



**STEAMBOAT
MONTESSORI**

**2022-23
Family Handbook**

**EACH FAMILY, UPON COMPLETION OF READING THE HANDBOOK WILL NEED TO
COMPLETE THE HANDBOOK CONSENT FORM LOCATED IN PARENT SQUARE.**

Message from the Head of School

Welcome to the Steamboat Montessori family! Steamboat Montessori is entering the 7th year of operation. We are proud to be a part of a national movement to bring Montessori education into the public sector. Our mission is to inspire all children to learn and grow into responsible global citizens by using authentic Montessori methods; we strive to develop each child's intrinsic intelligence and support them becoming resilient, self-directed leaders and problem solvers. Steamboat Montessori is a place for students, families and teachers to grow together as an intentional community.

“The child is endowed with unknown powers, which can guide us to a radiant future. If what we really want is a new world, then education must take as its aim the development of these hidden possibilities.” (Maria Montessori, The Absorbent Mind)

As a member of the Steamboat Montessori community, families are invited and expected to participate, and to be engaged in your child's education. This Family Handbook provides answers to most of the questions you may have about our policies, procedures, and guidelines. I extend to you my personal best wishes for a great school year.

Yours in gratitude,
Emily Barnhart

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MISSION & VISION

Our Mission

To inspire all children to learn and grow as responsible global citizens in a collaborative, peaceful and safe environment. We are committed to using authentic Montessori methods with integrity to develop each child's intrinsic intelligence as they become resilient, self-directed leaders and problem solvers. As a school of choice, Steamboat Montessori is a place for students, families and teachers to grow together as an intentional community in the pursuit of academic excellence.

Our Vision

Steamboat Montessori creates a respectful, safe, nurturing and diverse educational community where students, staff, parents and community members collaborate to become empowered, enriched, challenged, resilient and prepared individuals collectively meeting the demands of an ever-changing society.

We will:

- Strive for academic excellence while developing the cognitive, social, physical and emotional growth of each child
- Celebrate and enhance the unique greatness within each child while helping each child to reach his/her own potential
- Support and maintain a focus on individualized learning
- Encourage confident, self-motivated, independent lifelong learners
- Foster a collaborative community of students, staff and parents
- Develop, nurture and grow community partnerships

Our mission and vision statements have guided the design of Steamboat Montessori since inception. We believe children naturally love to learn and are strong, intelligent, kind, and motivated. Students are considered capable individuals, with worthy ideas. The Founders of Steamboat Montessori believed children deserve a personalized education, and that families in our community deserved options in education.

Statement of Intent

To fulfill our Mission and Vision by implementing Montessori curriculum, Steamboat Montessori will:

- Use the resources and guidance of the American Montessori Association, Association Montessori Internationale (AMS & AMI), The Center for Montessori in the Public Sector (NCMPS) and other qualified Montessori associations to implement the Montessori approach to learning and living;
- Offer a challenging interdisciplinary curriculum aligned with the Colorado State Standards and Montessori curriculum/materials ;
- Present teaching materials specifically designed to provide concrete representations of the abstract within prepared learning environments;
- Empower each student to direct his/her own learning within the structure of the curriculum with close guidance from a Montessori-trained teacher;
- Utilize multi-age classrooms, developed in three year cycles, permitting children to naturally engage in peer modeling and creating a classroom and school community that accepts and values each person;
- Facilitate inquiry, exploration, critical thinking, and creative problem solving in all academic areas;
- Identify, understand, and capitalize on the individual student's learning style and needs;
- Educate the whole child from early childhood to adolescence by integrating self-reliance, independence, and respectfulness with academic work;
- Hire and support Montessori trained and Highly Qualified Teachers;
- Encourage and support family involvement by offering parent education of Montessori methods;

CURRICULUM & LEARNING

Montessori Classrooms

By Alice Renton, Montessori Master Teacher & AMS Living Legacy Recipient

Dr. Maria Montessori truly changed the way we all view education. In her day, students sat in neat rows staring at a blackboard, reciting and recording. The student's sole source of learning was the teacher, herself. Dr. Montessori believed to educate truly, children need to be drawn out rather than spoon-fed. She wanted children to interact with materials, their environment and each other in order to develop their individual potential.

The goal of Montessori education is to guide children while they develop into their best selves: cognitively, socially, physically and emotionally. Dr. Montessori believed that children have a natural love of learning and a desire to be self-directed. To achieve this, we want to give children freedom within structure and mutual respect. You will see a carefully prepared environment of concrete and abstract materials on the shelves of Montessori classrooms. These materials cover all the areas of the curriculum from language arts, math, history, the sciences, humanities and creative arts. Children work freely, but have specific curriculum goals they must meet daily, weekly and monthly. These goals are individually recorded based on interest, ability and state standards. Students receive lessons and the responsibility to follow through and master lessons is theirs.

[The Five Great Lessons](#) are core to the elementary curriculum. These introduce children to the major areas of human knowledge and provide a framework for all areas of study. These lessons are presented as inspirational stories and are the organizing force for our integrated curriculum.

“Education” means to elicit or draw out. We want children to achieve a high standard of academics as they learn to love learning. We want to direct children's energy rather than suppress it. We want to give children liberty, not license. We want to help children become peaceful, competent world citizens.

Montessori Class Sizes

A typical Montessori class is made up of 25 to 30 children, more or less evenly divided between boys and girls, covering a three-year age span. This practice has been a hallmark of the Montessori approach for almost 100 years. Classes are taught by a certified Montessori educator teaching with one or more assistants, or by two Montessori trained teachers. Classes are designed to be stable communities, with only the oldest third moving on to the next level each year. With two-thirds of the children returning each fall, Montessori encourages a unique relationship between children and their peers, as well as between children and their teachers. This practice is subject to adjustment by need. Due to Colorado preschool licensing requirements, primary classrooms are made up of 20 students.

The levels typically found in a Montessori school correspond to the developmental stages of childhood: Infant (birth through 18 months); Toddler (18 mos. to age 3); Early Childhood (ages 3 to 6); Lower Elementary (ages 6 to 9); Upper Elementary (ages 9 to 12); Middle School (age 12 to 14); and Secondary (age 15 to 18). At each level, the program and curriculum are logical and highly consistent extensions of what has come before.

Many schools are proud of their small group sizes, and parents often wonder why Montessori classes are so much larger. Schools that place children together into small classes assume that the teacher is the source of instruction; a very limited resource even in a small class. These schools reason that as the number of children decreases, the time that teachers have to spend with each child increases. Montessori finds the best 'teacher' is often another child who is just a little bit older and has mastered a skill. This process is good for both the tutor and the younger child.

Further, in the Montessori approach, the teacher is not the primary focus. Montessori encourages children to learn from each other, while the teacher acts as guide. By having enough children in each age group, all students will find others at, above, and below their present level of development. There are several distinct advantages to the Montessori classroom model. In a well-run and established Montessori class, children are able to be both independent and self-disciplined to a high degree.

Source: <http://www.coveredbridgemonessori.com/>

Learning Environment

We provide a rich learning environment with a curriculum that is 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.

