Montessori Program in a public charter school environment.

Educating the Whole Child means addressing
- Cognitive Development
- Social Skills
- Emotional Growth
- Physical Condition

An Authentic Montessori Education offers
- Teachers credentialed for the level they are teaching, who have the ability and dedication to put the key concepts into practice
- A partnership with families
- A 3 year mixed-age grouping based on Dr. Montessori’s Planes of Development:
  - 3-6, 6-9, 9-12, 12-15
- A full complement of Montessori materials in every classroom
- An uninterrupted work-cycle, every day
- An atmosphere that encourages social interaction, peer teaching and emotional development

A public charter school balances Authentic Montessori Methods with a standards-based environment by
- Viewing all students through the lens of Dr. Montessori’s Planes of Development
- Aligning Montessori curriculum to state standards
- Monitoring progress to inform instruction and optimize achievement of outcomes
- Participating in required assessments and accreditation processes

Our Vision
SVCMS students will develop their intellectual, social, emotional and physical capabilities in order to embrace the world as it is and can be. We will build on our success with PK-6 students by implementing authentic Montessori secondary programs.

Our Core Values
1. Respect for self, others, and the environment
2. Peace within ourselves, within our communities, among people of the world, and with the Earth
3. Kindness to all living creatures; treating others as we wish to be treated ourselves
4. Integrity, honesty, and transparency
5. Equity, Fairness, Diversity, and Inclusion
6. Service
7. Joyfulness and the happiness of the child
8. Child-centered education
9. Self-construction of the individual
10. Independence within a context of interdependence

Approved 12/11/14
11. Whole Child Education
   - Cognitive Development
   - Emotional Growth
   - Social Skills
   - Physical and Spiritual Development

12. Gratitude

13. Hopefulness about the future

Approved 9/13/18

St. Vrain Community Montessori School embraces the following essential Montessori principles:

Child Centered Education: Students form their education in a prepared environment that provides freedom to explore nearly unlimited topics of personal interest. The Montessori materials and lessons ensure core learning across the curriculum while encouraging students to pursue what fascinates them beyond that core.

The Prepared Environment: Montessori classrooms are well organized by curriculum area and meticulously maintained. Care of the environment, including restoring it daily to its original condition of beauty and order, is a shared responsibility of the classroom community. The Montessori materials are both inviting and accessible. They are beautifully crafted and appropriately sized for independent use by children.

The Role of the Guide: Having benefited from 100 years of refinement of the Montessori Scientific Pedagogy of education, the Guide functions as the designer of the environment. The Guide is an observer and, using observational skill, becomes a resource to match learner to knowledge. S/he adapts the environment for both individual students and the particular classroom community, to keep the children challenged and engaged. The Guide is the primary model of the core of the Montessori values of respect for self, others and the environment.

Educating the Whole Child: The Montessori Method aims to educate the whole child and enrich the life of each student. Educating the whole child means addressing not only their Cognitive Development, but also their Social Skills, Emotional Growth and Physical Condition.

Montessori education offers a rigorous course of study even in the elementary years. Language instruction combines phonics and whole language strategies with classical and contemporary children's literature. Reading and writing occur across the curriculum and grammar is introduced early. Math concepts are presented with a sequenced set of concrete materials which prepare the children for increasingly more abstract and advanced work. Art and music are often integrated into projects in the other curriculum areas. Practical life responsibilities and physical activity address the child’s growth and development.

Universal values that include character development and peace are woven into the curriculum. Kindness, courtesy, self discipline, self respect and the merits of diversity within and among communities are taught and modeled in the classroom. Global understanding is reinforced by placing all curricula in the context of the interconnectedness of the world and its cultures. Children are inspired to contribute to the betterment of the world through service projects of developmentally appropriate complexity and spheres of influence in their individual, local and global communities.

Non-Discrimination Policy

SVCMS welcomes all students, recognizing diversity as a virtue. SVCMS prohibits discrimination on the basis of race, creed, color, ancestry, national origin, religion, sexual orientation, disability or need for special education services. This enrollment policy is designed to meet the requirements of C.R.S. §22-30.5-104(3), ensuring access to the school for all, from academically low-achieving students to exceptional students, and including students with disabilities.
SVCMS complies with all applicable federal, state, and local laws, rules and regulations, including, without limitation, the constitutional provisions prohibiting discrimination on the basis of disability, age, race, creed, color, gender, national origin, religion, ancestry or sexual orientation.

**Statement of Inclusion and Diversity**

SVCMS strives to create, support, and encourage a culture of inclusion and collaboration that embraces and celebrates the diversity of our local and global communities. We commit to valuing the contributions and protecting the rights of all people—of every culture, race, ethnicity, religion, age, family structure, sexual orientation, gender identity and expression, socioeconomic background, ability, learning style, and worldview. Through this, we can achieve our underlying goal of educating and supporting responsible, engaged community members.

Multicultural education is an integral part of the Montessori philosophy. Our curriculum respects the individuality of each child, creates a community of cooperation and nurtures a sense of wonder and curiosity about our differences. We honor and actively explore the varied backgrounds and cultures in the world. Students are encouraged to appreciate different perspectives, identify and reject stereotypes and prejudices, and work for equality and justice within the school and the world.

In our classroom communities, we foster peace and embrace differences through our curriculum, materials, and modelled behavior. By promoting inclusion and collaboration, we encourage each other to be open-minded and appreciative of different ideas. The work of recognizing, understanding, and appreciating our differences helps to form and inform a rich environment that is a crucial part of guiding our children on their path to maturity and global citizenship.

We oppose discrimination and consciously recognize the value of diversity throughout our hiring practices, admission process, classroom composition, professional development, and community activities.

Our goal in these works is that each member of our community feels welcome and valued, and all of our students are supported as they grow into compassionate global citizens. To this end, SVCMS accepts the responsibility to:

1. actively support each other and our families to acknowledge, honor, and appreciate differences;
2. become aware of privilege in our own lives, in the systems we create and support, and in our culture;
3. work as a team to dismantle and reorganize the systems that support marginalizing others;
4. incorporate anti-bias education at every level of our school.

Approved 9/13/18
III. Calendar and Daily Schedule

School Calendar

Our school calendar is similar to the St Vrain Valley School District with some variation. We generally start our K-8 students the last week of August and preschool students join our community approximately one week later. We do not observe any late start days. Further, we take two full weeks at winter break. See the School Calendar (available in the school lobby and on the website) for more details and holidays.

For 2019-2020, the following dates apply:

- 1st Day 1st-8th Years: 8/22/19
- 1st Day Kindergarten: 8/26/19
- 1st Day Preschool: 9/3/19
- Last Day of School: 5/22/20

School Hours

- A.M. Preschool: 8:30 a.m. – 12:00 p.m.
- P.M. Preschool: 12:30 p.m. – 3:30 p.m.
- P.M. Kindergarten: 12:30 p.m. – 3:30 p.m.
- Full-Day Kindergarten: 8:30 a.m. – 3:30 p.m.
- Full-Day Preschool: 8:30 a.m. – 3:30 p.m.
- Elementary: 8:30 a.m. – 3:30 p.m.
- Middle School: 8:30 a.m. – 3:30 p.m.

Daily Schedules

Daily schedules vary slightly from classroom to classroom. They will be distributed by classroom guides at Back to School and posted to level blogs.

Arrival and Departure Times

Arrival

- Children’s House, Elementary and Middle School: 8:15 – 8:30 a.m.
- ½ Day Kindergarten and P.M. Children’s House: 12:30 p.m.

Dismissal

- A.M. Children’s House: 12:00 p.m.
- All Other Programs: 3:30 p.m.

School Closures

SVCMS closes for bad weather whenever the St. Vrain Valley School District closes its elementary schools.

For weather-related delayed openings, we will also follow the School District elementary schools. We do not follow District-scheduled Late Start Dates.

Announcements regarding closures, snow routes, or delayed starts are made starting at 6:00 a.m.

The school district announces school closures on its website at http://www.svvsd.org/schools/school-closings and on the SVVSD Newsline at 303-682-7387.

The school district website has a list of television stations and radio stations that will announce school closures.
IV. Policies and Procedures

Arrival and Dismissal Procedures:

All SVCMS procedures are intended to support the safest possible arrival and dismissal times. We understand that arrival and dismissal can be challenging. Please model your best grace and courtesy for our community and help your children to do the same.

Authorized Pick-Up

- Children’s House students must be signed in and signed out using the QManager app on school iPads. Parents and guardians will be added to the system by school staff.
- For Children’s House and Lower Elementary students, if someone else will be picking up your child, please make sure they are both pre-registered with the office and that they carry proper photo identification to assure guides that they are allowed to sign your child out for the day. Authorized Pick-Up Forms for these arrangements are distributed during back-to-school events/mailings, are available in the school office and on the SVCMS website. The office will add the authorized pickup lists for Children’s House to QManager.
- Students in Upper Elementary and Middle School do not need authorized pick-up forms.
- Students in the Upper Elementary and Middle School may be dismissed to their own custody with written permission from a parent or legal guardian.
- During the school day, the office is unable to deliver messages to students about carpool or pick-up changes.

Drive Through Loop for 8:30 a.m. Arrival and 3:30 p.m. Dismissal

For the safe and efficient arrival and dismissal of all children, please follow the following drop-off and pick-up procedures.

- During drop-off and pick-up, please focus solely on the safe drop-off and pick-up of children. The drop-off and pick-up loops, as well as the walk up line are designated No Cell Phone Zones, therefore, please do not use cell phones during this important time.
- To manage the flow of traffic at dismissal, all families will be assigned a pick-up location at either 1055 or 1001 Delaware. Your dismissal assignment does not change to accommodate playdates or other one-time pick-up scenarios.
- Do not park and/or leave your car for any reason in the drop-off/pick-up loop. If you need to visit the office or speak to another parent, park your car and enter the building or gather with others in a safe area away from the cars in the loop.
- Parents must remain in the car at all times. All children will enter and exit the car on the right side of the vehicle. Children should be ready to exit the vehicle when a guide approaches. If your child is still finishing breakfast when faculty greet your car in the morning, they will respectfully request that you park, finish your meal, and walk your child to the office when they are ready to join their classroom for the day.
- The youngest child’s car seat should be placed on the right side of the car in the case where both Children’s House and Elementary Children are arriving or departing in the same vehicle.
- Parents should pull up as far forward as directed to allow as many cars as possible to safely use the drop-off/pick-up loop.
- Please help us keep traffic moving during this busy time. Guides and staff will not engage in conversation or answer questions about the children’s day during this time. If you need to speak to your child’s guide, please call them or email them about the matter, and they will get back to you as soon as possible in accordance with the school and classroom communication guidelines.
- Parents should be prepared to help children buckle safely into their car seats. Guides can assist children with their car seat buckles and will ask the child if they would like assistance.
- In Children’s House and LE, SVCMS distributes color-coded classroom signs to help our staff deliver children to the correct car. At pick-up, parents should clearly display the colored classroom sign on the dashboard or from the rearview mirror of the car. Keep the sign displayed until you have received your children.
● Please do not leave your car idling when in the loops.
● Do not make a left turn to exit the loop at 1055 or 1001 Delaware. Right turns only.

