



“Cultivating the love of learning since 1979”

Hermosa Montessori Charter School Closed Campus Policy

The public education agency, Hermosa Montessori Charter School (from hereon referred to as HMCS), will adhere to the following closed campus policy and procedures to ensure the health and safety of students, employees, guardians, and contractors. HMCS has a *closed campus*. Closed campus means that during school hours, campus is “closed” to visitors. Only students and HMCS employees / contractors will be allowed on campus with the only exceptions outlined below.

1. Arrival and Dismissal Policies

1.1. As outlined in the HMCS Arrival and Dismissal policy, guardians adhere to the arrival and dismissal policies and procedures put in place

1.1.1. Guardians must drop off children at scheduled times in accordance with their community (“Valet Kids”)

1.1.2. Guardians must not park their cars during arrival

1.1.3. Guardians must not walk their children into class

1.1.4. Guardians must pick up children at scheduled times in accordance with their community

1.1.5. Guardians must park and wait for their child’s dismissal from school, with a sign listing the child’s name and class

1.1.6. Guardians may not wait in their cars, and must be visible to staff releasing the child(ren)

2. Accessibility Policy

2.1. Students who use assistive devices such as walkers, wheelchairs, and other mobility devices may be exempt from “Valet Kids” and adhere to the following:

2.1.1. Guardians park in a marked handicapped parking spot

2.1.2. Guardians walk the student with the assistive device to the front gate

2.1.3. Student(s) must independently go to their classroom community *without* the assistance of the guardian

3. Enuresis and Accident Policy

3.1. Guardians must bring at least one change of clothing for (a) child(ren) with a history of enuresis or frequent bathroom accidents

3.2. If (a) child(ren) require(s) an additional set of clothes during the school day, guardians must adhere to the following procedure:

3.2.1. Call the front office at 520-749-5518 x 7200. Provide front office staff with the name of the child, the name of the individual dropping off clothing, and the approximate time of arrival. Park in a marked parking area upon arrival. Call the front office at 520-749-5518 x 7200 to notify personnel that



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the clothing has arrived. Drop off the clothing to the front office, where it will be delivered by a staff member to the student

4. Forgotten PE Item Policy

4.1. Guardians may bring items such as a bathing suit, closed-toed shoes, pants, sunscreen, etc. to a student who has forgotten in order to participate in PE.

Guardians must adhere to the following procedure:

4.1.1. Call the front office at 520-749-5518 x 7200. Provide front office staff with the name of the child, the name of the individual dropping off the items, and the approximate time of arrival. Park in a marked parking area upon arrival. Call the front office at 520-749-5518 x 7200 to notify personnel that the items have arrived. Drop off the items to the front office, where they will be delivered by a staff member to the student.

5. Forgotten Lunch Policy

5.1. HMCS does not provide school lunch, and it is the responsibility of the guardian to provide an adequate lunch for their child(ren). If a guardian needs to bring forgotten or additional lunch, they must adhere to the following procedure:

5.1.1. Call the front office at 520-749-5518 x 7200. Provide front office staff with the name of the child, the name of the individual dropping off the food, and the approximate time of arrival. Park in a marked parking area upon arrival. Call the front office at 520-749-5518 x 7200 to notify personnel that the food has arrived. Drop off the food to the front office, where it will be delivered by a staff member to the student.

6. Delivery of Other Forgotten Items

6.1. HMCS allows parents to drop off *educationally or medically necessary items* such as homework, books, hearing aides, glasses, heart monitors, and medications, etc. by adhering to the following policy and procedure:

6.1.1. Call the front office at 520-749-5518 x 7200. Provide front office staff with the name of the child, the name of the individual dropping off the item, and the approximate time of arrival. Park in a marked parking area upon arrival. Call the front office at 520-749-5518 x 7200 to notify personnel that the item has arrived. Drop off the item to the front office, where it will be delivered by a staff member to the student.

6.1.2. Unless previously approved, the following items do not constitute educationally or medically necessary items:

6.1.2.1. Toys, comfort objects, phones, or fashion accessories

7. Parent Observation Policy

7.1. Parents interested in learning more about Montessori philosophy and HMCS may schedule an observation by adhering to the following procedure:

7.1.1. Parents must call at least one week in advance of the proposed observation



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- 7.1.2. Parents must attend a brief training either by phone or in person about the expectations of a parent observer, which includes the following
 - 7.1.2.1. Guardians must respect the natural flow and order of the environment, and:
 - 7.1.2.1.1. Do not interrupt lessons or activities
 - 7.1.2.1.2. Do not interact or engage with teachers, students, or other staff
 - 7.1.2.1.3. **Guardians must *not* be visible to their child(ren).** The purpose of a guardian observation is to learn about Montessori education, not to directly interact with the child(ren). For this reason, guardians may be asked to observe a class other than their child(ren)’s, or at a time when their child is out of the classroom
 - 7.1.2.2. Parents must park in a designated parking spot for the duration of the observation
 - 7.1.2.3. Guardians must sign in and out in the front office
 - 7.1.2.4. Guardians must wear a “visitor” badge, or other indicator that they are an approved visitor to campus
 - 7.1.2.5. Guardians must arrive and leave at the designated time
 - 7.1.2.6. Guardians may be asked to leave at any time if they are in violation of the above-described policies and procedures
8. Exemptions
 - 8.1. Guardians may visit and interact with their children during certain special, pre-planned events. Special pre-planned events include, but are not limited to:
 - 8.1.1. Birthday celebrations
 - 8.1.2. Holiday celebrations
 - 8.1.3. Cultural celebrations
 - 8.1.4. Art presentations
 - 8.1.5. Music presentations
 - 8.1.6. Science fairs
 - 8.1.7. Community plays
 - 8.1.8. Fundraisers
 - 8.1.9. Carnivals
 - 8.1.10. Journey of Discovery

Adopted April 11, 2022

For the Governing Board