

CARBONDALE COMMUNITY SCHOOL

A project of COMPASS

PARENT/STUDENT HANDBOOK

2018-2019

Carbondale Community School  
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Member: Colorado League of Charter Schools.

COMPASS operates two public schools under charter agreements with the Roaring Fork School District and the Aspen School District.

ASPEN COMMUNITY SCHOOL was founded in 1970, enrolls 135 students in Kindergarten through 8<sup>th</sup> grades.

CARBONDALE COMMUNITY SCHOOL, established in 1995, enrolls 135 students in Kindergarten through 8<sup>th</sup> grades.

ADMINISTRATION

Principal CCS: Sam Richings Germain

CCS STAFF 2018-2019

Kindergarten  
Ellen Huttenhower

1-2 Learning Center  
Shelle de Beque  
Angie Riley

3-4 Learning Center  
Mike Mines  
Mandi Read

5-6 Learning Center  
Ted Kauffman  
Elizabeth Price

7-8 Learning Center  
Francie Jacober  
Ted Frisbie  
Katie Fales

Community Coordinator  
Ricardo Flores

Physical Education/  
Outdoor Education  
Jen Kendzior

ELL/Spanish  
Diana Alcántara

Special Education  
Heather Wilson

Art  
Lynne Cassidy

Music  
Amber Bate

Counselor  
Amanda Smith

Aide  
Lori Westhoff

Secretary  
Sandra Shafer

## MISSION:

Fostering lifelong learning and empowering individuals to take responsibility for themselves, their learning, and their community.

## *HISTORY:*

The Aspen Community School (ACS) was founded in 1970 as an alternative component of the Aspen School District. Originally, the school used the facilities of the Aspen Center for Physics and had a government grant for the training of teacher-trainers. At the end of the first year, the Aspen School Board voted not to renew the relationship, and ACS became an independent private school. In late 1972, ACS moved to its present site in Woody Creek where it has, over the years, developed a philosophy and curriculum that incorporates current educational research and reform into the learning process. In 1995 ACS became a charter school of the Roaring Fork School District. In 1998 ACS became a charter school of the Aspen School District.

The Carbondale Community School was founded in the 1996 school year continuing the philosophy and curriculum of the Aspen Community School. In June of 1998, it became a charter school of the Roaring Fork School District. In December of 1998, it moved to its current location on Satank Rd.

## COMPASS

Founded as the Aspen Educational Research Foundation (AERF) in 1970, AERF changed its name to COMPASS in 1999 to reflect the four points that guide its mission: responsibility, social justice, community and lifelong learning. COMPASS is the lead non-profit organization for three schools: the Carbondale Community School, the Aspen Community School and the Early Childhood Center. The COMPASS Board of Directors sets policy and provides leadership and oversight for the schools. COMPASS administrative staff provide administrative, fundraising, human resource, and accounting services, which allows the schools to focus on their primary mission--education.

In its forty year history, COMPASS has founded and successfully run three schools and served as the incubator for a number of projects which have since gone on to become their own 501(c)(3) non-profits: The Stepstone Center, The Wyly Community Art Center, The Science Outreach Center and Sustainable Settings.

## CURRICULUM

### Academic

The curriculum of the Carbondale Community School consists of integrated and unit based experiences that are designed to help a child meet or exceed district, state, and national standards. The curriculum is an active document that is continually revised to reflect current practice.

Our focus is on small, interactive learning groups with a small teacher/student ratio in our classrooms (grades K-4 1:14 & grades 5-8 1:15). By adding our specialists, the ratio drops to 1:11. We also combine groups of varying ages for many activities. These groups provide a chance for both peer teaching and learning and endorse our commitment to the development of interpersonal skills.

