



COMPASS ACADEMY

Learner & Leader Handbook 2019-2020

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Introduction

Welcome to your Learner & Leader Handbook! This handbook talks about everything you need to know about being part of the community at Compass Academy. It is about our beliefs, our values, and the way we think about learning. It also has important rules and policies that help us live our values.

We believe that learning comes from using your knowledge and skills to make a positive difference to the people around you. Through community service projects you will see how your class work matters in real life.

We believe in the joy of school. We also believe that school is a journey. On this journey, you will discover new interests, people, and skills that will help you achieve your dreams. At Compass Academy, both students and adults take this journey together. We learn what makes each of us unique. We learn how to work as a team. Each school day is full of joy, adventure, and friendship that come with learning together.

We believe school is about challenging yourself and questioning what you know. As part of a community, we learn new ideas from each other. We learn about different cultures. We learn how to talk about ideas that are different from our own. And we learn how to help each other to do our best.

Here's what happens when you challenge yourself:

- When you push yourself to learn new skills, you feel the joy of overcoming challenges and reaching your goals.
- When you decide to try something that seems scary but interesting, you experience the adventure of learning. You become more confident because you know yourself better. You learn answers to questions like: How do you learn best? What are your likes and dislikes? What are your strengths? How can you improve?
- When you find that you have something in common with someone you thought was different from you, you feel the power of connecting with someone else. You learn the importance of being in a learning community.
- When you work on a team that succeeds at a difficult task, you feel the power of teamwork. With the help of all those around you, you will learn how to reach your own potential.



Welcome to the Compass Academy Community

Our Compass True North

Compass Academy exists to leverage the power of each person to actualize their unique potential as a Learner & Leader. This means:

- The school must be committed to developing the whole person
- All students must be positioned to drive their learning
- Education must be about an individual discovering consciousness, hope, & purpose

Bilingualism & Biliteracy

The Compass Academy governing board and staff are committed to meeting all students where they are, and to providing high quality educational supports for all students. Giving all students access to a bilingual/biliterate program values our students' identities, gives students access to jobs and opportunities that require bilingualism, and leverages the cognitive advantages of being bilingual. The end goal is to have non-native English speakers gain English skills as well as gain and deepen skills in academic Spanish. In addition, students whose first language is English will be provided with Spanish world language class. All students will be able to participate in AP Spanish and AP English Language prior to high school graduation so that they can qualify for the Seal of Biliteracy.

The Learning Points of Compass: Definitions of Success

Compass Academy supports students in developing integrated academic and social-emotional Learner & Leader competencies that provide pathways from poverty to post-secondary success. Leveraging advances in learning sciences and youth development practices we enable students to realize their unique talents, while mastering academic skills and social emotional competencies; create a personalized learning environment that fosters deeper learning; focus on biliterate teaching and learning; and prepare students for post-secondary education, workforce training, and civic participation.



Learning Builds Mastery for All: “I Seek Excellence”

All students will demonstrate growth and master academic skills, including written and verbal communication, complex problem solving, and the demonstration of skills and mindsets required for learning such as growth mindset and reflection. All students will meet goals while exceeding expected growth regardless of socioeconomic status, English Language Learner status, and special education status.

Learning Promotes Leadership: “I am a Changemaker”

Students take on leadership roles within the school and broader community through service, capstone projects and student-driven leadership opportunities such as Student Council and School Ambassadors. These experiences provide opportunities for students to take advantage of the resources and assets in their communities to make a difference.

Learning Propels Agency and Self-Awareness: “I am Determined”

Students will leverage strengths to develop social-emotional skills and mindsets that enable success in school, post-secondary education and careers. Students will take an active role in creating personal learning pathways and develop skills in areas such as productive persistence, self-management, self-awareness, optimism and empathy.

Learning Opens Worlds: “I am Inclusive”

Students apply and develop language skills throughout their day, achieving cultural and linguistic proficiency and a Seal of Biliteracy—a unique advantage in the workforce.

Learning is Powered by Community: “I Belong”

Students experience authentic relationships between the individual, family, and the broader community through structures and rituals that foster a sense of belonging, investment, academic success, and a shared belief in our school’s mission and vision.

A Year of Discovery and Commitment

Learner & Leader Traditions

Compass Academy values the traditions each family brings to our community. We look forward to celebrating them together. We will also create many Compass Academy traditions together. A few examples include:

Daily: Lobo Pack Circles, where we celebrate joys, appreciate each other, get prepared for the day ahead, and close out our days as a group.

Monthly: Village Meetings, where the entire school community comes together to honor our Learners & Leaders and recognize students that are excelling at one or more of our Compass Points. These meetings may be for celebrations, school spirit activities, or cultural events.

Quarterly: Learner & Leader Growth Ceremonies, where students are honored for growth and for living our values by their teachers, peers, and City Year Corps Members.

8th Grade Continuation: A celebration of our 8th grade students accomplishments at Compass Academy and a positive transition as they begin their high school experience.



Learner & Leader Responsibilities and Support

At Compass Academy, we expect that Learners & Leaders do all of the following:

- They are present every day.
- They actively participate in learning.
- They help peers to grow.
- They feel respected and are respectful of others.
- They are supported by and support other students and adults.
- They seek and receive help when needed.
- They complete all tasks.

Attendance Definitions

Excused Absences: There are times when a student needs to miss school - everyone understands that. Excused absences are considered for the following reasons:

- Temporary illness or injury (after 2-3 days, a doctor's note may be required to consider it excused)
- Physical, mental, or emotional disability
- Suspension, expulsion, or denial of admission
- Medical Procedures
- Religious holidays or observance
- Funerals
- Legal Obligations
- Parent/guardian on leave from military deployment

Unexcused Absences: Any absence not listed in the above categories is considered an unexcused absence. *Both excused and unexcused absences count towards each student's attendance rate.*

Tardy: A student is tardy when he or she arrives at school, an assigned class, or a school activity after the designated time. We take tardiness very seriously because it prevents student success. When a student receives three tardies in any of their classes, they will be required to serve a lunch reset/s in order to understand how to meet the challenge of getting to class on-time.

