

Staff Handbook



Monument Academy

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DISCLAIMER: “THE MA BY-LAWS AND POLICIES ARE THE FINAL AUTHORITY, NOT THE STAFF HANDBOOK. THIS HANDBOOK CAN BE CHANGED BY MA AT ANY TIME, IS NOT A CONTRACT, AND DOES NOT CREATE ANY CONTRACTUAL RIGHTS.”

**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, religion, ancestry, national origin, sexual orientation, marital status, physical handicap, medical condition, age, disability, or any other status protected by law, 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.

Introduction

Welcome to Monument Academy. We look forward to working with you as a member of our team. We appreciate you and the gifts and talents you bring to this school, we are committed to helping you achieve your highest level of service for the families and students of the school.

This staff handbook applies to all employees and is intended to provide guidelines and summary information about the school's general policies, procedures, benefits, and rules of conduct. It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please talk with the principal/executive director if you have any questions or need additional information.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, Monument Academy reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

This manual merely presents school policies, practices and benefits and cannot, therefore, be construed as an employment contract or any other type of legal document, nor is it meant to be all inclusive. If there is a conflict between the provisions, benefits, and policies in this employee handbook and those set forth in the terms of a staff member's contract, the terms of the contract shall prevail.

Monument Academy Mission Statement

The mission of Monument Academy is to provide a challenging, 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, and exemplary citizenship.

Educational Philosophy

It is the philosophy of Monument Academy that all students benefit from a challenging, content-rich, educational program that builds academic potential and personal character. The school provides an environment that fosters academic excellence through the habits of thoroughness, the willingness to work, and the perseverance to complete difficult tasks. Through a defined traditional, culturally-literate and classically based curriculum students are prepared to become active, responsible citizens.

Over-Arching Statement:

It is the philosophy of Monument Academy that all students benefit from a challenging, content-rich, educational program that builds academic potential and personal character. The school provides an environment that fosters academic excellence through the habits of thoroughness, the willingness to work, and the perseverance to complete difficult tasks. Through a defined traditional, culturally-literate and classically-based curriculum students are prepared to become active, responsible citizens.

Tenets of Success:

Traditional - we stand by the traditional approach to educating students. We resist the constant pendulum that swings in the halls of universities and education laboratories unless over the test of time it has made effective research-based gains that is best for our students. We honor mastery in pure form, reading, writing, mathematics, science, and history.

Classical - we practice a classical approach integrated in every angle of our instruction. This is a genuine appreciation for the rich past, forefathers of the past and their understanding of principle, lessons of the past, literature of the past, and the culture of the past. This includes all subject content. Guiding students to draw from the past to build greater understanding and to believe their ideas are equally valuable.

Character is Valued - we hold our teachers and parents in special esteem. Teachers are professionals and they are valued to help lay the foundational knowledge that pushes students beyond. Our teachers are passionate and committed lifelong learners. Parents are the ultimate authority of their children and educators are the extension of aid to assist in the process. Character training is an essential element in partnering together to develop our young people into our future citizens and leaders.

Caretakers of the Language - we honor the English language and the origins from which it came. Students must gain an appreciation of one's own language and that of others. Language study is opening doors to new worlds of knowledge and culture. Caring for the language integrally involves great books. Classic literature read thoroughly and with purpose guides students in appreciation of culture and language of others.

American and Patriotic - we are unapologetically grateful citizens of this great nation. Our students will understand from where we came and the responsibility of citizens and exactly what the founding fathers intended for our republic. We will honor our veterans and the tremendous price paid for our freedom.

Caretakers of the Mind - we value the ability for students to think on their own. Socratic dialogue, rich engaging discussion, inquiry learning and much more is primary to students thinking on their own. We desire for MA students to grow into powerful thinkers who do not ever fall into the trap of allowing others to think for them.

School for the Arts - we understand education without the arts is not complete or balanced. The primary means by which human beings cultivate the beautiful is through the arts. At MA, the arts are taught through music and "art": painting and drawing, but also the appreciation of sculpture and, to a lesser extent, architecture. In keeping with the way of liberal education, the school teaches music and art largely through the works of the best masters: Bach, Mozart, Beethoven, Raphael, Michelangelo, Monet. At the same time, the arts require an intensive study of technique, both to appreciate the great works and to try to make or perform art on one's own.

(For further review of Monument Academy's Philosophy in depth, please refer to our website at www.monumentacademy.net)

Core Knowledge Statement

Monument Academy was founded in 1996 and began with the sequence of content provided by the Core Knowledge Foundation as one of our fundamental tools in building the curriculum for our academy. It has been tested and tried over the last two decades. The results have

demonstrated a solid answer of success. Over the years we have formulated a strong scope and sequence using the Core Knowledge Sequence and state standards.

The idea behind Core Knowledge is simple and powerful: knowledge builds on knowledge. The more you know, the more you are able to learn. This insight, well-established by cognitive science, has profound implications for teaching and learning. Nearly all of our most important goals for education—greater reading comprehension, the ability to think critically and solve problems, even higher test scores—are a function of the depth and breadth of our knowledge.

By outlining the precise content that every child should learn in language arts and literature, history and geography, mathematics, science, music, and the visual arts, the Core Knowledge curriculum represents a first-of-its kind effort to identify the foundational knowledge every child needs to reach these goals—and to teach it, grade-by-grade, year-by-year, in a coherent, age-appropriate sequence. (2002, Core Knowledge Sequence Guide)

In recent years, the Core Knowledge Foundation has taken some very controversial steps. They have taken a very strong position to align with the National Standards of Common Core. They have been active in helping to author the English Language Arts standards. In doing so, the materials that have been printed since 2013 from the Foundation and other publishers, has been different and inferior to the materials used by Monument Academy.

Their educational shifts in direction have caused some concern for our leadership and faculty as well as our parents. We have chosen to stay true to our successful implementation of the original Sequence Guide of rich and rigorous content materials. Our school does not support these shifts away from proven academic methods and content. Be assured that MA is holding to the older versions of Core Knowledge content and practices.

Monument Academy Background Information

History

Monument Academy is a charter school, a "Public School of Choice," located in Monument, Colorado. In 1995, a group of parents came together believing passionately that they could create a school where high academic standards, small class sizes, and respect and responsibility are valued and emphasized. Lewis- Palmer Charter Academy (renamed Monument Academy in 2000) was created in 1996.

Monument Academy is a public school of choice within Lewis-Palmer District 38. As a charter school we are a publicly funded, tuition-free school created by parents, teachers, and community members for the purpose of creating a distinctive school. We are required to meet or exceed district and state academic requirements, as well as abide by all state and federal non-discriminatory health and safety laws.

The first year opening enrollment was approximately 180 students and has steadily grown since 1996. In September of 2008 we proudly opened our newly constructed building housing Preschool through 8th grade students. We are continuing to carry the torch of a rigorous academic curriculum with small class sizes in a caring community environment.

Monument Academy has at its core the belief that public education can be better. We believe we have accomplished this goal and with your involvement, we can continue. It is now time for Monument Academy to step fully onto the world stage, not just as a good charter school, but as a great school where any student, regardless of race, creed, or background, can receive an outstanding education.

