



2011~2012

Student/Parent Handbook

Monument Academy
A Public School of Choice

1150 Village Ridge Point, Monument CO 80132
719-481-4950 (phone), 719-481-1948 (fax)
www.monumentacademy.net



Monument Academy

Welcome From Lis Richard, Principal

Students and Parents:

What a privilege it is to introduce you to the policies and procedures of one of the finest schools in Colorado. Monument Academy continues to be a top performing school and provides a safe and conscientious environment for our students.

Enclosed you will read those guidelines that will help all of us to cooperatively keep our school excellent. Please read the entire handbook and feel free to ask the administration should you have any questions. Our handbook has been approved through all legal and ethical channels, and we assure you that its contents are viable.

Thank you for choosing Monument Academy. We count it an honor to serve you. It is our families that make this an amazing institution. Together we all can see that our mission is accomplished each day. May your experience here be rewarding and life-changing.

Striving for Excellence in Education,

Mrs. Lis Richard
Principal

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Please refer to the MA website at www.monumentacademy.net for the most up to date forms and for the current staff directory.

Monument Academy reserves the right to change or revise policies, procedures or rules at any time.

COLORADO DEPARTMENT OF EDUCATION – REQUIREMENT FOUR: NOTICE TO CHILDREN, PARENTS, AND EMPLOYEES

SECTION 504 of the Rehabilitation Act and Americans with Disabilities Act; TITLE VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; The Age Discrimination Act of 1975; the Americans with Disabilities Act; the Individuals with Disabilities Education Act

Monument Academy does not discriminate on the basis of race, sex, color, national origin, age, marital status, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, Section 504 of the American with Disabilities Act (ADA), the Age Discrimination Act, Individuals with Disabilities Education Act (IDEA), or Gifted and Talented is directed to contact the administration of Monument Academy.

MONUMENT ACADEMY STUDENT/PARENT HANDBOOK

The Monument Academy Student/Parent Handbook summarizes the policies, guidelines, and procedures that will help our school operate efficiently and safely while holding fast to our school's community values. It is very important to the Monument Academy Board of Directors, administration, teachers, and staff that our students learn in a safe, supportive environment. Please take time to familiarize yourself with this handbook and refer to it in the future when you have any questions. **Each student is required to have a signed acknowledgement page stating they have read, understand and agree to the policies stated herein. Please complete and sign the Parent/Student Letter of Agreement found at the end of this document.**

This handbook is not meant to be all-inclusive with regard to disciplinary or policy variations. It should be noted that because a specific offense and/or incident has not been addressed in this book, school officials still have the right and duty to take the necessary action to resolve the problem.

GOVERNANCE

Monument Academy was granted its charter from D-38 in 1995 and opened its doors in 1996. MA is governed by an independent Board of Directors. Members of the Board of Directors are elected by the adult community of Monument Academy and serve a specified term. There are also non-voting members to include the Executive Director, principal and teacher representatives. Any parent, business leader, or community member may run for a seat on the Board of Directors.

FERPA NOTIFICATION

MONUMENT ACADEMY CHARTER SCHOOL Notification of Rights under FERPA for Elementary and Secondary Students

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to students’ education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education record that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review education records without consent to officials of another school district in which a student seeks or intends to enroll.

Monument Academy may publish information relating to students in a school directory that includes name, address, and telephone number. Other publications may also include students’ gender, email, activities, class standing, date and/or place of birth, dates of attendance, disciplinary records, and additional information as decided by Monument Academy administration.

Parents or eligible students may restrict the release of directory information or other information as stated above, except to school officials with legitimate educational interests and others as indicated. To do so a parent or eligible student must make the request in writing to the Principal of Monument Academy, 1150 Village Ridge Point, Monument, CO 80132. Once filed, this request becomes a permanent part of the student’s record until the parent or eligible student instructs the school to have the request removed.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

GENERAL SCHOOL INFORMATION

MISSION STATEMENT

The mission of Monument Academy is to provide a rigorous, content-rich academic program offered within an engaging, caring, and positive learning environment. Established on a solid foundation of knowledge, Monument Academy emphasizes academic excellence, respect, responsibility, character development and exemplary citizenship.

EDUCATIONAL PHILOSOPHY

The Monument Academy community is united in its embrace of high academic and personal standards for its students through the **Core Knowledge** and the **Core Virtues** curricula. The **Core Knowledge** curriculum is based on a strong, spiraling liberal-arts educational philosophy. Monument Academy encourages students to learn the information and skills necessary to develop into well-informed, well-reasoned and thoughtful citizens. These skills include problem solving, collaboration, logical thinking, leadership, and character development. It is believed that these capabilities will enable students to learn for themselves, a skill that will benefit them long after they have completed their course work at Monument Academy. Monument Academy also strives to instill in each student an ethic of compassion, civility, orderliness, responsibility and hard work.

Through adoption of the **Core Knowledge Sequence** and the **Core Virtue Program**, Monument Academy has agreed upon a specific body of knowledge and skills necessary to succeed at the next grade level. Core content of coursework is organized to spiral through the grade levels, becoming more sophisticated and detailed each successive year. It has been the experience of those using this approach that students retain information much longer and develop skills more easily when meaningful content is combined with the teaching of skills. All faculty participate in weekly meetings to collaborate and plan how curriculum will be presented. Also, faculty participate in weekly in-service meetings with the purpose of remaining current on teaching methods that stimulate student comprehension, learning, and the acquisition of skills. All of this is done with the goal of furthering quality education and each student's academic progress.

CORE KNOWLEDGE

What is Core Knowledge?

An idea . . . that for the sake of academic excellence, greater fairness, and higher literacy, elementary and middle schools need a solid, specific, and shared core curriculum in order to help children establish strong foundations of knowledge, grade by grade.

A Guide to Specific, Shared Content . . . as outlined in the *Core Knowledge Sequence* (a grade-by-grade guide to important knowledge) and supported in Core Knowledge resources, including the *What your Kindergartner – Sixth Grader Needs to Know* book series.

A School Reform Movement . . . taking shape in hundreds of schools where educators have committed themselves to teaching important skills and the Core Knowledge content they share within grade levels, across districts, and with other Core Knowledge schools across the country.

CORE VIRTUES

Core Virtues links the study of each virtue to the literature and history taught in the Core Knowledge sequence, so the two programs proceed hand in hand. At Monument Academy, such core virtues as diligence, honesty, perseverance, and humility promote academic and personal excellence in our students.

August - Respect/Courtesy
 September - Diligence/Perseverance
 October - Compassion
 November - Respect/Courtesy
 December - Forgiveness

January - Humility
 February - Patience
 March - Self Control/Discipline
 April - Integrity/Honesty
 May - Responsibility

SCHOOL HOURS

Please refer to the Monument Academy website at www.monumentacademy.net for the current school year calendar.

Office Hours	Monday – Thursday Friday	7:00 A.M. – 3:45 P.M. 7:00 A.M. – 11:45 A.M.
Secondary – 6th – 8th Grade	Monday - Thursday Friday	7:40 A.M. to 3:20 P.M. 7:40 A.M. to 12:20 P.M.
Elementary – 1st – 5th Grade	Monday - Thursday Friday	8:00 A.M. to 3:05 P.M. 8:00 A.M. to 12:05 P.M.
Kindergarten Full Day (KFD)	Monday - Thursday Friday	8:00 A.M. to 3:05 P.M. 8:00 A.M. to 12:05 P.M.
Kindergarten Half Day KHD)	AM Class: Monday - Thursday PM Class: Monday - Thursday Friday	8:00 A.M. -11:00 A.M. 12:05 PM – 3:05PM 8:00 AM – 12:00PM
KHD alternate Fridays schedule	AM Kindergarten: Aug 26, Sept 2, 16, 30, Oct 21, Nov 4, 18, Dec 9, Jan 13, 27, Feb 10, 24, Mar 9, 23, Apr 27, May 18 PM Kindergarten: Aug 26, Sept 9, 23, Oct 7, 28, Nov 11, Dec 2, 16, Jan 20, Feb 3, 17, Mar 2, 16, Apr 13, May 4, 18	
Preschool All-Day Program	Monday - Thursday Friday	8:15 A.M. to 3:30 P.M. 8:15 A.M. to 11:30 P.M.
Preschool Morning Program	Monday - Thursday Friday	8:15 A.M. to 11:15 A.M. 8:15 A.M. to 11:30 P.M.
Preschool Afternoon Program	Monday - Thursday	12:30 P.M. to 3:30 P.M.