Early Checkout: Students are expected to be at school until the end of the day. Please make every attempt to schedule appointments outside of normal school hours. If a student must leave early, he or she must be signed out in the office. *Parents or guardians must come up to the office to check out their student in person prior to leaving.*

Planned Absences: A pre-arranged absence is for extenuating circumstances, and can be excused or unexcused, depending on the reason for the absence. A vacation or family trip taken during the school year is an unfortunate interruption to classroom work. A parent/guardian must call the school and report the planned absence as soon as they are able. Please include the student's name, date of planned absence, reason for absence, and the parent/guardian contact number.

Unexpected Absences: For an unexpected and necessary absence, a parent/guardian will call the school and report the absence as soon as they are able. Please include the student's name, date of absence, reason for absence, and the parent/guardian contact number.

Perfect Attendance: Perfect attendance means missing no more than half a day total for the year. Absences related to school activities will not count against a student for purposes of attaining a perfect attendance record.

Truancy: A “habitually truant” student is a student who has four unexcused absences or trancies in any month or 10 unexcused absences or trancies during any school year. The school will submit an annual report to the Colorado Department of Education that reports the number of habitual truants and will be reviewed for retention. Parents/Guardians are compelled to send their child to school and could incur legal liability for failure to do so.

Compass Attendance Daily Policy

Arrival

- Adults are on site to receive students at 7:40 am for breakfast in the cafeteria.
- Students are in class at 8:00 am.
- Late Arrival: If a student arrives after 8:05 am the student must enter the building from the Lincoln entrance at the front of the building. They must check in with the front office and be given a pass before entering class.
- We cannot monitor arrival of parents or students via the front entrance after the school day starts.



Dismissal

- Dismissal is at 3:25 pm and applies to students who do not attend extracurricular activities and who are being picked up or walk. Students will leave the school immediately after being dismissed.
- Afterschool dismissal occurs at 4:00 or later according to the club/sport schedule. Busses are provided for afterschool programming ending at 4:00, but for activities ending later families may pick up students, students may walk home, or students may take the RTD home.
- Mondays are early release day with the school day ending at 1:00 pm. Optional extracurricular activities are available throughout the year on Mondays.

Attendance Expectations

A Learner & Leader at Compass Academy understands the importance of being present at school. Even missing just 5% of school (that’s just 8 days in the entire school year) can be an indicator that a child will fall behind in their grade level and reduce their likelihood of graduating high school. Students are expected to be on-time and complete assigned work. They behave in a respectful manner. When a Learner & Leader does not meet these expectations, teachers and staff will help. Teachers, students, and families will work together to determine a solution.

Our attendance goal for each Learner & Leader is that no student will miss more than 6 days of school throughout the year. This is a 97% attendance rate. Every absent student is missed. We look forward to seeing everyone every day and miss our students when they are not in school!

Multiple Absence Policy: Multiple absences by a student impede academic and social progress, and Compass Academy is here to help make sure students are willing and able to attend school every day. Below you will find a chart detailing what the actions taken by Compass staff after various numbers of absences.

| Number of Absences | Action Taken by Compass Academy |
|--|--|
| Each absence (excused or unexcused) | A City Year Corps Member will make a phone call or text home during first period. <ul style="list-style-type: none"> - We check to see what is happening and encourage the student to come to school if possible, even if only for part of the day. - We remind families and/or students about checking assignments and work online if they are not able to make it to school. - We check on students who are ill to determine when they will return. |
| After 3 Absences (excused or unexcused) | A letter from the school will be sent to the parent/guardian via their student and through the mail. This letter informs both student and family that 3 school days have been missed and that the student is at risk of falling below the expected attendance rate. |
| After 5 Absences (excused or unexcused) | The student's family will be contacted via phone to request that they come in for a family conference to discuss the child's at-risk attendance, and how Compass Academy can help. |
| After 7 Absences (excused or unexcused) | Compass Academy will schedule a home visit with the family to discuss the student's attendance rate and how it can be improved. |
| After 10 Absences (excused or unexcused) | Compass Academy may review the student for retention or truancy filings. |

Assignment Completion Expectations

At Compass Academy, we have important expectations when it comes to completing schoolwork. We expect all students to complete all schoolwork, we expect work to be completed on time, and we expect it to be done in an organized way.

Absent students must turn in missed work the day after they are back at school. Students who are out for several days (because they are sick, for example) will have help organizing and finishing missed work. They will be given additional time to finish and turn in this work, but it is important that students lead in this process.

Home Practice Expectations

“Home practice” means work done outside of class. Home practice is important because it helps students become self-directed learners and supports and strengthens what is learned in class. We expect all students to read on their own (or with family) every night for at least 30 minutes and track their reading in their reading logs. Students may read books, comics, newspapers or magazines - the important thing is that they are reading.

If a student has a continued pattern of missing home practice assignments, is struggling with organizational skills, or work completion, then it may be suggested that they attend home practice and schoolwork support led by our City Year Americorps members afterschool on Tuesday, Wednesday, and Thursdays.

Tips to Support your Student out of School and at Home

Take attendance seriously: We need all students ready and present to learn each and every day. Please schedule appointments or other activities outside of school time, including Monday afternoons. Make sure your student has a good night's sleep and is able to get to/from school safely. Please reach out to us for resources or assistance!

Visit the school and the website often: If you know the layout of the building and classrooms, this helps you make stronger connections when you ask questions about your student's day.

Support homework expectations: Ask your student about homework daily and ensure your student is completing it each night.

Get Involved: Look for opportunities to share your expertise, volunteer in the school, join the Family Leadership Council, chaperone on field trips or school events, attend board meetings, mentor students, and more.

Extracurricular Activities



We encourage students to get involved with activities outside class. We offer numerous extracurricular options including home practice and schoolwork support, athletics, student clubs, and other activities that take place after school.

All students are welcome to join any extracurricular activity they would like. We encourage students to try new activities in the hopes that they find ones that interest and enrich them. Afterschool clubs are run by City Year Americorps members as well as teachers and generally operate on 6-week cycles throughout the year. Transportation is not provided following extracurricular activities so it is important that students and families work together to figure out how students will get home.

