



Monument View Montessori
Charter School

Family Handbook

Updated: August 2020

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Mission

Using a Montessori approach to education, Monument View Montessori seeks to instill a lifelong love of learning through structured individualized classroom experiences aimed at nurturing the self-directed student.

Vision

Monument View Montessori envisions itself as a leader in rural Montessori education. MVM seeks to provide its community of learners with the requisite skills to be successful students, citizens, and leaders. Leaning heavily on the Montessori linchpin of Grace and Courtesy, MVM is committed to providing students the structure, guidance, and affirmation necessary to realize their full potential.

Core Values

These values are meant to clarify our Mission and Vision Statements and to help define our driving principles.

Montessori Method: We believe it is critical that our school follow key Montessori principles: multi-age classrooms according to planes of development, peace education, deliberately prepared student-centered classrooms with experiential learning activities, three-hour work periods, an individualized curriculum and place-based learning through frequent excursions. The curriculum will be adapted to each child's interests, capabilities, and pace while meeting or exceeding Colorado State Standards.

Montessori Trained Teachers: MVM is committed to hiring highly qualified teachers. Preference is given to Montessori credentialed teachers with a proven record of success.

Peace Education: MVMCS believes learning to respectfully and effectively resolve conflict through daily practice brings inner peace that can spread throughout the world. Peace at MVMCS starts with our adults who are thoughtful, loving, and consistent in their interactions with children and each other. Children at MVMCS are taught pro-social skills, and practice conflict resolution and restorative justice starting at age three, in the pre-school. All forms of life are respected at MVMCS, including animals and plants of all sizes and classes. Violence and bullying are not tolerated at MVMCS, and students are taught to take care of themselves and our community by speaking up for their own sense of fairness and justice (See Appendix).

Welcoming Community: Taking care of our families is an important part of taking care of our children. MVMCS wants everyone to feel that they have a voice in our school community. Parents and families are invited to become actively engaged in academic and extracurricular activities. Due to the Montessori three-year, multi-age classroom cycle, teachers and staff will build lasting relationships with students and families. MVMCS teachers and staff recognize that building a community with parents and families is an important part of their job. There will be many opportunities for family members to volunteer throughout the school year, and MVMCS encourages parents to observe their child's classroom each year before conferences. MVMCS will provide information regarding school events and activities through

email, newsletters sent home, and social media. The MVMCS website will be maintained and kept up to date with pertinent information for families and students.

Embracing Differences: We believe that every child is an individual to treasure and recognize her/his unique capabilities and accomplishments. Differences will be the norm.

Cooperative Culture: Students work together to complete projects. Students share their strengths by leading others. They celebrate each other and every student's accomplishments. Following Montessori philosophy, when children need redirection, our policy is to assist children in arriving at inner discipline through concentrated work.

Encouraging Positive Behavior:

In all areas the child is assisted in developing the skills necessary to control their own actions to develop self-discipline. Natural or logical consequences are used as a means of helping the child to develop inner limits. Teachers are encouraged to work with students to identify underlying motivations to undesirable behaviors. Our Peace Table is a space reserved for students experiencing interpersonal disputes. Teachers assist students in addressing their respective concerns and moving towards collaborative amicable solutions.

When students do not respond to our Peace Table approach, further intervention will be established in the form of staff team-based assessments and may utilize outside assistance and guidance in the form registered behavioral therapists, psychotherapists, or professional developmental assessments. Once a behavior support plan is in place, MVMCS will assist the student in achieving the goals therein.

Expulsion/Suspension: Should expulsion/suspension be recommended, it will be done so after first determining the student's behavior is not the result of behavioral, social, developmental, or educational special needs.

Lifelong Learners: We believe that helping children to follow their interests within a learning environment from a young age leads to an inherent love of learning that they will carry with them in all future endeavors.

Global Community: We believe that teaching children how to participate in their communities will foster a willingness to interact with and impact the world around them, locally and beyond. This relationship also will instill confidence in going into the world to find answers and feel comfortable presenting ideas.

Community Partnerships: We believe that developing relationships with local artisans and businesses will expose students to several types of careers, hobbies and interests. When they experience this exposure, they can begin to define their own goals and desires.

Whole-Child Focus: We believe that social and emotional education is as important to a child's development as teaching academics. We will educate to each of these areas. Each student has their own individualized educational plan, outlining past, current, and future work required for mastering the standards and moving beyond them to a deeper understanding of the various curricular areas. As teachers build individual growth plans with each student, they keep in mind

the whole child and plan for instruction that serves the child's social, physical, and emotional needs. By having a three-year, multi-age classroom, teachers become a critical component to the educating of the whole child.

Access: We believe that every student should have access to a wonderful education in the environment that is best suited to their individual learning style. We will provide a public option for pre-school – 6th grades that caters to any student regardless of background, financial circumstances, or learning differences. Enrollment, marketing, and scholarship plans are designed to ensure equity of access to our program for all students. MVMCS is actively researching and applying for grants that will help families who may not be able to afford the full-day preschool.

Admission & Enrollment

There is no tuition for Kindergartners, 1st – 6th-grade students, or Colorado Preschool Program participants.

All admission and enrollment paperwork must be completed, along with tuition paid (for preschool students), before the first day of school, or the first day of your child's attendance (whichever comes first).