**Walk-Up Procedure**

● Walkup students at 1055 will be released at 3:40 p.m.
● Please do not park in our neighbors' parking lots or within 50 feet of the Bus Depot gates or you risk being both a bad neighbor and, likely, towed.
● Please use care in crossing Delaware Avenue and wait until the car line has stopped before crossing.

**Mid-Day Arrival/Dismissal Procedures**

● During the noon-hour arrival and dismissal window, there will not be a drive-up loop. All parents/guardians must park and walk up to the school during the noon hour Arrival/Dismissal process.
● For dismissal of morning-only children at 12:00 p.m., parents must park and walk up to the playground to sign out their child(ren). Make sure you sign out your child on the iPad and wait for the guide to escort your child to the playground gate and release him/her to you.
● For arrival of afternoon-only children at 12:30 p.m., parents must park and walk their children to the school. Please line up with your child outside the primary playground gate. At 12:30 p.m., a guide will come to the classroom door to welcome the children. Parents must use the iPad to sign-in their child.
● Due to liability and safety, SVCMS cannot have children on the playground outside of the officially supervised recess. For afternoon children, please do not arrive early for “extra” playground time; and for morning children, please do not re-enter the playground after you have signed out the child and after the school recess has ended.
● Again, please do not park in our neighbors’ parking lots or within 50 feet of the school bus parking lot entrance.

**Late Arrival**

Morning arrival runs from 8:15-8:30 a.m. Cars that arrive at 8:31 a.m. or later will not be received in the car loop. Late arrivals should park and escort their children safely into the school office to sign in for attendance purposes. Please walk your child to the main office at 1055 Delaware to sign in. This includes students whose classroom is in the Grove. Children's House and Lower Elementary students will be received by office staff. For students in the Grove, parents are responsible for transporting their child over to the Grove building after check-in at the main office.

A "hard stop end-time" is necessary because if staff stay outside to receive cars that arrive after 8:30 a.m., more late cars arrive and then staff are regularly outside far past 8:30 a.m.. This is not sustainable because guides who staff the arrival line are needed in the classroom when the school day starts at 8:30 a.m. You may see staff members still receiving children from cars after 8:30 a.m., though those cars were in the carline prior to 8:31 a.m.

At 1055 Delaware the staff member who has the iPad (for children's house sign-ins) will use that iPad's time to know when it is 8:31 a.m., which is when the loop will close. The staff member with the iPad will communicate to any car that arrives at 8:31 a.m. or later that the loop is closed. At that point, parents should park their car and escort their child to the office.

We appreciate that it can be frustrating to be almost on time and then to be asked to park and walk your child in (and it can be confusing if you still see SVCMS staff outside). We ask for your understanding that we need to finish the loop so that guides may return to their classrooms.
Late Pick-Up

All children must be picked up during their respective dismissal times. There is a 15 minute pick-up window for the 3:30 p.m. dismissal, and a five minute pick-up for the midday dismissal. Afternoon (3:30 p.m. dismissal) children who are not retrieved by 3:46 are a late pick-up. Midday (12:00 p.m. dismissal) children who are not retrieved by 12:06 are a late pick-up. If you are running late for any reason, please contact the school.

If you are late picking up your child, you will be charged $3 per minute for each additional minute your child is left at school, with a minimum of $10 being charged per child. Afternoon (3:30 p.m.) dismissal children picked up after the 15 minute grace period should be picked up in their respective classrooms. Midday (12:00 p.m.) dismissal children picked up after the five minute grace period should be picked up in the main office. Late fees will be invoiced and the fees will contribute to the classroom supply fund.

If you do not contact the school by 20 minutes after your designated pick-up time, you and your emergency contacts will be contacted. All applicable late fees will apply. It is your responsibility to make sure your emergency contact information is kept current with the office at all times.

If your child is left at school one hour beyond their pick-up time they are by law considered abandoned and the school is required by law to contact the police who in turn contact the Department of Human Services to pick up the child. We will make every effort to contact you or persons authorized to pick up your child before making calls to the police. We will stay with your child and delay making any calls if you notify us of an emergency that requires you to be later than one hour past dismissal to pick up your child.

Attendance Policy

Daily attendance is critical to a child’s continuity of learning and is the combined responsibility of the parents, the school and the child. The Colorado School Attendance Law requires compulsory school attendance for children age six to sixteen. This law makes parents responsible for their children’s attendance, and requires schools to keep accurate records of daily attendance and to report annual attendance. Regular attendance makes it possible for guides to meet the goals of the school. Students cannot benefit from their educational experience when they are not present. SVCMS students risk loss of re-enrollment priority if they do not comply with attendance policies.

Reporting Absences

Students are expected to attend school for all days of the established school calendar. When illness, family emergency, or family business requires your child to be absent, parents are expected to call the school at 303-682-4339 or email the school at attendance@svcmontessori.org. Absences must be reported to the office; the office staff will then inform the classroom Guides. When contacting us, please leave the following:

1. Student’s name
2. Student’s guide and classroom
3. Date and reason for absence
4. Parent’s name
5. Telephone number where you can be reached during the day

Absences resulting from temporary illness, injury, extended disability of the student or family, or emergencies will, under normal circumstances, be excused. Absences due to illness are generally excused. If these absences are frequent, recurrent or prolonged, we will require a note from your medical provider to excuse these absences.

Excessive Absences Due to Illness

Students who miss more than 2 (two) consecutive days of school or 4 (four) or more total days in a 30 day period due to illness may be required to provide a note from their medical provider to excuse their absences. Students who have accumulated more than 10 absences (combined excused and unexcused),
may be required to submit a note from their medical provider to excuse any future absences for the school year.

**Prearranged Absences Procedure**

Additionally, absences for reasons other than illness, injury or family emergency require a pre-arranged absences form to be considered as excused. This includes absences due to planned doctor or dental appointments. Parents must submit a pre-arranged absences form for ALL appointments, even if they are only partial day, for the absences to be excused. Pre-arranged absence forms are available on our website, on the Info for Families page. *Personal vacations taken during regularly scheduled school sessions are discouraged and generally not excused.* Supplemental work may not be provided by the guide or school prior to a vacation.

Any absences that are not reported to the school office within 48 hours will be marked as “unexcused.” In accordance with SVVSD policy, “the minimum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four (4) days in one month or ten (10) days during any school year.”

A parent whose child has significant unexcused absences in a school year may be subject to legal proceedings. Parents of students with ten (10) or more absences may be required to submit a letter from the child’s physician.

**Excessive Absences and Enrollment Priority**

Currently enrolled students are given Enrollment Priority during the Open Enrollment process as long as they are in Good Standing. Enrollment Priority #1 is afforded to Currently Enrolled SVCMS Returning Public School (K to 8th grade) Students in Good Standing. Good standing requires that a student is not habitually truant. This means they may have no more than four (4) unexcused days in one month or no more than ten (10) unexcused absences per year in accordance with the SVCMS Attendance Policy.

Since re-enrollment occurs in February, returning student status will be granted to those students who have no more than six (6) unexcused absences as of January 31st of the current year. If a student is granted re-enrollment on the basis of Good Standing and then accumulates more than ten (10) unexcused absences for the year, their enrollment for the following year will be forfeited.

Students who meet the criteria for habitually truant will not receive returning student status.

If students are absent to the point that they are unable to progress through the curriculum within an appropriate range, they may be asked to repeat a grade as a condition of re-enrollment.

**Reenrollment**

If a parent of a currently enrolled student at SVCMS enrolls their student at another district school for the upcoming school year, the student’s returning student status may be forfeited.

**Grade Advancement Policy**

If a student is absent for any reason more than 10% of the school’s contact days, the student’s Lead Guide and the Head of School will convene a Body of Evidence and Student Progress Review. Following the review, a parent meeting will be held. The student *may* be asked to repeat a grade as a condition of re-enrollment at SVCMS if they are unable to demonstrate expected progress within the given academic year in which the poor attendance occurs.

The decision to impose this condition of re-enrollment will be made in consultation with the student’s Lead Guide and at the sole discretion of the Head of School.

**Late Arrivals**

On time arrival at school is very important to a student’s successful school experience. A student arriving at school after 8:30 a.m. (12:30 p.m. for afternoon students) is considered tardy and is recorded as Tardy in Infinite Campus (the school district student database); All children arriving after 8:30 a.m. must be escorted
into the School Office to check in with staff. Parents must sign the “Late Arrival” sheet that is in the office. Office staff will escort Children’s House students to their classrooms; Elementary students may walk themselves to class. Late arrivals are disruptive to guides, other children in the classroom, and office staff. Out of consideration for others, and most importantly, out of consideration for your child(ren) having the best start to his/her day, we ask that you ensure that your child(ren) arrive to school on time on a daily basis. All late arrivals (after 8:30 a.m.) must be walked into the office to be received by office staff. Late arrivals will be recorded as “Tardy Unexcused” in Infinite Campus unless accompanied with a physician’s note. Students who accumulate three (3) unexcused tardies shall be issued one-half day unexcused absence. These absences will accumulate for the purpose of Good Standing status and enrollment priority.

If a child is late on a day that a field trip is scheduled and the class has already left for the field trip, he/she will be placed in another classroom until the class returns from the field trip. Students, especially at the Upper Elementary and Middle School levels, with excessive tardiness may be asked to make up missed work.

**Sign-Out During School Hours**

Students are never permitted to leave school during regular hours without permission. No student may go off-campus alone during school hours. Any student leaving the school during these time periods must be signed out in the office by a parent or guardian. Students will only be released to individuals who have been designated as “authorized persons to pick-up” the student with original parent signatures on file with the front office. A parent may not call in to the school to allow a person not listed on their authorized pick-up list to pick up their child. If a change in pick-up must be made, please come in person to notify the office and the guide of the change or send a written notification, or an email to the office.

Due to the disruption to the school, SVCMS strongly discourages early sign-out of students during the school day. When it is unavoidable, written notification to the guide and the school office should be sent requesting early dismissal. Other than emergency situations, classes and students should not be interrupted for early dismissal. Please plan to schedule doctor, dentist and all extra-curricular activities for outside school hours. In the unavoidable situation of an early pick-up, parents should plan to arrive with sufficient time for students to be retrieved from their classrooms. Students will not be ready and waiting in the office prior to parent’s pick-up. Parents should plan for 10-15 minutes at the school to collect their student.

Parents of Middle School and Upper Elementary students who are leaving early must first come to the main school office (at 1055 Delaware Ave.) to sign out the student. Parents are to sign out their child in the office, retrieve a note from the office, and then travel to The Grove (1001 Delaware Ave,) to retrieve their child.

**Dress Code**

The SVCMS Dress Code is founded on the belief that children should be dressed in a way that is comfortable, safe and non-distracting to themselves and others in their environment.

Commercially inspired clothing (super heroes or cartoon characters) and distracting designer logos should be avoided.

The children will be working both indoors and outside, at tables and on their work rugs on the floor, so it is important that their clothing provide comfort in a variety of working environments.

These general guidelines cannot encompass all possibilities of student dress. If there is a question as to whether or not a student’s attire falls outside the guidelines of safe and non-distracting, a Lead Guide of the student’s level will make the judgement call. Some general guidelines for appropriate dress include:

- Polo shirts, collared dress shirts, V or crew neck shirts and blouses in solid colors, stripes or patterns are appropriate. No cartoon or licensed characters please, or overly distracting designer logos. If tank tops are worn, straps must be no less than three finger tips wide. No off the shoulder clothing (including peek-a-boo shoulder/cold shoulder tops).
- Jeans, chinos, and casual pants are appropriate.
● Shorts, skirts, dresses and skorts should be at least as long as the child’s fingertips when arms are placed at sides.