Athletics occur during three seasons: fall, winter, and spring. The purpose of our athletics program is to reinforce the Compass Points that we value through the avenue of athletics. We expect all of our student athletes to live out the values of Compass Academy and grow socio-emotionally as well as athletically throughout the course of the season. All interested students are encouraged to try out for athletics teams at the beginning of each season. Student athletes should ensure that they are scheduling a yearly sports physical so that they are eligible to play. Additionally, mandatory parent/guardian meetings are held at the beginning of each season so that families are informed of the responsibilities of being a part of the team and can meet the coaching staff. Compass is committed to letting all committed and dedicated students participate in athletics, but depending on student interest, not all students may make the team and priority is given to students who show a willingness to grow and learn, commitment to the team, and grade level of students.

How We Report Progress

To support our mission, we use standards-based grading. This allows us to report how students are doing accurately and consistently. It allows us to compare student progress to state and local standards. It helps students and families understand what has been learned and what students still need to focus on. When giving grades, teachers look at many aspects of students' work over the course of the semester. Grades are based on how well a student has done on assignments and assessments. Students receive number grades for each completed class as well as scores for specific learning targets within each class:

| Grade | Performance Description |
|-------|-------------------------------------|
| 4 | Above Grade Level Expectation |
| 3 | Meets Grade Level Expectation |
| 2 | Approaching Grade Level Expectation |
| 1 | Needs Support |
| 0 | Opted Out / No Evidence |

Teachers will use multiple assessments to measure students' learning. Students will have a number of chances to show they have learned skills and met standards. When needed, students will be given a chance to retake assessments.

Students will receive mini-reports during each quarter and a report on the whole quarter at the end. Reports will be sent home with students and parents and guardians are asked to review all reports. Parents and guardians are encouraged to follow-up with the school with any questions or concerns.

The Uniform

Uniforms

School uniforms are important and mandatory. They help us to be professional, safe and allow us to focus on learning. All students must wear the school uniform at all times. This includes during the extended school day and on field trips.

The uniform should be worn with pride because of what it represents. It represents our commitment to each other. It represents our commitment to our school values. And it represents our commitment to work together to become excellent Learners & Leaders. When students, staff and families wear the uniform, we will be seen as a team. At the same time, wearing the uniform allows our unique personalities to shine through.



Families must pay for their student's uniform. Please reach out to the front office with questions about ordering new uniform or to request a payment plan. If buying the uniform will cause a financial hardship to your family, please reach out to the Dean of Culture & Community and an arrangement will be made.

Uniform Expectations

Students MUST and without exception wear a Compass Academy school uniform shirt while on school property or at a school function during school hours. Only Compass Academy shirts and sweatshirts can be worn on top. All other coats, sweatshirts, or shirts can be worn on the way to school and at recess during cooler months, but must be taken off and stored while in the building. The ONLY shirts that can be worn under the compass uniform shirt must be a solid white, black, blue or gray. Students are required to wear their uniform shirt everyday. Even if a student chooses to wear a compass jacket, they are still required to have their uniform shirt underneath.

All pants must be a solid khaki, denim, blue, or black (this also applies to sweats and skirts). Prints, logos or designs are not allowed. Skirts must reach to mid-thigh and pants must be worn high enough to completely cover undergarments.

Any item of clothing that is too tight fitting or revealing will require a change of clothes. The Compass Academy logo must be visible and will be checked during your pack meeting every morning.

Shoes must be closed toed, tennis shoes and dress shoes are acceptable. For safety reasons, sandals, flip-flops, slides, slippers etc., are never acceptable. Clothing, jewelry, or appearances that are determined to distract students from learning will not be allowed.

Students may not wear hats, hoods, bandanas, do-rags, or sunglasses or ANYTHING with the color red while on campus.

At various times throughout the year, students may earn free dress days where they are allowed to come to school in clothing other than the Compass uniform. On these days, all other dress policies (no red, no tight fitting clothes, no hats, etc.) must still be followed.

If a student has any questions about whether what they are wearing is potentially out of uniform, it is advised that they bring a change of clothes they know meet our dress code policy so we can avoid calling parents to make them bring a change of clothes.

The School and Family Relationship and Expectations

Staying Connected

We understand how important it is to stay connected with your student's school. We will use the following methods to keep families informed and up to date on current events:

- **Phone Calls/Text Messages** - It is important to keep phone numbers up to date with the school so that we can stay in contact with you. If your number changes throughout the course of the year, please come by the office so we can update it in our system.
- **Facebook** - Our Facebook page can be accessed at www.facebook.com/compassacademydenver. Make sure to "like" our page as we communicate event information, share photos, and inform families about our work through the page.

- **Our Website** - Our website can be accessed at www.compassacademy.org. Here you will find our calendar, information about our school and staff, and important announcements.
- **Compass Academy App** - Our app is a great place to get updates, check on the school schedule, and learn more about our school. The app can be downloaded through the App Store for iPhones or through the Google Play store for other devices. When downloaded, be sure to turn on push notifications so we can send out important updates that go directly to your phone.

Reaching a Teacher

All Compass Academy staff members know that the relationship with families is vitally important to the success of our students. We want to make sure all families can communicate with their student's teachers at all times. We will make every effort to return all phone calls and emails within 24 hours. Remember, it is challenging for teachers to have thoughtful unscheduled conversations. Communicating through email, text message, or voice message will be the best ways to schedule an appointment.

Our staff email addresses are all created in the same way: initial of first name/last name@compassacademy.org (for example Marcia Fulton is mfulton@compassacademy.org).



Home Visits

Compass Academy teachers will extend an offer to do a home visit for all students who are new to the school. We set up home visits to establish a relationship with each of our students and their families. Often, students have questions and concerns that can be addressed during that visit. Additionally, home visits can be scheduled throughout the year by contacting our wellbeing team.

Student-Led Conferences

There will be formal family/teacher/student conferences in the fall and the spring. These conferences are mandatory and are an important time to discuss your student's goals and progress. Students will use data, grades, and reflections from their classes to report to teachers, staff, and families about their growth and areas of concern.

Family Involvement Opportunities

Much of the feedback we have received from you, the families, is the lack of opportunities to engage and involve in our school community. Below, you will find a list of ways in which you can participate and become an integral part of our student's success in the coming year. Check out some of the opportunities below as to how you can engage and further involve yourself in our community!