Ages of Children Accepted

Monument View Montessori Charter School accepts children age 3 years – 5th grade

Primary Class is for children 3 (prior to the start of school) – 6, including Kindergartners**

Lower Elementary is for ages 6 – 9 (1st-3rd graders)

Upper Elementary is for ages 9 – 12 (4th-6th graders)

For the Primary Class, children must be completely toilet trained. This includes each child being able to sense when and how they must use the toilet, including disrobing their garments, knowing when they are finished, getting dressed/fastening their clothes, flushing the toilet, and washing their hands. We appreciate parents' cooperation in ensuring that their children are familiar and successful in this procedure.

Children entering Kindergarten must be 5 years of age by September 1.

Hours of Operation

The MVMCS office is open from 7:30 am – 5:30 pm.

School Day Hours

Monday-Thursday 8:30 am – 3:00 pm

Friday 8:30 am - 2:00 pm

Half-Day Children: pick-up is at 11:30 am.

*A late fee applies after 11:30 am.**

Full-Day Preschool and Kindergarten: pick-up is at 3:00 pm. 2:00 pm on Fridays.
*A late fee applies after 3:00.**

Drop-Off and Pick-Up Procedures

Primary, Lower, and Upper Elementary:

Morning Drop-off (M - F): 8:15 - 8:30 am
Afternoon Pick-up (M - Tr): 3:00 pm
Friday Pick-up - Early Dismissal: 2:00 pm.

Arrival location:

A staff member/parent volunteer will greet you at your car, and have you sign your child in. In order to accommodate the Montessori 3-hour work period, we request that parents drop off their children within the above time frames. Children who arrive late not only miss out on the important group and work time but also interrupt the flow of the beginning group/work cycles.

Pick-up location:

Parents / Guardians please follow the traffic pattern in front of the school. Your student(s) will be brought to your car by staff or parent volunteers.

Arrival location:

Student drop off is from 8:15-8:30. In order to accommodate the Montessori 3-hour work period, we request that parents drop off their children within the above time frames. Children who arrive late not only miss out on important group and work time but also interrupt the flow of the beginning group/work cycles.

Pick-up location:

Parents / Guardians please follow the traffic pattern in front of the school. Your student(s) will be brought to your car by staff or parent volunteers.

End of Day Policy:

MVMCS staff will ensure minimum supervision ratios are maintained until all students have departed the campus or are under parent/guardian supervision.

Before and After Care Fees (2020 - 2021)

Before and After Care

Our Before and After Care Times and Rates are as follows:

Before Care: 7:30 – 8:30 am

Rate: \$5.00

After Care: 3:00 – 5:30 pm

Rate: \$225.00 per month paid by the 15th of the preceding month

Before Care Drop-Off:

We ask that parents/guardians escort their students into school for before care. Please be sure to initial the check-in sheet. We will not allow students into the building prior to 7:30 am.

After Care Pick-Up:

We ask that parents/guardians arrive no later than 5:30 pm. Parents/guardians should be sure to sign their student(s) out. Licensing requires that identification be confirmed prior to us releasing a student from aftercare. Please be prepared to show identification.

Late Pick-Up:

Early Drop-Off and Late Pick-Up fees of \$50.00 per hour will be assessed beginning 15 minutes from the scheduled end of aftercare. Chronically tardy families may be denied access to aftercare services.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance. Your child will not be released without prior authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you and the persons listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Obligation to Inform Law Enforcement

If we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child, to protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child.

School Calendar Policy

It is the expectation of the Board that each Spring the Head of School will annually develop a calendar for final adoption for the upcoming school year. The school calendar should be no less than 160 days as specified in state law unless annually requested by the school and approved by the state. Further, a separate school calendar shall be set for students participating in home-based enrichment programming, which specifies attendance days.

The school calendar shall include the dates for all professional development programs scheduled for the coming school year. A copy of the calendar shall be available to all parents/guardians of students enrolled in MVMCS. Any change in the calendar except for emergency closings or other unforeseen circumstances shall be preceded by adequate and timely notice. Each time a calendar is amended, an updated copy shall be submitted to the Charter School Institute (CSI).

For the 2020-21 academic year, student contact days may include remote learning days as implemented as a result of public health and safety measures.

If school is closed due to emergencies, which results in student-teacher contact time being reduced below the minimum hours/minutes allowed by state law and provided for in the calendar, the Head of School shall adjust the calendar to make up for the lost time. Notification by email shall be made to CSI on the dates that the school closed and the planned make-up dates.

School Closures and Snow Delays

MVMCS will follow Mesa County Valley School District 51 for closures and delays due to weather.

School Closures Due to Emergency

A staff member will email or call to notify of emergency closures not affecting other area schools.

School Calendar and Orientation Days

Please refer to our website or ask for a copy at the school for the most updated school year calendar. Families will be notified immediately of any changes made to the calendar.

Bell Schedule Policy

For each course in which a student is scheduled, a portion of the teacher-pupil contact will occur remotely and that remote portion will be equivalent to 360 minutes per day of on-site teacher-pupil instruction.

Instructional Time Policy

The Board defines “actively engaged in the educational process” as the time when students are working toward achieving educational objectives under the supervision of a teacher, including:

- Classroom instruction time
- Individual student work time while at school, including study hall and library research
- School-related field trips
- Independent study
- Assemblies
- Practical life

For in-person instruction, calculations for contact time may include passing periods* between classes. Time calculated as “actively engaged in the educational process” shall not include:

- Lunch
- Teacher preparation time
- Passing between lunch and a class.