Section I: Employee Benefits

Insurance Plans

An employee who works at least 30 hours per week (salaried and hourly employees) will be eligible for enrollment in group medical, dental, vision and life insurance plans. These plans become effective the first day of the month following the employee's first paycheck. Detailed information about the plans will be made available at the time of enrollment.

PERA Retirement Plan

Monument Academy participates in the Public Employee Retirement Association (PERA). All employees receive this benefit. The employee contributes a percentage of their salary and Monument Academy contributes a percent equal to or more than the employee's contribution. Visit the PERA website at www.copera.org for more information.

The PERA deduction takes the place of the social security deduction. Other optional voluntary retirement plans are also available to the employees. They are a 401(k), 403(b), and 457 plan. More information on these plans is available through our HR representative.

Worker's Compensation Insurance

All full and part time employees are covered by Worker's Compensation Insurance at the time they are hired. An employee who becomes injured while at work must report their injury to the HR representative or their principal within 48 hours of the injury. Monument Academy pays 100% of the premiums for this important coverage.

Short Term Disability

The Public Employee Retirement Association used by MA provides short term disability for employees with five or more years of service. Further information is available from PERA.

Long Term Disability

An employee that meets the full time eligibility requirements is eligible to participate in our long term disability plan. Long term disability is available for qualifying situations after 90 days of absence and after all accrued staff leave has been used. This request must be in writing and must be approved by the principal. Further information is available upon request. If an employee is on long term disability and becomes inactive with our current insurance provider, they will be eligible for COBRA through the insurance company.

Employee Assistance Plan

MA provides employees and their family members access to various types of counseling through our insurance plan. Contact the HR representative for more information.

Education Assistance and Professional Memberships

Monument Academy may pay all or a portion of the related expenses where it can be demonstrated that Monument Academy will benefit from an employee's participation in an educational program or professional organization. Requests for payment of expenses related to educational programs and professional organizations must be approved in advance by the principal or executive director.

Employee Discounts

Paid employees working at Monument Academy are entitled to a 15% discount of Student Academic Fees and Tuition. This discount does not apply to athletic fees, yearbook fees, field trips, or other non-curricular fees.

Staff Leave Procedures

Employees are entitled to an annual allotment of staff leave days, based on the number of workdays per contract year, as follows. These days will be provided to the employee at the beginning of the school year. Staff leave days require administrative approval and may be used for vacation, personal days, or other pre-arranged absences as outlined below. Sick leave will also be deducted from the staff leave days, but will not require administrative approval unless it becomes an extended illness, then employees should refer to the FMLA section in this handbook.

Number of Annual Contract Days per Year/Staff Leave Days:

172-200 Contract Days / 10 Staff Leave Days

201-220 Contract Days / 13 Staff Leave Days

221-261 Contract Days / 17 Staff Leave Days

Part-time employees' staff leave days will be pro-rated to reflect average hours scheduled to work.

Conditions for using personal leave

Subject to the following conditions, personal leave can be taken at the discretion of a teacher, who shall be required to give reasons and 48 hours notice for the use of such personal leave.

Those conditions, which are NOT approved for personal leave, include, but are not limited to:

- if more than five percent (5% of the teachers/staff request the use of a personal leave day on the same day;
- if personal leave is requested during a previously scheduled student assessment period (i.e., TCAP, NWEA, DIBELS);
- if personal leave is requested on the day immediately preceding or following a holiday or vacation period;
- if personal leave is requested for days scheduled for professional development (normally Friday afternoons) or in-service training, according to a school calendar adopted by the Board of Directors prior to the commencement of the school year;
- if personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the Board of Directors prior to the commencement of the school year.

Requests for waivers of the conditions listed above must be made in writing to the Principal or Executive Director at least seven (7) days prior to the requested use for personal leave. The Principal or Executive Director will either approve or deny the request for waiver in writing.

Employees will be required to use Aesop for any absence. This can be done online or by phone. Please refer to Aesop instructions for further information.

Staff Leave Accumulation

An employee may not accumulate more than 60 days of staff leave.

Subject to the “Grandfather Clause” set out below, current employees that have completed 5 years of continuous service and have accrued more than 60 days of staff leave need to request that MA buy back up to 10 days in excess of 60 days at the following rate:

- Exempt employees (teachers, administrators, etc.) at \$50.00 a day, and
- Nonexempt employees at 25% of their current designated classified hourly rate.

It is the employee’s responsibility to request payment of their excess days. Employees must submit this request directly to HR by June 10th of the current school year.

Staff Leave Payable Upon Separation of Employment

After 10 years of continuous, full-time employment, if an employee elects to leave MA, MA will buy back staff leave accrued up to 30 days at the following rate:

- Exempt employees (teachers, administrators, etc.) at \$50.00 a day, and
- Nonexempt employees at 25% of their current designated classified hourly rate.

After 15 or more years of continuous, full-time employment, if an employee elects to leave MA, MA will buy back 60 days of accrued staff leave at the following rate:

- Exempt employees (teachers, administrators, etc.) at \$50 a day, and
- Nonexempt employees at 25% of their current designated classified hourly rate.

An employee is only eligible for staff leave payable upon separation of employment if the separation of employment is voluntary by the employee or is due to a reduction in workforce by MA.

Grandfather Clause

This policy is effective July 1, 2005. Any accrued leave up to that date will be declared “Protected Leave” and will be bought back by MA at \$50.00 a day if the employee elects to leave MA prior to the 10 year point. After the 10 year point, MA will include the Protected Leave with total accrued leave and buy back at \$50.00 per day accrued or 50% of sub pay or 25% of classified hourly rate, whichever is higher.

Bereavement Leave

Full-time and part-time employees will be eligible for paid bereavement leave in addition to regular staff leave. Full-time employees will receive up to two (2) days of paid leave and part-time employees will receive a pro rata amount at the same rate as their staff leave accrual for each

bereavement. This leave is granted to arrange and/or attend the funeral of an immediate family member. Immediate family members, for the purpose of this policy, are defined as the employee's grandparents, parents, legal spouse, mother-in-law, father-in-law, brother, sister, or child.

Employees who require more than two (2) days away from work may request a leave with pay or personal leave without pay, subject to the provisions of Monument Academy's leave of absence policy. Employees will be eligible to use two bereavement days each time there is bereavement for up to two bereavements during the school year.

Employees will be required to use Aesop to request bereavement leave. This can be done online or by phone. Please refer to the Aesop instructions for further information.

Personal Leave Without Pay

Personal leave is a leave of absence, without pay, for a compelling personal reason that is not medically related. Employees who have completed at least one year of continuous service may submit a written request for a personal leave of absence, without pay, for any length of time up to a maximum of twenty working days. Written requests must state the reason for the leave, as well as the beginning and ending dates, and must be submitted at least ten days before such leave is scheduled to begin.

Requests for personal leaves will be granted at the sole discretion of the principal/executive director based on the facts and circumstances surrounding each individual request.

Employees who return to work at the end of a personal leave beyond the 20 day period, will be returned to their former job classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available.