Note: In between the hours of 8am and 3-3:15, our primary environment is always monitored using regular head counts, and a teacher always accompanies children to the bathroom if they are out on the playground.

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. Our trained teachers and trained assistants will always accompany students on these trips together with parent volunteers. Throughout the outing, headcounts are taken and children will be signed in and out as usual. Steamboat Montessori benefits from robust parent participation, ensuring ample adult supervision on all outings.

Occasionally we will ask that you help cover the cost of these outings. A notice will be sent home with your child specifying the event and cost. Please remember to put cash or check in an envelope with the student's name and the purpose or event for which it should be used. If you are unable to cover the cost of the outing, please speak to your classroom teacher.

On field trip days, parents are responsible for bringing students to the school before departure of the class. 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. The adults will instruct the children when to cross streets. Students riding in a bus will be expected to sit quietly in their seats, listen to and abide by the rules given to them by the bus driver. Students having difficulty behaving appropriately will sit with an adult. Older students will be expected to use the buddy system when using public restrooms. Each student is responsible for his or her belongings. Teachers will, of course, help locate a lost item; however, they will not be held accountable for any lost items.

Holidays

Our practice around holidays is to encourage community celebration. Holidays are viewed as a time to reflect on the seasons, the natural cycle, and diverse cultural heritages represented in our community, or around the world. Classroom teachers will communicate special events or invitations for parent participation throughout the year.

BEHAVIOR EXPECTATIONS

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 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. Montessori strongly encourages adults to not do for the child what s/he can do for themselves; in this spirit, students are encouraged to express their needs for support, to the best of their ability, as a critical part of their learning.

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 themselves, 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 kindness, and to exercise self-control. When a child becomes physically aggressive, we intervene immediately to protect all parties. Our standard approach to helping children with challenging or aggressive 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. Parents are typically informed of challenges their student may be having through the use of refocusing worksheets that a student must bring home to be signed. Extreme, persistent or unusual behavior will be addressed at an appropriate level by the teacher or administration.

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

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 and support children

In the event an early childhood development consultant or other early childhood specialist is needed for a Primary student, Steamboat Montessori will recommend a therapist for evaluation or services. Expenses for therapy and evaluations will be the responsibility of the parent.

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 Steamboat Montessori we have 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.

Positive Behavior Support is a [program](#) supported by the Colorado Department of Education to maximize academic achievement and behavioral competence. It is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and great teaching come together, our students will excel in their learning.

Steamboat Montessori has developed a common language for behavior expectations in each area of the school to reflect our Steamboat Montessori mascot. (Honey B). They are as follows:

Heart: I show others my positivity, gratitude, forgiveness, respect and fairness.

Ownership: I am in charge of my behavior. I choose my actions, attitudes, and moods. I do the right thing without being asked, even when no one is looking.

Never give up: I set goals. I practice self acceptance, self-improvement, perseverance, reflection, and collaboration.

Excellence: I strive to reach my own level of excellence and take pride in the work I do. I give focused attention to my best ability so I can learn and allow others to learn.

Yes to Leadership: I follow through and am honest with what I say I will do.

Better our community through Service: I think about the needs of our greater community and strive to use my talents and gifts to make a positive change.

Our school values provide for a safer school environment and give more time for instruction. We apply consistent positive reinforcement and consequences for all students in line with [Positive Discipline](#) theory. Students, teachers, and other staff will be taught these values and expectations in an engaging way during our Friday Family gatherings and will have the opportunity to practice these expected behaviors in an authentic way both in small groups and school-wide. Parents will be made aware of these expectations and values in order to support and promote consistency between school and home.

We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can succeed and grow.

We welcome your input and involvement. Please contact us if you have any questions or need further information.

Physical Intervention and Restraint

To maintain a safe learning environment, Steamboat Montessori (“school”) employees may, within the scope of their employment and consistent with state law, use physical intervention and restraint with students in accordance with this policy and accompanying regulation. Such actions shall not be considered child abuse or corporal punishment if performed in good faith and in compliance with this policy and accompanying regulation. Key staff will be trained in nonviolent crisis intervention.

Physical intervention

Corporal punishment shall not be administered to any student by any school employee.

Within the scope of their employment, school employees may use reasonable and appropriate physical intervention with a student, that does not constitute restraint as defined by this policy, to accomplish the following:

1. To quell a disturbance threatening physical injury to the student or others.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the student.
3. For the purpose of self-defense.
4. For the protection of persons against physical injury or to prevent the destruction of property which could lead to physical injury to the student or others.

Under no circumstances shall a student be physically held for more than five minutes unless the provisions regarding restraint contained in this policy and accompanying regulation are followed.

Restraint

For purposes of this policy and accompanying regulation, restraint is defined as any method or device used to involuntarily limit a student's freedom of movement, including but not limited to bodily physical force and seclusion. Restraint shall not include the holding of a student for less than five minutes by a school employee for the protection of the student or others and other actions excluded from the definition of restraint in state law.

School employees shall not use restraint as a punitive form of discipline or as a threat to control or gain compliance with a student's behavior. School employees are also prohibited from restraining a student by use of prone restraint, mechanical restraint or chemical restraint, as those terms are defined by applicable state law and this policy's accompanying regulation.

Restraint shall only be administered by school employees trained in accordance with the applicable State Board of Education rules.

Exceptions

The prohibition on the use of mechanical or prone restraints in this policy and accompanying regulation shall not apply to:

1. Certified peace officers or armed security officers working in a school and who meet the legal requirements of C.R.S. 26-20-111(3); and
2. When the student is openly displaying a deadly weapon, as defined in C.R.S. 18-1-901(3)(e).

Adopted: November 2021

LEGAL REFS.: C.R.S. 18-1-703 (use of physical force by those supervising minors), C.R.S. 18-1-901(3)(e) (definition of a deadly weapon), C.R.S. 18-6-401(1) (definition of child abuse), C.R.S. 19-1-103(1) (definition of abuse and neglect), C.R.S. 22-32-109.1(2)(a) (adoption and enforcement of discipline code), C.R.S. 22-32-109.1(2)(a)(I)(D) (policy required as part of the safe schools plan), C.R.S. 22-32-109.1(2)(a)(I)(L) (policies for use of restraint and seclusion on students and information on the process for filing a complaint regarding the use of restraint or seclusion shall be included in student conduct and discipline code), C.R.S. 22-32-109.1(9) (immunity provisions in safe schools law), C.R.S. 22-32-147 (use of restraints on students), C.R.S. 26-20-101 et seq. (Protection of Persons from Restraint Act), 1 CCR 301-45 (State Board of Education rules for the Administration of the Protection of Persons from Restraint Act).

SCHOOL OPERATIONS

Primary School for ages 3-5*

Kindergarten for age 5-6**

Lower Elementary for 1st-3rd graders

Upper Elementary for 4th-6th graders

*For the Primary, we appreciate it if children are 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.

**Per Colorado State requirements, children entering Kindergarten must be 5 years of age by October 1.

School Closures and Snow Delays

Steamboat Montessori will adhere to the Steamboat Springs School District for closures and delays due to weather. Notification of school closure and snow delays will occur through Parent Square and through email if there is a late start, early release or school closure due to any other emergency reasons.