For the 2020-21 school year, in response to COVID-19 and the flexibilities made available by the state, the Board expands its definition of “educational process” to include:

- Instruction delivered electronically
- Independent, remote work time for students that is directed and monitored by educators.

For remote instruction, calculations for contact time may be based on academic content covered, student demonstrations of learning, estimated times for students to complete independent work, and/or other methods identified by the school to compare in-person learning to remote learning. Additional information about how teacher-pupil instruction will occur during remote learning days as well as a bell schedule equivalency statements shall be further detailed in the MVMCS Family Handbook and the 2020-21 Learning Plan.

Explanation of Teacher-Pupil Instruction during Remote Learning

During remote learning periods, MVMCS instructional staff will utilize Transparent Classroom, SeeSaw, Colorado Digital Learning Solutions (CDLS), and teacher prepared instructional materials.

Synchronous instruction will take place once weekly at a minimum. Synchronous learning sessions will be tailored to individual or small group needs. Google Hangouts Meet will be utilized for all synchronous sessions.

Asynchronous learning will take place daily and be informed by teacher-assigned activities/materials aimed at individual and small group needs. Additionally, “Great Lessons” will be offered asynchronously and made available through an online platform.

Prescription & Over-The-Counter Medication Administration

By law, any medication including prescription and over-the-counter, that a child needs during the school day must have a signed authorization by the child's doctor as well as the parents. The medication must be brought to the school in the original packaging and labeled with the student's full name. No exceptions will be made.

You can obtain the authorization form from your doctor or from MVMCS.

Please note that program staff involved in medication administration have received special training and are supervised by a nurse consultant.

Orientation for Primary Program

All Primary families, parents, and guardians are requested to attend the Family/Parent Orientation. It will be essential for all families to familiarize themselves with the Montessori Method, our classroom environment and structure, and how their child(ren)'s time will be spent with us. Accordingly, this will also serve as a Family Meet & Greet. Any questions parents/guardians may have will be answered by the Primary teachers, and if need be, our Administrators.

Along with great enthusiasm and smiles, each child should bring the following to the Orientation:

- Seasonal change of clothes (and socks).
- Sunscreen.
- Sunhat.
- Water bottle.
- House slippers.

Please write child's name on items when/where possible.

Orientation for Elementary Program

All Elementary families, parents, and guardians are requested to attend the Family/Parent Orientation. It will be essential for all families to familiarize themselves with the Montessori Method, our classroom environment and structure, and how their child(ren)'s time will be spent with us. Accordingly, this will also serve as a Family Meet & Greet. Any questions parents/guardians may have will be answered by the Elementary teachers, and if need be, our Administrators.

Classroom Materials & Personal Belongings

Please be sure to label all items from home with your student's name.

Primary Class:

Any container, piece of clothing, etc., children bring from home for their self-care should be accessible for the child to carry, open, close, and handle easily. Encouraging each child's independence is our priority, especially at the beginning of the year!

Toy Policy

Toys from home will **NOT** be allowed in the class. If a child brings a toy to school, the teacher will kindly ask that child to put it in their backpack.

Snack and Lunch

Families provide their own snacks and lunch at MVMCS.

All children are given time for a snack. Snacks should be nutritious. Sugary snacks, candy, etc. Will not be permitted. In accordance with licensing requirements, acceptable parent provided shared snacks must be in nonperishable and prepackaged containers. Proper nutrition aids in concentration and emotional balance. Lunch schedules will vary according to class. Refer to your class schedule for times.

Packed lunches should be nutritious and follow the classroom policy for food. We encourage proteins, whole grains, fruits and vegetables packed in reusable containers. We discourage foods that contain excessive sugar or chemical additives. *If your student's lunch requires refrigeration, please label it and staff will store the lunch in the refrigerator.*

Water and Access to Potable Water:

- Potable water will be kept in each classroom and labeled appropriately. Students are asked to bring their own water to school each day.
- A water source (personal bottle or classroom jug) must be available to each student in each area of study or play - including outdoor areas.

Cell phones and other electronics

Phones and other electronics brought to school should remain “off” and confined to your student’s backpack. If a child is using the device in any capacity during school hours without teacher permission, the device will be confiscated by the teacher and returned to the parents/guardians at the end of the day.

Inclusion

We believe that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in school. We will make every effort to include each child in every opportunity, to the best of their and our abilities.

Non-Discrimination

At MVMCS, all children have equal educational opportunities, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released. Student information is shared with appropriate regulatory and partnering agencies/organizations. All records concerning children at our program are confidential.

Student to Staff Ratios

Primary is 10 to 1 (8:1 for CPP classrooms)

Elementary 15 to 1

Parent's Right to Know

To: All Parents

From: Monument View Montessori Charter School

Re: Parent Right to Know Letter

As a parent of a student at Monument View Montessori Charter School, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Colorado Department of Education (CDE) has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraeducators provide services to your child and, if they do, their qualifications.

Please contact the Head of School at (970) 858-3798 if you would like to receive any of this information.