Schools in Colorado have developed content standards that provide guidelines for the development of curriculum, instruction and assessment at each grade level. Standards assist teachers in asking the questions, What must students know? How will students demonstrate this knowledge and these skills? Standards have been specified in the areas of Reading and Writing, Science, Mathematics, Social Studies, Geography, Physical Education, and Art. The Colorado Measure of Academic Success (CMAS) and the Partnership for Assessment of Readiness for College and Careers (PARCC) are standardized tests that measure students' performance in a standards based classroom. Colorado State funding requires CCS, as a public charter school, to administer these assessments annually to grades 3-8. CCS integrates a standards based education into our curriculum, in which we teach the whole child using a variety of methods and strategies.

### Assessment

Assessment is the process of gathering evidence to document learning and growth. Authentic assessment allows students to show what they have learned and helps teachers to know students well while guiding instructional methods. Our goal is to nourish independent thinkers who view learning as interactive and collaborative. Because we believe that people learn in many different ways, we use a variety of formal and informal assessment tools including tests, regular observations of students, reading and math inventories, guided reading tests, rubrics, portfolios, journals, and performances, which we believe give teachers, students and parent an accurate view of student progress.

Educational portfolios involve students in their own learning and serve as evidence of student progress. Students set their learning goals with their teachers, take personal responsibility for achieving them, and explain their performance relative to their goals to parents and teachers in portfolio conferences. Important aspects of portfolio assessment include: relevant selection of artifacts, clear, useful reflections, and documentation of areas which show progress and achievement.

### Community Service

We are a true "community" school—we work to develop a respect for and involvement in both the school community and the community at large. Each student is personally involved in the successful functioning of the community through learning conflict resolution skills as well as performing daily chores. Community work days, the 8th grade student internship program, and outreach programs all serve to involve the community at large in the culture of the school. Each learning center also takes part in a service project in the Roaring Fork Valley.

### Social/Emotional Program

The sound development of the physical, emotional, and social well being of the student is an essential component of our program. Each teacher participates in the social/emotional progress of the students. Teachers schedule class meeting time in each learning center to discuss problems, interests, ideas concerning physical and emotional health, and conflict resolution.

### Physical Education

We do incorporate the study of the body through sport, skill development, physical fitness, nutritional awareness and the learning of life-long health strategies. The students are also exposed to language arts, mathematics, science, problem-solving, critical thinking and cooperative learning through individual and team sport instruction. Our philosophy is based on teaching students' self-discipline, self-motivation and team cooperation in a non-competitive manner. Children are expected to bring to school the proper footwear and clothing that will allow them to run, bend, jump and tumble and to be prepared for outdoor activities throughout the year. Tennis shoes need to have soles that will not mark the central area.

### Health Education

We have a comprehensive, integrated health/wellness program for grades K-8. It includes the following components: social emotional life skills, school safety, conflict resolution skills, bullying prevention, diet and nutrition, sex education (grades 5-8), and drug & alcohol prevention (grades 6-8).

### Outdoor Education

Our Outdoor Education program provides an environment for developing leadership skills, teamwork, and other important life-skills. Taking a student out of a familiar environment and into the out-of-doors builds self-confidence and reliance, communication skills, and extends the classroom curriculum into an applied environment. Equipment is required according to each learning center's outdoor education handouts. It is an expectation that every student participate in the Outdoor Education program.

### Other Integrated Programs

- Arts: Learning center teachers integrate art into the daily classroom curriculum with projects, visiting artists and parent volunteers. Students engage in formal art classes with the art teacher 2-3 times a week.
- Music: Music is used as part of everyday classroom experiences and all-school meetings.
- The Big Event: The Big Event is a project that involves the entire school community and integrates all aspects of the curriculum. Traditionally, students have written, produced and performed a major theater production with support and direction from teachers, parents and visiting artists. It has been a three-week process that incorporates drama, movement and music into the daily schedule. The Event is an integral part of each student's total education. It is an expectation that every student participate in the Big Event.
- The Internship Program: The school believes in having the 8th grade students work for a variety of local businesses and non-profit groups. This community partnership program promotes an awareness of the diversity of adult and community life and builds confidence and interest in partnership with the community outside of the school. We believe that education is too important to take place in the school building only.