Primary Classroom Hours (Preschool Only)

Drop off is between 8:00-8:15 am

In order to accommodate the Montessori 3-hour work period, we request that parents drop off their children within the above time frame. 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. If you arrive late, it is the responsibility of parents to escort their child to class if necessary.

Primary students will arrive in a car line along the East Entrance. Teachers will greet the children and assist them out of their cars along the curb. Parents/Guardians are required to download and utilize the QManager app on their personal device. In the event that the adult dropping off the child does not have access to QManager, a tablet is available for these unique situations. The school will provide all primary families

instructions for Qmanager. The use of QManager is required by all primary parents daily in order to comply with preschool regulations.

Half Day Preschool Pick Up is 11:45am

The half day children will be out for recess at pick up time. Parents can park in the east parking lot and walk up to the playground to pick up their child.

Parents/Guardians will be required to sign their child out on the Qmanager app on their phone.

Full Day Primary Pick Up is 3:00

The full day preschool children will be picked up in a car line/parking along the East Entrance similar to morning drop-off. Teachers will load your child into the cars along the curb. Parents/Guardians will be required to sign their child out on the iPad or the QManager app on their phone.

Please be timely in the pick up of your child. If you are late in picking up, your child will be walked down to the office and await you there. Parents/Guardians who are late to pick up their child may be charged a fee of \$1.00 per minute.

Authorized & Unauthorized Pick up for Primary/Kinder

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 the office and your child's teacher 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. We do this to ensure your child's safety.

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 for 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.

Lower and Upper Elementary (Grades K-6)

Monday - Friday:

8:00am-3:15pm

Drop Off/Pick Up is at North Entrance for 1st-6th

If you have a Primary or Kinder child your Elementary child will be sent to the East Entrance for pick-up and all can be picked up at 3:15.

Pick-up: Please wait in the car line for your child on the north side of the building. Please pull up as far as possible and be as efficient as possible. Parents should wait for their child outside the building. Please note that parents and visitors are not permitted to enter the classroom without prior arrangement with the front office out of respect for the children's space. This is a very standard practice in Montessori programs.

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.

Attendance & Withdrawal

Attendance is very important at Steamboat Montessori. Steamboat Montessori adheres to Title 22, Colorado Revised Statutes: Education Article 33: School Attendance Law of 1963 Section 104.

It is critical for your child's success in a Montessori learning environment to have consistent and regular attendance. This means arriving in time for the beginning of the morning work-cycle.. Thank you for your support in making sure your student attends school and arrives consistently on time.

Please inform teachers and the front desk of any excused tardiness or absence in advance, including medical appointments, travel issues, or family emergencies. This can be done in person, via email, or phone. If you do arrive late, parents of primary

students must ring the doorbell and be greeted by a school employee. Primary parents must escort their child to the front office and sign them in. Parents of primary students who are late may be asked to escort their child all the way to the classroom. All other students may come into the building, be checked in by school staff and proceed to their classroom.

October Count

The October count happens Monday, October 3rd. It is **extremely** important that all students attend school that day. Funding for our school is based on the student count. This funding is called Per Pupil Operating Revenue, or PPR. This year the school receives approximately \$9,300 per student. Please do everything you can to have your child(ren) present that day.

Arrival

Children who are not enrolled in a before school program will not be allowed to enter prior to the regular school day at 8:00 am. Please be sure to observe this policy. Doors are closed and locked for student and staff safety at 8:15 am.

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. In the case of excessive tardiness, the Front Desk and/or Head of School may contact Parents/Guardians to alert families and identify a support plan to decrease tardiness. Excessive tardiness is defined as being **tardy more than 10% of the current school session.**

Early Pick Up

Any student requiring early pick up for any reason whether sporadic or recurring must notify the office in person and sign the student out each time. Once Parents/Guardians arrive in the building students will be retrieved from their classroom in the most timely manner possible. Please allow enough time during this process to ensure that you are on time to where you need to go.

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 that child is 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 Steamboat Montessori.

Habitually Truant

In accordance with state law, a habitually truant student is one who accrues 4 total days of unexcused absences in a calendar month, or 10 total days of unexcused absences in a calendar year. Once a student is deemed habitually truant, Steamboat Montessori may initiate judicial proceedings to enforce compulsory attendance.

Excused Absences

If your child has a valid reason for missing school please call the office or send a note to excuse the absence.

Steamboat Montessori recognizes the following as excused absences:

- (a) Temporary illness or injury and absence is approved by administrator;
- (b) Absence due to a physical, mental, or emotional disability;
- (c) Suspension, expulsion, or denial of admission in accordance with C.R.S. 22-33-105 and 106.

The above list is not exhaustive. A school's policy may recognize additional absences as excused, such as funerals, religious observations, legal obligations, or other occurrences as identified in the school's policy. The school may require advance notice and appropriate documentation to verify excused absences.

Truancy

Truancy means a student is absent from school without a valid and verifiable excuse from the parent/guardian or the student leaves school or class without permission. This is synonymous with "unexcused absence."

Chronically Absent

Please be aware that our policies classify a student who misses 16 or more days during the school year as chronically absent whether excused or unexcused. In such cases, a School Attendance Review meeting may be held to identify and commit to a support plan in order to comply with Colorado's Compulsory Attendance Laws. The Front Desk and/or Head of School may contact Parents/Guardians to alert families and identify a support plan to decrease absenteeism prior to 16 days missed.

Withdrawals

Steamboat Montessori requires a written notice 30 days in advance of the time the child is being withdrawn from the school. Parents are requested to complete an [exit survey](#) upon withdrawing a student.

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 or your new school, with instructions to where the records should be sent is required.

School Calendar & Orientation

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

Orientation for Primary

Steamboat Montessori will host a **Back To School Night** [parents only] in August/September, which is highly encouraged for all new families. It is an opportunity to familiarize ourselves with the Montessori Method, our classroom environment and structure, and how their child(ren)'s time will be spent with us. Prior to the first day of school, all families will sign up for 10-20 minute appointments to meet with the classroom teachers, talk about their child and explore the classroom. Children should bring any materials for personal use or classroom donations that day so they can get their cubbies prepared and so the teachers have time to organize donations before school begins. Any questions parents/guardians may have will be answered by the Primary teachers, and if need be, our Administrators.

Orientation for Elementary

Steamboat Montessori will host a **Back To School Night** [parents only] in August/September, which is highly encouraged for all families. Montessori can be a whole new world and it is helpful for first-time and veteran students alike to visit the classroom and acquaint themselves with the community, the materials, and the procedures before the first day of school. To help meet such a need, we will host an orientation at the beginning of the year. New families will sign up for 10-20 minute appointments to meet with the classroom teachers, talk about their child and explore the classroom. Children should bring any materials for personal use or classroom donations that day so they can get their cubbies prepared and so the teachers have time to organize donations before school begins.

Classroom Materials & Personal Belongings

Cubbies/Lockers

Every child will be provided a cubby or locker to use for their personal belongings.