● Plain athletic, casual or dress shoes that are comfortable and are appropriate and safe to wear to school and for recess. A pair of slippers or inside shoes (i.e. Crocs) should remain at school for classroom use; NO HIGH HEELS, ROLLERS, COWBOY BOOTS, WHISTLES, SQUEAKS OR LIGHTS. NO FLIP FLOPS OR CROCS as these are unsafe on the playground and/or distracting.

● All clothing worn by students must be modest, free from profanity, gang symbolism, culturally insensitive images and other images, words or designs commonly understood by the current society to be offensive.

● Smart watches are not permitted in the environment.

● Please see Appendix D for Middle School specific dress code.

### Dress and Grooming

● Clothing should be fitted as to cover the student's mid-section at all times

● Clothing should fully conceal a student's undergarments

● It is recommended that students wear shorts or leggings under their skirts or dresses

● Students and their clothing should be clean and neat

● No makeup, this includes body glitter and sparkles, for lower elementary and children’s house students. For Upper Elementary and Middle School students, subtle, neutral-colored make-up may be permitted at Upper Elementary/Middle School Faculty discretion

● No jewelry with the exception of post-style earrings (no dangling or hoops: earrings must be safe for physical activities)

● No tattoos or body piercing except for pierced ears (earrings must meet guidelines)

● Long hair should be pulled back or groomed so it does not obscure a student’s eyes or interfere with a student’s ability to make eye contact with others in the community. This rule applies to all students.

● Hats and sunglasses are only allowed to be worn outside

● It is recommended that students wear sunscreen daily

● A student whose clothing or appearance is a distraction to the learning environment of the classroom will be asked to change his/her clothing using the extra set sent to school. If extra clothing is not available, the student’s parent/guardian will be called to pick up the student or arrange to have a change of clothing brought to the school before the child is permitted to return to class.

### Movement (Physical Education) for Elementary Students

Students are required to come to Movement prepared with athletic shoes that have lacing or snug elastic closures (no Crocs, sandals, boots, Keens, etc.), long hair tied up and out of their faces (both boys and girls), and comfortable clothing that allows vigorous movement. Many families find that leaving a dedicated pair of athletic shoes at school for Movement and recess is helpful. Please choose what works for your family and sets your child up for success. If providing movement shoes presents a financial hardship for your family, please contact the school office or head of school.
V. School Communications

We strive for open communication with our community. We appreciate your thoughts and ideas and encourage you to discuss them with the appropriate person(s).

Contact and Emergency Information

Please keep your child’s emergency information up-to-date. In case of an emergency, we must be able to contact parents as quickly as possible. At the start of each school year, parents/guardians must review and update their information on the Infinite Campus Parent Portal.

Infinite Campus Parent Portal

Infinite Campus is the district-wide student database that all SVVSD schools including SVCMS use. The IC Parent Portal is where families review and update their contact information, emergency contacts, notification preferences, and they can review their permissions.

Please make sure that you review (and make changes if necessary) your parent portal information each year at back to school time.

Parents should also change their email address in SchoolCues if their email address has changed.

Electronic Communication: Email, Website, Blogs

Electronic communication through SchoolCues is the primary method the school uses for communication of logistics to families. Information may also be found on the SVCMS website at www.svcmontessori.org, which will be updated as needed. During a busy school day, please feel free to leave a message with the main office for guides or correspond via email. All staff email addresses are listed in the appendix to this Parent Handbook and can be found on the level blogs and school website.

Weekly Updates

A Weekly Update is emailed on Friday every week to keep families updated on school news, policies and programs, and community and school events. Please make time to read the Weekly Update each week, as it is the best way to stay informed on the events happening at SVCMS.

Office Hours

School office hours are from 8:00 a.m. to 4:00 p.m. Please feel free to call or visit regarding any topic, question, or concern you may have that is not included in this handbook. However, guides will not be called to the telephone before or during class time. Messages will be given to the guide. Emergency calls will be handled immediately by office staff. Note that phone lines may be busy during the before and after school periods. Feel free to leave a message or email the school with information during these peak call times.

Classroom Communication

For the most effective communication regarding classroom or individual issues, please talk to your child’s Lead Guide.

If you need to talk with your child’s guide at any time, please do not hesitate to call the office and leave a message for the guide. A child’s school behavior can be affected in many ways by changes or difficulties at home. In the event that a significant change occurs in your home, please inform us. All information will be regarded as confidential. Common causes of distress are either or both parents being away from home, the illness of a relative, any hospitalization, accident, or death in the family, a recent move, or death of a pet. Children often act as barometers of family well-being. So that we can offer a little extra TLC when an occasional upset occurs, please keep the lines of communication open.

Arrival and departure times are not appropriate parent-Guide discussion times. Please do not try to engage the guides or students in conversations during this time. Guides may still be preparing the classroom for daily activities or directing their attention to the students. Children separate from parents more readily and prepare themselves for the classroom routine if an efficient parental departure is practiced.
**Blogs**

SVCMS uses level blogs to communicate what is happening in the classrooms and to store frequent forms and reminders. The blogs are password protected. Contact the office (office@svcmontessori.org) if you need the access password.

- Children’s House Blog
- Lower Elementary Blog
- Upper Elementary Blog
- Middle School Blog
- Movement Blog

**Friday Folders/Backpacks**

Friday Folders are sent home with the children on select Fridays. They contain a variety of pertinent school information. Guides request that the Friday Folders be reviewed by parents and then returned the following Monday with information, responses, etc. from parents.

**School Directory & Parent to Parent Communication**

Every year we publish a Family Directory. Parents indicate their wish to be included in the directory with their enrollment materials on first enrollment. These preferences will be shared with parents to review in back-to-school mailings, at which time parents may elect to change their preferences for inclusion in the directory. The directory is published as an email and will be stored on SchoolCues and on a password-protected section of www.svcmontessori.org. The directory is intended to facilitate communication and community building between families. It is not to be used for advertising purposes.

**Board Policies**

Board policies are published in the Governance section of the SVCMS website as they are approved by the Board of Directors. Printed copies are available to review in the office upon request. Please contact Jamie Jurkovich (jjurkovich@svcmontessori.org) in advance of visiting the office to arrange a time to view policies.

**Holiday Celebrations**

SVCMS acknowledges that holidays and celebrations are an exciting part of a child’s life, and they sometimes want to share that excitement at school. As a school, we are mindful to honor this social need while minimizing distractions from the classroom and remembering that not all members of the community celebrate the same holidays. The school will typically send gentle reminders to children and families about holidays when the potential for distraction and/or hurt feelings can be high. As a school, we come together as a community to celebrate Back-to-School, our Fall Festival, For the Love of Art Student Art Show, and Earth Day.

**School Birthday Celebrations**

Birthdays are celebrated in a variety of ways at SVCMS, determined largely by our developmental view of the child. A Celebration of Life is a wonderful way to honor and appreciate our students. In Children’s House, parents are invited to join the celebration in the classroom. In Lower Elementary, there is a celebration within the class that parents do not attend. In Upper Elementary and Middle School, students and staff have flexibility to celebrate birthdays in non-disruptive, age-appropriate ways.
VI. Health

SVCMS complies with St. Vrain Valley School District, The Division of Child Care and The Colorado Department of Human Services approved policies and regulations, and complies with all applicable federal and state laws concerning student welfare, safety and health, including, without limitation, Board policies and laws addressing the reporting of child abuse, accident prevention and disaster response and any state regulations governing the operation of school facilities.

The school has a quiet area in the school office available to those students who become ill or injured at school, or who require medication during the school day. If a child has a fever or requires medical treatment, the parent/guardian is called to pick up the child as soon as possible. If a parent/guardian cannot be reached by phone, the next person listed as an emergency contact will be called. Minor bumps, bruises or scrapes are treated by our staff. Parents are notified by phone of any accident or injury requiring an incident report from the office or supervising adult. Any accident involving a preschool student and requiring a doctor’s visit is reported to the Colorado Department of Human Services.

SVCMS does not have an onsite school nurse. Office staff and teaching staff are trained in First Aid, CPR and medication administration by our Nurse Consultant who delegates her authority to perform such tasks to appropriately trained staff.

Medications

All medications must be checked into the office and administered by trained personnel. A Permission to Medicate form must be completed by a parent/guardian and signed by a physician. Medications, including over-the-counter items, supplements, vitamins, and herbal remedies, must be in the original pharmacy container with the original pharmacy label or drugstore packaging. The student’s name must be on the store packaging.

All medications, including over-the-counter drugs, must be brought by a parent to the school office. Under no circumstances may any medication be given to a student to bring to school; parents must deliver the medication to the school office. Except in cases where a student has a physician approved self-carry order, medication cannot be kept in a student’s possession, nor can a student self-administer the medication at school. This is a very serious violation of SVCMS Safety Protocols and will be dealt with accordingly and may result in discipline measures up to and including suspension.

Exceptions to Medication Policy

The items listed below are not considered to be medications under the SVCMS Medication Policy and therefore do not require a Physician’s Order. These items are not supplied by the school.

Preschool-Kindergarten:

All sunscreens, lotions, lip balms, cough drops, etc. must be labeled with the student’s name and given directly to a classroom guide or to the office staff. These items are not allowed to be sent in backpacks or kept in students’ cubbies due to safety concerns.

Lower Elementary:

Sunscreen, lotion, lip balm (labeled with student’s name), contact wetting solution, and cough drops:

- May be kept in the student’s backpack in cubby/locker
- May not to be shared with other students
- Cough drops must be accompanied by a signed note from parent giving permission; students must inform an adult in the classroom that they are taking a cough drop and show the note from a parent

Upper Elementary:

Sunscreen, lotion, lip balm (labeled with student’s name), contact wetting solution, and cough drops:

- May be kept in the student’s backpack in cubby/locker
• May not to be shared with other students
• Cough drops must be accompanied by a note from parent giving permission

Middle School:
Sunscreen, lotion, lip balm, contact wetting solution, and cough drops:
• May be kept in the student’s backpack in locker
• May not to be shared with other students

Reporting Illnesses
If your child is taken to an emergency room for any reason a minimum of 48 hours prior to their attendance, we request written information, and a copy of the physician report (high fever, stitches, etc).

Although we encourage and expect regular attendance, in an effort to maintain the good health of all our students, please refrain from bringing your child to school if he or she is sick. This will reduce the overall number of illnesses among the students.

If a child exhibits any of the following symptoms at school, a parent/guardian/emergency contact is notified to come and pick the student up within one hour of the call.

• Deep coughing
• Temperature above 100 degrees Fahrenheit
• Red and/or irritated rash
• Yellow or green nasal or eye discharge
• Diarrhea or vomiting

Failure to pick up the child within an hour of notification may result in hospitalization of the child and notification of appropriate social services authorities.

Children may not return to school until they have been symptom-free for 24 hours.

A child who is too ill to play outside or attend extra-curricular activities (i.e. soccer etc.) should not be brought to school. Exceptions to this policy, made by the Head of School with the recommendation of the student’s physician, are made for children with conditions such as cold-induced asthma.