- The 8<sup>th</sup> Grade Trip: Each spring our eighth grade class embarks on a 1-2 week trip within the United States that incorporates outdoor education, cultural immersion and community service. The trip is an opportunity for students to apply the skills that they have learned throughout their tenure at the Carbondale Community School. Students, teachers and parents work together during the school year to fundraise for the trip. The COMPASS Board has adopted an 8<sup>th</sup> Grade Trip Policy that is available upon request.
- Field Trips: Each year students go on numerous field trips that enrich classroom studies. In order for any student to participate in these trips, a Medical Authorization Form must be on file in the office. Parents must also sign and return the release & waiver form before a student can participate. For many trips, parents provide transportation. Parent volunteers working directly with children need to go through the background check process.

## PARENT ROLES AND RESPONSIBILITIES

### Advisory Council

Public schools are required by state statute to have an Advisory Council. The Advisory Council is comprised of: CCS Principal; one teacher elected by faculty; three parents; one community member. The role of the Advisory Council is to provide broad input to: review the school budget; review safety issues; and to review and adopt the School Improvement Plan. The Advisory Council meets at least quarterly.

### Parent Expectations and Responsibilities

Parents are important members of the Carbondale Community School and the success of the school depends upon active parent volunteers. We believe that the best participation comes from voluntary participation, based on the capabilities and needs of each family. COMPASS has a volunteer policy that requires volunteers to undergo a background check if they volunteer four or more times during any school year, or if they participate in overnight activities with students. Please request a copy of the policy and fingerprint card from the School Secretary.

We encourage parent participation in:

- Parent Forum. Parent meetings are scheduled throughout the school year as needed. Your attendance will keep you informed and involved.
- Parent Workdays. Campus work days are scheduled, if there is a need, no more than twice per year. Typically we schedule workdays on Saturdays.
- Outdoor Education Trips. Depending upon the goals of the trips, you may be asked to either accompany your child's group, or asked to help with a trip for another learning center. We realize that it may be difficult to take a full week away from your job or other obligations, but sometimes it might be possible for you to accompany us for a few days. Volunteers can also help greatly with food preparation, gear check, loading and unloading.
- Learning Center Volunteers & Parent Reps. Each learning center relies on a parent representative & parent volunteers to provide assistance in a variety of ways whether in the classroom or with El Tiogas and Outdoor Ed. Teachers will communicate about volunteer opportunities as they become available.

- Fundraising Events. These events raise critical money that enables the school to meet its annual operating expenses and to improve the overall program environment. Parent volunteers are essential in making these events a success.
- Hoedown. This annual event in June is our school's biggest fundraiser and supports our arts program and our general operating budget.
- El Tiogas. One of the most consistent learning center fundraisers is for the children to sell lunch to all of the members of the school community. Parents may be asked to contribute food, do some shopping or help serve and clean up. Parents are always welcome to come and eat lunch with us on El Tioga days.
- The Big Event. This all-school production happens every March. Parents are called upon to help with daily logistics and fundraising.

## GENERAL INFORMATION

### Admissions

Prospective families are expected to visit the school, preferably when it is in session, to determine that CCS is the ideal fit for the student. The principal meets with all interested applicants. Students are admitted based on availability of space and the family commitment to the philosophy of the school. In cases where there are more applicants than available openings a lottery system will be used. As a public charter school of the Roaring Fork School District, the lottery is held in strict accordance with the Enrollment Policy that is an appendix of the charter contract. The Enrollment Policy is available upon request.