Testing Transparency

Opting out of Assessments

At the beginning of each school year, a Local Educational Agency (LEA) that receives Title I, Part A funds must notify the parents of each student attending any school receiving these funds that the parents may request, and the LEA will provide the parents on request (and in a timely manner), information regarding any State or LEA policy regarding student participation in any required assessments, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

Parents may choose to opt students out of assessment by providing the school with a written request expressing such intention. Opt out letters must be provided to the school no later than the first day of the school year. Opt out letters will be maintained by school administration and will be stored in student files. Students opting out of assessment testing will not suffer any negative repercussions. Additionally, MVMCS does not and will not discourage students from participating in state mandated testing. Students may not opt out of ACCESS or READ assessments.

Online and Paper Testing

State assessments (CMAS) will be completed using paper testing materials. ACCESS and READ testing will be conducted online. The school's interim Math and Reading assessments will be conducted online. The policy is subject to review and revision by school accountability committee- which is comprised by both school faculty and student parents/guardians.

Additional Information

Each LEA must make widely available through public means (including by posting in a clear and easily accessible manner on the LEA's website and, where practicable on the website of each school served by the LEA) for each grade served, information on each assessment required by the state, including

- The subject matter assessed;
- The purpose for which the assessment is designed and used;
- The source of the requirement for the assessment; and
- Where such information is available
- The amount of time students will spend taking the assessment, and the schedule for the assessment; and
- The time and format for disseminating results.

Language Instruction

Each LEA using funds under Title I, Part A or under Title III to provide a language instructional program must, not later than 30 days after the beginning of the school year or within two weeks of identification as an English learner, inform parents of an English learner (EL) identified for participation or participating in such a program, of:

- The reasons for the identification of their child as an EL and in need of placement in a language instruction education program;
- The child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
- The methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- How the program in which their child is, or will be, participating will meet the education strengths and needs of their child;
- How such a program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for ELs, and the expected rate of graduation from high school if funds are used for children in high schools;
- In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child; and
- Information pertaining to parental rights that includes written guidance
- Detailing the right that parents have to have their child immediately removed

from such a program upon their request;

- Detailing the options that parents have to decline to enroll their child in such a program or to choose another program or method of instruction, if available; and
- Assisting parents in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity.

Communications

Contacting Teachers

MVMCS staff is always happy to discuss any concerns, questions, or other issues that may arise. In order to preserve the integrity of the classroom environment and the staff's time away from work, *we ask that you please not contact teachers via personal cell phones or personal email accounts regarding school-related business.* If you need to talk with a staff member, please call the school number to leave a message with the office manager or on the voice mail at **970-858-3798**.

You can also send an email directly using the staff email list below (all staff and Board emails are first.initial.last.name@mvmcharter.org). Staff will get back to you within 24 business hours when school is in session. Teachers can be very busy in the morning preparing for the day (and the appropriate preparation can set the tone for the entire day) so please limit communication to the methods and times listed above so your teachers can be fully present with students.

Social Media

Teachers are not permitted to share social media accounts with students, student families, or non-staff school community members.

Parent Communications

MVMCS will utilize email as the primary form of personal and school-wide communication. Please whitelist mvmcharter.org with your email provider.

Parent Education Nights

Education nights are critical to the education of your children so you know what they are doing in school. We highly recommend attending as many, if not all, of the Parent Education Nights. A calendar will be distributed the first week of school through paper copies, email, and our website.

Primary Program (including Kindergarten):

It is important for parents to understand what goes on in their children's day, how the Montessori method works, and how they can support their children throughout their time at MVMCS.

Lower Elementary:

Montessori aims to inspire children to be life-long learners. There is no better way to create an endless love for learning than by modeling it for children. To this end, we encourage you to get

curious about the Montessori Method and join us for our parent education nights. While these are not mandatory events, it is important to know that Montessori offers an integrated approach to education and learning does not stop at the schoolhouse doors. If you are interested in understanding more of the philosophy and technique (which you can employ at home) ranging from curriculum to conflict resolution, please make it a priority to join us.

Conferences:

Refer to the school calendar for conference dates. Staff will do what they can to accommodate all families' schedules.

Primary:

Our teachers utilize observation as their primary assessment tool, then written/computerized documentation to show a child's developmental progression through our structured Montessori curriculum. As per the school calendar, conferences will be held twice a year, and parents will be asked to sign up as soon as possible for an allotted time. Areas of focus will include the child(ren)'s advances in social, emotional, behavioral, and academic developments, as well as the child's interests, and strengths. Intermittent conferences may also be requested by parents or the school, whenever deemed necessary.

Lower Elementary:

Conferences are held twice a year. Half-hour meetings will be scheduled through SignUpGenius.com. Conferences are limited to the time allotted so please be sure to be on time. Please feel free to schedule a follow-up meeting with your child's teacher if you need more time.

Assessment and Reporting: Students' progress will be monitored by such measures as student work plans, teacher observation, narrative reports, portfolio analysis, and anecdotal records. Students in grades K--6 will be administered assessments in accordance with state law. Those assessments may include STAR / DIBELS for students in grades K – 6 and CMAS for students in grades 3 – 6, in addition to any other required assessments. An assessment calendar and additional information will be provided to parents annually.