Contagious Illnesses
Parents of children who have been exposed to or contracted a contagious disease must notify the school as soon as possible. The school may inform other parents of the situation as necessary so that precautions can be taken for their children’s health. Please follow the procedures for contagious illness so that exposure can be kept to a minimum:

• Chicken Pox Children may not return to school until all blisters are scabbed over.
• Strep Throat Medication (prescribed antibiotics) must be administered to the child for 24 hours before he/she returns to school.
• Vomiting The child may return to school 24 hours after the last episode.
• Diarrhea The child may return to school 24 hours after the last episode.
• Rash A child with a rash must have a note from the physician stating that the rash is non-contagious before the child may return to school

Communicable Illnesses
The diagnosis of a child with a communicable illness must be reported to the school immediately. If warranted, the school then notifies the State Department of Public Health or the local health department, all staff members and all parents/guardians of the children in the care of the school. Illnesses such as measles,
mumps, hepatitis, strep throat, diphtheria, rubella, salmonella, influenza, tuberculosis, meningitis and shigellosis are considered communicable and should be reported immediately.

**Immunizations and Colorado Immunization Law**

Immunization requirements, as stated in Colorado law, are strictly enforced for all SVCMS students.

- Students in Children’s House must comply immediately.
- Students in grades 1-8 district are given 14 days from the date of notification of immunization requirement to comply with these requirements.

Noncompliance will result in exclusion and/or suspension from school in accordance with the Colorado Department of Public Health and Environment regulation (6.CCR-10092).

**Allergies and Individual Health Plans (IHPs)**

Students with health concerns that may be life threatening, such as peanut, nut and food allergies, severe asthma, etc. will require an Individual Health Plan. Please bring these issues to the attention of the office as soon as possible so that a plan can be put in place in conjunction with our area nurse consultant. Health Plans are developed by our nurse consultant and your licensed medical provider to assist us in assuring that the health needs of your child are met within the school environment. This information is strictly confidential. Staff will be advised on a “need to know” basis.

Nuts: While SVCMS is not a nut free school, we do have students with severe nut allergies in our school. Lead Guides will communicate this information to parents at the beginning of the year or when it is available. If your child is in a classroom with a student who has a nut allergy, please follow the guidelines for community/birthday snacks provided by the classroom guides.

**Health Notifications and Protocols**

**Guiding Principles:**

At SVCMS, we communicate with parents/guardians regarding communicable illnesses and lice. The frequency of communication varies by level and regulations applicable to that level and varies based on type of illness.

At the Primary level, we strive to notify parents/guardians of reported illnesses beyond the common cold of which we have been notified. Parents/guardians in Children’s House receive weekly emails regarding strep if there has been a new case of strep reported that week. Other communicable illness notifications will routinely be sent once, unless advised otherwise by the health department.

At the Elementary and Middle School Levels, we routinely notify the parent/guardian email lists regarding the major illnesses reportable to the health department, i.e. pertussis (whooping cough), measles, etc. per current health department guidelines.

**Lice Screening Procedures and Notifications**

At SVCMS we recognize that lice is a common nuisance and not an immediate health threat. We take routine steps to prevent the spread of lice by vacuuming the classrooms daily and discouraging the sharing of personal items such as hair brushes, hats, hair accessories, and helmets. Preschool helmets are cleaned between students. We are observant for signs of lice and check students as needed. If a student is found to have lice in a primary classroom, both primary classroom email lists will be notified and parents will be asked to check their children for lice, to treat if found, and to notify the school.

We rely on effective monitoring at home and timely notification to the school in order to provide timely notifications to our school community. Weekly checks at home are suggested and prompt treatment and notification of the school, child’s carpool, recent playdates and sleepovers is expected.

*In the event a student is found to have live lice while at school:*

The office will call the parent and offer early dismissal so that treatment may begin right away. Students may stay until the end of the regular school day, but will need to be treated prior to returning to school the...
following day. Worn items from the student’s cubby/locker will be sent home to be cleaned. Information regarding lice management is available from the office staff and may be sent home with the student. At the school, a robicomb is used which detects live lice only, not nits (lice eggs).

**Classroom Notifications and Protocols:**

Upon the first notification of lice within the prior 30 day period, the school will send out an email notification to the classroom email list of the affected student. Routine cleaning procedures will continue to be followed including daily vacuuming of the classroom and routine washing of the classroom work rugs. Affected students worn items from their cubby/locker should be sent home by the guide.

If the threshold of five (5) cases within 30 days is reached within a classroom, another email will be sent to the classroom email list in which it is requested that all students with hair length below the ears or longer be sent to school with their hair up in a bun or ponytail until further notice. Items from cubbies will be sent home to be cleaned. In addition to daily vacuuming, work rugs will be washed at least on a weekly basis until no live lice have been identified or reported within the classroom population for at least two (2) weeks.

**Backpack Safety**

Backpacks are better for children to use than shoulder bags or messenger bags because the back and the abdominal muscles support the weight of the packs. However, if they are too heavy, they can strain or injure muscles and joints in the back and neck and could cause the spine to compress unnaturally if the student is forced to bend forward at the hips or arch the back because of the weight. Doctors and physical therapists recommend that:

- Students should carry no more than 10-15% of their body weight in their packs.
- The weight in the backpack should be evenly distributed across the body
- Students should not wear their backpack over just one shoulder
- Backpack straps should not be too tight or too narrow, nor should they dig into the shoulders which can cause circulation or nerve damage.

When choosing a backpack, look for one that is lightweight, has padded shoulder straps, a padded back and waist belt, and multiple compartments that help to distribute the weight throughout the pack. Encourage your student to pack only necessary items, to use all of the backpack compartments, and for older students, to bring home only books needed for homework or studying each night.

At SVCMS, we ask that students choose backpacks that are sized appropriately and have no wheels or licensed characters on them.
VII. Code of Conduct (Discipline Policy)

SVCMS’s goal is to help each student attain the independence and self-confidence needed to become self-disciplined. In so doing, the school will provide a community with structure and order that aids them in the development of self-discipline. Behavior is based on cooperation, logical and natural consequences, fairness, consistency, and the belief that all people have the ability to look at themselves honestly, and to change their behavior and grow. SVCMS’s common goal is the creation of a supportive educational environment where an enthusiasm for learning is fostered. There are certain rights, responsibilities, and consequences that contribute to that environment.

Philosophy and Understanding

SVCMS will take a progressive educational approach for a safe and peaceful learning environment. Starting at the earliest ages and whenever a student first enters the school, SVCMS will provide the skills necessary not only to learn basic safety rules but to interact with classmates, guides, families, and the larger school community in positive and constructive ways. The intention of this education is to foster the development of inner discipline in the child.

Inner discipline consists of four components:

1. Distinct knowledge of safety rules;
2. Clear awareness of responsibility;
3. Respectful attitude towards the members of the school community and the larger global learning environment;
4. An understanding and preparedness of the proper way of acting under different circumstances in different places.

Guides at all age levels will provide lessons in appropriate class, school, and community behaviors through direct instruction, modeling and reminders. Guides will support children in solving difficulties amongst themselves. Clear guidelines, based on three major propositions, are communicated in each room: Respect for Self, Respect for Others, and Respect for Environment. Staff at SVCMS will model appropriate behavior to further provide examples of how people act in social settings. Older children will also model proper behaviors for the younger children, providing even more examples of appropriate behaviors.

Because of the open and respectful nature of this approach, students will understand that mutual respect, care and consideration for others and an empathetic interest in the environment are important in school and all other places. Any issues that arise will be handled individually (or by group) with that person first. Out of respect for each child, these conversations will be done privately. SVCMS will not use parents or family as a threat, but rather as a partner in this growth process. SVCMS will strongly encourage families to support this method and support their child in his/her total growth, not just in being “good for the guide.” SVCMS cares very much about each child and will encourage this partnership to be useful with continuous dialogue. On minor incidents, it will not be uncommon for staff members to request that a student talk to his/her family about a decision or action so that they can brainstorm other ways to handle a situation.

In our environment children are able to learn at their own pace based on their individual temperaments, development, and culture. Children will be taught and encouraged to express themselves, understand the feelings of others and how to communicate their needs, wants, and feelings. The Child Study Team will work together on persistent challenges. As a team we will identify an action plan to support the needs of the child.

The staff of SVCMS will have the responsibility to:

1. Work with the children to develop reasonable classroom ground rules consistent with the mission and beliefs of the school.
2. Post ground rules in each classroom and keep them on file in the office; make rules clear to all students.
3. Explain through group meetings, modeling and dialogue what the expected behaviors are for both the classroom and the school.

4. Maintain appropriate behavior in the classroom and the school through redirection and dialogue with the student and his/her family.

5. Report and record school discipline problems to the Head of School and family using a communication form.

“Making ‘good’ choices, even when others are not watching” will be an important standard at SVCMS. The school will strongly suggest that families keep an open dialogue with their children about “making choices” which directly influences moral development. SVCMS students will not get “in trouble” and guides will not recognize a “bad day” as an excuse for inappropriate behavior. However, guides will be very empathetic to children’s issues and concerns and validate them whenever appropriate. SVCMS will remind and encourage all learners that “only you make your choices” and will initiate problem solving whenever possible.

When situations do arise, each incident will be assessed individually. SVCMS recognizes that all children are different and have different needs. SVCMS will encourage all students to use their peace skills when a situation arises. A child may use firm language to redirect an unwanted behavior, walk away or get help. Retaliation will not be an option and the adult supporting the situation will not be concerned with “who started it.” Instead SVCMS will support each child in peaceful conflict resolution and taking responsibility for their own actions.

*Adapted from “Parent Handbook,” Community Montessori, New Albany, IN

SVCMS Discipline Rubric and Discipline Procedures:

While SVCMS hopes that unwanted behaviors will be uncommon at the school, there may be occasions where children need more formal direction. In such cases, the following will guide our response to unwanted behaviors.

<table>
<thead>
<tr>
<th>BEHAVIOR INFRACTION</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOLLOW DIRECTIONS</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
</tr>
<tr>
<td>Refusal to comply with adult request or school rules,</td>
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<td></td>
<td></td>
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<tr>
<td>defiance or rude behavior toward staff.</td>
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<td></td>
</tr>
<tr>
<td>BE READY TO LISTEN AND LEARN</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
</tr>
<tr>
<td>Significantly disrupts teaching and learning.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USE SCHOOL APPROPRIATE LANGUAGE</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
</tr>
<tr>
<td>Vulgarity, profanity, name calling, disrespectful</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>comments and/or gestures.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>KEEP HANDS, FEET AND OBJECTS TO YOURSELF</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
</tr>
<tr>
<td>Pushing, poking, slapping, shoving, grabbing, biting,</td>
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<td></td>
<td></td>
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<tr>
<td>spitting, and throwing objects and/or any other</td>
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<td></td>
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<tr>
<td>unwelcome contact.</td>
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<tr>
<td>RESPECT PROPERTY</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
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<tr>
<td>Misuse/abuse of personal or school property.</td>
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<table>
<thead>
<tr>
<th>INAPPROPRIATE OBJECTS</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
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<table>
<thead>
<tr>
<th>SEVERE BEHAVIOR INFRACTIONS</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Incident Reports will be filed for all offenses)</td>
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<td></td>
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<table>
<thead>
<tr>
<th>FIGHTING/ASSAULT</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical aggression with intent to harm, including biting that breaks the skin, harm with an object.</td>
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</table>

<table>
<thead>
<tr>
<th>SEVERE DEFIANCE</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refusal to comply with adult request resulting in unsafe circumstances.</td>
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<table>
<thead>
<tr>
<th>HARASSMENT/THREATS</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any act of harassment, including sexual, racial, religious harassment, repeated unwelcome teasing, bullying or threats.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DESTRUCTION/THEFT/VANDALISM</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>WEAPONS</th>
<th>Level 4 or 5</th>
<th>Level 5</th>
</tr>
</thead>
</table>

One or more responses from these levels may be used, in order to best attend to the situation.