### Bus Transportation

A bus route through Carbondale is determined at the start of the school year. Bus transportation is not available outside of the Carbondale town limits. Bus riding is a privilege, and may be revoked for misconduct. The drivers will strictly enforce a list of rules, available to students and parents early in the year. Major offenses will be handled by the administration and multiple infractions will result in suspension of bus privileges and/or expulsion from school. Items not allowed on the bus or school property are dangerous materials, such as weapons of any kind (including knives and martial arts paraphernalia), drugs and drug paraphernalia, fire-making items, alcohol, or tobacco products. Immediate suspension for violation of the above is probable.

### Riding Bicycles and Walking

Walking and riding bicycles are forms of transportation which reduce traffic impacts. Parents must decide whether their children are mature enough to handle the responsibility of safely walking or riding to school. Students who ride or walk must be aware of their environment and take appropriate precautions to arrive safely. Bicyclist must follow the same rules as persons who drive automobiles (ex: Stop signs, traffic signals, speed limits, etc.) For the sake of student safety, parents should see to it that children do not arrive so early that no school personnel will be on hand to supervise them. Helmets are recommended for bicyclists.

### Contacting the School

Messages to a child should be directed to school secretary at 963-9647 ext 10. If you have questions about schoolwork or classroom events, your child's teacher is available in person or via email to answer your questions and concerns, but not during classroom hours. Messages for teachers will be left via e-mail. You can set up a meeting time with your child's teacher. If you have an issue that goes beyond the classroom, you may call the CCS Principal, Sam Richings-Germain.

### Telephone Calls

Social and after school activities should be arranged at home, not at school. In an emergency, students may ask for phone assistance from the secretary. Students are not allowed to make long distance calls.

### Messages

Parent messages will be given to students at the end of the day. *All messages and after school destination changes need to be phoned in prior to 2:30 p.m.*

### School Hours and Calendar

Except on Monday Late Starts when school starts at 9:00 am, the school day runs from 8:10 am to 3:00 pm. Unless special circumstances or events exist, students may be dropped off at school no earlier than 8:00 and picked up no later than 3:15. Supervision is not provided before or after these hours. The calendar for the school year is located on the back cover.

### Attendance Policy

- Tardiness. Students should consistently arrive on time. Some of the most important communication and instruction are given during the first minutes of school. Students who come late miss this and work at a disadvantage all day. Tardy students also disrupt the learning process of the entire classroom.
- Leaving During the Day: A student who leaves during the day should first check out with his/her learning center teacher and with the school secretary. Parents are asked to check students out with teachers and the office and to meet students in the school.
- Daily Absences: All absences must be reported to the school secretary each day between 7:45 - 9:00. If your child is absent and we have not heard from you by nine o'clock, the school secretary will call you to find out why your child is not in school. Understanding that participation in class is a vital aspect of a student's academic performance, it is the parents' responsibility to assure that their children attend school. Excessive absences for reasons other than illnesses and/or family emergencies disrupt the flow of curriculum and make it difficult for the student to attain the required skills. Students who miss class because of an activity or athletic event are still responsible for homework and should request assignments ahead of time. Absences in excess of 10 days require a meeting with the student, parent(s), teachers and principal. 21 days absent or more necessitates a plan for the student to demonstrate commitment to successfully complete the course of study. Parents are encouraged to use Winter and Spring breaks for vacations. Pre-arranged absences should be discussed with teachers to assure some continuity.
- Extended Absences: When you are aware of an extended absence that will be scheduled for your student, it must be communicated to the teacher and approved by the principal within the first two weeks of school so that the teachers can plan to send work with your student. Extended absences are

those that are longer than one week, or absences that recur on a scheduled basis (competitive sport training and events). Our teachers will not be responsible for the academic progress of students for whom they have not been adequately informed of extended absence, or if the teachers do not believe it would be in the best interest of the child to be out of school for the requested time. Teachers need at least 2 weeks notice prior to the absence if the teacher is to be expected to compile work for the student to take with them. Emergency situations will be the exception.