Family Medical Leave Act (FMLA)

Employees who have completed at least one year of continuous service may submit a written request for a family leave of absence, without pay, for any length of time up to a maximum of 12 work weeks of leave during any 12 month period for one or more of the following reasons:

- A) For incapacity due to pregnancy, prenatal medical care or child birth;
- B) to care for the employee's child after birth, or placement for adoption or foster care;
- C) to care for the employee's spouse, son, daughter, or parent, who has a serious health condition;
- D) for a serious health condition that makes the employee unable to perform the employee's job; or
- E) for a qualifying exigency (as defined by regulation) arising out of the fact that the spouse, son, daughter, or parent of the employee is on covered active duty or call to covered active duty status in the Armed Forces in support of a contingency operation.

Requests for family leave will be granted by Monument Academy based on the facts and circumstances surrounding each individual request and as provided by law. Requests for family leave to care for a seriously ill child, parent, or spouse must be accompanied by a physician's written statement that certifies the need for the patient's care and estimates the length of time the employee will be unable to work due to the disability of the child, parent, or spouse. Family leave taken in conjunction with an approved pregnancy leave of absence will be limited to combined total of no more than 12 weeks in any one year.

Service Member Family Leave – an eligible employee shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member.

Adoption Leave

Any employee may request a leave of absence due to his/her adoption of a child. Adoption leave follows the same rules as family leave.

Medical Leave

Medical leave is a leave of absence, without pay, for an employee's non-occupational illness or disability, other than pregnancy, childbirth, or related medical condition. Employees who have completed at least one year of continuous service may submit a written request for a medical leave of absence for the length of any disability up to a maximum of twenty working days.

Requests for medical leave will normally be granted to eligible employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability. At any time during a medical leave of absence an employee may be asked to provide medical documentation pertaining to the disability.

Although Monument Academy is not able to guarantee reinstatement in all cases, employees on medical leave who return to work immediately following the end of an approved leave (following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties) will usually be returned to their former job classification if an opening exists. If there is no such opening, they will be considered for a comparable position if one is available. Employees will be returned to work when and as required by law.

Pregnancy Leave

Pregnancy leave is a leave of absence, without pay, for a disability related to an employee's pregnancy, childbirth, or related medical condition. Employees may submit a written request for a pregnancy leave of absence for the length of any pregnancy-related disability, up to a maximum of three months.

Request for pregnancy leaves will be granted to employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability.

Although Monument Academy is not able to guarantee reinstatement in all cases, employees on pregnancy leave who return to work immediately (following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties) will usually be returned to their former job classification they held immediately prior to their leave. If there is no such opening, they will be considered for a comparable position if one is available. Employees will be returned to work when and as required by law.

Sick Leave Bank

Monument Academy has established a voluntary sick leave bank for its employees. The purpose of this sick leave bank is to provide a source of sick leave for employees who sustain a catastrophic illness or injury. An employee may enroll by contributing one sick leave day to the bank. Enrollment for new employees will be available upon the signing of the employment

agreement with MA or during the sick leave bank open enrollment period. Please refer to the Monument Academy Sick Leave Bank Policy for specific details.

Jury Duty

Employees who are called to serve on jury duty will be paid their regular pay. Upon completion of jury duty, a Verification of Attendance Form must be presented to Monument Academy. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal educational and business operations, the employee may request a one-time postponement of jury duty. Please consult local laws regarding the rules and processes of jury duty postponement.

Employees will be required to use Aesop to request jury duty leave. This can be done online or by phone. Please refer to Aesop instructions for further information.

Military Duty

Monument Academy complies with applicable state and federal laws concerning leaves for military service.

Educational Leave

An Employee may take up to six hours of unpaid leave in any one calendar month and up to 18 hours of unpaid leave in any one academic year for the purpose of attending a qualifying academic activity for or with their child. Notice of need for the leave must be given at least one calendar week in advance. Employees may use other paid leave accrued under Monument Academy policy for educational leave.

Leave to Seek Protection from Domestic Violence

An Employee may take up to three working days of leave during any school year (July 1 to June 30), without pay, to seek protection, medical care, or for other qualified purposes related to seeking relief from domestic violence, as defined in Colorado law. Except in cases involving imminent danger to the health or safety of the employee, the employee shall provide advance notice of the need for such leave as otherwise required by Monument Academy policy.

Professional Days

Employees may take professional days throughout the year with the approval of the principal/executive director. Some examples of professional days would be: on or off-site training, school related business, jury duty.

Employees will be required to use Aesop to request professional days. This can be done online or by phone. Please refer to Aesop instructions for further information.

Section II: Employment Practices

Employment At-Will

Employment is with the mutual consent of the employee and Monument Academy. Consequently, both the employee and Monument Academy have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at-will relationship will remain in effect throughout the one-year employment with Monument Academy unless it is specifically modified by an express written agreement signed by the employee and the executive director.

This employment at-will relationship may not be modified by any oral or implied agreement.

Equal Employment Opportunity

Monument Academy is committed to equal employment opportunity for all qualified persons, without regard to the basis of race, sex, color, religion, ancestry, national origin, sexual orientation, marital status, physical handicap, medical condition, age, disability, or any other status protected by law. This applies to all employment practices, including hiring, promoting, training, disciplinary action, termination, and benefits. Potential candidates that are related to another Monument Academy employee will be given the same rights as listed above in consideration for a position, as long as the relative employed at Monument Academy is not the direct supervisor for the position the applicant is applying for unless an exception has been granted by the president of the MA Board.

We expect all employees to show respect and sensitivity toward all other employees and to demonstrate a commitment to the school's equal opportunity objective. If you observe a violation of this policy, you should report it immediately to the principal. Violation of this policy may result in disciplinary action, up to and including, termination.

Monument Academy is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

Employee Classification

Monument Academy classifies employees as follows:

- full-time employee (both salaried and hourly) – at least 30 hours worked, on average, per week,
- part-time employee – less than 30 hours worked on average per week,
- nonexempt employee – nonexempt employees are eligible to receive overtime pay (for hours worked in excess of 40 hours per week), if applicable, in accordance with the provisions of state and federal law. Overtime work is not permitted unless it has been approved in advance by the employee's principal/supervisor,
- exempt employee – exempt employees are not covered by the overtime provisions of state and federal law and are therefore not eligible for overtime pay. Examples of exempt employees are teachers, principals, and administrative staff.

Administrators, teachers, and other professional staff are classified as salaried, exempt employees. Substitute teachers, PARAs, and hourly employees are nonexempt employees.

On occasion Monument Academy will employ people as contractors or consultants to perform specific tasks or duties. These people will be held accountable for the guidelines set forth in this handbook, as well as MA policies and procedures.

Contract Employees

Contract employees sign a one-year contract. This contract then becomes a commitment made between Monument Academy and the employee. This contract does not imply or warrant another contract in the future. Employment at-will supersedes all agreements, while the contract outlines many of the conditions and arrangements of employment.

Hourly Employees

Hourly employees receive a wage computation sheet. The wage computation sheet is not considered a contract, but an estimate of their work days and projected pay.

Hourly Time Records

Hourly employees are required to accurately record their time each day on time sheets.