Kindergarten & Primary

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. All items should be labeled with the child's name. Encouraging each child's independence is our priority, especially at the beginning of the year. Essentials such as clothing, shoes, slippers, water bottles, lunch boxes, etc. should be covered with simple, solid colors (e.g. no cartoon characters, flashing lights, or other distractions).

Toy and Money Policy

Toys or money from home will NOT be allowed in the classroom with the exception of fundraising projects. Our Montessori environment is designed and intended not only to educate and stimulate, but is also very carefully prepared. Outside toys, money in the form of coins or otherwise, or any other outside 'entertainment' is generally not allowed. If you have questions about this policy, please speak to your child's classroom teacher.

News Period (Sharing meaningful things from home)

"Share-time" is a structured Language activity/lesson in our primary classroom. Throughout the year a small News Period basket/tray will be offered for students to present a small, simple, meaningful "share" (i.e. natural object, picture/photograph,

drawing, travel souvenir). Each day, any one student will have the opportunity to ask a teacher if his/her share can be for our News Period activity. If welcomed, the student may place the share in the basket/tray, offer to show and talk about their share with several students, and bring the basket to a rolled-out rug. The share will only be offered for one day (until the child goes home). All children will be encouraged to lead the News Period. Students will be guided on how to ask questions and respond in socially appropriate ways while connecting with classmates and friends. Learning to respect other people's interests and time, children will be motivated to share experiences while engaging in meaningful conversation.

Snack and Lunch

All children are given time for a snack. Snack is meant to be a nutritional refreshment, not a substitute for a balanced breakfast. Proper nutrition aids in concentration and emotional balance. Some examples of healthy snacks are carrot sticks with hummus dip, jerky or cheese slices, unsweetened yogurt with fruit, or nuts. Lunch schedules will vary according to class. Refer to your class schedule for times.

Packed snacks and lunches should be nutritious in value and follow the classroom policy for food and nut allergies. We encourage proteins, healthy fats, fruits and vegetables packed in reusable containers. We strongly discourage foods that contain added sugar, processed/refined ingredients or chemical additives. Plastic bags/single use items are not encouraged. Please note that we are sensitive to ingredients which can cause anaphylactic shock to students at our school. For this reason we ask that you avoid any ingredients on our sensitive list. The "sensitive list" will be posted by the front door.

Morning Snacks for Primary

Parents provide snacks for their child on a daily basis. Please keep the snack simple.

Examples of appropriate snacks are:

- Cheese cubes and salami
- Cucumbers (cut into slices) and cantaloupe (cut into bite sized pieces)
- Baby Carrots (cut in half lengthwise) and hummus or sunbutter for dipping
- Nuts and raisins

Afternoon Snack for Primary

If your child is staying full day, he or she is to bring one small designated container with his/her name on it, that your child can open independently.

Once shown the proper sequence of preparing the snack set-up (including hand washing), children will be able to manage the process entirely by themselves without the aid of a teacher. Please provide your child with only healthy, non-processed food. We will not allow candy, sugary fruit snacks or fruit roll-ups, chocolate, etc. Fresh fruit, veggies, jerky, rice cakes, cheese and nuts...ask your child to help prepare their school snack the night before!

Snack in Lower Elementary and Upper Elementary

Please make sure your child packs a healthy snack with their lunch each day.

Cell Phones and Other Electronics

While we recognize that personal electronics such as phones and musical devices play an important role in everyday life, they are typically disruptive in school and will not be generally permitted in the classroom. If your child brings such a device they will be asked to keep it turned off and in their backpack during school hours. If a child is using the device in any capacity during school hours without teacher permission, the device will be held by the teacher and returned to the parents at the end of the day. If there should arise extenuating circumstances in which a child could benefit from the use of such a device in the classroom, the parents, child, and teacher will set up terms of use. The teacher, in conjunction with the Head of School, will decide if the arrangement is productive or effective and will make the final decision on in-class use of personal electronics.

Drop Off of Personal Items

Any item that a Parent/Guardian drops off at school after school has begun must be brought to the Front Office and school staff will deliver it to the child.

Pets

For sanitation, allergy and safety reasons, please keep your pets at home; with the exception of required service animals.

ADMISSION & ENROLLMENT

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).

The following Enrollment Documents Are Required:

Primary Health Statement

Immunizations and/or Exemption Form

Infinite Campus Enrollment

Permissions and Survey

An Economic Survey is also requested from all families. This survey informs our programming and also our grant requests.

There is no tuition for Kindergartners through 6th grade students.

Inclusion

Steamboat Montessori believes that every child is special and unique, and we celebrate diversity and differences. Along those lines, 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 Steamboat Montessori 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 with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Child to Staff Ratios

Preschoolers (3-6 year old): 10 children to 1 adult.

Elementary: 15 children to 1 adult.

General Supply/Textbook Fee K-5th

A \$250 fee is required upon acceptance for enrollment. This fee is used to purchase general classroom/teacher supplies, including but not limited to; paper products, laminating film, pens, pencils, cleaning supplies, etc. and reading/literacy materials. These materials are necessary for classroom participation and instruction and are mandatory for students to receive the materials from the school. However, **this fee is waived for any student who qualifies for the Free and Reduced Lunch program.**

Preschool Tuition Policy

Non-Payment and Late Payment Charges:

Non-Payment of Tuition

Tuition payments for each month are due on the 1st of the month. There will be 10 payments per year, the first of which is on August 1st and the last of which is on May 1st. (There are no payments in June or July). Late payments: Payments received after the 5th of the month will incur a 5% late fee.* Notice of late payment: If we have not received your payment by the 5th of the month, the school or its representative will notify you by email, phone, or mail, according to parent preference, that payment is due.

Exclusion from School and School Activities: If payment is not received by the 10th of the month, your child will not be permitted to attend school or school activities. If your child arrives at school or a school activity, you will be called and required to pick him/her up.

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

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: Steamboat Montessori 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. If you need to create an alternate payment plan, please see the front office for details.

COMMUNICATION & PARENT EDUCATION

Parent Committee and Education Nights

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 Steamboat Montessori. Montessori aims to inspire children to be lifelong learners. There is no better way to engender 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 listed on the calendar. 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. You are encouraged to utilize Parent Square as well as steamboatmontessori.org for updates and information.

The Parent Committee meets monthly; all parents are considered members, and are encouraged to attend.

Teacher and School Communication

Parent Square

All parents are required to sign up and utilize Parent Square for all school communication. Directions and support will be provided by Steamboat Montessori staff.

One on One Communication with Parents

Teachers will respond to a parent email within 24 hours (if sent on Friday, you will receive a reply by end of day Monday)

Classroom Newsletters

Classroom teachers will provide a newsletter on classroom happenings once a month on the 2nd Monday in Parent Square.

School-wide Newsletters

The Head of School will provide monthly newsletter to update parents on school-wide happenings, usually on the 4th Thursday of the month. Periodic community updates will be sent. All newsletters will occur through Parent Square.