Colorado State Law compels us to discuss the reasons for a student's absences after 10 days, and after 14 days of absence we need to meet, as a team, to discuss if the student's academic progress has been impeded.

We will continue to be flexible in reviewing extended absences on a case by case basis. We will also consider the disadvantages to the student and the community that must be considered in making a recommendation.

### Medications

Whenever possible, CCS requests that parents administer any necessary medications to children at times other than school hours. The school will only administer medication upon a parent request and receipt of the completed form "Parent's Request for Giving Medication Medicine at School and Release Agreement." A new form must be signed for each medication or each regime of medication.

In addition, a new form must be signed at the beginning of the school year if medication is continued from one year to the next. School personnel will administer physician prescribed drugs if they have received all required forms with parent and physician signatures. With the exception of acetaminophen (Tylenol), which a parent may sign permission for school personnel to administer on the "Authorization for Emergency Treatment and Tylenol Permission Form", no other over-the-counter drugs will be administered without parent request and receipt of signature.

The school will not administer injection medications on a regular or routine basis under any circumstances, with the exception of a child with a potentially life-threatening condition and a physician's order of an injection to save a child's life. An example is a child who has an extreme reaction to bee stings.

Any prescription medication supplied by a parent must be in the bottle dispensed by the pharmacy with the following on the label before the school can accept it: child's name, name of the medication, frequency and amount of dosages and, wherever appropriate, the date the medication is to be stopped.

The parent must obtain all unused medication from the school when the medication is discontinued, the school year ends, or the family transfers to another school. The secretary will dispose of all medication left in the school. If you cannot comply with these requirements, you may come to the school and give the medication to the child at the appropriate times.

### Visitor Policy

Visitors are welcome in the CCS learning centers as long as their presence does not conflict with the daily lesson or curriculum. Parent volunteers are also an integral part of the success of our school and are also considered visitors to the school. For security reasons, all visitors & parent volunteers are requested to sign in with the school secretary upon arrival. Entry should be thru the front door only.

### Homework

Students are expected to complete homework when it is assigned. Homework expectations are higher for grades 3-8 than for the lower grades. A quiet place to study without interruptions and encouragement when needed are the best help parents can provide. Concerns about homework should be directed to the appropriate teacher.

### Lunch/Snacks

The school does not have a cafeteria or a lunch program, but there is a satellite lunch program available through the Roaring Fork School District Monday through Thursday. CCS will communicate directly with families about enrollment in that satellite program. All students are asked to bring a mid-morning snack and lunch to school. Nutritious and balanced meals are strongly recommended. Please do not send your child to school with candy or soda pop or caffeinated drinks. Teachers will periodically monitor lunches for a nutritional, low-sugar content. Required utensils should be packed with the lunch. Microwave ovens are not available for student use.

### Lost and Found

Personal belongings should be permanently labeled for identification. All items turned into Lost and Found will be displayed on a regular basis; items not claimed will be taken to a second-hand store with proceeds to benefit the school. Unsold clothing will be donated to charity. Please check regularly for possessions.

### Money and Valuables

Students need to consider carefully what they bring to school. We expect honesty and respect for others' property, but it is an unnecessary risk to bring expensive jewelry, sunglasses, watches, toys, electronic devices or large amounts of money. The school cannot be responsible for the condition of personal equipment brought to school. The school does not provide locked storage units for students.

### Items Not Allowed

Items not allowed on school property are dangerous materials, such as weapons of any kind (including knives and martial art paraphernalia), drugs and drug paraphernalia, fire-making items, alcohol, or tobacco products. Immediate suspension for violation of the above is probable.

### No Dog Policy

It is the current policy that NO dogs are allowed on COMPASS properties or along for field trips. We request that all dogs be kept at home while you are at school. If you do have to bring your dog with you, it must be kept in the car. There can be no exceptions to this rule. We ask for everyone's assistance with this.