An hourly employee shall not sign in until he/she is ready to report directly to their workstation. Employees shall mark their own time sheet. An employee shall not mark or sign another employee's time sheet.

Time sheets must be submitted within five days after the end of the month to the HR Representative for approval pending principal's signature. Overtime is not permitted unless it has been approved in advance by the principal or supervisor. Violations of this policy may result in disciplinary action.

Job Descriptions

Employees are generally given a position description before they start. A position description summarizes the employee's duties and responsibilities and gives important information about the job. Employees should read and study the position description carefully and discuss it with his /her supervisor or the principal if there are any questions.

Monument Academy reserves the right to revise and update position descriptions from time to time, as it deems necessary and appropriate.

Original Transcripts

Teaching staff must provide original sealed transcripts from their granting institution to the HR Representative upon hiring or upon completion of coursework.

Staff Review and Performance Evaluations

The classroom performance of all classroom teachers will be reviewed by the principal or another member of the administrative staff. Teachers who are new to Monument Academy will have a performance discussion with the principal following each classroom observation. Teachers who are in the above categories typically will be observed in their classroom by the principal or another member of the administrative staff a minimum of six times throughout the school year.

These observations will be formal and walk through evaluations. Teachers who were employed at Monument Academy the previous academic year and whose most recent performance ratings indicated that they met or exceeded expectations will be observed in their classroom as the principal deems necessary.

The purpose of the performance evaluation is to:

- serve as the basis for improvement of instruction,
- enhance the implementation of curriculum,
- serve as a measurement of the professional growth and development of personnel, and
- serve as the measurement of satisfactory performance for individual personnel or serve as documentation of an unsatisfactory performance.

Remediation for Unsatisfactory Performance

Immediate and appropriate action will be taken to remedy an unsatisfactory review. The principal will work with the teacher or staff member to set proper expectations in the level of performance along with a written plan to reach that performance level in most circumstances. In extreme cases the principal or building administrator can relieve a staff person of his/her duties. In all cases the well-being and safety of the students will be of the utmost importance. All performance evaluations and discussions will be documented.

Termination

A voluntary termination is a termination that is initiated by the employee. We request, as a courtesy, that you give at least 10 working days written notice before you leave your job. Written notice should include your reason for leaving. Monument Academy reserves the right to conduct an exit interview.

If an employee does not call in or report to work for two consecutive workdays, they may be considered to have abandoned their employment and therefore involuntarily terminated. In this case the employee forfeits all termination benefits including any financial payout of accrued sick leave.

An involuntary termination is a termination that is initiated by Monument Academy for reasons other than changing business conditions.

A layoff is a termination of employment that results from changing business conditions, which necessitates a reduction in staff. Whenever Monument Academy determines, in its sole discretion, a layoff should occur, the following factors will be among those considered: versatility, qualifications, skill, ability, performance, efficiency, attitude and dependability.

Harassment

It is the policy of Monument Academy that all employees be responsible for assuring that the workplace is free of sexual and other unlawful harassment among or between employees or students. Monument Academy refuses to tolerate offensive or inappropriate sexual behavior either at Monument Academy or at any school related function. All employees shall avoid any action or conduct which could be viewed as sexual harassment, including:

- unwelcome sexual advance,

- requests for sexual acts or favors, and
- other verbal or physical contact of a harassing nature.

Any hostile or offensive behavior that has a sexual component can constitute sexual harassment if unwelcomed. Other forms of illegal harassment include conduct which is directed at an individual based on race, color, national origin, religion, age or disability that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who has a complaint of harassment at work by anyone, including supervisors, coworkers, or visitors, shall bring the problem to the attention of one of the following: the principal, the Executive Director, the president of the Board of Directors, or the HR representative. All complaints shall be promptly investigated and special privacy safeguards shall be applied in handling harassment complaints.

All employees should be aware that the privacy of the charging party and the person accused of harassment will be kept strictly confidential. Monument Academy shall retain confidential documentation of all allegations and investigations and shall take any appropriate corrective action including but not limited to: paid/unpaid administrative leave, disciplinary measures, including possible termination, when justified, to remedy all violations of this policy. Monument Academy will notify school district officials of harassment allegations as appropriate, pending investigation.

If you believe that you are being, or have been harassed in any way, please report the facts of the incident or incidents first to your supervisor, second the HR Representative or executive director or if all other avenues fail, then the President of the Board of Directors, without fear of reprisal.

Non-retaliation

Persons who make claims of discrimination or harassment under these policies or who provide evidence related to such claims shall not be subject to reprisal.

Grievance Procedure

This policy is governed by the MA Board and is attached as policy 1518A, Staff Grievance and Conflict Resolution (*see Attachment 1*).

Section III: General Personnel Policies

Absence and Late Arrival

It is important that employees work their assigned schedules as consistently as possible. Regular attendance and punctuality are two very important considerations in reaching our objectives.

Excessive absenteeism and late arrivals are grounds for disciplinary action, including termination. However, Monument Academy understands that because of illness or emergency you may be unable to come to work.

If you are unable to report to work for any reason, you must enter your leave time in the Aesop online system. If you need a substitute you **MUST** use the Aesop substitute calling system.

Please refer to the Aesop brochure for further information. You may use this system 24 hours a day. If you have an emergency and need a substitute that day, you will need to call or log into this system no later than 6 a.m. in order for a substitute to be located. **DO NOT** leave a message on the school's answering machine. All absences must be approved by a supervisor. Monument Academy discourages teachers from missing the day before or after a holiday.

It is your responsibility to keep Monument Academy informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

Late arrival or absence is considered "excused" only when the school administration is contacted ahead of time, the late arrival or absence is for compelling reasons, and the employee has obtained supervisor approval. Monument Academy reserves the right, at its sole discretion, to determine what constitutes a compelling reason. A late arrival or absence for a non-compelling reason, and failing to call in according to school policy, will be considered "unexcused."

Monument Academy considers "unexcused" late arrivals and absences to be a serious problem. Employees who are late or absent excessively or show a consistent pattern of absence, whether "excused" or "unexcused" will be subject to disciplinary action, up to and including, termination.

Access to Monument Academy Property

It is important that the Administrative Office staff and the Board president have access at all times to Monument Academy property as well as other records, documents, and files in accordance with Monument Academy Bylaws. Monument Academy reserves the right to access teacher classrooms, work stations, filing cabinets, computer files, desks, and any other school property at its discretion, with or without advance notice or consent. General staff access is limited to Monday through Saturday.

Alcohol, Drugs, and Controlled Substances

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on Monument Academy property, at school sponsored activities, or in school vehicles is prohibited. In addition, off duty conduct that may adversely affect the reputation or interests of the school may result in disciplinary action. "Under the influence" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition that creates a risk to the safety and well-being of the affected employee, other coworkers, the public, or school property. Violation of this policy will result in disciplinary action, including possible termination of employment.

Board of Directors Teacher Representatives

At Monument Academy we value and honor the opinions of our teachers. We desire to promote and to keep open and honest communication between the Board and the teachers without circumventing the proper channels of communication between the administrator and the teachers. Good communication in the school is critical to the success of the school. In order to accomplish this objective it is our policy to invite non-voting Teacher Representative(s) to participate in the meetings of the Board of Directors.