SCHOOL CLOSURES AND DELAYS

MA may be closed unexpectedly or cancelled due to severe weather, power failure, heating problems, or other reasons. MA school closings due to weather will follow District 38 as a minimum. However, due to the fact that MA families travel from many directions and distances, there may be an occasion when we would make a different call than District 38. In the event that this happens, refer to the same local reporting stations. YOU

WILL NOT RECEIVE A PHONE CALL FOR DELAYED STARTS OR CLOSINGS ANNOUNCED ON THE RADIO OR TELEVISION. The following radio or television stations broadcast the current status of school closings:

Radio stations: KSSS 740, KVOR 1300, KCME 88.7, KTLF 90.5, KRCC 91.5, KILO 94.3, KRDO 95.1, KOA 850 (Denver)

TV stations: KOAA Channels 5/30, FOX 21, KRDO Channel 13, and KKTU Channel 11

There will be a possibility of a delayed start in the event of questionable weather. In the event of a delayed start there will be **no A.M. kindergarten or A.M. preschool classes**, and students will report to school 2 hours later than usual unless a cancellation is announced. If there is a delayed start on Fridays, school will be cancelled for that day, but the time will be made up by extending our hours on the following Friday, if possible, or another designated Friday during the school year if necessary. Campus Messenger will also be utilized to notify parents of delayed starts, early closings or closings for the day.

PLEASE REMEMBER THAT PHONES MAY NOT BE AVAILABLE FOR USE.

DELAYED START

If there is a delayed start, all after school activities will remain as scheduled unless announced otherwise. If there is a delayed start on Friday, school will be cancelled but afterschool will remain as scheduled, weather permitting. Notifications will be sent via Campus Messenger. When school is cancelled Monday through Thursday, all afterschool activities are cancelled.

If school is open, and you feel it is too hazardous to send your child to school, keep him/her home until it is safe to travel. Students will not be penalized for weather related absences and will be allowed to make up missed work according to the excused absence policy in this handbook.

Hours for Delayed Start:

Middle School

Monday through Thursday: 9:40 A.M. to 3:20 P.M.

Friday: Closed (will make up the time on the following Friday, if possible, or another designated Friday during the school year if necessary).

Elementary

Monday through Thursday: 10:00 A.M. to 3:05 P.M.

Friday: Closed (will make up the time on the following Friday, if possible, or another designated Friday during the school year if necessary).

No AM Kindergarten on a delayed start

Preschool

Monday through Thursday: 10:15 A.M. for full day students.

No AM class on a delayed start

Friday: Closed

DROP OFF/PICK UP PROCEDURES

General Guidelines

- **Cell phones** must **not** be used during carline.
- Speed limit is **10 M.P.H.**
- **RIGHT TURNS ONLY** when exiting the LDS church **onto HWY 105.**

- **Right side only** loading and unloading.
- **Change lanes only when directed.**
- Do not exit your vehicle during carline at any time (staff will assist students).
- Students are not to be dropped off/ picked up (unescorted) at the upper parking lot.
- Please refrain from conferencing with MA staff during carline.
- Always use the crosswalks.

Parking Guidelines

- Slots labeled “visitor” in front of the school (**note:** if you attempt to leave during carline, you may be significantly delayed).
- Upper east MA parking lot.
- First 28 slots of the LDS Church parking lot. Only the spots overlooking the school.

Drop off guidelines

- DO NOT drop off prior to 7:30am. Doors open for students and supervision begins at 7:30am.
- Crossing Guard on duty beginning at 7:20am.
- One lane drop off in each direction. DO NOT pass on the left.
- **Sidewalk drop off:** Students may exit vehicle between the crosswalk and where the sidewalk ends after the preschool playground. Cars are to pull as far forward as possible before students exit.
- **Crosswalk drop off:** Most forward car is to pull in front of the crosswalk. One car in front of the crosswalk and three cars behind the crosswalk are to unload. Watch crossing guard before proceeding.

Drop off times

- 7:30 Middle School students only released to classrooms. Any elementary students will remain in foyer.
- 7:45 Elementary students and any adult volunteers are released to classrooms. Students dropped off prior to 7:45am will be supervised in the foyer or outside (weather dependent).

Pickup guidelines

- Inform your child which direction you will be coming from in carline and keep your sign (name/grade) on your dashboard until your child has been loaded.
- Please do not motion, or call your child, to come to your car.
- All children are instructed to stay on the curb and to watch for their car, staff will direct the children to their car or be escorted when necessary (middle lane).
- During inclement weather the middle lane will remain open (no doubling).
- There is no supervision for students waiting to be picked up after 3:45 P.M. Monday – Thursday and 12:45 P.M. on Friday. If we cannot identify that a guardian is on the way, students will be transferred to LASER, our Before/After School Care Program so they can be properly supervised. **There will be a fee associated with this.**
- If we are unable to contact a guardian within a reasonable amount of time, we may contact the Department of Human Services and/or police to pick up the child until a responsible party can be located.
- Only students with a pre-arranged “Walker Pass” may leave campus without a parent or guardian.

Pickup times

- 3:05 – 3:30 Elementary School**
- Do not arrive prior to 2:50.

- Pick up no later than 3:30.
- Students remaining after 3:45 (12:45 Fridays) will be escorted to LASER and charged accordingly.

3:20 - 3:45 Middle School

- Do not arrive prior to 3:20.
- Pick up no later than 3:45.
- MS students are **REQUIRED** to join their younger sibling at the youngest student's waiting area.
- Students remaining after 4:00 (1:00 Fridays) will be escorted inside for supervision.

3:30 Preschool

- Please plan to park (see “parking” below) and pick up your preschooler due to the extended carline times.

7:30 – 8:05 & 2:55 – 3:45 NO CURBSIDE PARKING

ATTENDANCE POLICY

Attendance Philosophy

We believe consistent attendance is paramount to a child’s successful learning experience at Monument Academy. Whenever a student misses a class, he or she also misses the opportunity to learn. Students and parents are asked to help us ensure that school attendance is regular and punctual.

If a student is absent, a parent needs to report the student absence within 24 hours by calling the attendance line at 719-481-1950, or via email at attendance@monumentacademy.net.

Early Dismissal

Students are to be taken out of school for legitimate reasons only. We encourage parents to try to make medical appointments at times other than school hours. However, we do realize that this is not always possible.

If your child is to be dismissed for any reason during school hours, a written note is requested. The student is to come to the school office at the designated time and wait for the parent to sign them out. Parents are required to come in and sign out the student. Parents are not to interrupt or go into the classroom to take their child. No student will be released from a classroom without a call from the office.

If a student returns during the school day after being signed out earlier in the day, their parent is to sign the student back in with the school office. If the student is in third grade or above, the student may sign themselves back in at the front office. All students must receive a hall pass to present to their teacher from the front office in order to be allowed back to class.

If a student is requested for early release, a parent or authorized adult must sign the student out at the front desk.

Excused absence

1. According to Colorado School Attendance Law (C.R.S. 22-33-104), it is the obligation of every parent to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Students enrolled at Monument Academy must attend class with the following exceptions:

- a. A student who is temporarily ill or injured or whose absence is approved by the administration on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances that cannot be taken care of outside of school hours.
- b. A student who is absent for an extended period due to physical, mental, or emotional disability.
- c. A student who is attending any school sponsored activity of an educational nature with advance approval by the administration.
- d. Absences due to being in the custody of court or law enforcement authorities.