Café con La Directora (Coffee Talks)

- Coffee talks are an opportunity to join the school administration in having a cup of coffee, tea, or even a breakfast pastry to meet and talk about any concerns or questions you may have, or just spending time getting to know one another.
- These talks do NOT have an agenda as we would like you to feel free to have this space to express your own thoughts and desires.
- Coffee talks take place in the morning, once a month, with meeting times and dates being communicated through the above mentioned methods

Workshops

- Workshops are skill development based courses which are open for all parents and families, as well as community members to attend, based on perceived interest or need.
- These workshops will be led either by community organizations, or by teachers, relative to a specific topic.
- Workshops will take place bi-monthly, with meeting times and dates being communicated through the above mentioned methods, and are designed to support our parents and community members relative to their personal skill development.

Family Leadership Council

- Every parent or guardian of each student is automatically a member of the Compass Academy Family Leadership Council. The council is charged with supporting Compass Academy students, staff, and families in achieving the mission of our school.
- This council will serve as a leadership role in defining different engagement opportunities within our school, empowering other parent and family peers to engage, and working to support Compass Academy development.
- The council will meet **5** times throughout the course of the school year, aligned with the school year calendar progression to ensure that goal alignment and tracking can take place. The meeting times and dates will be communicated through the above mentioned methods.

Volunteering

- Family members of Compass Academy students are encouraged to volunteer and support the school for 10 hours per year per family.
 - Supporting daily school needs – classroom, office support, lunch coverage
 - Supporting events – set-up, clean-up, supervise field work, service days, providing food
- If you're interested in volunteering for a specific event, such as a village meeting or back to school night, please reach out to us directly to determine where your skills can be of best service!
- Please note: All volunteers working directly with students must undergo a DPS background check. All information gained by volunteers while on site performing volunteer hours is confidential.

When you sign the Compass Contract at the end of this handbook, spend time in the school, and participate in the Family Leadership Council, you support and strengthen our community.

Community Respect and Integrity

Social Emotional Learning

Learning to manage emotions is important for everyone. This ability helps us to make friends and work well with others. These social and emotional skills can be learned, just as reading and math can be learned. If we all learn to express our feelings in the right way, then we will have a positive, respectful community.

Community through Packs

At Compass Academy, the circle is a symbol of community. When we meet in a circle it allows everyone to belong. We have different kinds of circles that we use every day and during the week.

Students and teachers begin each day with an Opening Pack. At the end of every school day, students and teachers join with the same group for a Closing Pack.

Responding to Challenging Behavior

Teachers work every day to make their classrooms positive places. When there are challenging behaviors, our goal is to use that behavior as a time to teach a skill to the student that they can use for the rest of their lives. If a behavior warrants communication with family/guardians, we will ask support for family support in coming to the school for a meeting.

The Discipline Process

All Compass Academy students have the right to a safe and focused environment. When a student misbehaves, his or her teacher will immediately respond. Most of the time, the teacher will work with the student in the classroom. Teacher and student will have a verbal Restorative Agreement Conversation (RAC). If the student needs time to cool down, the conversation with his or her teacher will be scheduled for a better time. During this conversation, student and teacher will talk about the problem. They will create an agreement to fix any harm. The student will also figure out what to do differently in the future.

When two or more students are involved then the teacher may facilitate a discussion between them. The teachers are trained to facilitate these meetings so that the students learn to successfully settle the disagreements and repair the harm.

Some behaviors will be supported with a Lunch Reset. One of the key elements of the discipline process is to provide time for students to reflect, or reset, so that they can return to the learning environment. These resets are tied to specific behaviors, including but not limited to:

- Being in the hallway without a pass
- Tardiness
- Outside Behavior
- Multiple Behaviors in Class or in Clubs

In order to keep students safe we must know where they are at all times, this requires them asking for permission to leave the classroom or be in certain spaces. Students that leave the classroom or are in any space without an adults permission will require a meeting with administration and possibly an individualized safety plan before returning to their classes.

Some types of misbehaviors will receive a Referral to the office. The Referral will state the facts of the incident and action(s) taken. The classroom teacher and front office will receive a copy of the report. The

parent/guardian will receive a phone call from the school as soon as possible. Consequences will depend upon the incident and will be decided by the Dean of Culture. The Director will play this role in the absence of the Dean of Culture:

The purpose of consequences is to learn from mistakes and to keep the school focused on learning. Inappropriate student behavior affects individuals and has a negative impact on our whole school community. Students must understand they are part of the community with responsibility for the well-being of their classmates. Family involvement is expected to help ensure problems and inappropriate behaviors are resolved quickly.

Suspension and Expulsion

Compass Academy expressly prohibits behavior that is unsafe, violent, and/or illegal. The policies below describe actions that may lead to suspension or expulsion. These policies apply on school grounds, at school-sanctioned activities, in school vehicles, at school functions that occur off campus, and at any time and in any place where the conduct interferes with the educational operations of the school or the safety of the school community.

Expulsion is the permanent removal of a student from school. The following may be grounds for suspension or expulsion of a student during the school year:

- Continued willful disobedience or open and persistent defiance of proper authority;
- Willful destruction or defacing of school property;
- Behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the student or to other students;
- Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:
 - Possession of a dangerous weapon without the authorization of the school or the school district;
 - The use, possession, or sale of a drug or controlled substance as defined in section 18-18-102 (5), C.R.S.; or
 - The commission of an act that, if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.
- Repeated interference with a school's ability to provide educational opportunities to other students;
- Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property;
- Pursuant to section 22-12-105 (3), making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel.

Per the Gun-Free Schools Act (GFSA) (20 U.S.C. sec. 7151), a student who is determined to have brought a firearm to a school or to have possessed a firearm at a school, shall be expelled for a period of not less than one year, except that the Executive Director may modify this requirement for a student on a case-by-case basis if such modification is in writing. Upon the initial determination of firearm possession, the incident will be referred to law enforcement. "Referral to law enforcement" means a communication that is initiated by a school administrator or employee regarding behavior by a student that is a violation worthy of investigation by or involvement of a law enforcement agency. The following factors will be considered before suspending or expelling a student:

- The age of the student;

- The disciplinary history of the student;
- Whether the student has a disability;
- The seriousness of the violation committed by the student;
- Whether the violation committed by the student threatened the safety of any student or staff member; and
- Whether a lesser intervention would properly address the violation committed by the student.