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Note home</td>
<td>• Mandatory: Office Notification</td>
<td>• Mandatory: Office Notification</td>
<td>• Mandatory: Office visit</td>
<td>When deemed necessary, dismissal may be pursued.</td>
</tr>
<tr>
<td>• Phone call home</td>
<td>Home contact</td>
<td>Home contact</td>
<td>Home visit</td>
<td></td>
</tr>
<tr>
<td>• Office Notification (HOS)</td>
<td>Parent contact</td>
<td>Parent contact</td>
<td>Parent Conference</td>
<td></td>
</tr>
<tr>
<td>• Temporary move to office</td>
<td>Office Visit</td>
<td>Office Visit</td>
<td>Behavior Contract</td>
<td></td>
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<tr>
<td>• Temporary move to another classroom</td>
<td>Observation by another guide</td>
<td>Observation by another guide</td>
<td>Partial Day</td>
<td></td>
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<tr>
<td>• Loss of 1 or more privilege</td>
<td>• Loss of 1 or more privilege</td>
<td>• Loss of 1 or more privilege</td>
<td>Out-of-School Suspension</td>
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<tr>
<td>• Behavior reflection exercise</td>
<td>• Behavior reflection exercise</td>
<td>• Behavior reflection exercise</td>
<td>Police notification if appropriate</td>
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**Behavior Incident Report Process**

While SVCMS makes every attempt to offer Positive Behavior Support (PBS) to encourage students to use their best behavior, there are times when behavior occurs that warrants parent notification. In these instances, a Behavior Incident Report (BIR) is sent home outlining the behavior that occurred, and consequences that may have been (or need to be) imposed as a result of the behavior.

In these cases, a parent signature is requested in order to make sure parents are aware of the incident and can work in partnership with the school to address the behavior. In situations where the BIR is sent home, the school requires the return of the signed BIR as a condition of the student’s return to school the next day.

If the BIR is not returned promptly, the student may not be allowed to participate in certain activities. In particular, students with outstanding BIRs will not be allowed to participate in enrichment activities like Going-Outs or Field Trips/Class Trips.

**Bullying Policy**

St. Vrain Community Montessori School supports a safe school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

"Bullying" means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student.

Bullying is prohibited against any student for any reason, including but not limited to any such behavior that it is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) is actual or perceived.

Bullying is prohibited on School property, at school-sanctioned activities and events, 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.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student, who reports in good faith an incident of bullying, is subject to appropriate disciplinary action. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related school policies and procedures. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under school policies and procedures regarding unlawful discrimination and harassment.

For the full Bullying policy, SVCMS–JICDE, please see [www.svcmontessori.org](http://www.svcmontessori.org).

**Expulsion and Denial of Admission**

Per the school’s contract with the St. Vrain Valley School District, the statutory authority to expel students will remain with the District. The Charter Board, however, shall have the authority to remove students from the School, on the statutory grounds for which expulsion is permitted, and shall be delegated authority to conduct initial stages of the expulsion process, in conformance with state statutes and the District’s policies as follows: The Charter Board is hereby delegated the power ordinarily exercised by the executive officer under 22-33-105(2)(c), C.R.S., to conduct a due process hearing. To ensure a fair process, the Charter Board must provide notice of the contemplated action to the student and parents/guardians. The Board must also prepare an evidence notebook regarding the grounds for expulsion including, without limitation, student data, witness statements, photographs, copies of school rules/regulations, and other evidence. The evidence must be presented to a designated hearing officer at the hearing to render findings.
of fact and recommendations in accordance with relevant state and federal laws and the District’s policies regarding expulsion and denial of admission. Following a hearing, the Charter Board’s designated hearing officer shall issue its confidential written recommendation and convey the same, together with the evidence notebook described above and a copy of the taped proceedings, to the District no later than two (2) school days after the hearing. The District’s Superintendent or designee shall review the hearing officer’s recommendation and the file and determine whether the School’s removal was warranted and in compliance with federal and state laws and the School’s policies. The Superintendent or designee will issue a written decision, which shall be final as to the removal of the student from enrollment in the School. The approval to remove a student from the school shall not be unreasonably withheld.

The District’s Superintendent or designee shall additionally determine whether the grounds for removal from the School also constitutes grounds for possible expulsion from all schools within the District, and the District may proceed with an expulsion hearing pursuant to the District’s policies and regulations.

Any general education services required by law to be provided to suspended or expelled students will be the sole responsibility of the District, in cooperation with the School. Any special education and related services required by law to be provided to suspended or expelled students will be the sole responsibility of the District.

A student may be denied admission pursuant to 22-33-106, C.R.S.

Confidential Reporting/Safe2Tell

Safe2Tell Colorado is a Colorado model prevention strategy operating under the Colorado Attorney General’s Office, Department of Law. Founded in 2004, Safe2Tell Colorado is the law-enforcement led component of School Safety for the state of Colorado. Colorado schools are required by the Colorado Department of Education to include Safe2Tell Colorado as part of school safety planning.

The mission of Safe2Tell Colorado is to ensure that every Colorado student, parent, teacher and community member has access to a safe and anonymous way to report any concerns to their safety or the safety of others, with a focus on early intervention and prevention through awareness and education.

Safe2Tell Colorado calls, web, and mobile app tips are answered 24/7/365 by trained communications professionals. Reports are sent to the appropriate school and/or law enforcement agency for investigation and follow-up.

Visit https://safe2tell.org/ for more information.
VIII. Food at School

In planning lunches and snacks, please try to keep refined processed foods to a minimum and the sugar content low. If dairy or refrigerated items are included in the lunch box, please include a cold pack due to no available refrigeration space.

School Lunch Program

SVCMS offers a school lunch program through the SVVSD Nutrition Services Department. SVCMS participates in the federal Free/Reduced Lunch program. Families may apply online through SVVSD Nutrition Services or please ask for a form at the school office.

Parents will have the opportunity to order lunches online and to make payments to your account through My School Bucks http://www.myschoolbucks.com. The first time you register for My School Bucks, you will need your child’s Student ID#, which can be found in Infinite Campus through the Parent Portal. Lunch meals include milk, chocolate milk, or water, and almond milk can be purchased from SVCMS for $1.00. Purchased school lunches cannot be sent home.

Families can order school lunches through Boonli at https://express.boonli.com/login. The deadline to order lunch is 11:59 p.m. on Thursday of the week prior.

There is a modest ($0.50) per meal fee to cover transportation and packaging charges. These fees will be billed by SVCMS two times a year and are reduced to $0.40 per meal for families who qualify for reduced lunch and are waived for families who qualify for Free Lunch.

If you choose to provide your own lunch, please note that the State guidelines require that we insure children get a balanced meal, including a fruit, a vegetable, and a protein source. Please keep this in mind when preparing your child’s lunch. The Montessori methodology of learning emphasizes practical life skills that children obtain as they progress through various developmental stages. One of these skills is proper nutrition; including the planning, preparation, and cleanup of a meal. We feel that each family should decide what the child is eating, to reflect their own beliefs, dietary choices, and preferences. Similarly important, each family can also monitor how well the child is eating based on what comes back in the lunch container.

Please DO NOT send:

- Carbonated soft drinks (even if all natural)
- “Juice” beverages that are not 100% juice
- Squeezable yogurt or fruit products (yogurt in a container with a spoon is fine)
- Candy

If children come to school with these items, we will set them in a safe place and return them at the end of the day.

On occasion, a student does not have a lunch from home with them at school nor one ordered from the district. When this happens, SVCMS will make an effort to reach parents and provide them with the opportunity to supply a lunch for any child who does not have a lunch for that day. If SVCMS is unable to reach the child’s parent or at the parent’s request, the child will be provided a cold sack lunch. Per school year, each child will receive one cold sack lunch at no charge, though parents will be notified that future needs for a cold sack lunch will receive a charge. Subsequent cold sack lunches will incur a fee of $12.00.

For the safety of all, under no circumstances will children be permitted to share another child’s lunch food or “trade” with another child. We encourage each family to involve their child as they plan and prepare the daily lunch menu.

Please label your child’s lunch from home.
**Classroom Snack**

In Children’s House, each child is given the opportunity to bring a snack from home to eat at school during the work period. There is no scheduled time for snack. The children in Primary know best when they are hungry and may help themselves to their snack when they like—once in the morning and once in the afternoon. We urge that the snacks be something that each child can serve himself or herself independently. We strongly encourage bringing foods that do not contain excessive sugar, salt, or chemical additives.

Elementary students follow a snack protocol that varies by classroom. Please see your child’s classroom protocol for their snack guidelines.

**Birthday Snacks**

We are eager to share in the celebration of your child’s birthday. Birthday snack practices vary by level and by classroom, though all levels and all classes request healthy, low-sugar options. Please see your child’s classroom protocol for birthday snack guidelines.

St. Vrain Community Montessori School requires that any food intended to be shared with classmates and staff be commercially prepared. This policy follows state guidelines and is expressly concerned with homemade foods. It is not meant to limit the preparation of foods or treats related directly to the school curriculum.

**Food: Other**

Students are not to bring any items for sale such as cookies, candy bars, popcorn balls, etc. for fundraising projects in school. School fundraising projects must be pre-approved by the Head of School and are limited throughout the school year.

Gum: We at SVCMS are proud of our beautiful classrooms. We want to respect and preserve this beautiful asset. We therefore respectfully request that there be no gum chewing in the school. If there is a medical reason for a child to have gum in school, this must be pre-approved in writing by the Head of School.

**Food Allergy Guidelines:**

Potentially life-threatening food allergies of one kind or another exist in most classrooms at the school. The school cannot guarantee that a student will not have an allergic reaction while at school and the school makes no representation to provide a nut-free or allergen-free environment. Individual notices will be sent out to each classroom that has a severe allergy. If your child is in a classroom with a student who has a life-threatening food allergy, please follow the guidelines for community/birthday snacks and avoid allergy products.

All lunches and snacks are consumed in the classroom and the same tables that are used for works are used for lunch. The option of a nut-free table at lunch is offered to students with nut allergies. The school does not restrict the content of student lunches and can make no representation that a nut-free environment is provided. Staff clean the tables before and after lunch with a food surface sanitizer. Staff that supervise lunch in the classroom receive training from the nurse consultant on emergency medications for allergies.