Elections

Teacher representatives are elected by the teaching staff. The preschool/elementary school and the middle school may each elect one representative by a majority vote. Each term shall be no more than one year and teachers may serve consecutive terms if reelected.

Any teacher representative found not to be fulfilling his/her duties may be replaced by the constituent teachers at any time following a procedure adopted by the teachers or they may follow the same procedure used to elect, appoint, or remove regular Board members as outlined in the bylaws.

General Duties

The teacher representative shall provide the voice of the teachers to the Board and the voice of the Board to the teachers. The primary role will be one of communication that will promote understanding and team building between the teachers and the Board. The teacher representative will abide by all qualifications, rules, and guidelines for all other Board members as outlined in the Board Manual except those dealing with issues that require a vote.

In order to promote communications between the Board and the teaching staff, the teacher representative will be required to do the following:

1. Attend every regularly scheduled Board meeting and other meetings of the Board where an invitation is extended. The teacher representative will be held to the same attendance requirement and be excused from meetings in the same manner as a regular Board member.
2. Provide a monthly report to the Board of teacher concerns, calendar items, and any other items that the Board should be aware.
3. Represent all of the teachers and not a particular group or interest. The job of the teacher representative is to make sure that every teacher at Monument Academy has representation.
4. Take the proper steps to be informed so the constituent teachers have a resource for factual, correct information.

Information Updates for Employees

It is important that Monument Academy always has current information about each employee. The HR Representative must be informed as soon as possible if there is any change in name, address, phone number, marital status, or bank information required for direct deposit, etc. If, for some reason change is made in an employee's name and/or Social Security Number, they will be asked to provide original documentation authorizing the change.

Internal Job Opportunities

Qualified employees will be given the opportunity to apply for job openings within the school. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the school are not always possible. An employee's past performance, experience, attitude, qualifications, and potential are all important factors that will be considered.

Leaving the School Building

Teachers and Paraprofessionals must sign out when they leave the building during school hours and sign in upon their return. If there were an emergency, it is imperative to know if anyone is missing so that rescue workers do not do unnecessary searches. Periodically, the administration will consult the sign in/out sheet to make certain the privilege is not abused by employees. Should long breaks away from campus be a repeated problem, the administration will report this to the principal.

Lunch and Break Periods

Nonexempt employees who work at least 4 hours in a workday will receive a 10 minute paid break period for each four hours of work, or major fraction thereof. Break periods will be scheduled as close to the middle of each four-hour work period as possible.

Nonexempt employees who work more than 5 hours in a workday will receive an unpaid meal period of at least 30 minutes. However, employees who do not work more than 6 hours in a workday may voluntarily agree to waive their right to a meal period.

Media Communications

Any inquiries or communications to or from the media are to be directed to the Executive Director or his/her designee. Please notify the Executive Director immediately in the event of any media contact. Employees may not serve as a spokesperson for MA. The Board and school administration have systems in place for media coverage.

Parking for Employees

Monument Academy has designated parking spaces for employees. These parking spaces are provided as designated on the lower level, upper level and the church parking lot spaces facing Monument Academy. Employees should park in only the designated employee parking spots and should not park in the visitor parking spaces. Under no circumstances will employees be allowed to park in the parking spots that face the church, or along the driveway of the school or in the parking lot of the businesses adjacent to MA.

Employees of Monument Academy park their vehicles at their own risk. MA will not be responsible for theft or damage to any vehicles parked on or near school property. MA will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

Normal Reporting Hours

Reporting hours vary depending on the job classification and duties. Hourly employees must coordinate their time and reporting with their direct supervisors. Hourly employees are on their honor for reporting their time accurately. Breaks and lunch will be given in accordance to labor statutes.

Salaried employees are paid to fulfill the functions of their job. Teaching staff should be at school thirty minutes before the start of class and should leave when all of their responsibilities requiring their presence are complete. It is understood that teachers take work home with them and

therefore, a time will not be set at the end of the day. If a teacher habitually leaves early and it becomes a problem for students, parents, colleagues, or the administration, this will be handled on an individual basis.

Administrative salaried employees will also work to fulfill the functions of their job. They will be at school by 7:30 am and plan to stay until 4:00 pm. There are times when administration conducts meetings and work off-site thus will coordinate accordingly with their supervisor. Administration also covers many evening responsibilities and can coordinate daily schedules with supervisor.

All salaried employees will coordinate their breaks and lunch so it does not conflict with their primary responsibilities.

Outside Employment Activities

Employees must advise their supervisor of any outside employment activities during the school year. Employees may not engage in outside employment activities during any period they are scheduled to be on duty for Monument Academy.

Paycheck and Compensation

Payday is once a month on the 20th of each month. If the 20th falls on a weekend or holiday, paychecks will be issued on the following Monday or the next business day following that weekend or as designated by the Administrative Office. All standard deductions are taken. We honor garnishment orders. Direct deposit is required. Contact the HR Representative for more information.

Personal Appearance

Monument Academy employees should always remember that their dress and appearance serve as role models for students. Monument Academy expects its employees to take pride in their appearance and strive to achieve a positive educational and businesslike image when representing the school. Professional, neat, and clean business attire that is appropriate to the employee's position while keeping modesty and safety in mind is required. Monument Academy's current policy is "business casual." The following guidelines illustrate the definition of business casual.

General for Men and Women

- No hats or bandanas may be worn in the building. Shoes may be open-toed but must be safe for all surfaces. Tennis shoes may only be worn on Fridays unless for medical purposes authorized by a physician.

Business Casual for Women

- Blouses and Shirts – Modest blouses and shirts. No blouses that have undergarments or midriff showing, are too tight or have low necklines. No tank tops, spaghetti straps or T-shirts with advertising, inappropriate writing, or pictures.
- Dresses and Skirts – Dresses and skirts should be no shorter than 4 inches above the knees. Slits on dresses or skirts must be modest.
- Pants – Dress and casual slacks. No sweatpants, denim jeans, casual shorts, leotards, spandex, hip huggers, or painter's pants. Women may wear a professional Bermuda

length loose-fitting short. Leggings may be worn only under appropriate length top, tunic, dress or sweater, no shorter than 4” above the knee.

- Fridays are spirit wear days, which give staff an opportunity to show school spirit in a professional manner. Staff may wear denim only if wearing MA spirit wear apparel. Please maintain a professional, neat appearance. Sweatpants are not acceptable as spirit wear on Fridays.
- PE teachers may dress in sports apparel that has a clear MA logo or spirit wear.

Business Casual for Men

- Shirts – Shirts must have either a collar or be a dress type shirt. No tank tops, muscle shirts or T-shirts with advertising inappropriate writing or pictures.
- Pants – Dress and casual trousers. No sweatpants, denim jeans, shorts, hip huggers or painter’s pants.
- Fridays are spirit wear days, which give staff an opportunity to show school spirit in a professional manner. Staff may wear denim only if wearing MA spirit wear apparel. Please maintain a professional, neat appearance. Sweatpants are not acceptable as spirit wear on Fridays.
- PE teachers may dress in sports apparel that has a clear MA logo or spirit wear.