A student who is suspended is temporarily forbidden from attending classes at his or her school. Depending on the offense, a suspension can last for up to 25 days. Upon reaching 25 days, the school must either readmit the student or decide what the final course of action will be. When a student is suspended, the student's parent, guardian, or legal custodian will be notified immediately.

If a student violates any of the following policies, administration will intervene immediately and will determine immediate next steps. In all such cases, the school will contact parents/guardians.

Additional consequences may include suspension, expulsion, involvement of social services, a mental health assessment, and/or involvement of Denver Public Schools Safety and Security or local law enforcement.

Drugs, alcohol and tobacco: Possession, distribution, use or sale of alcohol, tobacco or illicit drugs is prohibited. As required by law, or at the discretion of the school, violation of this policy can lead to suspension, a report to authorities, and a possible recommendation for expulsion.

Weapons: Knives, guns, explosives or weapons of any type (even toy weapons) are prohibited. Possession of any weapons or items that appear to be weapons will result in Denver Police involvement and possible expulsion. In accordance with Denver Public Schools policy, possession of a gun will be considered a Type 6 offense, automatic expulsion for one full calendar year.

Gang activity: Gang-related actions are prohibited. Pursuant to state law, the term "gang" refers to all groups of three or more who share a common interest or activity characterized by criminal, delinquent, or disruptive conduct. Consequences for gang-related actions will be determined according to the circumstances of the infraction. Compass Academy communicates with Denver law enforcement agencies regarding this policy.

Imminent harm: Students are prohibited from behavior that causes imminent harm, including but not limited to physical attacks, sexual touching, attempts to cause physical harm to oneself, throwing things or moving furniture, leaving a classroom or the campus without permission, or causing a fire alarm, bomb threat or any other threat to property or community. Consequences will be determined according to the circumstances of the infraction.

Suspension/Expulsion and Students with Disabilities: The Individuals with Disabilities Education Improvement Act (IDEA) provides support for students with disabilities who exhibit problem behaviors through the use of functional behavioral assessment (FBA) and positive behavioral interventions and strategies. The FBA is an assessment that can be used to identify reasons behind behavior and formulate a behavior intervention plan. The FBA is a service that school administrators must ensure a student with a disability receives when that student is removed long-term from his or her current placement [as specified in the student's Individualized Education Program (IEP)] for disciplinary reasons. As disciplinary removal for more than 10 consecutive school days is legally regarded as a unilateral change in the student's placement, if an administrator decides to remove a student with a disability for more than 10 school days, he or she must then direct the IEP Team to conduct a manifestation determination review which examines if the misconduct was caused by or had a direct and

substantial relationship to the student's disability or if the misconduct was the direct result of the school's failure to implement the IEP. This helps ensure that disciplinary procedures that are used for the misconduct of nondisabled students will not be applied to behavior that is the manifestation of a child's disability. These procedures will be conducted no later than 10 school days after the initial disciplinary action was taken that involved student removal for a period of more than 10 days. If a misbehavior is determined to be a manifestation of a child's disability, the IEP Team will conduct an FBA to develop and implement a behavior intervention plan. When misconduct is determined not to be a manifestation of a student's disability, an FBA will be conducted as appropriate and result in behavioral interventions as needed. School administrators have the authority to remove a child with a disability for up to 45 days to an interim alternative educational setting for: carrying or possessing a weapon; knowingly possessing or using illegal drugs, or selling or soliciting the sale of a controlled substance; or inflicting serious bodily injury upon another person, whether or not the misconduct is a manifestation of the child's disability. (See DPS guidelines for Discipline Policies JKR and JKF for suspension/expulsion and for students with disabilities procedures.)

Student Searches and Seizures

School property is under the control of the school. If reasonable suspicion exists, searches on school property (including, but not limited to, backpacks and vehicles parked on school property) may be conducted at the discretion of the administration. Upon reasonable suspicion of illegal or unauthorized materials, school authorities may search a student's person and/or personal property, desk area or backpack. School officials may detain students upon reasonable suspicion that they possess drugs, narcotics, weapons, explosives or other dangerous contraband that constitute a clear and imminent danger to the safety and welfare of community/property. School authorities are permitted to seize any items that are found to be detrimental to the school community/property for evidence. Furthermore, school officials will notify parents/guardians and law enforcement agencies of such possession.

Physical Restraint

In accordance with Denver Public Schools policies, physical restraint and intervention by trained staff is allowed in situations where:

- Reasonable physical restraint and/or time-out as a means to protect the student being restrained or others from a serious, probable, imminent threat of bodily harm;
- In cases of emergency when other less restrictive alternatives have failed or the staff member determines that such alternatives would be inappropriate or ineffective under the circumstances;
- An emergency is a serious, probable, imminent threat of bodily harm to self or others where there is the present ability to effect such harm.

Any such acts are not in conflict with the legal definition of child abuse and will not be construed to constitute corporal punishment within the meaning and intention of this policy.

Cell Phones and Electronics

Students are permitted to use cell phones before or after school while outside of the building unless otherwise instructed. Students that turn their cell phone in at the beginning of each class will be allowed to use their phones during lunch and outside time. Additionally, students will not use MP3 players/iPods, electronic readers, computer or video games, earbuds or any other electronic device on campus unless approved by and under supervision of a staff member.

If a device is not turned off and handed in or is seen at any time other than those deemed appropriate:

- First offense: Cell phone or electronic device is taken and kept in the front office in a locked box. Student may pick it up at the end of the day.
- Second offense: Cell phone is taken and kept in front office in locked box. Parent/guardian will be notified and must pick it up at the end of the day.
- Third offense: Cell phone is taken and kept in front office in locked box. Parent/guardian will be notified and must pick it up at the end of that day. From then on, student must turn phone into office each morning and pick it up at the end of the day.

Students taking photos of other students, teachers or accessing inappropriate material on their phones at any time will lose phone privileges for the remainder of the school year and will be required to turn their phone into the office at the beginning of each school day.

Technology Use

Compass Academy provides students with a variety of technology resources to support the school's mission and to prepare students for success in the 21st century. Access to these resources is a privilege, not a right, and will only be given to students who act in a considerate and responsible manner. Violations of the school's technology policies below will be treated as a disciplinary issue.