Website, Texting & School Communications

Steamboat Montessori maintains a robust website where parents can find current information, resources, and tools. Newsletters, school calendars, board meetings and other important information can be found at steamboatmontessori.org

Classroom teachers and staff communicate directly with parents and families on classroom-specific topics, typically through posts and messaging through Parent Square.

Conferences

Refer to the school calendar for conference dates. Staff will do what they can to accommodate all families schedules, however attendance on our scheduled conference dates is expected. Conferences are considered collaborative conversations, and involve the student to the greatest extent possible.

Primary & Kindergarten

Our teachers utilize the art of observation as their primary assessment tool, then written/computerized documentation to show a child's developmental progression through our structured Montessori curriculum. As per 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 and Upper Elementary

Conferences are held twice a year and led by students. The dates are listed on the school calendar. This year we will have one full Thursday each semester for conferences, but please speak with your classroom teacher as there is some flexibility for scheduling during the week conferences are scheduled. At the conference, your child will put together a portfolio including his or her demonstrations of growth and examples of best work for presentation. This is also a time during which he or she will reflect on his or her progress towards Montessori ideals and discuss goals for continued development. A signup sheet will be made available to parents before the conferences are to take place. Parent/teacher questions or concerns are discussed in the second half. 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 such as student work plans, teacher observation, narrative reports, portfolio analysis, interim assessment data and anecdotal records. Students in grades K-5 will complete interim NWEA/MAPS assessments to help guide our teaching strategies and curriculum delivery. Most K-5 students literacy skills are assessed using DIBELS. Each student will have Montessori Progress Reports or portfolios as a measure of students' growth from year to year. Students in grades 3-5 will take CMAS State Assessments in the Spring as required by the Colorado Department of Education. [Steamboat Montessori's complete assessment policy](#) is as follows:

Students attending Steamboat Montessori are required to participate in State, Charter School Institute, school, and teacher assessments. The information from assessments allows parents, students, and educators to monitor progress and performance of both individuals and groups of students as well as make decisions regarding the design and implementation of instruction.

Assessment and testing results will be shared with parents and students throughout the years, especially during Parent/Teacher Conferences. It is important that families understand the testing information and results which are sent home. Questions about assessment results should be directed to the student's teacher or school administrator.

Colorado Measures of Academic Success (CMAS) assessments will occur for grades 3-6 in April/March. These assessments are required by state law and are used by the State as a common measurement tool of students' progress in English Language Arts, Math, Science and Social Studies. Participating in these tests is important. Results help students, parents, and our schools understand whether students have mastered the content they need to know by the end of the school year.

Additional information about the CMAS assessment can be found on the link below.

Colorado Department of Education
site: <https://www.cde.state.co.us/assessment/newassess-parcc>

The Steamboat Montessori Paper-Based Testing Policy: It is the an option for of the Steamboat Montessori to administer test on paper to 3rd grade students during the

State, CSI, and School required CMAS testing to the extent possible given the time, equipment, technology, staff, and space requirements for the testing.

The Steamboat Montessori Online-Based Testing Policy: It is the policy of Steamboat Montessori to administer tests online to 4th and 5th, and 6th, grade students during the State, CSI, and School required CMAS testing to the extent possible given the time, equipment, technology, staff, and space requirements for the testing.

The Steamboat Montessori Parent Refusal Policy

In compliance with HB 15-1323

MVMCS has created the following Parent Refusal Policy: MVMCS administers state testing as mandated by the School Finance Act. We are not able, as a charter public school, to opt out of testing.

Parents may refuse state testing for their children without penalty, including prohibiting school attendance, imposing an unexcused absence, or prohibiting participation in extracurricular activities.

State assessments include the following:

- Colorado Measure of Academic Success:
 - English Language Arts
 - Mathematics
 - Science

Local interim assessments such as MAPs tests and the ACCESS test are not included in this policy.

Parent refusals do not affect a school's accreditation rating as long as refusals are clearly documented and submitted to Steamboat Montessori. SM's participation rates and documentation of excusals are now part of the school accountability reports. Because of the number of students testing, the variety of tests available for refusal, and the documentation we need to give to our authorizer regarding refusals, **parents must fill out a refusal form for each child for whom testing is being refused.** The refusal paperwork only applies to the current school year; parents must submit this form even if they submitted a form the prior year. As a courtesy, Steamboat Montessori requests that any refusals are submitted before the testing window begins.

Steamboat Montessori School Assessment Coordinator will track refusals and reasons for refusals. Hard copies of the refusal form will be kept in the student's cumulative file.

Volunteering

At Steamboat Montessori we view our school as a community, and as a charter school, we rely on a high level of whole family participation. We welcome everyone to share their talents with the school. This time can be anything from working on the facilities committee, to reading with kids, to shoveling snow, to helping with laundry, building materials, etc. We request that every family contribute the equivalent of 25 hours of volunteer time per year. This is an integral part of the charter school and Montessori model of education. If you would like to learn more about volunteer opportunities, please contact the Parent Committee.

It is very important that when you come to the school to volunteer, visit or attend a birthday celebration, that you check in at the office. Please sign in, sign out and wear a visitor sticker. DO NOT go through the side door. Please exit out the front entrance. We need to be very cognizant of who is in the building and when.

Visiting School & Observations

Families and visitors are always welcome at Steamboat Montessori. Participation from families is encouraged and sharing your talent is a gift we hope you will feel comfortable contributing. In order to maintain a conducive learning environment, we ask that you please contact the office to make arrangements for visiting the school. The Head of School or the Administrative Assistant will tell you the school policy on visiting and will help arrange a great time for your visit. Because the Montessori method honors the classroom as a space for the child specifically, unplanned classroom visits are not part of our practice. As a safety precaution, we keep the doors locked during the school day.

It is very important that when you come to the school to volunteer, visit or attend a birthday celebration, that you check in at the office. Please sign in and sign out by utilizing the name tag stickers provided in the front office.

HEALTH & SAFETY

Health Protocol and Illness Prevention

Covid Protocol: Steamboat Montessori will institute a COVID protocol as needed or required based on CDC and Public Health Guidelines. Please refer to local and state recommendations.

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 attendance of children who are not immunized due to religious or medical or personal reasons are adhered to. Immunization-exempt children are excluded from attending school during outbreaks of vaccine-preventable illness as directed by the state health department. If you are interested in exempting your child from immunizations, you will need to submit an [Exemption to Immunization](#) form. A certificate of immunization is also available at your doctor's office.

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 school begins, 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

We understand that it is difficult for a family member to leave or miss work, but to protect other children we request that you do not bring a sick child to the school. The school has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms: a temperature above 100° F+, any undiagnosed rash, repeated diarrhea or vomiting, sore or discharging eyes, ears, or profuse nasal discharge, a stiff neck or unexplained lethargy. 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. Please notify us if your student will not attend school. Particularly, let us know the nature of the illness so we may alert other parents if necessary. If your child becomes ill on any field trip or overnight trip it is the parent's responsibility to make arrangements to come and pick up their child in a timely manner.

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.