With Back-to-School materials and notifications, our parent community is advised of our No Food Sharing Policy in regards to personal snacks and lunches brought from home as well as notified of food allergies in their student(s) classroom(s). SVCMS requests that any food items that are brought into the school to be shared for special events during school hours such as birthdays and holidays, be commercially prepared, labeled as to the allergen content, and free of the known allergens in the classroom community. However, the school cannot guarantee compliance with this request. We recommend that students with potentially life-threatening allergies keep extra safe snacks at school that can be consumed. Arrangements for keeping safe snacks at school can be made directly with the Lead Guide of the classroom or via the Health Clerk.
Food Sensitivities:

We recognize that we live in an age of increased awareness regarding individual food sensitivities. If parents have concerns regarding food at special occasions, parents have the option to send a supply of snacks for their child to consume in these instances. Please speak with the Lead Guide of the classroom to make these arrangements. If there is a significant health concern, i.e. celiac disease or a life-threatening allergy, please notify the Health Clerk.
IX. Parent Involvement

Parent/Guardian Visiting Time

Parent/Guardian Visiting Times occur four times throughout the year. These are usually scheduled on Tuesdays or Wednesdays. Half are immediately after school and half are scheduled later in the evening.

The purpose of the Parent/Guardian Visiting Times are to give the children an opportunity to share their work with their families. This also gives the families a chance to relate to the many activities in which the children are engaged in a Montessori environment. Please use this time to focus on your child. Parents will be able to sign up online for a parent visiting time; sign-ups will be sent via email to the community.

This time is not intended for conferencing with guides and/or socializing with other families. Please do not bring mobile infants or toddlers or younger siblings who are not SVCMS students to parent visiting; it will hinder your ability to focus on the child you are there to see, and the classroom environment is not prepared for babies or toddlers.

Please respect the peaceful work environment of our classrooms by using quiet voices and graceful movements.

We ask that you are thoughtful of the many families that are visiting our classrooms during these sessions. Please note the end time of these visits. It is important to honor these times to ensure the classroom preparation for the next day.

Classroom Observations

Parents and other adults may sign up for 20 minute classroom observations. These observations offer the observer the opportunity to view the children at work during their work cycle. You may email your child’s guide to determine the best time of the day/week to visit when it will be most meaningful for you and your child. The school may limit the number of visits and time of visits in order to insure that the educational program for each child is not disrupted. Prior to entering the classroom, observers will be given the Observation Guidelines to read. These observations must be scheduled ahead of time by calling the office at 303-682-4339. Classroom Observations will begin on the first Tuesday of October and run through the end of April. Generally, there are no observations scheduled during Assessment Windows.

Parent Education Events

Each year SVCMS hosts four parent education events with the goal of supporting family engagement in school. These events are a wonderful opportunity for you to learn more about child development, Montessori education, and classroom and school practices.

Our staff puts a tremendous amount of effort into creating these opportunities for the community, and we ask that you make an effort to attend if possible. To prepare materials as well as the environment, we ask that parents RSVP to let us know if they will be attending. If you’ve committed to attend an event but have a change of plans, as a courtesy, please update your electronic RSVP to indicate that you will no longer be attending.

Parent-Guide Conferences

Parent-Guide conferences occur twice a year, in the fall and in the spring. These conferences afford an opportunity for parents to meet with their child(ren)’s classroom guides to discuss all aspects of their student’s whole child development. Conferences are for parents/guardians only in preschool - 6th grade. Conferences in Middle School are student led. Sign-ups are done online and announcements of sign-up times are announced ahead of time in the newsletter and through email.
The SVCMS Parent Volunteer Organization (PVO) is a support organization for the school. The main areas of focus of the PVO are to organize volunteer efforts of the school community, fundraise, and facilitate opportunities for community gatherings.

**Visiting the School**

In accordance with SVCMS Safety Procedures, all visitors are welcomed and registered through the main office at 1055. All visitors must sign in at the front desk each and every time they visit the school. Visitors will be given a name tag and introduced to the classroom or office area where they will be visiting. We ask that visitors remain in the front office until invited elsewhere, and while we appreciate and encourage our culture of grace and courtesy, we must ask all visitors to allow staff to open the outside doors, even if the faces outside are familiar ones.

**Volunteering**

All volunteers must sign in at the front desk each and every time they visit the school to volunteer. All volunteers that work directly with students are required to attend a Volunteer Orientation and Training. This includes both new and returning volunteers, and applies to classroom work, field trip chaperones, and library volunteers. It does not apply to volunteer work done off-site like laundry, materials prep, or other volunteer tasks that do not involve contact with children. The school will offer two Volunteer Orientation and Training Sessions in the Fall and one in the Winter. Parent volunteers that work with students will also be asked to read and sign a confidentiality agreement before volunteering.

The school could not operate smoothly without community volunteers. We strongly encourage parent volunteerism and offer many opportunities according to your individual time, talent and interest areas. Please indicate your areas of interest on the Time and Talent form which is sent electronically through email.

**Fundraising**

St. Vrain Community Montessori School was developed as a charter school. A charter school is a public school operated by a group of parents, educators and/or community leaders as a semi-autonomous school of choice. The charter school is governed by a contract between the charter school and the authorizer, in our case the St. Vrain Valley School District.

Like all public schools, charter schools receive per pupil funding from the state of Colorado. However, charter schools face a distinct challenge - they typically must self-fund certain aspects of their operations, including facilities’ costs, which alone can run up to 25% of the cost of operating the school. As a Montessori school, we face the additional challenge of outfitting authentic Montessori classrooms, which requires an investment in specially designed Montessori curriculum materials that can run in the hundreds of thousands of dollars.

Charter schools, St. Vrain Community Montessori School included, must often seek to raise funds from private foundations and individual donors and families to supplement their revenue. St. Vrain Community Montessori School actively pursues grant opportunities and conducts ongoing fundraising campaigns with a focus on raising supplemental funds to support its operation. The school secures grant funds and donations to aid in funding certain materials for its classrooms and library, supporting physical education and enrichment programs, as well as providing well qualified Guides in all of its classrooms.

**Unauthorized Fundraising**

All fundraising efforts on behalf of the school must be approved, in advance, by the Head of School, or designee. Unauthorized fundraisers are not allowed.

The school’s name and brand identity may not be used for fundraising or other purposes without written permission from the School. If permission is granted to use the School’s brand identity, the Brand Identity Standards Manual must be followed.
Annual Fund

We seek parent donations annually to help us afford high quality, trained second adults in all of our classrooms. Guides, who provide teaching assistance, are essential in supporting classroom management and helping meet the unique needs of each student adequately. Staffing each classroom with full time Guides helps us realize our highest goal – that each child in our community reaches their full potential.

Your generous support allows us to offer the best possible educational experience to our students and ensure the stability of our financial operation. SVCMS is a 501 (c) (3) corporation and a Colorado not-for-profit corporation. Therefore, your gift is tax deductible to the extent allowable by law.

Please support our effort to provide authentic Montessori education to your child and other children of the St. Vrain Valley School District. We recommend a gift of $1,000 per child enrolled for families who can afford to give at that level. However, no gift is too small and every gift matters. Please consider making a gift to support our school with a Tax Deductible Donation. Make your check payable to St. Vrain Community Montessori School (SVCMS) and mail it to us or drop it off in the mailbox at school or in the school office.

Fundraising Programs

In addition to direct donations, we offer many opportunities for families to support ongoing fundraising efforts. These include participating in fundraising programs which include:

Grocery Cards We sell grocery cards to Lucky’s Market, Safeway, and Vitamin Cottage on a monthly basis. By participating in this program you can help the school just by shopping at your regular grocery store and using Grocery Cards to make your purchases. If an average family spends $500 per month on groceries purchased with grocery cards, and 100 families participate in the program, the school would earn $6,000-$12,000 per year from this program. This works without asking anyone to change their shopping habits! Grocery cards can be purchased at school events and in the office and will be distributed on a first come/first serve basis.

King Soopers SVCMS participates in a free loyalty program offered by King Soopers that donates $2.5 million per quarter to non-profits within the state of Colorado. Participating organizations have the ability to earn a maximum of $125,000 per quarter. The amount SVCMS earns depends on how much our organization spends compared to the spending of other participating organizations. In other words, the $2.5M is divided among participating organizations based on a percentage of the total spent.

The nice part of this program is how easy it is to participate. You simply need to affiliate your King Soopers card number or Alternate ID (usually your phone number) with SVCMS. Once you do this, SVCMS earns money each time you shop at King Soopers. And you will still continue to earn and keep your own fuel points.

Please complete the following steps to enroll:

1. If you do not already have a King Soopers account, create one at http://www.kingsoopers.com.
2. Once logged in, go to the Savings and Rewards Tab and click King Soopers Community Rewards. Then click enroll now to search for St. Vrain Community Montessori School either by name or enter PI953 and then click Enroll. (You can also enroll using the King Soopers phone app by going to My Account > Loyalty > Community Rewards > Enroll in Community Rewards.)
3. Then use your registered rewards card each time you shop. The school will receive a check each quarter based on our community’s spending.

Signing up takes just a couple of minutes and the school earns money each time you shop. It’s a great fundraising channel for the school that requires zero additional spending on the part of our families.

Milk Caps for Mooola is a program sponsored by Longmont Dairy that helps families earn money for their school. Longmont Dairy milk caps are worth 5c each and are redeemable for cash.
Small Hands: This catalog is known for high quality, child-focused products. Many of these make wonderful gifts for the children on your birthday gift or holiday shopping list. On all orders over $25.00 placed between September and December, our school receives a 10% merchandise credit good toward materials for our classrooms. This is a great way for our Guides to get items for their classrooms that otherwise might not be in the budget. If you place your order online please be sure to include our school ID number which is 243230. You will also need our school address during the check-out process. Please use St. Vrain Community Montessori School, 1055 Delaware Avenue, Longmont, CO 80501.

Lands’ End: High-quality clothing with the SVCMS logo is made available through Lands’ End School Uniforms site. Each item purchased with our Preferred School Number (900142936) earns SVCMS up to 3% cash on the net sale, depending on the volume of items purchased. Go to the Lands’ End and set up an account for your family. You will be able to enter separate sizing information for each child. Be sure to enter our Preferred School Number so SVCMS receives credit for the purchases.

Primary: Primary is an online retailer that sells simple, high quality children’s clothing in basic primary colors. When you purchase clothing from the SVCMS Primary storefront, they will donate 10% of your purchase price to SVCMS.

Amazon Smile: When you buy eligible items at smile.amazon.com (which is just like the amazon.com site and uses your same account), Amazon will make a donation to the nonprofit of your choice. Be sure to choose St. Vrain Community Montessori School when you shop.

SVCMS Shutterfly & Tiny Prints Storefront: When you purchase items at the SVCMS Shutterfly and Tiny Prints storefront, Shutterfly donates 8% of the cost of the purchase back to SVCMS. It’s an easy way for the school to earn money anytime you order photo prints, holiday cards, or personalized gift items. Just be sure to go to Shutterfly or Tiny prints through our SVCMS-specific URL, so we receive credit for your purchase. Unfortunately, the Shutterfly mobile app does not work with this fundraiser. However, you may use the mobile web site on your phone. http://svcms.shutterflystorefront.com/.

Square1 Art Fundraiser: Square 1 Art promotes the Visual Arts by reproducing artwork created by your student onto a variety of products, which in turn, make great keepsakes or gifts for family members. Catalogs with product offerings are sent home once or twice per year. SVCMS earns a percentage on each purchase.