### Newsletters

Communication about current and upcoming events is done through written notices, emails, and posted on the web page ([www.discovercompass.org](http://www.discovercompass.org)).

### Appropriate Dress

The Community School does not allow students to wear clothing that advertises alcohol or other drugs, or that is sexually explicit or violent in nature. This includes hats as well as slogans on backpacks.

### Electronic Equipment/ Cell Phones

Valuable and distracting devices including, but not limited to, headphones, iPods, radios and electronic devices or programs not associated with classwork, etc., are not allowed at CCS unless specific permission is granted. Cell phone use is not permitted during school.

### Computer/Internet Use Policy

CCS has a policy for acceptable student use of computers and internet while at school. Students in grades 3 through 8 are required to sign a use contract along with their parents. A copy of the policy/contract will be sent home at the start of the school year.

### Parent Driver Information

Parents are encouraged to drive on some trips during the year. In fact, CCS would not be able to enjoy its current level of success without parent drivers and involvement.

In order to ensure student safety, parents are required to have a seat belt available for every passenger they transport. "Double belting" students is not allowed under any circumstances. Parents must also obey all traffic laws during any CCS trips, including compliance with the speed limit.

Parent drivers are required to file proof of insurance before any trip in the CCS office. Proof of insurance must be updated annually and will be kept on file by the CCS school secretary.

### Behavioral Expectations

The goal of behavioral expectations is to create a safe, respectful, and responsible environment where learning can take place. CCS's philosophy is that children feel more secure and act more responsibly when expectations are clear and understood. Additionally, the school community will support this philosophy through the integration of conflict resolution skills and community building activities. Regular review of expectations in the classroom and at faculty meetings will encourage the ongoing implementation of the philosophy throughout the school.

Resolving conflict involves the use of logical and realistic consequences that help students understand what they are responsible for and to learn self-control. Developing a positive school climate involves a simple and mutually understood structure, reasonable rules, and consequences that are natural, logical and realistic. Suspension for students who violate these rules will be followed by an action plan developed by students, parents and administration.

There are Four All School Rules that are non-negotiable.

1. No physical violence.
2. No destruction of property.
3. No swearing.
4. Respect yourself and others.

Each learning center, each year, develops its own set of rules in the form of an agreement between students and teachers. These rules are shared with the entire staff, and posted in learning centers. All teachers hold the same age appropriate expectations of students. Students who consistently break these rules or who develop interpersonal conflict with another student or teacher may be removed from class

and spend some counseling time with the principal. During this process, the parents may be asked to become more involved.

The following behaviors are not tolerated:

- **Inappropriate Language or Behavior:** Respect is at the foundation of the Community School philosophy and recognition of the rights of others is primary. In this context, the student will make amends with the offended and will develop a plan to ensure continued attention to the respect of others.
- **Disruptive Behavior:** Respect for another's right to work is paramount to individualizing instruction. Students who disrupt this process may be asked to leave the learning center, and the root causes of the disruption will be explored.
- **Physical Violence:** Physical acts of violence against another will not be tolerated. The student will be suspended (asked to remove him/herself) from the school until an appropriate plan is made and has been started.
- **Verbal Abuse:** Put-downs or name-calling will not be tolerated. The student will be removed from the situation or may be suspended until an appropriate plan is made.
- **Vandalism:** Acts of destruction of property, either the school's or another student's, will be regarded as a violation of the spirit of the community. The student may be suspended, and will work for the betterment of the community by fulfilling a contract.
- **Dishonesty:** This includes both interpersonal and academic dishonesty. Students who lie will be encouraged to follow a plan of action to better understand the long-term consequences of lying. Age-appropriate consequences will be initiated.
- **Drugs & Alcohol:** CCS is a Drug Free Zone. Student involvement with drugs or alcohol is damaging to the school's community and incompatible with the learning environment of the school. CCS will not tolerate the use of drugs or alcohol by students either at school or at any school-related function.
- **Stealing:** Students who take possession of another's belongings may be suspended, or need to make an action plan that will return or replace the object as well as attend to the issues of ownership of property. Age-appropriate consequences will be initiated.
- **Interpersonal Conflict:** Students and staff who have interpersonal conflicts are expected to seek a mediator and work through the process of conflict resolution. The faculty, staff and some of the students have been trained in this process as mediators. Teasing, excluding others or being unwilling to share are not tolerated. As members of the community we actively encourage inclusion.