Allergies

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies must provide us with a letter detailing the child's symptoms, reactions, treatments and care. Staff will be made aware of student allergies. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies. 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

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

All medications should be handed to a staff member with specific instructions for administration. 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. Office staff will also ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

Parents should provide a written note and communicate with the teacher if their student requires the administration of sunscreen during outdoor activities or scheduled events.

Illness/When to Miss School

There are three main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities, or when overtired, fussy or won't stop crying.
2. The child needs more care than teachers and staff can give while still caring for the other children.
3. The illness is on the following list and staying home is recommended.

Illness is a part of the child's life. We will do everything we can to maintain a healthy environment. Children with the following symptoms or illness should be kept home (excluded) from school:

| SYMPTOMS | Child Must Be at Home? |
|--|--|
| DIARRHEA frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine | Yes - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet |
| FEVER with behavior change or other illness. | Yes, when the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc. |
| "FLU-LIKE" SYMPTOMS Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea | Yes - for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever |

| | |
|---|---|
| COUGHING Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment | Yes - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary |
| Mild RESPIRATORY OR COLD SYMPTOMS stuffy nose with clear drainage, sneezing, mild cough | No - may attend if able to take part in school activities <i>Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i> |
| RASH WITH FEVER Note: Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor | Yes - call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated |
| VOMITING Throwing up two or more times in the past 24 hours | Yes - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration |
| CHICKEN POX | Yes - until blisters have dried and crusted (usually 6 days) |
| CONJUNCTIVITIS (PINK EYE) pink color of eye <i>and</i> thick yellow/green discharge | No (bacterial or viral) - children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment. |
| CROUP (SEE COUGHING) | Seek medical advice Note: May not need to stay home unless child is not well enough to take part in usual activities |
| FIFTH'S DISEASE | No - child is no longer contagious once rash appears |
| HAND FOOT AND MOUTH DISEASE (Coxsackie virus) | No - unless the child has mouth sores, is drooling and isn't able to take part in usual activities |
| HEAD LICE OR SCABIES | Yes - until after first treatment. |

| | |
|---|--|
| HEPATITIS A | Yes - until 1 week after the start of the illness and when able to take part in usual activities |
| HERPES | No, unless - the child has open sores that cannot be covered or is drooling uncontrollably |
| IMPETIGO | Yes - for 24 hours after starting antibiotics |
| RINGWORM | Yes - from end of school until after starting treatment Keep area covered for the first 2 days. |
| ROSEOLA | Yes - if the child has a fever and rash, call the doctor |
| RSV (Respiratory Syncytial Virus) | Staying home isn't necessary, but is recommended when a child is not well enough to take part in usual activities and/or is experiencing acute respiratory symptoms. Call the doctor. RSV spreads quickly through classrooms |
| STREP THROAT | Yes - for 24 hours after starting antibiotics and the child is able to take part in usual activities |
| VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough) | Yes - until the doctor says the child is no longer contagious |
| YEAST INFECTIONS including thrush or Candida diaper rash | No - follow good hand washing and hygiene practices |

Source: Children's Hospital of Colorado, 2013

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. Primary children are required to fill out a sunscreen permission form as part of the enrollment process and select to either use the school sunscreen or bring a personal bottle of sunscreen labeled with the child's name.

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, Hepatitis, Chicken Pox, Rubella, Salmonella, Tuberculosis, Giardia, Shigella, Diphtheria, Hemophilus Influenza (invasive), Measles (including suspect), Meningococcal Infection (invasive), Poliomyelitis (including suspect), Rabies (human only), Rubella Congenital and Non-congenital (including suspect) Tetanus, H1N1 Virus, or any cluster/outbreak of illness.

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 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 include but are not limited to calling paramedics, calling another physician, having a student taken to the hospital of choice, having a student taken to the closest emergency room or clinic with appropriate equipment. Any expenses incurred will be borne by the student's family or insurance.

Safety & Security

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child may 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. All drawstrings from young children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for school play and make it difficult for your child to participate in some activities. Children will wear socks or indoor shoes in the classroom and sturdy "outdoor shoes" such as sneakers for PE class and recess. Children are asked to wear inside-only shoes that they may keep at school, in order to minimize damage to carpets, and also to allow for students to move freely and comfortably around the classroom, to include sitting on the floor, etc. Inside shoes and gym shoes may be kept at school during the week.

We request that parents do not send their child to school wearing clothing that may be distracting to other children, or that are in any other way inappropriate for a day of learning. If clothing is inappropriate for school, a student will be asked to call a parent to bring a change of clothes. Students wearing clothing that is deemed inappropriate by a staff member will be asked to comply with this dress standard and may be instructed to call home for a change of clothes to wear.

Weather changes rapidly in our climate and it is necessary to monitor the weather in order to send your child with appropriate attire for outdoor play all year long.

Extreme Weather and Outdoor Play

Outdoor play may not occur if the outside temperature is greater than 95°F or less than 10°F.

Injuries

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the school area in order to prevent injuries. First-aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations. In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

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 Steamboat Montessori policy. This includes behaviors and communication by email.

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, marijuana 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 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, or is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. 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 [CO4Kids](#) or the Routt County Department of Human Services. You may also contact local law enforcement, and they will direct your call any time of day or night.

Miscellaneous Safety Information

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 regularly in coordination with the local fire department. Any children with special needs will be provided with additional staff support as needed during evacuations and emergency procedures.

Active Shooter/School Security

In the event of an emergency at Steamboat Montessori, we have adopted the [“I Love U Guys” Foundation’s Standard Response Protocol \(SRP\)](#). This protocol is used by the Steamboat Springs school district, which allows us all to be on the same page and our law enforcement agencies to be in sync. We encourage families to visit the website to

familiarize yourselves with the method. The common language used for training and drills can be seen in this [flyer](#).

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. Please indicate that you authorize the use and reproduction of photographs of your child in conjunction with the program including on the school's website and on Facebook. Your consent can be communicated through the enrollment form or at any time by written notice through our main office.

School-Wide Event Child Care Policy

Steamboat Montessori holds the safety of all children as a top priority. During school hours we maintain 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, Steamboat Montessori will enact the following policy for supervision of children in the hours outside of the official school day and during Steamboat Montessori sponsored events.

1. No school sponsored event shall provide childcare unless specifically stated otherwise.
2. Steamboat Montessori may make an effort to offer childcare during certain meetings. This does not constitute or imply a guarantee that such will be provided. Steamboat Montessori will attempt to communicate with potential attendees whether childcare 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, childcare 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.

GRIEVANCE POLICY

Steamboat Montessori believes that, as adults, we must model healthy and respectful communication for our students and children. Steamboat Montessori is committed to promoting healthy communication among students, parents, teachers, and administrators, and encourages our community members to express any concerns directly with the individual involved, so that the school's focus can remain on student learning. In the interest of promoting the efficient resolution of grievances, the procedures below set forth the process for resolving conflicts and settling differences. This process strives to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level. In order to support effective resolution, the grievance process is outlined in sequential steps below.

