

Dear Middle School Families,

Thank you so much for your choice to enroll your child(ren) in the Free Horizon Montessori Middle School. We are so happy and excited to have you as part of our middle school community! As we get ready for Back-to-School Night where we encourage you to come and meet us from 5pm-7:30pm on Tuesday, August 13th. The set up for Back-to-School Night is a little different this year. We will be doing 20 minute rotations with a 5 minute passing time where you will start the night in the gym receiving vital information from our principal, Kresta Vuolo, then you are invited to visit with us for 20 minutes following Kresta's presentation. During your time with us we will be going over our technology policies and we will have time to answer questions that you may have (about the information provided below). Since the set up is different than in previous years, we have included the following crucial information that is general to the middle school community for you to digest prior to Back-to-School night and to respect your valuable time. We look forward to our partnership and we'll see you at Back-to-School Night!

Additionally for our 6th grade families, we will be having an information session for our Outdoor Education Lab on Phase-In Day, Wednesday, August 14th from 8am-8:30am in the middle school community. For families unable to attend we will be streaming/uploading a video of the information session to the FHM YouTube account.

■ Expectations and procedures

- As a Montessori community we expect every person in our community to treat themselves and all others with grace and courtesy, respect and care for the environment, and an accepting attitude.
- Students are expected to follow any and all directions given to them by any professional in the building (e.g. if a member of the office staff reminds you to remove your hat when you enter the building you need to comply)
- Arrival for Middle School begins at 7:50am and ends at 8:00am at the **front entrance** of the school. Students are unable to enter the building before this time (see exception for breakfast under the "Preparing your child for success bullet").
- If the front doors are closed, students need to use the intercom/buzzer, tell the staff member who answers their name, grade level, and what they need i.e. "My name is Derek, I'm in middle school, and I need to be let in for the start of school." and they need to remove any headwear (hoods, hats, etc.) when they enter the building (exceptions for religious or health reasons).
- Once students enter the building between 7:50 and 8:00 they need to walk calmly and quietly to their homeroom in the middle school wing.
- Any students arriving after 8:00am need to sign in at the front office and receive a tardy slip as we start morning meeting and take attendance starting promptly at 8:00am.
- Cell phones are turned off and turned in to homeroom teacher when students arrive; cell phones are locked and secured by teacher and given back at the end of the day. Students needing cell phones for medical reasons will put said phone in designated teacher area as to not be a distraction for themselves or others during academic times which will also allow for responsible monitoring with teachers' assistance.

- If you need to contact your child during the school day please call the front office and they will direct your call
 - As a parent/adult in order to enter the building you must use the buzzer/intercom at the front entrance to be let in and once you are inside of the building you MUST sign in with the front office staff to ensure the safety of everyone inside and out of the building.
 - Students are expected to follow all district and school guidelines/rules/procedures while at school or at a school sponsored function/trip.
 - We only allow **one** student to leave the classroom at a time during non-instructional time (e.g. during independent work time), in order to leave the classroom students must receive permission from their teacher first, then sign out, and take a hall pass with them.
 - Students are expected to bring any and all needed materials to be successful for class; this includes, but is not limited to, their work binders, writing utensils, snack and water bottle if they plan on having a snack during work time, homework assignments and projects that are due on a given day or will be worked on during the week, and any hand-outs or study guides necessary for mastering academic content.
 - Each room has designated areas for meetings, lessons, work spots, assignment turn in, lost and found, homeroom personal items, materials/supplies/books, technology, and work binders which students are expected to use as intended, treat with care and respect, and restore when they are finished using.
 - The middle school day ends at 3:30pm. Students are dismissed to go home at 3:30pm. Students who go to walk up exit the building via the front entrance, students who go to car line will walk up the elementary staircase and out through the elementary hallway to carline, and any students taking the bus will be dismissed by 3:28, they will walk to the gym, join their bus line, and leave school via the bus promptly at 3:30 (The bus leaves promptly at 3:30; students have to be on time and this is primarily their responsibility as we must remain with the rest of the students for dismissal!).
 - During the last 10 minutes of the school day students participate in restoring their homeroom environment by completing their chosen classroom jobs. Part of this closing process is to debrief from the day and practice practical life skills. That being said, the natural consequence for students choosing not to complete their job by 3:30 will result in either a detention or they will be late being dismissed. This is not meant to be a punitive slap on the wrist, but a natural motivator of “oh, my actions have consequences whether they be positive or negative”. Again, bus riders will be dismissed by 3:28 regardless, but are still expected to participate in the restorative process.
- **Snack**
- Snacks need to remain and be eaten AT LEAST 2 feet away from any chromebook/laptop/technology.
 - Middle school students are receiving brand new chromebooks this year that need to last for at least 10 years and we are trusting our middle school community to treat the chromebooks with respect and care.
 - Snacks can only be consumed during lunch or while working independently.
 - Snacks cannot be provided by the teachers due to the district’s food handling license. If you or your child would like a snack - which we highly encourage - please ensure they bring one from home or purchase one before school during

the school served breakfast as sharing food with other students greatly increases the risk of foodborne allergens and illness.