Technology Policies:

- At school and/or during school hours, students will use approved technology resources for school-related purposes only, unless they receive specific permission to do otherwise.
- Although Compass Academy has installed filtering software to block material that is not appropriate for children, users of Compass Academy technology assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access.
- If a student intentionally damages a computer or its peripheral parts, Compass Academy will charge the student's family for replacement/repair or the cost of the deductible. If financial hardship is an issue, the family may contact a school administrator for alternate means of financing through community/school service. For all other damage, the student may be charged for a portion of the repairs. Compass Academy reserves the right to withhold technology resources from the student responsible for unpaid damages until appropriate arrangements have been made.
- All work created on, by, or stored on any Compass Academy equipment belongs to Compass Academy and may be reviewed and/or retained for any purpose in line with its educational mission.
- All files (including email and internet) viewed and stored on Compass Academy servers or computers will be considered public and may be viewed by a Compass Academy staff member at any time.

User Responsibilities: Do's

- Do use the internet, printers, computers, and all school technology resources in a manner that is appropriate and related to school. In classrooms, students will use technology only as and when directed by a teacher.

- Do use Google Drive effectively. Every student is provided with a Gmail and Google Drive login for use through the school. Students should use responsible organization techniques for Google Drive to ensure that files are saved appropriately and accessible by the student.
- Do log onto a computer using only your own username and password.
- Do keep your password confidential and change them periodically. Users are responsible for all actions that occur with their user account and computers.
- Do take all precautions with technology to avoid damage or theft, and report any damage, theft, virus or malfunction immediately.

User Responsibilities: Do Not's

- Do not download or install programs to Compass Academy computers. These programs can contain viruses and cause irreparable damage.
- Do not attempt to access or tamper with files, folders, programs, drives or any equipment on the network that does not belong to you.
- Do not give out personal information about yourself or others over the internet without specific staff permission.
- Do not subscribe to any Listserv in which mail is automatically sent to a student account without written permission from the school's technology staff.
- Do not use school technology for personal, commercial or illegal purposes or in any other manner that is unrelated to school. This rule applies to, but is not limited to, the following restrictions:
 - Do not print files that are unrelated to school.
 - Do not save personal files, music, video, or any other file that is unrelated to school to a Compass Academy computer.
 - Do not use Compass Academy technology to harass or attack another person, or to create or send inappropriate language or images.

Compass Academy reserves the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through Compass Academy's Internet service.

Compass Academy Policies and Student Responsibilities and Rights Authorized by State or Federal Law

Non-Discrimination Statement

It is the policy of Compass Academy to recruit, hire, train, educate, promote, and administer all personnel and instructional actions without regard to race, religion, sex, sexual preference, age, national origin, disability, need for special education services, marital status, or use of public assistance. We will not tolerate any discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents.

Harassment

Compass Academy is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is strictly prohibited. Compass Academy requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

In general, harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, gender, sexual orientation, or disability. What one person may consider acceptable behavior, may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

- Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:
- Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of education.
- The individual's response to such conduct is used as a basis for educational, disciplinary, or other decisions affecting a student.
- Such conduct interferes with an individual's education or participation in extracurricular activities.
- The conduct creates an intimidating, hostile or offensive work or school environment

Harassment and Retaliation-Prohibited Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school-related events. Retaliation against any individual who brings harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Compass Academy. Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or Board of Trustees.

Students with Disabilities

No person at Compass Academy will, on the basis of handicap/disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational programs or activities. The Board of Cooperative Educational Services, by virtue of this policy, agrees to comply with the Section 504 regulations issued May 4, 1977, which will cause no discrimination on the basis of handicap in educational programs or activities which the school operates. Any student or employee will have a ready means of resolving any claim of discrimination on the basis of handicap in the educational programs or activities of the school. To this end, the following policies are in effect:

Designation of Responsible Employee: The School Counselor, Henrietta Sandoval, has been designated as the school's Section 504 compliance officer, the employee responsible for coordinating school compliance with Section 504 of the Rehabilitation Act and its administrative regulations and with the Americans with Disabilities Act. The 504 coordinator can be reached at hsandoval@compassacademy.org.

Special Education Needs

Prior to enrollment we will meet with parents and guardians to discuss the availability of services and the needs of individual students. Incoming students with IEPs will have a transition meeting to ensure that services are

meeting the service time according to the IEP in regard to the structure of the Special Education department at Compass Academy. Accommodations and modifications will be made so that students with IEPs can meet the graduation requirements adequately.

All students with an Individualized Education Plan (IEP) enrolled at Compass Academy will have their plan reviewed so specific services can be provided in the least restrictive environment. Services include but are not limited to:

- Support to educators in order to make accommodations in the general classroom environment.
- Direct consultation with a student (e.g. reminders, checking on progress).
- Effective support to help students adjust to learning difficulties and become an advocate for their own learning styles.
- Monitoring of the IEP and annual reviews.
- Communication with school administration, teachers, school personnel, and a parent/guardian.

The referral process for special education begins with the general education teacher providing and documenting interventions and completing an Individual Learning Plan (ILP). If a student does not respond to interventions the case is escalated to the Early Warning Indicator process (EWI) where intervention specialists are involved who may provide more intense interventions. If a student continues to not respond to interventions the referring teacher will consult with Parents, Intervention Specialists, Administration, and Special Education Service Providers, and special education testing may be recommended with parental consent. Eligibility for Special Education Services occurs when a student is found to have one or more of the fourteen disabilities that have been identified under ECEA. Students, by reason of one or more of the following conditions, are found by an IEP team to be unable to receive reasonable benefit from general education alone.

Enrollment Policy

Students entering 6-8th grade and who are residents of Denver Public School District are invited to apply for enrollment. Students from other districts are eligible to apply in accordance with the inter-district transfer law.

Compass Academy participates in the Denver Public School Choice Process. School Choice forms are available online at <http://schoolchoice.dpsk12.org/schoolchoice/>. School Choice Round 1 forms are due at the end of February for the following school year with Round 2 being open from the end of Round 1 through the start of the school year. On the choice form, families rank their top five schools in order of preference and DPS facilitates the choice lottery.