Parents and students should discuss the above behavioral issues. Attached at the end of the Handbook is a contract to be signed by each parent and student. Please sign this and return to the school.

CCS adheres to district policies and state laws regarding suspension and expulsion of students for inappropriate and dangerous behavior. Please refer to the RFSD School District publication (available from the principal or [www.rfsd.k12.co.us](http://www.rfsd.k12.co.us)) which details students' rights and responsibilities.

## HEALTH

### Accidents and Illnesses

Injuries, such as bumps, cuts, fevers and rashes may happen in the course of a student's day. If your student is hurt to the point that it disrupts his or her day, you will be contacted. If s/he has a temperature over 100°F+ during school, you will be contacted to pick your child up immediately. For the health of all children we ask that you do not send your child to school when he or she has a fever and that you keep them home for 24 hours after the fever has subsided.

### 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](http://www.aap.org). Annually, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. 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 the State of Exemption to Immunization form available at the I Street Campus. A certificate of immunization is also available at the I street office if your doctor's office does not have one.

### Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child's physical should be received before but must be received no later than 30 days after your child begins the program. Families are responsible for assuring 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 arrangement 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.

### Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. 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 nonprescription 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.

### Communicable Diseases

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

### Medical Emergencies and Transportation

Emergency phone numbers for Doctor, Dentist and Hospital of choice are kept in each student's permanent file. Other important addresses and phone numbers are posted by the telephone. These include, 911, the nearest hospital, police station, health department, fire department, poison control center and both campus locations. 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 student taken to the hospital of choice, having student taken to the closest emergency room or clinic with appropriate equipment. Any expense incurred will be borne by the student's family or family insurance.

## EMERGENCIES

### Crisis Plan:

Carbondale Community School has a crisis plan developed in cooperation with RFSD, Carbondale Police, Colorado Rocky Mountain School, and Garfield County Sheriff's Department. A copy is on file at the front desk. Fire drills and lockdown procedures are practiced and reviewed with students on a regular basis.

### Release Forms

All parents are sent release forms in the beginning-of-the-year packets. Please sign and return these before school begins. Our first outdoor education trip is during the first weeks of school. Students can not attend these trips without release forms on file.

### Accidents

Every precaution is taken to ensure the safety of students at school and on field trips. All faculty members have basic first aid and CPR training. Immediate first aid will be given and parents or the family doctor will be notified promptly should an accident occur. If we are unable to reach the family or doctor, the student will be transported and treated at the nearest emergency hospital, the steps you listed on the Emergency Authorization form will be followed as applicable.

### Asbestos & Radon

CCS is in full compliance with all requirements from the Department of Health regarding asbestos and radon. There is no asbestos or radon present in the school or on the school campus. Documentation is available for review upon request.

## SAFETY

### Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the school, and daily programs are conducted outside whenever 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 children's clothes should be removed as a precaution.

Flip-flops are not appropriate for school play and make it difficult for your child to participate in some activities. Children will wear socks in the classroom and sturdy "outdoor shoes" such as sneakers for PE class and Recess.

### Extreme Weather and Outdoor Play

Outdoor play may not occur if the outside temperature is greater than 100 °F or less than 0°F degrees.

### 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.

### Smoking

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

### Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the school's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited. Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

### Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. 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:

Department of Human Services

<https://www.garfield-county.com/human-services/>

If you have an allegation of abuse pertaining to Child Protection/Adult Protection and it is during business hours, please call 1-844-CO-4-Kids.