Monument Academy may require suitable proof regarding the above exceptions, including written statements from applicable sources. Students who arrive after 11:30 A.M. or leave the building between 11:30 A.M. and 2:15 P.M. for the remainder of the day will be charged with a **half-day** absence. Perfect attendance awards are based on full day attendance only.

When a parent anticipates a student being absent for a number of days, it is considered a **PRE-ARRANGED ABSENCE**. Parents need to send an email to attendance@monumentacademy.net prior to the absence informing us of the dates the student will be gone. Homework will not be given prior to a pre-arranged absence or during an illness unless agreed upon with the teacher. When students return to school, they will have two days for each day absent to complete missed homework.

Unexcused absence

1. An absence not excused by the parent/administration is unexcused. Each unexcused absence will be entered on the student's record.
2. Consequences for unexcused absences include:
 - a. Teacher initiated consequences:
 - i) contact with parent
 - ii) classroom/academic consequences
 - b. Administration initiated consequences:
 - i) parental conferences
 - ii) suspension from school in accordance with Colorado State Law
 - iii) other appropriate measures
3. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 4 in a month or 10 during the school year as required by State Law (C.R.S. 22-33-104).
4. Schoolwork missed due to an unexcused absence may not receive credit.

Tardy Policy

Tardiness is a form of absence and interferes with a student's learning and that of others in the class. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to uninterrupted learning, penalties will be imposed for excessive tardiness.

Elementary – Habitual tardiness may result in an unsatisfactory conduct grade on the student's report card and/or a conference with parents.

Middle School – Three or more unexcused tardy in one week will result in detention.

If a student arrives after 8:00 A.M. for drop off, the parent must call or email the front to excuse the tardy. This applies to all elementary and middle school students.

“Orange Flag” Mornings

An orange flag will be posted at the Preschool fence during mornings with poor weather conditions. When this flag is displayed, parents and car pool drivers are not expected to sign their students in if they are late. Students will likewise not be counted as tardy on these “orange flag” mornings.

Tardy Detention – Middle School Only

Students receiving detention due to tardies will receive detention slips on or before Wednesday of the week they are to serve detention. Parents must sign and return the slip with the student prior to Thursday morning for the student to serve their detention. The student will turn in the signed detention slip to the staff member who is monitoring detention.

Student detentions will be served only on Thursday mornings from 7:00 A.M. to 7:30 A.M. No electronic devices of any kind are to be allowed by students serving detention. Any student serving detention is to bring something to read or study during this time. Talking or visiting will not be allowed. Students serving detention will be supervised at all times.

If a student does not show up for his/her detention, a phone call will be made to the parents and an additional day of detention will be assigned. Re-occurring detentions will be dealt with as a possible out-of-school or in-school suspension of one (1) or more days. This is at the discretion of the administration at any given time.

Students with significant cognitive, physical or related disability will be given extra time, within reasonable limits, to transition between classes as stated in their IEP.

Truancy

A student shall be considered truant if he/she is absent and his/her parent has not called the school office, or the student leaves the school or a class without permission of the teacher or administrator in charge. A “habitual truant” is defined as a student of compulsory attendance age who has four unexcused absences from school or from class in any one month or 10 unexcused absences during any school year. *Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.*

When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the student’s parent is aware of the absence, school personnel shall make a reasonable effort to notify the parent by telephone.

When a student is declared habitually truant, the school shall require a meeting with the student’s parent to review and evaluate the reasons for the student being habitually truant.

The Colorado Department of Education (CDE) collects data on habitually truant students as part of their Safety and Discipline indicators. Section 22-33-107.5, C.R.S.

BEHAVIOR AND DISCIPLINE POLICY

Encouraging and Reinforcing Appropriate Behavior

Praise, encouragement, and consequences combined with effective instruction are the cornerstones of our discipline plan. We believe that students are more likely to learn and demonstrate appropriate behavior in an encouraging and supportive learning environment rather than an environment that stresses mistakes, corrective action or any form of condemnation. Professionals with personal control issues will receive resistance from their

subordinates (teacher/student). Appropriate behavior will be encouraged and reinforced formally and informally on a regular basis in all school settings. The following are just a few examples of ways the MA faculty and staff will encourage appropriate behavior:

- Behavior-Specific Praise
- Notes of Encouragement
- Positive Postcards
- Positive Behavior Referrals
- Monthly Positive Behavior Raffles
- “Catch ‘em Being Good” Referrals
- Academic and Core Virtue Awards
- Special Week-Long Activities that Focus on Core Virtues
- K2K forms
- Backpack Tickets

Disciplinary Action Report (DAR)

The Disciplinary Action Report form is used to notify the parents and/or administration of the misbehavior. These forms are an important communication tool and should be taken seriously. The teacher will fill the form out completely and then meet with the student for 3-5 minutes (or however long the offense warrants). The purpose of the meeting with the teacher and student is to ensure that the student understands what he or she has done. The teacher will ask the student *what* core virtue the behavior did **not** display. The teacher will take the opportunity to teach character development in this brief teaching moment. The student will mark on the DAR the core virtue he/she compromised. The student will then sign the form acknowledging their action. After the form is completed with teacher and student signatures, the teacher will then decide if the student should see the principal. If a visit to the principal is desired, the teacher will take the back copy for his/her records. The process is then turned over to the administration. The administration will inform the teacher of any consequences that will affect them (i.e. call to parents, conference, detention, suspension).

A teacher may decide to send the DAR home with the child and not include the principal in the process. Should a teacher or paraprofessional choose to do this, **a behavior referral must be placed in Infinite Campus by the end of the day.** The referral is a way to inform the administration that one was sent home should the parents call the office. It will not be reflected on permanent records of the student.

DAR’s sent to Administration *may* follow these steps:

- First DAR – Call to the parents, student must return the form signed by the parents the following day
- Second DAR – Conference set with the parents and principal, student must return the form signed by the parents the following day
- Third DAR – Suspension – discretion of principal as to the length
- Fourth DAR – Suspension – discretion of principal as to the length
- Any consecutive DARs may result in expulsion.

Each discipline slip will be handled on a case by case basis. Every child is different and different methods may be more effective. It is up to the collective efforts of the parents, teachers, and administration to determine the best course of action.

Physical Interventions

In dealing with a disruptive student, any person employed by Monument Academy may, within the scope of their employment, and outside the definition of “child abuse,” use reasonable and appropriate physical intervention of force as necessary for the following purposes:

- For the purpose of self defense
- For the protection of persons or property
- To obtain possession of weapons or other dangerous objects on a student's person or within the student's control
- To quell a disturbance threatening physical injury to others
- To restrain a student from an act of wrongdoing
- For the preservation of order

In addition, state statutes allow teachers to physically contact students if the contact is appropriate to give emotional support or to show appropriate affection to the student.

Lunch Detention or Suspension

Students may be given lunch detention at the discretion of administration when handling discipline issues. Students will be supervised during their lunch detention and given a book to read if they finish their lunch prior to the end of the period.

Expulsion

Expulsion is reserved for the most serious offenses and can exclude the student from school and school activities for any period not to exceed one calendar year. The Monument Academy Board may expel a student upon the recommendation of the Principal. The following will be considered grounds for suspension from school and/or expulsion:

1. Willful disobedience or open defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school grounds that is detrimental to the welfare, safety of other students or of school personnel.
4. Serious violations in school or on school property including but not limited to carrying, bringing, using, or possessing a deadly weapon, as defined in C.R.S. 18-1-901(3)(e); the sale of a drug or controlled substance as defined in C.R.S. 12-22-303; or the commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S., or assault pursuant to Part 2, Article 3, Title 18, C.R.S., which suspension or expulsion shall be mandatory.
5. Student offenses against teachers or other school employees as outlined in C.R.S. 22-32-109(1)(x)(I) & (II).
6. Interference with a school's ability to provide educational opportunities to other students.
7. Declaration as a habitually disruptive student pursuant to C.R.S.
8. Possession, use, or distribution of alcohol, or possession of drug paraphernalia, or other drugs or controlled substances, or the representation of any substance as a drug for sale or use.