Grounds for Denial of Enrollment

Subject to the school's responsibilities under the Exceptional Children's Educational Act and applicable federal, state, and local laws, the following will constitute ground for denial of admission to the school:

- Failure to meet age requirement
- Having been expelled from any school district the preceding twelve months
- Having engaged in behavior in another school during the preceding twelve months that is detrimental to the welfare or safety of other students or of school personnel
- An applicant who is not a Denver resident, unless otherwise entitled to attend, is not eligible for the initial lottery
- Falsification of application or enrollment documents

- Failure to comply with the immunization provisions (Families who choose not to immunize their children must sign an immunization waiver)
- Enrollment is contingent upon review of a student’s IEP to determine if the student’s needs can be met, program limitations are discussed

Student Promotion Policy

Compass Academy staff will review a variety of measures in addition to course grades to make the final determination about whether a student will be required to complete work over the summer or to repeat his or her current grade.

Parents/guardians will receive written notification from the school by January if their student is considered for promotion or retention. In the case of retention, Compass Academy will provide supports and interventions for the student and regularly communicate with the family on progress. A final decision will be made prior to the end of the school year.



Responsibility for Personal Property

All personal property brought to school is brought at the owner’s risk. Compass Academy cannot assume responsibility for any property belonging to students. Distracting or inappropriate objects will be taken from a student and returned at the end of the day. Repeated violations will require a parent conference. Students should not bring large sums of money to school. If it is necessary to bring a large sum of money to school, that money should be taken to the office.

Student Records

Compass Academy maintains important information files on each student. Parent(s)/guardian(s) and students may review those records with reasonable advance notice given to the school. School officials may obtain access to your records for educational purposes only. All individually identifiable educational information is confidential except for “directory” information. Directory information includes the student’s name, date of birth, dates of attendance, degrees and other honors awarded.

Release of Photos and Other Information

Compass Academy will periodically highlight student achievement, school life, and school events on the school website, social media outlets, and various publications for the purposes of enrollment outreach, public relations, and other uses that promote the school. The school may also get media requests to highlight the school and its students. During the orientation process, each parent/guardian will be provided with the student Photo/Information Release form. The school will honor these forms, such that student photographs will be included in publications only if the parent/guardian has granted permission.

Family Education Rights & Privacy Act

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). Confidential educational records include student registration forms, contact information, graded work, academic records, discipline files, social security numbers linked to names, and student information displayed on a computer screen. All school

employees and volunteers are required to keep student information secure and confidential, to protect the rights of students.

The essence of this act is that:

- Parents/guardians have the right to inspect and review their own child’s educational records, to the exclusion of third parties. Students also have this right when they reach age 18. Compass Academy responds to parental requests for student information within 72 hours when they have been put in writing.
- Parents/guardians and eligible students have the right to request that a school correct records believed to be inaccurate or misleading.
- Parents/guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Compass Academy to comply with the requirements of the act.

Institutions and their employees may not disclose information about students, nor permit inspection of their records, without the family’s or student’s written permission unless such action is covered by certain exceptions as stipulated in the Act. FERPA prohibits all employees from discussing confidential student information with third parties, including parents and guardians. For instance, should two students engage in a disciplinary act together, the school is prohibited from naming or discussing the other involved student in conversations with parents/guardians.

Please understand that school officials—teachers, administrators and board members—must all comply with the expectations of FERPA and therefore may not discuss any student other than your own with you at any time or for any reason. One exception the law allows is “directory information,” which includes such things as name, address and telephone number. This information may be provided in a Compass Academy Directory for all families who do not state in writing that they wish to “opt out” of the directory.

Family Grievance Process

Compass Academy seeks to address and resolve parent/guardian grievances in a timely and effective manner via the following procedures:

To address a concern or seek resolution to a problem at Compass Academy, first, please address the person most immediately involved in the issue with which you are concerned. Please remember that teachers may not be available to talk with you at the moment you are made aware of a problem. This is especially true at the beginning of the school day as students are arriving as well as during the school day. It is best to schedule a time to meet either in person or talk on the phone. If you feel having a facilitator might be helpful, you may ask to have the principal, or another staff person, attend the meeting. If, after this step, your concern is not addressed to your satisfaction, contact the Middle School Director or Executive Director when necessary. If it is still unresolved, you should contact a representative of Compass Academy’s Board of Directors. This representative may work with you to resolve the issue or may take the issue to the Board for discussion at the next meeting. A list of board members is available on our website.

Formal Parent Grievance Process

The formal grievance procedure is intended to provide an opportunity for grievances that are either not resolved via the informal process or are significant enough in the mind of the grievant to require a formal investigative and resolution process that is documented in writing.

To initiate the formal grievance process, a grievant should submit a signed and dated grievance to the Middle School Director. The written grievance should detail the allegations of dispute, breach of policy, or discrimination and should cite the contract, policy, or procedure that has been violated. As appropriate, the grievance should also include a summary of attempts to resolve the conflict through the informal process. Grievances will only be considered if this information is included in the written grievance. The Middle School Director will provide acknowledgement of receipt of the written grievance within 5 work days. In addition, within 5 work days, the Middle School Director will provide a copy of the written grievance to the Executive Director, individual(s) named in the grievance, and the direct supervisor of that individual.

Within 7 work days, Compass Academy will appoint a resolution team that will include members of the school staff and the Executive Director. This team will conduct its own internal investigation, including conducting interviews with all relevant parties, reviewing pertinent documents, and reviewing policy. The team will not include any person who is directly named in the grievance or who is deemed to have a clear conflict of interest.

Within 14 work days of the submission of the written grievance, the resolution team will issue a written resolution plan that might include plans for facilitated conflict resolution meetings, recommendation for change in policy or procedure, or suggested next steps.

If a grievant is not satisfied with the manner in which the resolution team handles the grievance, s/he should bring the matter to the attention of the Compass Academy Board by contacting the Board Chair or Vice Chair who will formally respond to the grievant within 7 days.

It is important to the integrity of our school that grievances be handled in an informed, direct, fair and equitable manner. The Compass Academy administration, leadership, and Board of Directors share responsibility for ensuring the integrity of the vision and its implementation through the system of due process described in this grievance policy. The final forum for conflict resolution, after a grievant has followed the steps outlined above, will be the Board of Directors who will deliver a written communication to the grievant within 14 days of receiving the grievance.