Casual Days for Men and Women

On casual days the following is acceptable: T-shirts, sweatshirts, and denim jeans. Clothing shall not be frayed or have holes.

Occasionally teachers and other Monument Academy staff will find themselves engaged in duties and activities in which business casual attire is inappropriate. Examples of such duties and activities include an art class using paint or other such medium, a physical education class, outdoor field trips, or some form of cleaning project. In these cases, clothing that is appropriate for the activity and falls under Casual Days guidelines above is permitted.

Personal Property

Employees should not bring large sums of money, jewelry, or other valuables to work. Monument Academy will not be responsible for personal property that is lost, damaged, stolen, or destroyed on school property.

Personnel Records

Upon request, any employee will be allowed to review his/her personnel records that have been used to determine their qualifications for employment, promotion, compensation, termination, or other disciplinary action. Please talk to the HR representative for more information. The personnel records of Monument Academy employees are confidential pursuant to the Colorado Public Records Act. Records may not be removed from the Administration office and will be viewed in the presence of the Director of HR.

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 be the same as District 38 as much as possible. 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, check the MA website or refer to the local broadcast stations.

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. preschool or A.M. kindergarten classes. All other 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 another Friday during the school year.

If there is a delayed start, all after school activities will remain as scheduled. If there is a delayed start on Friday, MA will be closed, but all Friday school activities may remain as scheduled, weather permitting. Notifications will be sent via Campus Messenger.

When schools are closed because of weather, all school-related activities on that day are also cancelled.

Staff Bulletin Board

Bulletin boards that are located in the staff lounge contain posted information for the benefit of all employees. Employees will find posters that explain state and federal law as well as updated information about Monument Academy policies and procedures, payroll dates, and other pertinent information. Employees are responsible for checking bulletin boards on a regular basis and for reading all posted materials.

Staff Lounge

Space has been provided for staff members and appropriate volunteers for lunch. Students are not allowed in the staff lounge unless they are conducting school business as a teacher's assistant. Staff will work cooperatively to see that this area maintains neatness. Staff children are also asked to refrain from entering the lounge at any time.

Technology User Agreement

General Information

Internet, school local area, and wide area network access are available to students, teachers, and employees at Monument Academy. 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.

Students, parents, teachers, and school employees may have access to:

1. Electronic mail communication with people worldwide;
2. The Library of Congress, university libraries, and other resource databases;
3. Unfiltered sources of information (no filtering system is 100% effective);
4. A student, parents of the student, and teachers with a legitimate educational interest may have access to *that* student's online grades, attendance, and other student information;
5. Staff and teacher created web pages;
6. Other resources as they are developed.

The information accessed through network services, including wireless services should reflect the educational mission and goals of Monument Academy. The school, in compliance with the

Children's Internet Protection Act, has taken precautions to **monitor and limit access** to materials not in line with Monument Academy's mission and goals.

The following guidelines are provided so that you are aware of your responsibilities. They encompass the efficient, ethical, and legal utilization of the school's network service resources.

Internet/Network Use – Terms and Conditions

Privileges

The use of network services at Monument Academy is a privilege and not a right. Inappropriate use may result in cancellation of network privileges and the disclosure to a supervisor or guardian. The system administrators reserve the right to monitor activity on the school network services. The system administrators may close an account at any time should inappropriate activity be detected. In addition, the administration, faculty, and staff of Monument Academy may request the system administrators to deny, revoke, or suspend specific user accounts and access when it is determined a user has inappropriately used the school technology.

Rules of Use

1. The school network may not be used to “cyber bully” or to publish, access, download, store, and/or distribute any material (text, graphic, photo, audio) that contains material which would be classified as defamatory, abusive, untrue, obscene, profane, threatening, or sexually explicit or otherwise “offensive” as determined by Monument Academy.
2. The school network may not be used in any fashion which results in the violation of school rules, school policies or city, county, state, or federal law. Federal copyright regulations must be followed. All communications and information accessible via the network should be considered to be copyrighted unless otherwise stated. Plagiarizing the works of others is illegal and violates this agreement.
3. Divulging or allowing another individual to use your password is not allowed. Staff may not log on and allow students access to staff resources. Staff may not log on to the network and allow other adults/staff to access network resources. Users shall not attempt to use a password, email name, or Internet address which has been assigned to another person. Users found acting in this manner may be denied continued access to the network.
4. Any form of gaming is not permitted on the Monument Academy network, unless approved by a system administrator or school administrator.
5. The school accepts no liability or other responsibility for costs related to commercial services accessible on the Internet, flat or metered surcharges, or any other costs which might be related to the use of the Internet. Individual users are not to incur charges, which may in any fashion be billed to the school.
6. Using network services for product advertising, personal web sites, or political lobbying is prohibited.
7. Security on network services is a priority. If you feel that you can identify a security problem on the network or the Internet, you must notify a building administrator or

Monument Academy Technology Services immediately. Do not demonstrate the problem to others.

8. Using applications designed to bypass Internet firewalls or web-filtering is strictly prohibited and will result in immediate account suspension and may also result in suspension, expulsion or other appropriate disciplinary action.
9. Installing any applications on a computer must be done with extreme caution. If there are any questions or concerns about an application, please bring it up to the Technology Department. If your computer gets any kind of malware from downloading and installing software, your computer will be taken off the network and reimaged. Reimaging will wipe all files, documents, pictures, etc. from your computer, so be sure to frequently save your data to network drives or external drives.
10. Vandalism is in direct violation of this agreement and will result in the cancellation of network privileges and/or other appropriate disciplinary action. Such action may also include suspension, expulsion, monetary compensation, and notification of legal authorities. In the case of an employee, further personnel actions may result. Vandalism is defined as any attempt to harm or destroy data or equipment of Monument Academy, another system or entity on the Internet, or to disrupt services to others. This includes, but is not limited to, the creation or uploading of computer viruses. Hacking or exploring unauthorized and sensitive areas of the network system will also be considered vandalism.
11. Connecting to Monument Academy Technology with personal electronic devices is not permitted, unless approved by a system administrator or school administrator. This includes but is not limited to (computers, telephones, network equipment)

Electronic Mail

Electronic mail is a communications tool that will be provided to active school employees and current middle school students. Access to other third-party email services is also available.

1. **Do not reveal personal information about yourself or others in any email message. This includes your home address, phone number, Social Security number, birth date, and other personal information.**
2. Do not use for personal mass mailings such as chain letters, garage sales, advertising, etc.
3. Inform the appropriate school staff member or supervisor immediately if you receive any improper email messages.
4. Students should use school-provided email for school purposes only.

Student Information System

Students, staff, and parents may access information online. This is a secured, password protected privilege. All Monument Academy network and Internet terms and conditions must be followed.

Disk Usage

Monument Academy Technology Services reserve the right to set quotas for disk usage on the network. A user who exceeds his or her quota will be advised to delete files to bring his/her account back into compliance. A user who remains in noncompliance of disk space quotas will have his/her files removed by a systems administrator. Inappropriate and non-educational files

may be removed without notification. Network administrators may review files and communications to maintain system integrity and insure that users are using the system appropriately. Files stored on school servers should not be considered private/secure and may be accessed by administrators and used in disciplinary proceedings if needed.