The final decision for expulsion rests in the hands of the school Board. The principal will provide a background of the incidents along with a recommendation to the Board. The school Board will then vote to accept the recommendation of the principal. They may choose to amend it and meet with the family. The student's family may also request an executive hearing to discuss the decision.

BULLYING, HARASSMENT AND VIOLENCE

Monument Academy will not tolerate bullying, harassment or violence of any kind. Any type of bullying or harassment will be treated as a disciplinary matter and handled accordingly.

According to Colorado State Statutes (Section 22-32-109.1 (2)(a)(X)(B): “Bullying” is any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance; or against whom federal and state laws prohibit discrimination upon any of the bases described in section 22-32-109*.

*22-32-109 (1) (11) (I) The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or need for special education services.

Fighting or other physically, mentally or sexually abusive acts will not be tolerated at Monument Academy or on District 38 property. Students are strongly encouraged to report abusive, aggressive or other inappropriate actions to a member of the staff before the problem gets worse. Detention or suspension will be imposed for antagonistic, aggressive or other inappropriate behavior and civil authorities will be notified.

Suspension or removal from the student population will occur for play fighting, fighting or harassment. Remember that a punch does not have to be thrown for a fighting situation to exist and harassment of any form will not be allowed. Participation in potentially dangerous activities or irresponsible acts that threaten the well-being of others is inappropriate at Monument Academy. Encouraging others to fight will be considered harassment or intimidation and will carry the same consequences.

CLASS CHANGE REQUEST PROCEDURE-ELEMENTARY

It is the procedure of MA not to allow class changes. However, should there be a concern which you feel is inhibitive to your child’s ability to learn effectively, Monument Academy Administration will consider such changes only when the following steps have been followed:

- 1) A parent/teacher meeting to discuss conflict resolution within the classroom.
- 2) A parent meeting to be held with all grade level teachers to discuss concerns and expectations of parent and teachers.
- 3) A written statement to the Monument Academy registrar stating that the steps have been followed and the outcome along with a request for change.

Once the steps have been followed, you should then request a meeting with the Monument Academy Principal to discuss the change. The principal may choose to allow the classroom teachers to attend the meeting with the parents in order to clarify any expectations and concerns. Should a request for change be granted, Monument Academy administration will place your child in the next available class based on seat availability.

CLASS CHANGE REQUEST PROCEDURE-MIDDLE SCHOOL

A schedule may be changed only during the first two weeks of each semester. A “schedule change request” form must be signed by the teacher of the class the student is dropping, by the teacher of the class for which the student is entering, and by a parent or guardian, with final approval by a school administrator. Requests will be granted on a case by case basis. The administration will do everything possible to accommodate the request; however, schedules will be determined by what is the best

academic setting for student success. If there is a conflict, MA administration reserves the right to decline the request.

STUDENT/FAMILY CONFLICT RESOLUTION POLICY

The policy is maintained by the Monument Academy Board of Directors and is attached as *Attachment 1, Policy 1518B, Student/Family Conflict Resolution*.

CURRICULUM/ACADEMIC POLICIES

PHILOSOPHY OF PENMANSHIP

Historically, cursive was taught first to our nation's children. Today, reading and dyslexia experts are rediscovering that teaching cursive first before print or manuscript, improves long-term penmanship skills, helps children learn to read, virtually eliminates reversals, and enables children to read what is written by others. (LITHBTH Educational Services, 2009) This method of writing helps strengthen the child's reading skills. By joining letters, cursive writing reinforces the blending of sounds within words.

Until the later 1930's, schools across the nation took this approach and, as a result, most American school children developed beautiful handwriting. Ball-and-stick manuscript came about as part of progressive education reforms in the 1940's. The change was primarily made to help children recognize the letters in the "Dick and Jane" look-say readers.

By starting with cursive writing rather than manuscript printing, we help the child develop good writing habits from the very beginning. This means that habits acquired from manuscript printing do not need to be unlearned. "Do not teach anything that has to be unlearned, and do not let a child develop a bad habit. Instruct the child to do it right from the beginning." Samuel Blumenfeld, *The Blumenfeld Education Letter*, September 1994.

Research has shown that students learn manuscript and print through reading. They will eventually pick this form of writing up on their own but easily transfer the needed skills to read more quickly than combining the skills of writing and reading. These involve different motor and processing skills that we believe are better kept separate.

Monument Academy is dedicated to providing education that will support the best practices for student achievement. It is for this reason we are embarking on this endeavor to teach cursive writing from the very beginning. We believe that it will help to establish a more solid foundation for reading, writing, and math skills. We will use cursive writing from pre-kindergarten through the eighth grade as the written style of writing.

Adopted by Curriculum Committee, April 2010

Available Resources upon Request:

1. *How Should We Teach our Children to Write? Cursive first, print later!* by Samuel Blumenfeld
2. St. Knox Academy Cursive First Curriculum
3. *Simplifying the Writing Process* by Phillip McInnis

HOMEWORK/GRADING POLICY

Teachers are responsible for teaching during classroom hours. Homework serves as the reinforcement of that teaching. Teachers are not to give homework on content they have not explained in class. Parents are not

expected to teach new material. Teachers should be reasonable when giving homework assignments to students taking into consideration age level, multiple subjects, projects and test preparation time.

Late Assignments – Elementary

If an assignment is late, a student will lose 10% per day from their actual score down to 50%. If the assignment is not turned in within one week, the student will earn a zero.

Late Assignments – Secondary

If an assignment is late, a student will lose 10% per day from their actual score down to 50%. Any students with missing assignments in one week's period will be required to attend Friday Afternoon Think Tank (F.A.T.T.). Teachers are to submit names of such students to the office by Thursday at 2:00 P.M. Parents will be notified by the front office that their student is staying. F.A.T.T. will provide time for students to complete their work. Zeros will no longer be acceptable.

Report Cards

Monument Academy provides grades on a quarterly basis through the Infinite Campus database. Report cards and current grades for all students will be available on-line through Infinite Campus, except for Kindergarten, where printed report cards will be provided. Parents may access the Infinite Campus site throughout the year to view their child's grades, progress reports and report cards. For more information on Infinite Campus visit our website at www.monumentacademy.net.

There are four separate grading periods. At the end of the first quarter, there will be a mandatory parent-teacher conference. Monument Academy encourages both parents to attend these conferences. At the end of the third quarter, conferences will be scheduled as needed.

RETENTION AND PROMOTION

Students who maintain academic work consistent with their grade level will be promoted as long as their social and emotional behavior patterns are in norm with others of that class or grade level. To assess the possibility of retention, the following steps will be followed:

1. Discuss the possibility with the parents as early as the first Parent/Teacher Conference in October. Discuss the possibility that a student may need to be retained by December. Do not offer any professional opinions or diagnoses of the child.
2. A Child Study Team meets to discuss and document the possibility of retention. This team needs to continue with meetings and documentation concerning the child throughout the year.
3. In February, a preliminary meeting with the parents, teacher and Child Study Team leader needs to take place.
4. In April a written letter about the concern and possibility of retention needs to be sent to the parent outlining a meeting with parents, teacher, administrator and Child Study Team leader and all other interested parties...(for example, special's teachers.)
5. A meeting in April with parents, teacher and Child Study Team Leader is held. If retention for the next year is the decision for the student, a signed Retention Letter is completed and signed by the parents, teacher and administrator.
6. The student will be placed for the next year with a different teacher than the child had the previous year. This will foster a sense of "newness" for the child even though the same grade is being repeated.
7. A middle school student who fails more than one core class may be considered for retention or required to attend summer enrichment programs.

CHEATING/ DECEPTION AND ELECTRONIC DEVICES

Cheating on tests or assessments, copying work from others, forging signatures, lying, or other acts of deception are not acceptable at Monument Academy.

First offense = Notification of parent with a DAR and grade of “0” given for assignment.

Second offense = Notification of parent with a DAR, grade of “0” given and suspension.