If an individual or group voices a complaint at a public meeting of the Board of Directors or to individuals on the board, the board will not be required to respond to the substance of the complaint, but instead will thank the individual or group for their time and direct them to the grievance process outlined above.

Immunizations

All students will furnish the required certificate of immunization or will be excluded from attending school. A student will be exempted from this requirement only upon submission of:

1. Certification from a licensed physician that the physical condition of the child is such that immunization would endanger the child's life or health.
2. A statement signed by one parent/guardian that he/she is an adherent to a religious belief whose teachings are opposed to immunizations.
3. A statement signed by one parent or guardian that he/she is opposed to immunization for personal reasons.

Medication and Allergies

If a student requires prescribed medication during the school day:



- She/he must have a district medical permission slip signed by parent/guardian and a doctor. Each medication must have a separate, completed form.
- Medication must be brought to the school nurse as soon as the student arrives at Compass Academy.
- Medication must be in the original prescription container labeled with the dosage.
- All medication will be administered in the clinic of the school nurse.
- At NO time is a student allowed to have medication in his/her possession unless prior approval or paperwork (self-carry form) has been obtained.
- A student will need to follow the above instructions for all over-the-counter (OTC) medications as well. All cough drops, homeopathic remedies, throat lozenges etc. fall into this category.
- A signed parent/doctor medical permission slip must be turned in for each OTC medication.
- OTC Medication must be labeled with the prescription on the container with dosage indicated.

If your student has allergies, dietary restrictions or food preferences, please indicate on registration forms, and alert the appropriate school staff during new family orientation.

Accident or Medical Emergency

If a student experiences a medical emergency while at school, first aid will be administered and the parent/guardian will be contacted immediately. If a parent or guardian cannot be reached, an emergency contact or the family physician will be contacted. If necessary, the school will call Emergency Medical Services (911).

School Leadership, Governance and Partners

Partners and Board Members

Compass Academy is the product of intensive design work led by City Year and the Center for Social Organization of Schools at Johns Hopkins University, two nonprofits with over 50 years of combined experience helping students succeed.



City Year is an education-focused nonprofit organization founded in 1988 that partners with public schools and teachers to help keep students in school and on track to succeed. Its corps members work in nearly 250 schools across the United States and have served close to 5,000 students in Denver since 2011.



The Center for Social Organization of Schools at Johns Hopkins University has been a contributor to education policy reform since 1966. CSOS leads research studies on schools and student outcomes and provides assistance to help schools implement their best practices.

Our **Board of Trustees** is a dedicated group of individuals committed to achieving our school's mission. To learn more about our Board of Trustees, please visit www.compassacademy.org/leadership/.

School Hours and General Operating Information

School Closings, Delays, and Weather

Compass Academy will follow Denver Public Schools for all weather-related school closures or delays. The closing and delay announcements will be posted at www.compassacademy.org, on the Compass Academy Facebook

page, and sent via a push notification through the Compass Academy app. If DPS is NOT closed or on delayed schedule, then Compass Academy will be open.

Should Compass Academy need to close school early for other emergency reasons, every attempt will be made to inform parents/guardians in order to arrange for transportation.

Students will be outside for recess every day! Please dress appropriately for the weather. If the temperature drops below 20 degrees or is too wet, we will keep the students inside, but otherwise students will be outside for recess.

Food Service

Compass Academy participates in the National School Breakfast and Lunch Program, which provides free or reduced price breakfasts and lunches as well as free milk to eligible students. At the beginning of the school year, each family will receive an application to participate in the program. We urge families, regardless of whether they think they will qualify, to complete and return the form.

For students who have dietary restrictions and who order breakfast, lunch or snack at school, their families should alert a school administrator as early in the school year as possible, so that the school may make appropriate accommodations for the student.

Students are not to bring food or drink other than water to class. The cafeteria allows students to purchase snacks during lunch, and students may bring snacks with them to lunch, but students are not allowed to take food out of the cafeteria following their lunch period.

Building Safety and Security Protocols and Policies

Closed Campus

Compass Academy is a closed campus. During school hours, all students must remain in their scheduled class and under the supervision of a staff member or designated adult. Students who must leave campus early are required to bring a written note, signed by a parent/guardian, to the front office at the beginning of the day. Students will only be dismissed to an authorized individual older than 18 years old (with valid identification) who must sign the student out at the front desk.

Visitor Policy

We welcome visitors, especially parents and families, as volunteers, observers, and partners. Visitors must sign in and sign out of the Lincoln Welcome Center with a driver's license or other valid form of ID when they enter or leave the building. After signing in, they will be given a visitor's badge that they must wear for the duration of their visit. After receiving a visitors badge, visitors should then report to the Compass office to check-in. Any visitor who does not report to the office, or is found in the building without authorization and a visitors pass, will be asked to leave immediately. Visitors are asked to abide by the shared campus values and rules while on campus, including not wearing red or hats while in the building. In order to assure the safety of our students and staff, all visitors will be required to undergo a background check before spending one-on-one time with students.

Student Emergencies and Deliveries

In case of an emergency, parents or guardians should contact the front office either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms, including before or after school activities, or attempt to withdraw students from the building without notifying and receiving permission from staff members in the front office.

Similarly, if a student leaves items at home, those items may be delivered to the school left in the Compass office for students to pick up.

In the case of a severe emergency, students will be allowed to contact parents on their personal devices following the conclusion of the emergency and when school leaders deem it necessary.

Fire Alarms and Building Emergencies

If an emergency requires evacuation of the school, fire alarms will sound. Students will proceed to designated areas with their teachers. Individuals will remain in their area until a member of the administrative staff gives the “all-clear” signal. All fire alarms are treated as real and require immediate evacuation of the building.

Evacuation procedures are as follows. Students who fail to follow this procedure will be issued an appropriate consequence.

- Silently follow staff directions and proceed out the nearest exit.
- Do not bring backpacks or any other belongings.
- Meet in the designated area with your teacher.
- Listen for further instructions from teachers and school leaders and follow said instructions.

Staff undergo emergency management training at the beginning of the year and participate in yearly reviews. Throughout the school year, students and staff will participate in fire and other drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency. A copy of each evacuation plan is available from the School Leader upon a family’s written request.