Cancellation of Account

Any user that has graduated or otherwise not associated with the school will have his or her account terminated. This includes, but is not limited to the following accounts: Network, electronic mail, student database (Infinite Campus), and the school's web site. Termination of the account will occur on the final day of association with Monument Academy. Access of these accounts, after termination by the user, is unauthorized and specifically forbidden by the school.

Disclaimer

Monument Academy makes no warranties of any kind, whether expressed or implied, for the network services it is providing. Monument Academy will not be responsible for any damages suffered through such usage. This includes loss of data or service interruptions caused by hardware or software problems or user errors or omissions. Monument Academy will not be responsible for financial obligations arising through the unauthorized use of school network services by a user. Monument Academy respects the law as it applies to any use of computer services on or off campus. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Monument Academy reserves the right to change its procedures and rules at any time.

Telephone Usage

From time to time it may be necessary for employees to make and receive personal calls on school phones. However, these calls should be limited to no more than 5 minutes in length, and should be made, whenever possible, during scheduled break and meal periods.

The purpose of this restriction is to ensure open lines for school business. If personal, long-distance phone calls are made, charges are to be billed to the employee's personal telephone account. Employees are expected to use good judgment and common sense when it comes to personal phone calls. Employees who violate this policy may be subject to disciplinary action, including possible termination of employment.

Personal cell phones are not to be turned on during instruction time unless needed for emergencies on the playground or at outside activities. Emergency calls are to go through the front office and office personnel will then contact you.

Employees are discouraged from using their personal cell phone to communicate with parents via text or phone.

Section IV: Classroom Procedures for Teachers

Attendance Reporting

The classroom teacher will take attendance daily. Attendance for elementary school shall be recorded every morning by 8:30 am. Attendance for middle school shall be recorded within the first 10 minutes of each class. Monument Academy utilizes a computer-based on-line program to record attendance. Teachers will use the comment section of the student's attendance if a parent has explained the reason for the student's absence. If there is an error in attendance, please notify the front office. Missing three (3) half hours or more of a school day is considered a half day absence and should be recorded as such. Please consult with the Technology Department Manager if training is needed on how to use the attendance program.

Students are to be recorded as absent even if the parent has told the teacher the student will be late. The front office staff will change the absence to a tardy once the student arrives at school.

Tardies are to be recorded as well; daily for elementary school, hourly for middle school. Frequent tardiness is disruptive to the classroom and should be reported to the principal. Students must have and submit a signed tardy slip from the office staff to be admitted into the classroom after attendance is taken. If a student does not have a tardy slip, please send him/her to the front office so office staff can record the student's tardiness.

Students who have more than five tardies per quarter will not be eligible for a perfect attendance award. Additional consequences for middle school students are listed in the student handbook.

Bullying Intervention

Monument Academy does not tolerate bullying, harassment, or violence of any kind. Teachers have to be watchful, sensitive, and vigilant at all times. Teachers or staff observing this type of behavior will report any such act to administration immediately.

Any form of verbal or physical intimidation of any student can result in suspension. Intimidation of staff members will warrant a suspension and consideration for expulsion. Intimidation includes verbal threats, physical gestures, electronic threats, or written words intended to physically or mentally harm others. Threats of any type of violent activity will be taken seriously and disciplinary action, along with legal consequences may result.

Many issues that arise involve more than one party. The teacher and/or administration shall make every effort to notify parents on the same day at the earliest possible opportunity by telephone or email as soon as reasonably possible of all parties involved (whether offender, offended, or bystander).

Checking-in/Checking-out of Students

On occasion parents will pick up their student during the day for scheduled appointments to a doctor, dentist, optometrist, etc. Parents are strongly encouraged to schedule such appointments outside of school hours, however this is often not possible. Teachers should encourage parents to submit written notes to them regarding such appointments. Students can be released to their parents or an authorized person. The following procedures should be followed when a student is picked up for appointments:

1. Call or email attendance@monumentacademy.net to give the front office notice of when the student is needed in the office.
2. The parent or authorized person will first sign the check-out log at the front desk.
3. Front office personnel will confirm that the student has been signed out and release him/her to the parent or authorized person. If it is an emergency, someone from the front office will come to the classroom to get the student.
3. Upon return, the parent, or authorized person will sign the student back in on the check-in log at the front desk and receive a paper slip from the front office personnel authorizing the student to return to class. Students that are in grades 4th and above may sign themselves in when they return.
4. The student will then return to the classroom or other location according to his/her schedule.

If a student has a signed permission slip for an early release from class from a parent or guardian, the teacher will have the student report to the front office and sign out prior to leaving the school grounds.

Classroom Environment

Teachers are responsible for the entire environment in their classroom. Rooms must be kept clean, orderly, and attractive.

At the end of each day, teachers and their students will be responsible for generally “picking up” their room. Please see to it that all trash is bagged and placed by the inside of your door at the end of each day. Please keep food and other items in closed containers to assist with pest control. Anything that you can do to help the custodial staff is expected and appreciated. Vacuums are provided for your daily use if you wish. Classrooms are scheduled to be vacuumed by custodial staff once a week. Please stack classroom chairs on the day your floor is scheduled to be vacuumed.

Classroom Management

The teacher is primarily responsible for discipline in the classroom. In an effort to help students meet or exceed academic, social, and behavioral expectations, all faculty and staff will teach academic and behavioral expectations in a clear, consistent, and concise manner. At the beginning of the school year, classroom teachers and support staff will provide direct instruction to all students on matters related to behavior and character development in character first traits. Students will learn the mechanics of our discipline and Character First program, including: guidelines for student success, consequences for neglecting proper character first traits, and support services that are available to students. More importantly, students will learn how the Character First program can help them excel academically and contribute to a safe, caring learning environment. The following summarizes our teaching and disciplinary efforts with the expressed goal of meeting our mission:

- ☐ We will support one another as a staff and use a clear and consistent mode of dealing with behavioral issues.
- ☐ We will communicate clear expectations and standards for student behavior
- ☐ We will provide clear and consistent strategies for teaching appropriate behavior

- ❑ We will provide clear and consistent strategies for encouraging and reinforcing appropriate behavior
- ❑ We will provide clear and consistent consequences that discourage inappropriate behavior
- ❑ We will maintain a support system and individual behavioral programming for students with unique or exceptional needs
- ❑ We will maintain ongoing verbal and written communication to students and parents.

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:

- Backpack tickets
- 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 Character
- K2K forms

Discouraging Inappropriate Behavior

As a staff member, you will be committed to using consistent correction procedures and appropriate consequences to discourage students from engaging in inappropriate behavior. Inappropriate behavior will be viewed as an opportunity to teach appropriate behavioral skills that result in the development of character traits and to motivate the student to behave in a mature and responsible manner. Individual teachers handle all matters of classroom discipline. Repeated and/or severe cases of misconduct will be referred to the assistant principal or principal. This form can be found in the forms section of the employee binder.