October Count: The October Pupil Count Day happens in early October. It is **extremely** important that all students attend school that day and during the count window. Funding for our school is based on the student count. This funding is called PPR. This year the school receives approximately \$8,000 per student (believe it or not, that does not adequately cover what it costs to educate one child for one year). Any student that is absent on Pupil Count Day does not get funding for that year. It adds up quickly. For example, if three students are absent that day, it impacts our budget by over \$24,000. Please do everything you can to have your child(ren) present that day.

Volunteering

At MVMCS we love to have an abundance of family participation. Along those lines, we welcome everyone to share their talents with the school. This time can be anything from working on the Fundraising Committee, to shoveling snow, to attending community events, to building

materials, etc. Our request is that every family will volunteer **30 hours** of time per year. If you are interested in being part of the volunteer coordination committee, please let us know.

Visiting School & Observations

Families and visitors are always welcome at MVM. Unannounced visits and observations will not be accommodated. Please call the Head of School, Administrative Assistant, or your student's teacher to schedule your visit. Visiting parents, community members, and observers must be accompanied by an MVMCS staff member.

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible routine that allows children to advance at their own pace. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: foundational academic skills, creativity, self-expression, decision making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Field Trips and Outings

Elementary: Classes will 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. Parent Volunteers may be needed for these activities. If you are interested, please speak with your child's teacher.

If the child arrives AFTER the group has left, the child's parent may drive the child to the field trip location. If reuniting the student with the class is not possible or a child chooses not to participate, the student will join another class or work with an authorized staff member. This will be determined on a case-by-case basis by administration.

Some field trips will include walking to the park or other special locations and children will walk with a partner. Adults will instruct the children when to cross streets. Older students will be expected to use the buddy system when using public restrooms.

Throughout the year, classes will rotate participating in experiential, educational trips off-campus. Going-out experiences help the children in developing life skills that facilitate transition into the world. Each student is responsible for his or her belongings. Teachers will help locate a lost item; however, we will not be held accountable for any lost items. A signed permission form for field trips will be kept on file at the school.

Preschool: Off site field trips are not offered for our preschool students.

Events & Celebrations

Holidays

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community.

Birthdays for Primary & Elementary

Children enjoy celebrating their birthday in the classroom. A unique Montessori birthday tradition recognizes the child's special day.

The following guidelines help to make this event memorable:

- Contact your child's teacher one week prior to the birthday.
- Please bring the following items to the party:
 - Picture timeline (a timeline of life)
 - You may prepare a collage of pictures, one for each year of your child's life, using instructions given to the parent by the teacher. Each year a new page will be added to the timeline.
 - Your child may bring a snack to share but please ask your child's teacher for guidelines.
- Birthday circle: Arrange to join us for the birthday circle which will include your child holding a globe and walking around the "sun" (a candle lit in the center of the circle). With each passing year, your child will share a short story about the picture they chose for that year.

Note: if you are planning a celebration for your child outside of school, please do not hand out invitations at school or send birthday gifts to school with your child for the after-school celebration.

Bridging Over Ceremony

The passage from Primary to Elementary marks not only the passing of time, but the readiness of the child to advance to the next plane of development. This rite-of-passage respectfully honors those graduates, welcoming them to their new adventure. This ceremony is held on the last day of school for the entire school community. Details will be shared by your child's teacher.

Discipline Policies

Peace Education

In order for learning to be effective and the potential of the child to be fully developed, each child must do their work in a peaceful environment. Montessori recognizes peace not as the absence of conflict but as one's ability to engage those conflicts in ways that lead to mutually beneficial resolutions. Because of this position, peace education and conflict resolution are actively taught, supported, and practiced throughout the day. Every child enters the school with a different set of skills in this regard. If your child is expressing issues at home which he or she does not feel are being adequately resolved at school, please encourage and assist them in approaching the classroom teacher so that a peaceful solution can be pursued.

General Procedure

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem-solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Acts of Aggression and Fighting

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child.

Physical restraint is not used or permitted for discipline.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.

At MVMCS we give a strong preference for restorative justice and problem-solving. In rare and extreme cases, we follow the State requirements of suspension or expulsion as outlined in our school policies available in the admin office or online.

Tuition & Fees

Annual preschool tuition may be paid in-full prior to the start of the school or can be divided into 10 payments. We do not give credits for sick days, holidays, or snow days.

Primary Program (3 years – 4 years)

Half-Day Options

8:15 am – 12:00 pm

\$4675 annual tuition

Full-Day Options

8:15am – 2:45 pm

\$6600 annual tuition

Extended-Day

8:15am – 5:30pm

\$8600 annual tuition

Loss of spot: For preschool parents, if payment is not received **by the 15th of the month** MVM will begin contacting families from our waiting list to fill your child's spot.

Kindergarten (Full Day)

8:15 am – 2:45 pm (No Tuition)

Grades 1st - 4th

8:15 am – 3:00 pm (No Tuition)

Our school is open Monday through Friday from 7:30 am until 5:30 pm

Payment

Payment by check, cash, or credit card is available. There may be a 3% fee associated with credit card payments. Payment is due as outlined in the *Financial Agreement*.

Tuition Payment Dates

- **Full Year Payments** are due August 1st
- **Quarterly Payments** are due August 1st, November 1st, February 1st, and May 1st
- **Monthly Payments** are due the 1st of each month (if the first is on a weekend, placement is due on the Friday before)

Monthly payments are due on the 1st of each month, and are considered delinquent on the 5th of the same month.