Any use of an electronic communication device on the campus of Monument Academy during regularly scheduled school hours is prohibited. Use includes, but is not limited to, making or receiving calls, text messages, taking pictures or videos, checking time or calculating. The unauthorized use of any electronic device will result in confiscation of the device and may result in disciplinary action(s) being taken. Confiscated devices must be picked up by a parent from the front office.

PERMANENT SCHOOL RECORDS

Parents may view their child’s permanent record at any time. The record must be reviewed in the presence of the office staff or administration.

Parents may request a copy of their child’s records including, but not limited to, report cards, official transcripts, records, standardized test results, and any other school documents. Copies will be \$1.00 per page payable in advance. Please give the office staff 48 hours notice for completion.

Upon transferring to another school, Monument Academy will transfer records at Monument Academy’s expense. All school property including sports uniforms, books, etc., must be turned in before report cards are issued. Records will not be sent until all outstanding fees are paid and all sports uniforms and books are returned.

HEALTH/MEDICAL INFORMATION

GENERAL INFORMATION

Injury or Illness at School

The goal of the school health program is to supplement the efforts and guidance of parents to provide for the education and health maintenance of their children. The objectives of the school health program are:

- To promote good health habits among students.
- To stimulate a sanitary and healthy environment in school.
- To assist in detecting and recommending correction for medical, psychological and physical handicaps.

Please inform both the teacher and the front office if your child has a specific health need that requires attention or follow-up.

Monument Academy does not permit the treatment of injuries, except first aid, to students in school. The best-qualified person at hand will provide first aid in case of accident or sudden illness. No drugs shall be given at any time unless it is aromatic spirits of ammonia in case of fainting. The fire department will be called if necessary.

The procedure below will be followed should your child suffer serious injury or become extremely ill (vomiting, fever, etc.):

1. You, the parent, will be contacted at home or work. If no answer...
2. Your emergency contact will be notified. If no answer...
3. We will contact Emergency Medical Services (911) and your child will be taken to the designated or nearest medical facility. Parents will be responsible for any medical costs involved.
4. Children should be picked up *within 30 minutes* after parents are contacted.

When you receive the form to provide student emergency information, please be as specific as possible in recording phone numbers, pager numbers, and emergency contacts who would be available to pick up your child if you are unable. Give any specific instructions regarding a serious medical emergency, i.e. hospitalization preferences. **This information must be kept current.** Please notify Monument Academy should you object to medical aid for your child.

When to keep you child home

A student who exhibits symptoms of a contagious disease should be kept at home. Parents should use prudence and common sense when determining whether to send their child to school with an illness. Please review these District 38 guidelines to know when your child should be kept home because of health reasons:

- **Conjunctivitis (Pink Eye):** Please keep your child at home until 24 hours after treatment. If your health care provider decides not to treat your child, a note is needed.
- **Diarrhea:** Please keep your child home for 24 hours after the last episode unless diarrhea is determined to have been caused by something other than illness (i.e. antibiotics or food sensitivity).
- **Fever:** Please keep your child home if their temperature is greater than 100 degrees. Child should be fever-free (without the use of fever reducer) for 24 hours before returning to school.
- **Mild cold symptoms:** Your child may come to school with a stuffy nose, clear drainage, mild cough or sneezing as long as they feel well enough to participate in school activities.
- **Strep Throat:** Your child may return to school 24 hours after treatment as long as they have been fever-free for 24 hours.
- **Upper Respiratory Complications:** Please keep your child at home if he or she is experiencing: large amounts of yellow-green nasal discharge, ear pain, excessive coughing or fever
- **Vomiting:** Please keep your child home while vomiting and for 24 hours after the last episode unless vomiting is determined to have been caused by something other than illness (i.e. antibiotics, food sensitivity).
- **Other Infectious Diseases:** Diseases such as hepatitis, meningitis, mononucleosis, and tuberculosis should be reported to the Health Office and please keep your child at home until they are cleared by their health care provider to return to school.

After a prolonged, serious illness or surgery, a doctor's statement authorizing the student's return to school may be required.

Soiled Clothing and Toileting Accidents

If a student urinates in their clothing while at school, they will be taken to the Nurse's office and loaned a pair of uniform pants. They will be able to change clothing in the Nurse's office lavatory and return to class. Parents are asked to wash and return the loaned clothing as soon as possible.

If a student has a bowel accident, a parent will be contacted and asked to come assist the child if the child is unable to take care of the situation independently.

Hearing and Vision Screening Program

A qualified individual will test the sight and hearing of students during the school year. Screening will be announced to parents via Campus Messenger and/or newsletter. Parents will be notified individually should a deficiency be found. Please notify the school if you have any religious or personal objections to this testing.

Immunizations

State law requires all students be immunized before being allowed to attend public school. Written proof is required and kept in your child's health record at school. Verification forms may be obtained at physician's offices, local health departments, or local schools. State law states students must be compliant within 2 weeks of the start of school. Children who have not had the immunizations for personal or religious reasons must have a signed exemption form in their file.

Medication Procedure

No prescribed or over-the-counter medications are to be taken or administered at school without a doctor's written authorization; this includes cough drops. Forms for this purpose are available at the front office and online. Students are not permitted to self-medicate. All medications should be brought to the nurse's office by an adult, and will be dispensed by the nurse or front office staff. Only middle school students are allowed to self-carry inhalers for asthma and only after proper forms have been completed and turned in to the front office.

Prescription medication

Prescription medications must be brought in by an adult in the bottle dispensed by the pharmacy. The bottle label must include the following information:

- Student name
 - Prescribing practitioner's name
 - Name of the drug
 - Time to be administered
 - Prescription date
- a. For medications that have been prescribed for a chronic condition and the child routinely takes them, the prescription date must be during the current year.
 - b. For medications that are given for acute conditions, the prescription date must reflect that time frame and the label must indicate the duration of the treatment.

The medication may be given as directed when the above requirements are met and the medication is accompanied with the proper written consent of the parent or guardian and a physician.

Non-prescription medication

The following procedure is acceptable for the distribution of non-prescription medication to students at Monument Academy:

Should a student be required to take a non-prescription medication at school, the medication must be brought to the school in the purchased container labeled with:

- Student name
- Amount of medication to be given
- Time when medication is to be given
- Container must be dated

The medication may be given as directed when the above requirements are met and the drug is accompanied with the proper written consent of the parent or guardian and a physician.

UNIFORM POLICY

PURPOSE

Monument Academy is a core virtue school and has a uniform policy that reflects and exemplifies our mission statement. This uniform policy supports our learning environment and the attitude of self-respect and respect for Monument Academy. *Please refer to our website at www.monumentacademy.net for the current uniform policy.*

Refer any questions regarding the appropriateness of any article of clothing to the administration before wearing the article in question to school. The specific interpretation and authority of any particular point of the uniform policy rests with the administration.

ENFORCEMENT

The Uniform Policy is in effect during the entire school day (7:30 A.M. to 3:40 P.M). Parental support of this uniform code is extremely important. It is the specific responsibility of each parent/guardian to ensure that their student leave the home dressed appropriately in accordance with this policy.

If an item of clothing is not in compliance with the uniform policy, a student will receive a written Uniform Notice (see Appendix). Parents are asked to sign and return the Uniform Notice. If there are any questions, please contact the school office for clarification. If a Uniform Waiver is needed due injury, health or other reasons, please contact the school office with your concerns.

If a student receives a third uniform notice within **one quarter** a Disciplinary Action Report will be sent home as well for parent signature. If a student continues to wear clothing in violation to the uniform policy after a DAR has been sent home and signed, they will be asked to wait in the office until a parent or guardian can bring appropriate clothing.

TECHNOLOGY INFORMATION

Infinite Campus (IC)

Infinite Campus is an online tool available to parents and students. Parents and students may check attendance records, fees, grades, report cards, transcripts, immunization records and contact information through IC. IC may be accessed from the MA website at www.monumentacademy.net, click on Infinite Campus – Parent Portal. Password and log in questions may be directed to the Lewis-Palmer School District technology department.