- Water bottle
 - Bring a reusable water bottle every day that your child will take to every class. This ensures students stay hydrated and in class so they can be successful.
 - Bringing a water bottle also cuts down on time students miss from their education by leaving the class to use the drinking fountain.
- Homework
 - Typically when a Math assignment is given, it is due the following school day.
 - Typically for Science, assignments are either given as weekly assignments or quarter long assignments as listed on the study guide for class (following/using the study guide is the number one key to success). When a student is unable to complete assignments during class time the work then becomes homework and will need to be completed at home. Late work is accepted as long as the grade book grading window is still open for that semester.
 - Typically for Humanities, students will have weekly reading assignments that need to be completed outside of class and any assignments that are not completed during class time become homework and will need to be completed outside of class.
- Personal belongings (toys, jewelry)
 - Toys and other personal belongings (i.e. laser pointers, in-line skates, squeaker toys, walkie-talkies, kite lanyards, stuffed animals, rubix cubes, etc.) that are distracting to the student or others are not allowed at school.
 - If these items are brought to school they will be confiscated.
 - First offense: item(s) is confiscated for the day and the student must ask for it back at the end of the day.
 - Second offense: item(s) is confiscated and given to admin - typically parent/guardian must pick up item from admin.
 - Third offense: item(s) is confiscated for the year and given to admin.
 - Any other personal belongings that follow district and school guidelines (i.e. must follow dress code guidelines, please do not bring in personal electronic devices that can connect to the internet, etc.) and do not disrupt the learning of others are permitted.
 - As with any personal belonging, it is the student's responsibility for its safe keeping. We cannot ensure any personal belongings will not be damaged, destroyed, lost, or stolen and are unable to provide replacement.
- Volunteers keep your eyes open for more info in September
- Absence procedure
 - Please notify the front office, preferably before the school day (7:50am) or at least before 8:30am, if your child(ren) will be absent.

- Students have the same number of days to complete missing assignments due to an absence. For example: if a student is absent on a Monday and missed an assignment due the next day, the student has all of Tuesday to make up the assignment and it is due for them on Wednesday.
- Best way to communicate with teacher
 - The best way to communicate with us is via email:
 - Derek - Science and FACS: dsinex@jeffcoschools.us
 - Linda - Humanities: ldebruyn@jeffcoschools.us
 - Kathy - Math: kschoen@jeffcoschools.us
 - Madison - Assistant: mbaghaie@jeffcoschools.us
- Birthdays
 - Due to our food handling license through the district we are not allowed to provide or share food with students; please feel free to celebrate before and after school.
- Labeling personal belongings
 - Please label personal belongings as we are not responsible for any theft or damage.
- School supplies expectations (don't label these, they are shared)
 - Any supplies you would like to donate to the classroom for communal use do not need to be labeled and can be brought directly to the classroom teachers - if these items are placed in a community location such as the office or cafeteria they are likely to be taken/used by other community members in the building.
- Preparing your child for success
 - As much as your child may love secretly staying up late socializing or engaging in entertainment activities, please encourage your child to get a full night's rest and make as healthy eating choices as possible (the cafeteria is open before school for breakfast and students may enter the building early to eat breakfast in the cafe - they may not get breakfast after school has started. That being said, the ONLY thing they can do or go in the building before 7:50 is the cafeteria for the express reason of eating breakfast)
 - School and your child's education is important. We ask that you be our partner in your child's education and assist with encouraging your student to value school time and assignments. This includes:
 - General positive attitude towards school
 - Allowing time outside of school for the completion of assignments
 - Using time in class for learning and completing assignments
 - Being at school on time, if well
 - If your child has a contagious illness such as strep throat, a cold, lice or has had a fever or vomited within the last 24 hours please keep them at home - they will be able to make up the missing work when they are well and return to school
 - Please try and assume positive intent. We are on your side and we honestly and truly want your child to be successful.

- Wearing weather appropriate clothing is also important as we are expected to spend at least 25 minutes outdoors every day we have school.
- Discipline
 - This year as a school we will be implementing a discipline program called “No Nonsense Nurturer” coupled with the districts discipline matrix (which we have been using for years). The purpose of the program is to have consistent expectations and procedures across the entire school and build a no-nonsense yet nurturing individual classroom environment – one that promotes the academic success of all students.
 - To accommodate for family’s schedules outside of school we will be holding morning detentions every day during morning meeting time which are run by our administrative team.
- Experiential Learning trips and traveling are an integral part of our program - please see our schedule for the year below:

Date	Trip	Cost (estimated)
September 16-20, 2019	Outdoor Lab (6th only) - parent meeting Wednesday, August 14th at 8am in MS	\$350
October 9, 2019	CO History Museum	\$5 + bus
November 20-22, 2019	Internships	0
January 27-29, 2020	Snow Mountain Ranch	\$150
February 5, 2020	Skate City	\$10
March 18-20, 2020 (subject to change)	Heifer International	\$200 + airfare
May 13, 2020	DMNS	\$10 + bus

Thank you so much. We know this was a lot of information. We just want to make sure everyone is as prepared as possible,

Derek Sinex - Science & FACS

Linda DeBruyn - Humanities

Kathy Schoen - Math

Madison Baghaie - Middle School Assistant