1. Address Issue with Those Directly Involved. The grievant must first bring the concern to the attention of the individual(s) directly involved. A meeting should be scheduled where the concerns can be expressed in private and in an environment conducive to resolution. If the grievant brings the concern directly to the attention of the School Leader without first attempting to address the issue at the lowest level, the School Leader may redirect the grievant to the appropriate level in the process.

NOTE: A grievant is not required to address the issue with the person directly involved if the grievant is alleging harassment or discrimination.

For the purposes of this procedure, the following categories of complaints are established:

- Conduct of an individual
- Departmental procedures
- Building procedures
- Board policies and regulations
- Curricular programs
- Civil rights
- All others

2. Address Issue with School Leader. If a satisfactory resolution is not reached at the lowest possible level, or where the complaint directly involves the School Leader, the concern may then be brought to the attention of the School Leader. The School Leader will schedule a phone call or an in-person meeting within 48 hours of receiving the complaint (where possible) in order to address the situation, facilitate ongoing

communication, and develop goals for conflict resolution. The School Leader will continue to monitor the issue until either a resolution or an impasse is reached.

When a complaint is filed in writing, a conference with the immediate supervisor and grievant 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 grievant, a written appeal may be submitted within ten (10) school days in accordance with the appeal procedures. 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.

3. Prepare a Written Grievance for the Board of Directors. In cases when the concern has not been addressed at Steps 1 and 2 to the satisfaction of the grievant, the grievant may file a formal written grievance to the School's Board of Directors. The written grievance must detail (i) the date of the incident (if applicable); (ii) the School staff member involved; (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far; and (v) the grievant's requested resolution.

Current contact information for the Board can be found at <https://steamboatmontessori.org/about/governance/>

Within 10 days from receipt, the Board Chair, or his/her designee, will review the written grievance and provide a written response to the grievant either determining that the grievance warrants full review by the Board or declining to review the written grievance. If the Board Chair, or his/her designee, determines that the grievance warrants full review by the Board, the Board shall review the grievance at its next regularly-scheduled Board Meeting and issue a written decision to the grievant within 10 days of the meeting. If declining review, the Board's written response to the grievant will explain the reasons for the determination.

While any member of the public is always welcome to speak in an open board meeting, no grievance issue will be addressed by the Board without the grievant having first followed these proper procedures. Issues of employee or student privacy may be addressed in Executive Session, as is legally proper.

4. Submit a Written Grievance to the Colorado Charter School Institute (“the Institute”) Executive Director. If the grievant is not satisfied with the School Board’s determination not to review the written grievance or the written resolution reached by the School Board after reviewing the grievance, the grievant may submit its concerns in written format to the Institute within five business days from receiving the written decision of the School Board. After review, the Institute’s Executive Director will publish his/her conclusions in writing within 15 calendar days from receipt of the written concern. The decision of the School’s Board will not be overturned unless there are compelling grounds that the School violated an applicable law, regulation, policy, or contract provision. The Institute can be contacted at (303) 866-3299 or legalandpolicy_csi@csi.state.co.us as described here: <https://www.csi.state.co.us/parents/grievances/>

In following Grievance Policy, each party should consider the following with regard to conflict resolution:

1. Recognize that the CSI Board does not have authority to intervene in many school level disputes.
2. Address the issue at the appropriate level and proceed with the policies that the school has in place.
3. If the concern involves an exceptional student, the school must have a process to inform the staff person responsible for exceptional student services and to follow the (or develop) appropriate grievance procedures that are aligned with State and Federal Law.
4. Judgment calls will not be overturned at a higher level of authority unless there are compelling grounds based on a school discriminating against a protected class, violating its contract with the Institute, failure to follow its own policies or breaching state/federal laws or regulations.

Anti-Harassment and Non-Discrimination

Steamboat Montessori will maintain a positive environment free from unlawful harassment, and therefore prohibits all forms of harassment, inclusive of harassment based on age, race, sex, color, sexual orientation, religion, national origin, disability, genetic characteristics, veteran status, or any other legally protected status. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual’s success, or creating an intimidating, hostile, or offensive environment. Actions based on an individual’s age, race, sex, color, sexual orientation, religion, national origin, disability, genetic

characteristics, veteran status, or any other legally protected characteristic will not be tolerated. Prohibited behavior includes, but is not limited to:

Written form such as cartoons, e-mail, posters, drawings, or photographs containing intimidating, hostile, or offensive material.

Verbal conduct such as epithets, derogatory comments, slurs, or jokes.

Physical conduct such as assault or blocking an individual's movements.

All staff, faculty, students and community members are expected to conduct themselves in an appropriate manner at all times.

Communication of any harassing material by email, voice mail, organization bulletin boards or otherwise is a violation of the school's policy against harassment.

Sexual Harassment

Steamboat Montessori strongly opposes sexual harassment; inappropriate sexual conduct is expressly forbidden. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexualized nature.

Reporting Harassment

Any harassment should be reported immediately to the Head of School and/or to the Board of Directors.

Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy must report it to their immediate supervisor or a member of management if the supervisor is the offending individual. Every reported incident of unlawful harassment or discrimination will be investigated. Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure.

Investigation

Steamboat Montessori will promptly undertake an investigation of all complaints of harassment, discrimination or retaliation. The investigation will include a private interview with the person filing the complaint and with witnesses if applicable. The person alleged to have engaged in harassment will also be interviewed.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

No employee will be disciplined or otherwise retaliated against for filing a complaint or participating in the investigation of a bona fide complaint.

School Policies

Our school policies are updated annually or as needed to ensure the best educational experience for your student. To view the school policies, please contact the Head of School.

Steamboat Montessori's complete school policies can be accessed in hard copy at the administrative offices.

Licensing Complaints

Formal complaints regarding suspected preschool 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

Family Educational Rights and Privacy Act (FERPA) Policy

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Education Rights and Privacy Act of 1974 (FERPA). FERPA applies to schools that receive federal education funds, including Steamboat Montessori, and non-compliance can result in the loss of those funds.

Confidential education records include, but are not limited to, student registration forms, graded papers, student information displayed on a computer screen and social security

numbers linked to names. Employees who work with or around education records are required to keep this information secure and protect the rights of students.

FERPA provides that:

- Parents have the right to inspect and review their child’s education records (any records from which the student can be individually identified), to the exclusion of third parties. These rights are transferred to the student when he or she reaches the age of 18 or attends a school beyond the high school level (“Eligible Student.”)
- Parents and Eligible Students have the right to request that a school correct records believed to be inaccurate or misleading.
- Institutions may not disclose information about students, nor permit inspection of student's records, without written permission from the parent or Eligible Student, unless such action is covered by certain exceptions as stipulated in FERPA.

Additionally, Steamboat Montessori’s [FERPA Notice for Directory Information](#) is as follows:

Notice for Directory Information

[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Steamboat Montessori, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Steamboat Montessori may disclose appropriately designated “directory information” without written consent, unless you have advised Steamboat Montessori to the contrary in accordance with Steamboat Montessori procedures. The primary purpose of directory information is to allow Steamboat Montessori 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. **[Note: 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 Steamboat Montessori 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 the Steamboat Montessori in writing by August 20th of the current school year. Steamboat Montessori 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.**

If you have any questions regarding the application or coverage of FERPA at Steamboat Montessori, contact the Head of School. It is a Parent's right to file a complaint via: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202.