Cell Phone/Digital Device Policy

Monument Academy administration and faculty understand that cell phones are part of life for most middle school students and their families. In an effort to accommodate this and in light of the fact that we have no locks on lockers, we are willing to allow students to carry their cell phones as long as the student and parent agree to the terms laid out in the Cell Phone Usage Agreement. Parents and students are to initial each line and return the signed form to the front office before the student is allowed to carry the phone on campus. Please refer to the Monument Academy website at www.monumentacademy.net, for the current agreement.

Cell phones and electronic devices cause significant disruptions to the learning environment. Therefore, all student cell phones and digital devices must be turned off during the school day. Students are only allowed to check their cell phones for messages before or after school. No text messaging during school hours is allowed. Cell phones that ring during the school day and are used for texting / gaming / recording are subject to confiscation, and parents will be asked to retrieve confiscated phones. Lost and stolen cell phones and other electronic devices or valuables are the responsibility of students.

Cell phone cameras may not be used within the school building. Violating this policy may result in confiscation, and/or disciplinary action. Definitions of electronic digital devices include, but are not limited to: cell phones, Ipods, MP3's, gaming devices, digital cameras, laptops, etc.

Monument Academy is not responsible for lost, stolen, misplaced or damaged valuables that students choose to bring to school.

Phones are available for student use upon reasonable request of the teacher, administrator, or office staff. Phones are not available for personal use. Calls will be limited to 2 minutes.

Computer Network/Internet User Agreement

Internet and school local area and wide area network access are available to students, teachers, and employees at Monument Academy through the Office of Information and Technology. We are pleased to provide these services to Monument Academy and believe they offer an ever-growing access to enhanced information resources for students, faculty, and employees. Our goal in providing these services to students and teachers is to support a vigorous and rich curriculum by facilitating information access, resource sharing, innovation, and communication. Please refer to the Monument Academy website at www.monumentacademy.net, for the current agreement.

MISCELLANEOUS INFORMATION

ATHLETICS & ACTIVITIES

It is the belief of the faculty and administration at Monument Academy that the education of students and the full development of their talents cannot occur solely within the classroom walls but extends beyond to include participation in numerous activities and athletics. Through their participation in a variety of extracurricular activities, students will become well-rounded members of the school community, and they will learn the values of leadership, self-sacrifice, fair competition, teamwork, and self-confidence.

Please refer to the Athletic Handbook for further information. The handbook and related forms may be found on our website at www.monumentacademy.net under the Secondary School section, MS Athletics.

CHILD ABUSE

Notice to all parents/guardians of Monument Academy students: Monument Academy is obligated by federal, state, and local laws to inform parents/guardians of the following statutes concerning alleged child abuse and/or neglect:

- By law, the El Paso County Department of Human Services (DHS) has the prerogative to make an unscheduled visit to Monument Academy and require a student who is the subject of a child abuse/neglect report to be interviewed during school hours without any obligation to notify the parents/guardians of the student, or to seek permission from the parents/guardians to conduct the interview.
- Any Monument Academy employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect is required by law to report or cause a report to be made of such fact immediately to the administration. This reporting should be written. It is the responsibility of the administration to promptly contact DHS. Administration is not obligated to contact a parent should DHS interview a student.

CLASSROOM MOVIES

Movies that are strictly educational in nature may be shown in the classroom at the discretion of the teacher. The use of movies should be kept to a minimum. If a movie is to be shown that has a rating other than “G”, the teacher is responsible for obtaining a signed permission slip from the parent(s) or guardian before the student may view the movie. This form must also have an administrative signature approving the movie. Notification and request for permission must be made at least five school days in advance. Notification shall include:

- movie name and MPAA rating,
- rationale for showing the movie
- administrative signature

An educational alternative activity for students is to be provided if parental permission is not granted.

CLASSROOM PASSES

All students are required to have a classroom pass whenever outside of the classroom. No teacher may keep a student beyond the end of a classroom period without the permission of the next teacher. If a teacher causes a student to be delayed in getting to another teacher’s class, that teacher should write the student a pass to excuse the tardy.

Teachers are requested to allow only one student at a time to leave their room during class unless dismissing students in pairs in elementary grades. If a student is gone for an excessive amount of time, teachers will notify the office and administration will assist in locating the student.

FIELD TRIPS

All field trips are approved in advance by the principal. Parents will be advised in advance of any costs associated with the field trip. All students must have approval from their parents to attend the field trips. If the student has not submitted a signed permission slip to the teacher, they will not be permitted to participate in the field trip. Field trips are a school sponsored activity that supports and enriches our curriculum objectives. All students are expected to participate in field trips. Parents who elect to not have their child participate in the field trip should notify the classroom teacher and the office that the student will be absent on that day. The focus on field trips will be course objectives and student supervision. We request that parent chaperones arrange care for the siblings of our students and not include siblings on outings. Dress for field trips will be the school uniform unless otherwise specified. If a student is unable to attend a field trip and has submitted payment, refunds will be considered on a case by case basis. There will be no refund given if a student has been suspended from school when a field trip is scheduled.

FINE ARTS PERFORMANCES

As part of our authentic assessment of the visual and performing arts classes, students will be involved in afternoon and evening performances and art shows. Families and friends are encouraged to show their support of the students and their efforts by attending the scheduled art shows and music performances. Good concert etiquette is expected of students as well as the audience. Student performers are expected to arrive on time and be in the appropriate attire. Times and attire will be published well in advance of each performance.

GUM AND FOOD IN CLASSROOMS

Students are not allowed to have gum or food in the classrooms unless approved by the teacher.

LOCKERS

Assigned Lockers

All middle school students are issued a locker at the beginning of the school year. Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. The contents in the lockers are the student's responsibility.

Students are expected to utilize their locker for storage of all class binders and text books during the day taking only what can be carried to class. Backpacks or book bags are not permitted in middle school classrooms per Colorado Revised Statute.

Lockers should be kept neat and organized. Papers, books, clothing or other items may not hang out of the lockers. Students may use only their assigned locker during the day.

PE Lockers

Several small lockers are available in the girls and boys bathrooms located closest to the gymnasium. All Middle School Students are required to dress for PE in a purchased PE uniform. Locks may not be put on these lockers unless authorized by administration.

LOST AND FOUND

Please mark all your child's belongings with his or her name. Contact the office for the location of lost or missing items. Lost items not claimed within a reasonable amount of time will be donated to a local charity.

LUNCH PROGRAM

Students may purchase district hot lunches or bring their lunch. Students eligible for financial assistance qualify for the Free and Reduced Lunch Program at a reduced rate. See the school or district website for information and an application for the Free and Reduced Lunch Program. Lunch menus will be distributed at the beginning of each month. Lunches may be purchased by checks made out to LPHLP (Lewis-Palmer Hot Lunch Program), cash, or you may use www.payforit.net. PayForIt.net is a program provided by Nutrition Services, where parents are able to access and manage their child's meal account through the internet.

Negative Lunch Account Balances

Parents can monitor lunch account balances by using the Parent Portal from the district website. It is the parent's responsibility to monitor balances. If an account balance drops below zero, parents will be notified via email or voice mail if their student's lunch account balance has dropped below zero. If a balance falls below -\$5.00 and payment arrangements have not been communicated to Food Services, the student will be given a cheese sandwich, fruit and milk for lunch and the cost of lunch will be applied to their account. **The district can, according to their contract, deny food to a student with a balance at -\$5.00 or lower.** We do not wish to deny food to any student. Please check account balances regularly and send payment in on time.

PARENTAL NOTIFICATION OF SPECIAL ACTIVITIES

Monument Academy's goal is to maintain a comfortable and respectful atmosphere for its students at all times and to respect the value system of each home represented in our school. However, there may be times when a teacher will cover a sensitive topic, use a teaching medium, (e.g., movie, filmstrip, etc.), or host an activity that parents do not wish their child to participate in. Notification will be sent home prior to the event in a timely manner that will allow the parents to review the subject to be covered, and if they wish, notify the teacher that their child will not participate in that class activity.