Late Payment Charges

Any delinquency of 5 days will result in a \$20.00 per child late fee. Delinquencies over 20 days will result in the withdrawal of your child. No child may enter the new school year, or have their position for one of these sessions guaranteed if an outstanding balance remains unpaid. A \$30 charge is assessed on all returned tuition checks. Any additional program charges, such as additional extended care, must be paid to MVMCS within 5 days of receiving an invoice.

If a child attends school between the 1st and 10th of the month and then loses his or her spot at the school due to non-payment of tuition, the parent will be required to pay the school a prorated tuition rate for the days of school attended that month.

Collections

MVMCS or its representative reserves the right to seek payment of funds owed through a collections agency if payment is more than 60 days overdue.

Exceptions

Extensions of the deadlines above may be granted by the Head of School under extenuating circumstances, such as a death in the family or serious illness. Extensions will be granted at the discretion of the Head of School and must be documented in writing.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee up to the maximum amount allowed by law. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

Additional Fees

- **Withdrawals** - if a child is suddenly withdrawn from the program without a 2 week written notice of withdrawal, a 2-week tuition fee may be applied.

Credits & No Credits

- **Credit will not be given for Sick Days** – there are no credits for sick days. Sick days are pre-considered in determining tuition and are not refundable.
- **Credit will not be given for Inclement Weather** - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.

Attendance Policy

Remote learning offers some flexibility regarding when and where students complete coursework. Nevertheless, they are held fully accountable for meeting all state-mandated attendance requirements. Attendance is expected to be recorded by the parent daily and is verified by teachers to ensure the school is properly calculating and adequately monitoring that students complete a minimum 360 hours in the Colorado Preschool Program, 900 hours per year in kindergarten, 990 hours per year for students in grades 1-5. These hours are accumulated *and documented* through a variety of methods including:

- Completion of lessons assigned through the learning management system as documented with student login and lesson participation;
- Completion of assignments provided through external sites with access and login only available through direct links;
- Completion of offline work documented by parent;
- Attendance at a synchronous live session;
- In-person testing such as CMAS, PARCC, CoAlt, or other required state exams;
- Online assessments such as Scantron accessed through students accounts;
- Interim assessments such as DIBELS or STAR;
- Phone calls or virtual sessions with instructional staff;
- In-person attendance in which attendance is taken by the teacher on-site; and/or
- Other methods that account for the technology and methodology available to the student and school.

Arrival and Departure

Regular Attendance

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and, if of compulsory attendance age (6-17), attends school regularly.

Continuity in the learning process and social adaptation can be seriously disrupted by excessive absences. It can be very challenging for students to optimally integrate and sustain progress in their social and academic development if they regularly miss school. Students who have good attendance generally achieve more learning and enjoy school more. For these reasons, and because it is mandated by law for public schools, regular attendance is required at MVMCS.

Excused Absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured.
2. A student whose absence is approved by the HOS on a prearranged basis. Prearranged absences shall generally be considered for approval for appointments or events which cannot be taken care of outside of school hours.

Prearranged absences may also be approved for the purpose of personal enrichment or extracurricular activities, not offered by the school. Parents and students must arrange with the

classroom teachers a suitable plan for making up any missed work in a timely fashion (generally 1 day for each day absent).

1. A student who is absent for an extended period due to physical, mental or emotional disability.
2. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
3. A student who is suspended or expelled.
4. Other circumstances:

As applicable, the MVMCS may require suitable proof regarding the above exceptions, including written statements from medical sources.

If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by MVMCS of the unexcused absence.

In accordance with law, MVMCS may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any unexcused absence.

The administration shall develop regulations to implement appropriate penalties. The school administration shall consider the correlation between course failure, truancy, and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of unexcused absences.

Students and parents/guardians may petition the Board for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 (ten) days during any calendar year or school year.

Chronic absenteeism

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who has 16 total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the

HOS or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

Late Arrival/ Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that school begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning it is very important that your child arrives before the door is locked. See above for times.

Headcount and Student Supervision

Upon drop-off, students are signed in (marked present) for the day. This is used to inform our daily classroom census. The census becomes our baseline for headcounts and accountability. Students are required to remain with their class groups throughout the day. Periodically, the classroom lead or assistant will take headcounts. In the event, a student is missing, we will enter our lost student protocol.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

MVMCS Withdrawal of Services / Parent Withdrawal of Child

MVMCS will notify parents/guardians in writing (email or post) when it intends to withdraw or cancel provided childcare services. Additionally, MVMCS will provide additional written notification when services are canceled.

MVMCS asks that parents/guardians notify MVMCS in writing when they intend to withdraw their student(s) from the school. Please specify the last date of care.

Health and Wellness

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Annually, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. State regulations regarding the attendance of children who are not immunized due to religious or medical exemptions are followed.

Immunization-exempt children are excluded from attending school during outbreaks of vaccine-preventable illnesses, as directed by the state health department.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before but must be received no later than 30 days after your child begins the program. Families are responsible for ensuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Illness

You will be called and asked to retrieve your child if your child exhibits any symptoms described in our illness policy. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive. If it is perceived that your child is experiencing a medical emergency, the school will contact 911 immediately. Your child may return to school once the above symptoms have been absent for 24 hours without the assistance of medication or if accompanied by a note from a licensed medical provider stating your student is no longer contagious.