Annual Silent Auction: Our Parent Volunteer Organization (PVO) sponsors a wonderful Silent Auction each spring. Last year, our auction raised $20,000,000 for our community. We look forward to this wonderful event each spring and encourage you to participate by volunteering to solicit donations, help at the event, or simply attending and bidding generously on those items that capture your interest.

We thank you for your careful consideration of ways you can support our school by participating in the fundraising activities that are right for your family.
X. General Procedures

Field Trips

Classes will periodically take field trips to local points of interest during the year. They are planned to coordinate with subjects being studied by a class or take advantage of special community events. Notice of upcoming events will be sent home in advance. Parents often help out with transportation and are welcome to join the class in these activities. If you are interested, please speak with your child’s Guides. Field trips may involve a small fee.

Parents will always be notified of any trips scheduled for your child’s class. Parent volunteers often help with driving and the students are always well supervised. Parent drivers must fill out the SVVSD school district driver registration form and provide copies of the driver’s license and proof of insurance including coverage limits. All required paperwork for field trip drivers must be submitted to the office at least 24 hours prior to the field trip.

“Going Out”

These are small group trips away from the school building. Going-out experiences help the children in developing life skills that facilitate transition into the world. The children are involved in organizing the event from start to completion. They use the resources of the community in preparation for the going-out experience. They initiate the research, make the needed phone calls, set appointments if necessary, obtain and arrange drivers, and complete the appropriate paperwork (forms, permission slips, etc.) Upon return from the trip, they may present their experience and findings to the class, or incorporate learning into their work. A signed “going out” permission form (sent electronically for K-8 and hard copy for Children’s House) is distributed each year and is kept on file for the school year.

Gift Giving at School

Children may not receive flowers, balloons, or other outside gifts at school. Please send these wonderful surprises to the student’s home, such that other children do not feel left out.

School Pictures

School pictures are taken each fall. Order forms are sent home in students’ Friday Folders and online ordering information is communicated via SchoolCues email.

Telephone/Cell Phone Use

Students are allowed to use the school telephone with the expressed permission of their Lead Guide or the main office. Cellular telephones are not to be used by students during school hours unless medically necessary as part of a student’s Individual Health Plan.

Any cellular telephone possessed by a student must be kept with the student’s personal possessions and turned off during the school day. Any student not adhering to this policy may have a cellular phone confiscated by a faculty or staff member to be returned to the parent or guardian. The school or its employees cannot be responsible for any personally owned telephone or its operation.

Smart watches are not permitted in the school environment.

Parents Hiring Staff

SVCMS staff is not available for babysitting for current school families.

Activity Fees

An annual activity fee is charged to families of students in grades K-8 (preschool families are charged a consumables fee). Activity fees fund supplemental activities or materials that are outside those required to be delivered by the curriculum. These items may include supplemental classroom materials, technology, and parent education materials and events. For returning families, activity fees are typically invoiced the first business day in February. For newly enrolling families, activity fees are due with enrollment materials and
confirm the student’s enrollment. Students who qualify for fee reduction based on their free and reduced-price lunch status will have their fees adjusted. Activity fees will be waived for students with free lunch status. Activity fees will be reduced by 50% for students with reduced-price lunch status. Please contact the school if you have questions.

Activity fees for the 2020-2021 school year will be due in early February for returning families.

*RevTrak for Payments*

Parents have the option of paying for items such as tuition, activity fees, field trip fees, Annual Fund donations, and Silent Auction tickets via debit or credit card on SVCMS’s RevTrak Web Store. A service fee of 3.61% will automatically be added to items purchased through the online store. A link to the store may be found on the “Information for Families” page of our school website. Please contact Jennifer Ramsey with questions regarding online payments through RevTrak.

*Class Placement*

When a child moves-up to a new level, classroom placement is done by the school administration, with insights from the classroom Guides. Many factors are considered during placement, including classroom balance of year and gender. Parent request for placement in a specific classroom will not be accepted. Rather, parents will have the option to complete an online survey which will afford parents the opportunity to share information about their child that they believe is valuable for the school to consider in regards to classroom placement.

*Lost and Found*

There are 2 lost and found bins outside the two buildings (1055 Delaware and 1001 Delaware). Please remember to label all your child’s personal items (jackets, sweaters, boots, hats, mittens, water bottles etc.) with his/her name so they can be returned if lost or forgotten on the playground. Labeled items are much more likely to find their way to your child. All unlabeled personal items will be stored in the outside bins for up to one month. On the last school day of each month, any unclaimed items will be donated. Thank you for your cooperation. Lower Elementary families should check the bins at both buildings as Lower Elementary students travel to the Grove (1001 Delaware) for recess and movement.

*Dropping Off Forgotten Items*

Students periodically forget items that they may want or need at some point in the school day. In keeping with our goal of fostering independence in our students, we will not accept certain late items. We believe it is in the best interest of the students to experience natural consequences. We will accept forgotten lunches and warm clothing in the winter. However, we will not accept late deliveries of money for Global Explorium or regular weekly work. This policy may vary by level to fit the developmental needs of the child.

Late items being dropped off for students at the Grove may be placed in the blue bin located outside by the assembly door. These items should not be taken to the Main Office. It is then a child’s responsibility to retrieve the item from the bin. The office does not coordinate delivering late items to the Grove as we seek to encourage our students to take this responsibility as well as minimize distractions inside the classroom.

*Recess and Weather*

Students go outside for recess if temperatures are 25 degrees or above. Exceptions to this temperature guidance may include: heavy and consistent rain, lightening, high winds, or other unsafe weather conditions. Please send your child with appropriate gear for this weather (boots, hats, mittens, snow pants, coats etc.). Please label all these items.

*Donated Books*

SVCMS appreciates that families may want to offer the school books that the family no longer wants or needs. However, due to space and staff limitations, we cannot accept donated books. If parents wish to support the school, books can be donated to both Barbed Wire Books or the Used Book Emporium (both
on Main Street in Downtown Longmont) in the school’s name and SVCMS will receive the book credit at these stores.

**Extracurricular Activities and Good Standing**

Students on a behavior contract, or who are habitually disruptive or truant, will not be allowed to participate in extracurricular activities, including field trips and enrichment programs offered after school without written approval of the Head of School or designee.

**Safety**

Our guiding principle with regard to school safety is to manage the students’ expectations and minimize trauma while maximizing preparedness and safety in order to promote the safety of all students and staff.

Emergency safety procedures are developed by the safety committee and are reviewed annually. The procedures strive to incorporate the Standard Response Protocol, best practices, and the uniqueness of our facilities. The procedures are practiced routinely throughout the school year by students and staff via safety drills. Annually, these safety drills include monthly fire drills in addition to lockout, lockdown, and shelter-in-condition drills that are practiced at least once per year.

In addition to the safety drills we practice on an annual basis, tri-annually we practice an evacuation drill during which the 1055 and the modular buildings evacuate to the 1001 building and the 1001 building evacuates to the SVVSD Learning Services building.

These safety drills are essential in our efforts to continuously improve our planning and preparation for true emergencies. Most drills are unannounced, but all students, families, and staff receive instruction prior to the first of each type of drill every year.

In the event of a situation that required all school buildings to evacuate the area, then our plan is to utilize school district transportation services to transport us to an off-site location that would be determined at that time.

In a true evacuation emergency, parents and guardians would be notified once students are escorted to safety. Notifications would be sent to the parent/guardian cell numbers on file with the school. Students would remain in the care of school and/or district officials and/or police until an authorized adult retrieves the child at the reunification site. One way that you can help ensure a smooth reunification is by updating your contact information whenever a change occurs.
XI. School Programs

Children's House Program

The Montessori Children's House is a “living room” for children. All of the furniture is child-sized and all of the materials are scaled to fit the physical dimensions of a young child’s body.

Self-correcting materials are arranged invitingly on low, open shelves and children choose their work from one of four distinct areas; practical life, sensorial, mathematics, and language.

Practical Life enhances the development of task organization and cognitive order through care of self, care of environment, exercises of grace and courtesy, and coordination of physical movement.

Montessori Materials

We use the traditional Montessori Method and materials at SVCMS. These materials include items made from wood, metal, glass, clay and ceramics. The Children's House community also includes items that are small enough to be swallowed or inhaled. Your child may interact with these materials throughout the course of the day. Each classroom has a Montessori certified lead teacher and guide that is trained on the proper use of these materials.

Sensorial Work enables the child to order, classify, and describe sensory impressions in relation to length, width, temperature, mass, color pitch, etc.

Mathematics makes use of manipulative materials to enable the child to internalize concepts of number, symbol, sequence, operations, and memorization of basic facts.

Language Arts includes oral language development, written expression, reading, the study of grammar, creative dramas, and children’s literature. Basic skills in writing and reading are developed through the use of sandpaper letters, the movable alphabet, (alphabet cut-outs), and various presentations allowing children to link sounds and letter symbols effortlessly and to express their thoughts through writing.

Cultural Activities expose the child to basics in geography, history, and life sciences. Music, art and movement education are part of the integrated cultural curriculum.

Through repeated experience with materials that captivate the attention, children develop into a “normalized community” working with high concentration and few interruptions. According to Montessori, normalization is the process whereby a child moves from being undisciplined to self-disciplined, from disordered to ordered, from distracted to focused, through work in the environment. In the Montessori Children's House, academic competency is a means to an end, and the manipulatives are viewed as “materials for development.”

During the third year in the Children's House, the Kindergarten student cannot only work with these materials in more depth, thus gaining more insights from them, but, using this base, can move into the academic areas. Once the child has established critical learning habits – concentration, self-discipline, a sense of order, persistence in completing a task, creative self expression and a love for learning, the student has the opportunity to assume leadership within the classroom. All preparations for later academic work are reinforced in the Kindergarten year.

Elementary Program

Montessori described three important tendencies emerging at the elementary school age: the transition of the child’s mind from concrete to abstract reasoning; the birth of a moral sense; and the intensification of the drive to explore the natural and social environment. The Montessori elementary program is designed to meet the needs of each child in a way that is both faithful to Dr. Montessori’s insights and consistent with the expectations of parents and society.
The Great Lessons

Traditionally presented every year in the Lower Elementary and Upper Elementary class as an inspiration to new and older students alike, The Great Lessons are five key areas of interconnected studies in the form of inspiring stories. These Great Lessons comprise Montessori’s “Cosmic Curriculum,” which include:

1. The Story of the Universe and the Formation of the Earth involves astronomy, geology, chemistry and physics.

2. The Story of the Coming of Life introduces the history of life on earth from one-celled animals and plants to human beings.

3. The Story of the Coming of Humans relates the significance of human beings, their special abilities, and what differentiates them from other life forms. The lessons include pre-history, history, social studies, geography and cultural awareness.

4. The Story of Communication in Signs and the Invention of Writing presents the language arts.

5. The Story of Numbers and the Invention of Mathematics include math, geometry and technology and provide a look at human invention in the context of expanding civilization.

Elementary students are encouraged to explore topics that capture their imagination. Elementary Montessori students rarely use textbooks. The approach is largely based on library research with children gathering information, assembling reports, teaching what they have learned to their fellow students, and assembling portfolios and handmade books of their own. Elementary students are taught how to use reference materials, libraries, and the internet to gather information and uncover the facts. Their oral presentations and written research reports grow in sophistication and complexity every year.