Should parents decide to remove their child from the classroom because they do not want their child involved with an activity, a suitable alternative project will be assigned. Students who complete alternative class work will receive equal credit for the project.

PHONE MESSAGES

Messages and deliveries from parents are to be left at the office in order to respect the educational opportunity of all students and teachers. MA advises parents to leave emergency calls with the office. Students will not be called to the office for telephone calls except in the case of emergencies.

Phones are available for student use upon reasonable request of the teacher, administrator, or office staff. Phones are not available for personal use. Calls will be limited to 2 minutes.

SAFETY DRILLS

Periodic safety drills may be performed to ensure the safety and well being of students and staff. Drills may include fire drills, safety lockdowns, and unannounced searches. Unannounced searches are designed to maintain order and discipline in the schools, preserve our school as a drug-free zone, and to protect the safety and welfare of students and school personnel. School authorities may search a student under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

SEARCHES

The Monument Academy Board of Directors governs this policy. Please see *Attachment 2, Board Policy #1516-D38, Student Interrogations, Searches and Arrests* for further information.

DONATIONS AND SCHOOL FEES

EDUCATIONAL PARTNERSHIP DONATIONS

MA has adopted a *voluntary* Educational Partnership Donation (EPD) in order to stay current in curriculum, replace consumable education materials, and purchase classroom supplies.

The suggested Educational Partnership Donation, per student, is:

Grade	EPD per student
Preschool	\$100.00
Kindergarten (1/2 and Full Day)	\$100.00
1 st through 5 th	\$150.00
6 th through 8 th	\$200.00

EPD's are tax deductible. A donation receipt will be provided. Checks and credit cards are accepted. Please make checks or money orders payable to: **Monument Academy**

SCHOOL FEES AND TUITION

Instructional Fees

Monument Academy has an annual instructional materials fee. Payment is due before the start of school, but payments will be taken at the front desk, by mail or by credit card at any time prior to that date. In addition, payment plans will be available, and the fees for those families qualifying for the Free & Reduced Lunch Program will be waived. *Please refer to the Monument Academy website at www.monumentacademy.net, under the Fees section, for a list of current fees.*

Athletic Fees

Monument Academy may charge fees for sports. Fees for these activities are due after tryouts and prior to the first team practice. Monument Academy may restrict students with outstanding fees from participating in practices. *Please refer to the Monument Academy website at www.monumentacademy.net, under the MS Athletics tab for a list of current sports fees.*

Extracurricular/Elective Course Fees

Some extra-curricular or elective courses may have associated fees. Teachers will communicate these fees individually and payment is required for participation.

Kindergarten Full Day Tuition

There is tuition charged for attending the full day kindergarten program. *Please refer to the Monument Academy website at www.monumentacademy.net, under the Elementary School section, for the full day kindergarten tuition payment plan information.*

Preschool Tuition

There is tuition charged for attending the preschool program. *Please refer to the Monument Academy website at www.monumentacademy.net, under the Preschool section, for the preschool tuition payment plan information.*

Lost or Damaged Books or School Property

Students will be charged a fee for lost or damaged books or school property. These fees must be paid before final report cards are issued or any records are released.

VOLUNTEER INFORMATION

VISITORS

All volunteers and visitors, including family, friends, and students from other schools *must* sign in and out at the front office and wear a Monument Academy Visitor Badge during their stay. The first time any parent signs in, they will be asked to show a current driver's license and that information will be loaded into our system. This is a security measure to keep our school, students, parents and staff safe. Please make every effort to obey these security measures when visiting the school.

PARENT/FAMILY INVOLVEMENT

The Monument Academy learning community recognizes that a child's education is a responsibility shared by the school and family. To support the goal of educating all students effectively, the school and parents must work together as knowledgeable partners. Although Monument Academy families are diverse, we all share the school's commitment to each student's educational success and will establish practices that enhance parent involvement.

To this end, Monument Academy supports the development, implementation, and regular evaluation of parental involvement at all grade levels in a variety of roles. This will include but not be limited to the following:

- consistent two-way communication between home and school
- promotion and support of parents as responsible models to their children
- the role of parents playing an integral part in assisting student learning
- involvement of parents and support as volunteers

Parent volunteers are a definite asset to the school. Monument Academy appreciates the consistency and commitment of parents who come to help at the school in any capacity. Monument Academy holds that parent involvement will raise academic achievement of the students. Monument Academy also operates on a more limited budget creating openings beyond the typical volunteer needs of a school. In addition to the usual classroom volunteer needs, we have other volunteer positions. A complete list of volunteer positions is available under the PTO tab of the school website.

Parent Volunteer Agreement

Within the charter enrollment agreement is a *16-hour per semester* volunteer commitment by each family. Hours will be reviewed on a quarterly basis. It will always be our choice to have the personal involvement of our parents, but there are circumstances that may prevent this. Therefore, should a parent be unable to fulfill their 16-hour per semester per family volunteer requirement, Monument Academy suggests a \$10 per volunteer hour donation instead. ***This donation is tax deductible.*** These funds will be used for school operations within the general fund. A donation receipt will be issued for the amount donated. A complete list of volunteer positions is available under the PTO tab of the school website.

Volunteer Guidelines

All volunteers working at the school or who are representing the school are primary role models and should observe all school rules of dress and behavior in an exemplary manner. A parent volunteer's actions and attitude should reflect the school's philosophy of respect for and responsibility towards the students and staff.

A strict policy of confidentiality is essential and is required of all volunteers. No student's actions, grades, etc., should be discussed with anyone except appropriately involved staff members. ***All volunteers must read and sign a Confidentiality Notification and Agreement form at the front office prior to being able to volunteer.***

All parents and volunteers must sign in at the office when entering and leaving the school. All parents may visit the school at any time; however, if possible, the teachers do appreciate prior notice. If the teacher has no

volunteer tasks for that day, other school duties can be assigned. If, for any reason, a volunteer cannot fulfill a commitment, the school must be notified as far in advance as possible.

Volunteers working with students separate from the supervision or oversight of a Monument Academy employee will be required to have a background check before volunteering. Monument Academy staff will notify the front office so that the necessary paperwork/approvals may be processed prior to performing any volunteer time. If you have specific questions concerning this process or costs, please contact the Director of Human Resources.

Younger brothers and/or sisters and friends are not permitted to visit the classroom unless approval has been obtained from administration and/or the teachers involved. Children who are not Monument Academy students are considered visitors and must be accompanied by a parent or adult at all times.

When school is not in session, parents who are at the school for a meeting with a teacher or for any other reason must keep their children with them or provide suitable supervision.

Visitors in the Classroom

- All school visitors are required to sign in at the front office and wear a "visitor" nametag.
- While in the building, if a visitor has forgotten his/her nametag, please politely mention that the security requirements demand that all visitors sign in at the office and wear a nametag.
- Parents must also sign in at the office. Classroom visits are welcome; however, parents who are not volunteering may not interact with the students or draw any attention to themselves. ***All visitors or parents wanting to observe a classroom must sign the Open Door, Open Chair Policy at the front office before they observe a classroom.***

Tracking Parent Volunteer Hours

Volunteer hours are tracked by PTO for a number of reasons including funding, grants, and resource allocation. Parents are asked to submit their name and number of hours monthly or as needed by sending email to pto@monumentacademy.net. Questions about this policy can also be directed to PTO at the same email address.

PRESCHOOL SPECIFIC POLICIES

The Monument Academy Preschool is an outstanding Core Knowledge preschool. The preschool first opened in September of 2008 in the newly constructed building. We are licensed by the Colorado State Department of Human Services (CDHS). We are a member of the National Association for the Education of Young Children (NAEYC) and its Colorado chapter, Colorado Association for the Education of Young Children (CAEYC).

Preschool Purpose and Philosophy

The philosophy of Monument Academy Preschool is parallel with the Core Knowledge philosophy used throughout the school. The MA Preschool's purpose is to create a caring environment that will encourage the natural growth and development of each child. We provide opportunities to make choices and solve problems, and to experience autonomy, self-help and wholesome social relationships with other young children using the Core Knowledge curriculum.