Steamboat Montessori CORA Request Policy

[STEAMBOAT MONTESSORI CORA REQUEST POLICY](#)

This regulation applies to all requests submitted pursuant to C.R.S. § 24-72-201 *et seq.*, to inspect public records in the custody or control of SCHOOL. SCHOOL is committed to the guiding principles of openness, transparency, accountability and responsiveness.

This policy is intended to balance the demands of the Colorado Open Records Act and Steamboat Montessori's obligations as a public school within the State of Colorado.

Protocols for Requests

Before making a request for records pursuant to this policy, requesters should refer to the school's website, [www.steamboatmontessori.org] to see if the information sought is posted and already publicly available. If there are any questions regarding what type of information is posted on Steamboat Montessori's website, or the posting schedule, please contact [info@steamboatmontessori.org].

Requests for records:

Steamboat Montessori is required to produce records in response to qualifying requests made pursuant to CORA. Steamboat Montessori strives to be as transparent as possible; however, not all documents maintained by the school are available for

public inspection. Some documents must be kept confidential to respect the privacy of students and families or otherwise comply with relevant laws.

For the fastest and best response, requesters should avoid vaguely worded inquiries. Each request must be as specific, clear, and narrow as possible. Requests should include:

- Subject matter, in the most descriptive terms possible;
- Date range for search;
- Types of documents to be searched (emails, written documents, reports, etc.);
- Names of persons who you believe created the records, are in possession of the records, are the subject of the records, or transmitted the records;
- Other information that will help the school provide the correct records; and
- Contact information of the requester.

A statement explaining the requester's reason for making the request is helpful for Steamboat Montessori to fulfill the request, but not required.

If a request fails to meet these guidelines, the school may be unable to fulfill the request. If more information is needed to process the request, Steamboat Montessori will make reasonable efforts to contact the requester at the contact information provided within the timeframe for responding to the request.

Requests to inspect public records must be in writing to the Custodian of Records. Requests may be mailed or faxed to:

Steamboat Montessori
Attn: Julie Dinkens
PO Box 883141
Steamboat Springs, CO 80488

**As a general matter, the school will neither accept nor respond to requests for public records that are submitted via email. The reason for this rule is that, due to the school's spam filters and staff turnover resulting in inactive or incorrect email information, the school cannot guarantee that such requests will be received. Requests to inspect public records may not be made by phone.

Public records not subject to disclosure

The school is prohibited by law from disclosing certain confidential records. Additionally, some records are not subject to disclosure because they are privileged under the law.

Below are examples of records generally not subject to disclosure. For a full list

of records not public, please see C.R.S. 24-72-202 – 204.

Records generally **not** subject to disclosure include, but are not limited

to:

- Addresses and telephone numbers of students

- Pursuant to FERPA, the school may not be permitted to release directory information
- Attached FERPA Policy

- Personnel files which includes home addresses, telephone numbers, financial information, and other information maintained because of the employer employee relationship

- Personnel files **may not** include applications of past or current employees, employment agreements, any amount paid or benefit provided incident to termination of employment, performance ratings , or any compensation, including expense allowances and benefits, paid to employees by the state, its agencies, institutions, or political subdivisions.
- **NOTE:** While some personnel files may be disclosed, the school must still redact personally identifying information like home addresses or social security numbers that may be included.

- Proprietary information including trade secrets and privileged information •

- Specialized details of security procedures/arrangements or investigatory files compiled for any law enforcement purpose

- Certain medical, mental health, sociological, and scholastic achievement data, and electronic health records on individual persons
- Attorney-client privileged information
- Other records required by federal or state law and/or regulations or judicial decisions to remain confidential and/or not subject to disclosure

Sometimes the records requested do not exist. CORA is not a record retention statute and the school is not obligated to create records that do not exist or maintain records outside of relevant legal guidelines or school's policy on records retention.

General questions and requests for information

As described above, not all information constitutes a public record for purposes of a CORA request. General questions and requests for information that are not submitted in writing pursuant to this policy are not requests for “public records” as defined by the law. Therefore, the school is not required to respond to them according to CORA's specifications. Although it is not required, the school may respond to all such questions and requests for information.

Responses to Requests

Time for response to records requests shall be as follows:

- The normal time for production shall be three (3) working days, beginning on the first business day after the request is received.

- Such period may be extended upon determination by Steamboat Montessori that extenuating circumstances exist. Such period of extension shall not normally exceed seven (7) working days. The requestor shall be notified of the extension within the three-day period.

Requests to inspect records will not take priority over the regular work activities of school's employees.

Charges for copies of requested records shall be as follows:

- The normal cost for requested documents shall be \$.25 per page or, for documents in non-standard formats, the actual duplication costs.
- Steamboat Montessori may charge a research and retrieval fee based on the actual cost of responding to the request; provided, however, that the hourly rate for employee time is \$30 per hour, and there shall be no charge for the first hour of employee time. If the custodian charges research and retrieval fees under this paragraph, copying shall be charged at a rate of \$.15 per page.
- Payment must be received prior to the requestor receiving copies.

If charges are expected to exceed \$25, Steamboat Montessori will provide the requestor with an estimate of the cost of responding prior to responding and may require a deposit. If the requestor wishes to proceed once receiving an estimate, he or she must respond in writing. By responding in writing, the requestor agrees to pay all fees associated with responding to the request. The time between the date of the custodian's estimate and the receipt by the custodian of a written response to proceed will not be counted against the time period set forth above for responding to the CORA request.

If a requestor wishes to inspect available records in advance of receiving copies, such inspection shall be by appointment only during normal working hours. Such inspection must be supervised by a school representative and the requestor may be charged for any employee time exceeding one hour associated with such inspection.

Manipulation of Records

The school may manipulate existing records to redact or exclude information not subject to disclosure or, at its sole discretion, create a new record in order to respond to a request. If the school is required to manipulate data to generate the record, the school may charge an hourly fee that applies in the same manner as the research or retrieval of records.

Generally, if a public record is stored in a digital format, it should be provided in that format to the requester, including any searchable or sortable functions unless doing so would violate a copyright or licensing agreement, result in the release of a third party's proprietary information, or if it is not feasible to permanently remove any information that is excluded from the request without need for additional software or programming. The actual costs of manipulating such data and generating such records will be assessed. This may include the hourly fee that applies to research and retrieval as well as any additional actual costs, such as a fee equal to the incremental costs of maintaining a computer database or running a computer program used to analyze or compile data into a single report.

For questions related to CORA requests please contact: Julie Dinkens,
970-879-6653 Address all CORA requests to: Steamboat Montessori, Attn: Julie
Dinkens, PO Box 883141, Steamboat Springs, CO 80488

Handbook Consent Form

EACH FAMILY, UPON COMPLETION OF READING THE HANDBOOK WILL NEED TO COMPLETE THE HANDBOOK CONSENT FORM IN PARENT SQUARE.