Students are assessed individually. Through portfolios, performance and guide observation, each student’s academic, emotional, social, artistic and physical progress is tracked. Public Montessori schools also participate in national, state or local assessments or standardized tests. All SVCMS students are assessed in accordance with the Colorado Read Act. Beginning in 3rd grade, SVCMS also administers the mandatory state assessments to all students in grades 3-7.

Middle School

SVCMS opened its Middle School during the 2014–15 school year.

Our Middle School program is designed to nurture and encourage the growing independence of the adolescent student, and instill in them the "noble confidence" they will need to meet life's many challenges. Dr. Maria Montessori outlined the Third Plane of Development, or Adolescence (ages 12-18), as a time when students are undergoing great physical, mental, and emotional changes, when they are primarily socially motivated, and when friendships can often seem more important than family.

Outlining a syllabus for this divergent time in development, Dr. Montessori noted that students are also hungry to work on the land at real, authentic tasks, calling them "Erdkinder" or "land children." Like other Montessori Middle School programs, SVCMS operates an "Occupations" component to our Middle School program, which combines academic coursework with real work that looks very much like a vocation or a job. Our modified version of the Occupations model allows students to engage in a traditional Montessori work cycle each morning and Occupations work each afternoon at an offsite privately-owned apple orchard.

The peace curriculum at this level stresses the need for inner peace and a sense of community peace as the students work closely together on large-scale projects. Students experience a great deal of independence surrounding the organization of their time and productivity around self-selected deadlines in both components of the program. They choose how to respond to projects. They make decisions concerning finances, purchases, advertising, sales, etc. in the classroom that will impact the Occupations component. The products of their labor in the Occupations help form a class MicroEconomy where they learn to manage money and make business decisions. Students receive three-period lessons in new concepts during the morning work cycle as well as during their Occupations component, which includes
direct lessons, follow-up practice, and demonstration of mastery. When they are studying Latin, for instance, students first practice the concept through exercises and translations until they master the concept by constructing and translating unique sentences. An expert horticulturist may present a lesson where the students then practice the work, execute the follow-up tasks, and analyze the results. Because the work is hands-on, the mastery is evident in the success of the task.

The healthy, nurturing, academic environment of the Evergreen community at SVCMS supports the adolescent student in learning and practicing real work from experts in their fields and contributing to their community, where students learn that they are purposeful themselves and have a place in the world.

**Middle School Trip**

Middle School Trip is a culminating element of the annual curriculum, based on Montessori Secondary Scientific Pedagogy. Attendance on Middle School trip is an expectation for all students. If a student does not attend trip, no alternative educational activity will be provided. Students who do not attend trip will be considered absent, unexcused. If the Middle School Trip presents a financial hardship for your family, you may contact the Head of School for support with trip accommodations. The School will ensure financial hardship does not prevent a student from attending the Middle School Trip.

**Parent/Guardian Responsibility**

In accordance with the Family-Guide Agreements distributed early in the school year, parents/guardians should understand that it is their responsibility to read, understand, review with your child, and comply with this handbook, as a condition of enrollment at St. Vrain Community Montessori School. Failure to read, understand, and review this handbook will not be an acceptable reason for failure to comply with policies and procedures outlined in this handbook.
Appendix A

To report absences please email: attendance@svcmontessori.org
For questions about student tuition accounts, please email jramsey@svcmontessori.org

Staff Contact Information
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Tina Davis (Special Education) tdavis@svcmontessori.org
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Jobie Stom (Health & Safety) jstom@svcmontessori.org
Katie Torres (Head of School) ktorres@svcmontessori.org
Meg Thornbury (Library & Special Events) mthornbury@svcmontessori.org
Anna Vernier (Oak) avernier@svcmontessori.org
Tom Vanderhoeven (Facilities) tvanderhoeven@svcmontessori.org
Melissa Young (Special Ed) myoung@svcmontessori.org

Appendix B

Grievance Process
Where an action or decision is considered to be unfair or inappropriate, there is the right to raise a complaint and have it considered seriously – such a complaint is known as a grievance.

Principles of the Grievance Process
The process of raising and resolving a grievance, through both informal and formal procedures, should embody the following guidelines:

There should always be mutual respect between all parties – respect by parents for teachers/staff as professionals, their experience and their expertise; respect by teachers/staff for parent’s special relationship with their child.

The process allows all parties to exercise responsibility with respect to the actual needs of the child with consideration to be given to the child’s best interests and allowing for the child’s developmental stages.

The principles of Montessori education are to be upheld and the process should enhance the understanding of this education as it relates to the child’s needs.

All input/contributions are to be listened to respectfully and attentively by others in the process i.e., participants in the process require a sense of ‘having been heard’.

Matters raised should be dealt with as soon as practicable.

The process should be kept simple but effective.

The School welcomes the airing of a grievance in a responsible and constructive manner.

The Informal Process
This is the preferred resolution of any issues. It is always to be used in the first instance and is sufficient where the issue can be raised between parent/guardian, staff member and student (if appropriate) and resolved to the satisfaction of all concerned.

Where an issue arises, the issue should be raised with the individual and arrange a meeting to discuss the issue in detail. This is the preferred approach, rather than continually raising the issue in passing. At the meeting, details of the issue, a timeframe for resolution and other relevant information should be agreed
and documented. Each party should receive a copy of the notes. When the grievance involves a student, the teacher is responsible for informing the parent/guardian on progress.

The process is complete, when the situation reaches an outcome satisfactory to all. Should this not be the case, the formal process should follow.

** Formal Grievance Process  

Should the informal process fail to produce a satisfactory result, this process provides a means by which conflicts can be resolved. Parents, students or school employees may initiate this process. The procedure for filing concerns is as follows:

1. The parties will make every attempt to first follow the informal procedures outlined above. Should the informal process fail to produce a satisfactory result, the parties may file their concern, in writing, with the Head of School.
2. The Head of School will then communicate with those involved in the conflict.
3. A meeting will take place and the details of the issue, a time frame for resolution and other relevant information should be agreed and documented using the attached Meeting/Discussion Notes form. Each party should receive a copy of the form.
4. As a result of further discussions, there may be two outcomes – a) actions may be agreed and monitored; or, b) a final decision may be taken by the Head of School.
5. Under normal circumstances this should be the conclusion of the matter. It is unlikely that it will be appropriate for the Board to be involved in the resolution of grievances.
6. Should the Board become involved, it will only be after the issue has progressed through all previous stages of the process. This is to ensure the facts have been confirmed and to allow the grievance to follow its natural course. The Board will not become involved in educational issues – the Board will confirm that staff and management have followed a sound method in assessing the facts.
7. If, after completion of this meeting, the conflict has not been resolved to the satisfaction of the parties involved, it may then be taken to the Board of Directors for a final ruling. The SVCMS Board of Directors will only consider matters dealing with fiduciary and long range planning and where a person considers the Head of School has not followed the Grievance Process or has not done so fairly and in accordance with the school’s principles and values. Such a complaint will be made in a written statement, which details the violation, procedures taken and requested remedy, and the complaint shall be submitted to the SVCMS Board one week prior to the next Board meeting. Complaints submitted later will be addressed at the subsequent meeting of the Board. Emergency issues will be dealt with on an as-needed basis, with the Board responding at or prior to its next regular public meeting.
8. The Board may hear arguments from the parties, review prior decisions and evidence, and make such inquiry as it deems necessary.
9. The Board shall render a written decision within ten business days after the meeting unless additional time is needed.
10. The Board’s decision shall be final.
Appendix C Annual Disclosures

Asbestos Management Plan Notification

Protecting the health and safety of students, employees, and others who use our facilities is important to SVCMS. That is why we have made identification and management of asbestos-containing materials a high priority for our school.

In late 1987, the federal government issued regulations which call for the use of new procedures in asbestos management. this annual notification is part of that regulation. although the buildings at SVCMS were inspected and found not to contain any asbestos-containing materials, as part of our compliance, we have developed a management plan for our school. The management plan for the school describes the steps taken to inform employees and parents about the inspections and provisions for continuing surveillance at the school.

The plan developed for the school is available for your inspection at the school during normal school business hours and days.

Appendix D Middle School Dress Code

Middle School Dress Code

The SVCMS Dress Code is founded on the belief that students should be dressed in a way that is comfortable, safe and non-distracting to themselves and others in their environment. Commercially inspired clothing (super heroes/cartoon characters) and distracting designer logos should be avoided. Students may be working both indoors and outside, at tables and on their work rugs on the floor, so it is important that their clothing provide comfort in a variety of working environments.

These general guidelines cannot encompass all possibilities of student dress. If there is a question as to whether or not a student’s attire falls outside the guidelines of safe and non-distracting, a Lead Guide of the student’s level will make the judgement call.

Some specific guidelines for appropriate dress include:

- Polo shirts, collared dress shirts, V or crew neck shirts and blouses in solid colors, stripes or patterns are appropriate. No cartoon or licensed characters please, or overly distracting designer logos. If tank tops are worn, straps must be no less than three finger-tips wide. No off the shoulder clothing (including peek-a-boo shoulder/cold shoulder tops).
- Jeans, chinos, and casual pants are appropriate.
- Shorts, skirts, dresses and skorts should be no shorter than the student’s own hand length when placed on the leg at the top of the kneecap while standing. Each student can measure their own hand for this length.
- Plain athletic, casual or dress shoes that are comfortable and are appropriate and safe to wear to school and for recess. A pair of slippers or inside shoes should remain at school for classroom use; NO HIGH HEELS, ROLLERS, COWBOY BOOTS (for Movement only), WHISTLES, SQUEAKS OR LIGHTS. NO FLIP FLOPS OR CROCS as these are unsafe on the playground and/or distracting.
- All clothing worn by students must be modest, free from profanity, gang symbolism, culturally insensitive images and other images, words or designs commonly understood by the current society to be offensive.
- Smart watches are not permitted in the environment.

**Dress and Grooming**

- Clothing should be fitted as to cover the student’s mid-section at all times.
- Clothing should fully conceal undergarments; Sport Bras excepted.
- If leggings are worn, under garment lines may not be visible. If leggings are so tight that under garment lines are visible, they should be worn with a loose shirt that covers the under garment lines.
- It is recommended that students wear shorts or leggings under their skirts or dresses.
- Students and their clothing should be clean and neat.
- For Middle School students, subtle, non-distracting neutral-colored make-up may be permitted at Middle School Faculty discretion.
- Non-distracting jewelry is permitted though anything dangling must be removed for Movement.
- No tattoos or body piercing except for pierced ears (earrings must meet guidelines).
- Long hair should be pulled back or groomed so it does not obscure a student’s eyes or interfere with a student’s ability to make eye contact with others in the community. This rule applies to all students.
- Hats and sunglasses are only allowed to be worn outside; simple, non-distracting “beanies” are acceptable in the middle school.
- It is recommended that students wear sunscreen daily.
- A student whose clothing or appearance is a distraction to the learning environment of the classroom will be asked in private by a Lead Guide to change his/her clothing using the extra set sent to school. If extra clothing is not available, the student’s parent/guardian will be called to pick up the student or arrange to have a change of clothing brought to the school before the child is permitted to return to class.