Please notify us if your student will not attend school. Particularly, let us know the nature of the illness so we may alert other parents if necessary.

As a parent, it is always your responsibility to provide timely transportation from school when your student is ill.

Illness Policy

Anytime children are together, there is a chance of spreading infection and illness. This is especially true among the younger children. At this age, they are likely to use their hands to wipe their noses or rub their eyes and then handle toys or touch other children. The younger the child, the more difficult it is to keep the spread of germs down. In order to protect the group as a whole, we ask that parents assist us in maintaining a healthy learning environment by keeping sick children at home.

If your child appears extremely cranky or less active than usual, unable to play comfortably outdoors, cries more than usual, or just seems generally unwell at home and/or has any of the following symptoms, please keep your child home until symptoms subside.

- Fever of 99.5 degrees or higher - Must be fever free for 24 hours, without Tylenol, Ibuprofen, or other fever reducers, before returning to MVM.
- Diarrhea - Must be symptom-free for 24 hours before returning to MVM
- Vomiting - Must be symptom-free for 24 hours before returning to MVM
- Profuse nasal discharge
- Persistent phlegmy cough
- Croup
- Strep throat
- Ringworm
- Lice
- Chicken Pox
- Hand foot and mouth disease
- Common cold
- Any other symptoms deemed to be hazardous to the school community.

If your child becomes ill at MVM the family will be notified and prompt pick up arrangements will be made. Please be sure to have a friend or family member available to help pick up your child for these rare occasions.

If your child is sent home from MVM in accordance with our illness policy, they will not be permitted to attend school the following day.

Once your student is symptom-free for 24 (without the use of medications), they are welcome to attend school.

If you are in doubt about whether or not your child is sick, please err on the side of caution and keep your child home.

Students that experience extended absences due to illness may require additional accommodations. In the case of this occurrence, the school will communicate with parents to determine the best course of action for the child's continued education.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be provided to relevant staff. The information is considered confidential and is only shared with relevant staff. We will make every reasonable effort to keep allergens that may lead to anaphylactic shock out of the classroom but cannot guarantee they will not be present. If you suspect your child may have an allergy please seek the advice of a health professional. Children should be aware of self-care precautions.

Medications

Any medications administered by MVMCS staff must be provided in the original container and must be accompanied by medication orders signed by a licensed medical professional.

Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will store the medication in an unrefrigerated or refrigerated lockbox as specified on the medication. Emergency medications, such as epinephrine, will follow the student during the day and will be stored in an unlocked predetermined location. The administration of all medications will be documented on the student's medication administration log.

Sunscreen

Children who are over four years old may apply their own sunscreen with staff supervision. Parents should also apply sunscreen before children get to school, allowing teachers to focus on outside time. Please send a personal bottle of sunscreen to school with your child's name clearly written on the container.

Communicable Diseases

When an enrolled child or an employee of the school has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following: Bacterial Meningitis, Botulism, Chicken Pox, Diphtheria, Haemophilus Influenza (invasive), Measles (including suspect), Meningococcal Infection (invasive), Poliomyelitis (including suspect), Rabies (human only), Rubella Congenital and Non-congenital (including suspect), Tetanus (including suspect), H1N1 Virus, Any cluster/outbreak of illness and other illnesses present beyond our established baseline.

Medical Emergencies and Transportation

Emergency phone numbers for Doctor, Dentist, and Hospital of choice are kept in each student's permanent file. Other important addresses and phone numbers are posted by the telephone. These include 911, the nearest hospital, police station, health department, fire department, and the poison control center. Staff will attempt to notify parents as soon as possible if their student is seriously injured or needs medical care above and beyond what staff is able to provide. As per the Emergency Care Consent Form, the student's physician, dentist, and other contacts may be contacted for instructions. Staff will take whatever steps necessary to obtain emergency care, which includes but is not limited to calling paramedics, calling another physician, having the student taken to the hospital of choice, having the student taken to the closest emergency room or clinic with appropriate equipment. Any expenses incurred will be borne by the student's family or family insurance.

Injuries

An incident report detailing the time, location, people involved, and details of injuries occurring under MVMCS supervision will be kept on file and disseminated to the parent/guardian(s) of those involved. Additionally, parent/guardian(s) will be contacted by telephone and email as another means to communicate the details of the incident.

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including:

painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the school, and daily programs are conducted outside whenever the weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm.

Clothing promoting violence will not be permitted.

Extreme Weather and Outdoor Play

Outdoor play may not occur if the outside temperature is greater than 95 °F or less than 20°F degrees.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care. In cases where extreme or persistent hostile or aggressive behaviors occur, your child may be subject to suspension or expulsion as per MVMCS policy.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor school environment and vehicles used by the school are non-smoking areas at all times. The use of tobacco in any form is prohibited on the school's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the school's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Firearms and dangerous weapons are not permitted on MVMCS grounds or at MVMCS events. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our school will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Likewise, if you suspect a child of being abused or neglected please contact: [Department of Human Services](#).

If you have an allegation of abuse pertaining to Child Protection please call 970-242-1211. This number is available 24 hours a day.