### 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.

### Emergency Telephone Numbers

- |                               |          |
|-------------------------------|----------|
| ● Carbondale Community School | 963-9647 |
| ● COMPASS                     | 923-4646 |
| ● Aspen Community School      | 923-4080 |
| ● Police                      | 911      |
| ● Aspen Valley Hospital       | 925-1120 |
| ● Valley View Hospital        | 945-6535 |

### School Fees

One of the main reasons the Carbondale Community School is so successful is our small student teacher ratio. The corresponding costs to educate your children are therefore higher than the per pupil cost at other public schools. Your family's financial involvement is an essential part of the Carbondale Community School.

#### Explanation of Fees at Carbondale Community School

Field Trip Transportation Fee - Bus usage throughout the year including field trips and experiential, out of school activities.

School Supplies - This covers consumable supplies (markers, glue, paint, etc.), rental of science kits and other materials.

Activities Fee - Includes costume and production fee for the Big Event, special activities during the school year (dance, visiting artists)

Outdoor Education - Two trips per year. The amount for these trips will be assessed by learning center teachers.

#### 2018-2019 School Fees

\$175 field trip transportation fee

\$175 school supplies

\$175 activities fee

Outdoor Education fee determined by each learning center

Note: if using a credit card to pay school fees, there will be a 2% charge

Total: \$525 plus Outdoor Ed.

Outdoor Education involves some fees and requires owning the correct gear, including clothing and backpacks. We do have some equipment available for students to use, so please check with your teacher if you need equipment. The trips cost between \$25 - 75, depending on length and destination. There are two trips a year. The first trip of the year is used for teambuilding and incorporating new students into the group. The final trip in the spring is a culmination of a unit of study in the class.

School photos are optional and range from \$8 to \$25.

El Tioga is a class sponsored luncheon to raise money. A class prepares the food, and may ask for a donation of food from the families, then sells the lunch to the whole school and community for \$5 per lunch. The money goes directly to the learning center for additional materials or a specific activity.

#### Fundraising:

Each learning center has one major fundraiser a year in addition to monthly El Tiogas.

#### Inclusion

Carbondale Community School 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 Mountain Village Montessori Charter School 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.

### Parents Right to Know

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

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

### *Parent/Student Contract*

We have read this handbook with our student, and we understand that the mission of the school is to help our student(s) take responsibility for his/her own education. In order to assist our student(s) we will support the student(s) in his/her efforts to reach his/her goals during the year. We have studied the expectations and understand the extent of our participation. We will participate in the process in the beginning of the year, and attend two conferences during the year. We will also keep abreast of our student's academic progress through regular communication with his/her teachers.

- We understand that the core of the programs of the school is the social-emotional program, and we will be available to work with our student either at the school or at home if the need arises. We understand that conflict resolution, while a lengthy process is the means for solving difficulties and we are willing to put forth time and effort toward helping our student resolve conflict in a thoughtful, methodical manner.
- We will make ourselves aware of the evolving curriculum and the programs and processes of the school.
- We will attend parent functions and involve ourselves in our student's education.
- We will volunteer in the school assisting during parent work days, during the Big Event, in the classrooms, committees, ODE and El Tiogas, etc.
- We understand that as a student of CCS the Internet, e-mail and other network resources are tools, and that we may require training before we are allowed to use these tools. Additionally, we understand

that the use of these tools is not a right and may be revoked if the privilege is misused, or otherwise violates school policy.

- We understand that outdoor education is an integral part of the program and our child will participate in the trips.
- We realize there will be additional fees and we will be responsible for meeting this financial obligation.
- We have read the Parent Expectations and Responsibilities, and agree to fulfill them to the best of our ability.
- We have read and support the Student Behavioral Expectations.

\_\_\_\_\_  
Parent(s)

\_\_\_\_\_  
Date

Student \_\_\_\_\_