Ages of Children Accepted

The preschool currently runs two programs, a preschool program and a pre-Kindergarten program. We accept children that are toilet trained from two and a half years of age to seven years of age regardless of race or religion.

Special Needs Children

Monument Academy Preschool will consider children with special needs on an individual basis.

Hours of Operation

Monument Academy Preschool has a variety of classes to meet specific family needs. Please see the hours of operation section in this handbook for specific class times. We also have a Lunch Bunch program that runs after the morning session. Children who are enrolled for both AM and PM sessions automatically go into the Lunch Bunch group and then have a rest time prior to engaging in afternoon activities.

There is a once a year \$25 supply fee for the preschool students. There is a fee for lunch bunch and before school care. There is a late fee for students not picked up at the specified time. *Please refer to the Monument Academy website at www.monumentacademy.net, for specific information regarding preschool tuition and fees.*

School Calendar Days

Monument Academy Preschool follows the MA school calendar including school days, holidays, and summer break. *The current school year calendar is available on our website at www.monumentacademy.net.*

Snow days and delayed starts will follow along with MA's procedures listed in this handbook. See the delayed start section of this handbook for further information.

Weather Restrictions

Children will not be allowed to play outside if the temperature including wind chill is 30°F or below, 90°F or above per Colorado Department of Human Services (CDHS), or if it is raining or snowing. The children will be allowed to go outside to play in the snow if it is warm enough at the discretion of the staff.

Admissions and Registration Procedures

All forms and admission procedures are available in the office. The admission packet contains all information necessary to register the preschool child.

Persons Authorized for Child Pick Up

Only parents and persons listed on the Emergency contact information will be allowed to remove a child from school. If another person will be picking your child up from school, we must be notified in writing. In order to sign-out your child, that person must show a valid driver's license to the teacher, Para, director or appropriate staff member.

Children Left at School

If a child remains at school and is not picked up on time, the parents will be called within 10 minutes after dismissal. Parents arriving later than 11:25am or 3:40pm will be asked to sign out on a separate sign-out sheet. This sheet will be turned in to the finance office for billing. The fees will be as follows:

- After 10 minutes – an initial \$10 fee
- Every minute after the initial 10 minutes, a \$1 per minute fee will apply until the child is picked up.

We understand that there may be extenuating circumstances. If you are caught in a storm, traffic accident or event that may delay you from picking up your child on time, please call the school and inform us of your circumstances.

Thank you for your efforts to pick up your child on time. We appreciate it and so does your child.

Health Information/Medical Storage

The procedure for storing and administering children's medicines and delegation of medication administration is in compliance with Section 12-28-132, C.R.S. of the "Nurse Practice Act". Please refer to the Health/Medical section of this handbook for further information.

Procedure for Personal Belongings

Children will be given designated space for their personal belongings. We ask that no money or valuables are brought to preschool. Monument Academy is not responsible for any lost or stolen items.

Progress Reports

Preschool staff is encouraged to have open communication with parents regarding their children's success as well as challenges in the preschool setting. Parent/Teacher conferences will be held once a year unless a parent requests more than one conference. Please see the current school calendar for posted dates.

Procedure for Filing Complaint about Child Care

Monument Academy is required to inform you that you have the right to file a complaint on any Child Care Center that your child has attended either in writing to Colorado Department of Human Services, Division of Child Care, 1575 Sherman Street, 1st Floor, Denver, Colorado 80203-1714, or by phone at 1-800-799-5876 or 1-303-866-5958. A letter informing you of this information is in your enrollment packet.

ATTACHMENT 1: Board Conflict Resolution Policy



Monument Academy Charter School
Board of Directors Governance and Policy

Policy Area : Governance	Policy # : 1518B
Title : Student/Family Conflict Resolution	Adopted : September 9, 2009 Revised : October 13, 2011 Amended :

Issue Statement

Monument Academy is interested in achieving and fostering both employee and student/family satisfaction. The following procedures were developed to ensure that student/family grievances are addressed fairly by the appropriate persons in a timely manner. Monument Academy prohibits discrimination against its employees and against its student/families on the basis of disability, race, creed, color, gender, sexual orientation, national origin, religion or ancestry.

Policy Statement

Whenever there is some issue that is of concern to a parent or student, our school operationally addresses conflict with the use of the following conflict resolution process:

1. Initiate and have a conversation with the person involved.
2. After attempting to resolve the issue with that person, if further resolution work is needed, set an appointment with the principal and proceed further. If the individual involved is the principal set an appointment with the Executive Director and proceed further. If the individual involved is the Executive Director, proceed to step 4.
3. Having moved through those steps, where further work is needed, contact HR who can then arrange a meeting with a mediation circle. The mediation circle is composed of both teacher representatives, one parent and the Executive Director. The Director of Human Resources, at their discretion, will select members of the mediation circle with a focus on avoiding any actual or appearance of conflict of interest.
4. Finally, if the matter warrants board attention, the matter can be submitted in writing to the Monument Academy Board of Directors for consideration, only after above steps have been completed. Accusations or complaints about specific personnel will not be discussed in open meetings. Subject to the board's review, an executive session may be convened to work on a conflict resolution.

Related Documents

Monument Academy Bylaws Revised January 13, 2011

Points of Contact

The following positions shall serve as points of contact for the enforcement of this policy:
President of the Board of Directors and the Executive Director.

ATTACHMENT 2
STUDENT INTERROGATIONS, SEARCHES AND ARRESTS



Monument Academy Charter School
Board of Directors
Governance and Policy

Policy Area : Governance	Policy # : 1516-D38
Title : Student Interrogations, searches and arrests	Adopted : 2009.10.14 Revised : --- Amended : ---

Policy Statement

Monument Academy Board of Directors defers to the D-38 Policy JIH in regards to student interrogations, searches and arrests with the following exceptions:

Appeals:

Within 10 school days after a search, the student may appeal the search decision to the Board of Directors who shall investigate the reason(s) and circumstances of the search. The Board shall issue written findings within one month after receiving the appeal. The Board's decision shall constitute the final determination.

Related Documents

Lewis Palmer District 38 Policy JIH
Monument Academy Bylaws Revised March 13, 2007
Monument Academy Bylaws Revised August 15, 2005
Monument Academy Policy 1400 Policy and Procedure Adoption

Points of Contact

The following positions shall serve as points of contact for the enforcement of this policy:
President of the Board of Directors.

Take A Stand to Stop Bullying!



ARE YOU PICKED ON?
DO YOU HAVE A FRIEND WHO'S CONSTANTLY
TEASED?

85% of students have witnessed bullying in their school
and have made NO effort to stop it!

We plan to ensure the safety and comfort of every student at
Monument Academy in a positive learning environment.
This effort will reduce physical and verbal threats imposed by
certain individuals and improve the interactions between the
student body.



Monument Academy

PARENT/STUDENT LETTER OF AGREEMENT

The student handbook is available online for you to read and review. By signing below, we acknowledge that we have reviewed, understood and are committed to abide by the policies and procedures as outlined in the Monument Academy Parent/Student Handbook. We are a school community made up of students, parents and staff, therefore, we ask all community members to declare that they have read and are willing to abide by the policies and procedures. Disclaimers written by the parent on this form or failure to sign and return this form does not release the student or parent from the responsibility of abiding by the policies and procedures contained in the handbook.

Grades K-5

Student Signature _____ Grade _____ Date _____

Student Signature _____ Grade _____ Date _____

Student Signature _____ Grade _____ Date _____

Student Signature _____ Grade _____ Date _____

Grades 6-8

Student Signature _____ Grade _____ Date _____

Student Signature _____ Grade _____ Date _____

Student Signature _____ Grade _____ Date _____

Student Signature _____ Grade _____ Date _____

Parents *At least one signature is required*

Signature _____ Name (please print) _____

Signature _____ **Name (please print)** _____