Colorado Sex Offender Registry

The Colorado sex offender registry may be accessed at: <https://apps.colorado.gov/apps/dps/sor/>

Emergencies

In instances of a natural disaster or emergency, staff will follow school policies ensuring safety of every student as our top priority. The school will communicate with families as soon as possible and as directed by law.

Lost or Missing Children

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified immediately.

Fire Safety

Our fire evacuation plan is reviewed with the children and staff on an annual basis and as needed. Fire drills are conducted in coordination with the local fire department.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Publicity

Occasionally, photos will be taken of the children at the school for use within the school or on our website. Consent may be withdrawn at any time by providing the office with written notice.

School-Wide Event Child Care Policy

Monument View Montessori Charter School holds the safety of all children as a top priority. During school hours we sustain an ongoing effort to guide children in peaceful behaviors and to cultivate peaceful resolution of conflict. However, because children have a variety of skills in

this regard, and because we cannot ensure the safety of children when adults are not present, MVMCS will enact the following policy for the supervision of children in the hours outside of the official school day (M-F 7:30 am – 5:30 pm) and during MVMCS sponsored events.

1. No school-sponsored event shall provide child care unless specifically stated otherwise.
2. MVM may make an effort to offer childcare during certain meetings. This does not constitute or imply a guarantee that such will be provided. MVM will attempt to communicate with potential attendees whether child care will or will not be provided in advance of the event. If no such notification is received, attendees can assume that childcare will not be provided.
3. Caregivers who bring children to events without childcare will be fully responsible for the safety and behavior of their children. The child must be in the immediate proximity of their caregiver for the duration of the event.
4. If childcare is provided, it will be limited to areas specified in written communication. Parents will be responsible for their child if the child decides to leave that location and enters any non-authorized area of the school or event.
5. Children who are on school grounds for any reason before or after school hours need to be under the direct supervision of their caregiver.
6. Children are at no time permitted to be on the playground or any area of the school without an authorized caregiver. The school does not assume responsibility for the child unless otherwise stated in writing.

Concerns, Complaints, and Grievances

Complaints must be initiated in writing, dated, and signed by the complainant. Forms for this purpose are available in the HOS's offices. Completed forms must be filed with the appropriate persons as follows:

Conduct of an individual: Complaints should first be attempted to be resolved at the lowest level with the individual in question. Then, if the complaint is not resolved, the complaining party can bring it to the individual's supervisor, then the Head of School, then the Board. All other complaints will be filed with the Head of School.

When a complaint is filed in writing, a conference will be held with the complainant within five (5) school days. A written response will be given to the complainant within ten (10) school days following the conference.

If the complaint is not resolved to the satisfaction of the complainant, a written appeal may be submitted within ten (10) school days in accordance with the appeal procedures.

Appeals must be made in the following order: Teacher, HOS, Board of Monument View Montessori Charter School, Colorado Charter School Institute.

When an appeal has been filed in writing, a conference will be held with all parties involved within ten (10) school days. A written response will be given to the complainant within ten (10) school days following the conference.

If the appeal should reach the level of the Board of MVM, a meeting with the Board will be scheduled within twenty (20) school days after a written appeal has been filed. A written response from the Board will be given to the complainant within ten (10) school days following the conference.

The Board can be reached by email at the following addresses:

- board@mvmcharter.org
- c.burns@mvmcharter.org
- p.schlake@mvmcharter.org
- e.langner@mvmcharter.org
- g.rau@mvmcharter.org

If the complaint is not resolved to the satisfaction of the complainant after review by the Board of MVMCS, the complainant may submit the concern in a written format to the Colorado Charter School Institute. Such a request must be in writing and submitted within five (5) business days after receiving the written decision of the MVMCS Board. The Institute can be contacted at (303) 866-3299 or csi_info@csi.state.co.us.

Licensing Complaints

Formal complaints regarding suspected preschool and afterschool licensing violations may be filed with:

Colorado Department of Human Services, Division of Child Care

1575 Sherman St., Denver, CO 80203
Tel: (303) 866-3755
Fax: 303.866.4453

Notification of Rights under FERPA for Elementary Schools

Note: This notice is applicable to the public charter only and does not apply to the private preschool.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Monument View Montessori Charter School (MVM) receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the office manager a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask MVM to amend their child's or their education record should write the Head of School and clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official

committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SMCS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that MVMCS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, MVMCS may disclose appropriately designated "directory information" without written consent, unless you have advised the MVMCS to the contrary in accordance with MVMCS procedures. The primary purpose of directory information is to allow MVMCS to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want MVMCS to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent,

you must notify MVMCS in writing by the first day of school. MVMCS has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already

- enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student’s State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
 - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
 - To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
 - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
 - To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
 - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
 - To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
 - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
 - Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
 - To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
 - To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

School Policies

Our school policies are updated annually or as needed to ensure the best educational

experience for your student. MVMCS's complete school policies can be accessed in hard copy at the administrative offices.

Acknowledgement of Receipt of Family Handbook

My signature indicates that I have received the Monument View Montessori Charter School Family Handbook. I agree to follow all policies stated in the handbook and understand my responsibilities as a Monument View Montessori Charter School parent/ guardian.

Child's Name: _____

Parent/Legal Guardian Printed Name: _____

Parent/ Legal Guardian Signature: _____

Date: _____

This form must be signed, dated, and returned to the administrative office no later than the first day of school.