Disciplinary Action Report

The Disciplinary Action Report form is used to notify the parents and/or assistant principal or principal of the misbehavior. 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* character trait 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 character trait he/she compromised. The student will then sign the form. The time with the teacher is not to be condemning or harsh but rather educational and **loving**. After the form is completed with teacher and student signatures, the teacher will then decide if the student should see the assistant principal. If a visit to the assistant principal is desired, the teacher will take the back copy for his/her records. The process is then turned over to administration. Administration will inform the teacher of any consequences that will affect them (i.e. detention, suspension). The parents will be called any time a student is sent to the office with a DAR.

Many issues that arise involve more than one party. The teacher and/or administration shall make every effort to notify parents on the same day at the earliest possible opportunity by telephone or email as soon as reasonably possible of all parties involved (whether offender, offended, or bystander).

A teacher may decide to send the DAR home with the child and not include administration in the process. Should a teacher 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.

Any repeated behavior issues should be entered into the behavior section of Infinite Campus. This should serve as documentation for the teacher and support from the administration.

*DAR's sent to Administration:

- 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 administration, student must return the form signed by the parents the following day
- Third DAR – Possible suspension – discretion of administration, as to the length
- Fourth DAR – Possible suspension – discretion of administration, as to the length
- Any consecutive DARs may result in expulsion.

***Please note:** There are many extenuating circumstances when dealing with students. MA reserves the right to make judgement calls on the severity of discipline based on information gathered and desire to help a child's future growth.

Expulsion – 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/deny 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.

Physical Intervention

In accordance with C.R.S. 26-20-101, et. seq., and other related state and school policies, staff members who have been properly trained may restrain students in an emergency situation after attempting a less restrictive alternative, such as de-escalation of the situation, or making a determination that such measures would be ineffective and that prompt restraint is needed to protect students.

The staff member will restrain the student for no more than a reasonably necessary period of time, provide the student with opportunities to cease the restraint if they agree to remain calm and compliant, and the staff member will only use a level of force that is reasonably necessary. The staff member will prioritize the prevention of harm to the student being restrained and others in the vicinity.

When a staff member restrains a student it will be done in a manner that does not impede or inhibit breathing or communication and does not place excessive pressure on the chest, neck, back, and does not cause positional asphyxia.

Use of chemicals or sedatives will not be used by staff members to restrain a student. Mechanical devices will not be used by staff to restrain students, except by properly trained school security officers who are holding the student until law enforcement arrives.

Uniform Policy

Monument Academy has a Uniform Policy. D-38 allows the school to have a uniform policy through a student dress code waiver that is stated in the Charter granted by the school district. Please refer to attachments 2, 3 and 4 for the detailed Uniform Policy.

The uniform policy, and why we deem it to be important and appropriate for our students and our school, will be made very clear to all students. Students will be encouraged and reminded of proper uniform application. However, parents and students shall be responsible for purchasing clothing/items that conform to the above stated uniform policy. Uniform policy infractions will be managed as follows:

- Parents are the first line of enforcement. The primary responsibility is placed upon the parents to prevent the loss of valuable class time and learning with uniform inspections and infractions.
- Classroom teachers will be the second line of enforcement. Teachers will look for uniform violations at the beginning of the day. Paras are not to enforce the uniform policy.
- Students out of uniform will receive a Uniform Notice Form signed by the teacher. A copy of this form can be found in the forms section of the employee binder. The form must be signed by a parent and returned to the office the next day. Middle School students may be sent to the office for these forms to be administered. Students accumulating three or more will receive a DAR from the administration. The principal and staff shall have the final authority in determining the appropriateness of dress and enforcement of the uniform policy.

Uniform Violations

If a student is out of uniform, a Uniform Notice form will be sent home by the teacher explaining the infraction in a graceful manner. The form will be returned to the office the following day. Accumulating three slips may result in a DAR.

Detention

Student detentions may be served at a date and time as determined by administration. 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.

- 6th grade students must report to detention at 11:25 am with a lunch and remain until the beginning of 5th period at 11:55 am
- 7th and 8th grade students must report to detention at 12:25 pm with a lunch and remain until the beginning of 6th period at 12:55 pm

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. Please use the Film Information Form found in the forms section of the employee binder, do not make your own form. The 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.

If the movie does not have an MPAA rating or if there is any question about the suitability of the movie, consult with the principal to determine the appropriate action before showing the film.

Classroom Passes

Elementary students should have a hall pass when outside of the classroom. It is encouraged to send students in pairs. All middle school 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 should not allow students out of their classrooms for the first or last five (5) minutes of class. Teachers are requested to allow only one student at a time to leave their room during class. If a student is gone for an excessive amount of time, teachers should contact the main office and ask for assistance in locating the student. Do not release class before dismissal time.

Classroom Supervision

All classrooms must be supervised at all times by a school staff member. Individual classroom teachers are responsible to assure effective supervision. Students are to be held accountable for their cooperation with teachers and other supervising adults. Only school employees may be left alone with students. There should never be an instance when a teacher is alone with a student in a room with a closed door. Teachers should assist one another in accountability.

Classroom Schedule

Lead teachers will provide the principal with an up-to-date classroom schedule to include recesses, reading buddies, or other activities by the second week of the new school year. Teachers will also provide the principal with a volunteer schedule. The principal will provide the front office this information. This schedule will let the front office know who is volunteering and when they will be volunteering in the classroom.

Closed Campus

Monument Academy is a closed campus. Students are expected to stay on campus for the duration of the school day including lunchtime. Loitering will not be permitted. The only time students may leave campus is with parent permission or for medical/illness reasons, both require a pass from the office. Other than parents or guardians or on a designated “visitor allowed” day, students may not have visitors at any time unless prior approval from the principal has been obtained.

Curriculum Guidelines

Please refer to Monument Academy’s Mission, Purpose, and Educational Philosophy for general philosophical information regarding the academic program.

Monument Academy will encourage and provide growth in basic skills, subjects, and methodologies, and will use the Core Knowledge Sequence so that we can enable the student to become a productive citizen and analytical thinker, as well as a lifelong learner. *The curriculum must allow the teacher to exercise personal giftedness and judgment in applying the curriculum, methods and materials, while teaching the child joy of learning and of achievement.*

Teachers are expected to follow the scope and sequence provided. Teachers are accountable to their students, parents, and team members to stay on pace with the entire curriculum outlines.

Any new curriculum purchases must be approved by the Curriculum Committee. This would include material purchased by the teacher.

Emergency Evacuation, Lockdown, and Fire Alarm Procedures

Refer to the current version of the Incident Action Plan. Teachers are responsible to be prepared at any moment for emergencies.

Facilities Management Services

Monument Academy provides the following Facilities Management services to the faculty and staff:

- Plumbing
- Heating, Ventilation, and Air Conditioning (HVAC)
- Electrical
- Custodial (cleaning & sanitation)
- Fire protection & suppression
- Landscaping
- Health and safety

- Snow removal
- Building security
- Pest control
- General Maintenance

To obtain support in these service areas, please use the following:

- For emergencies please contact the Director of Facilities at extension 1244 or on his cell phone at 719-351-6894.
- For all other service requests, please fill out a Facilities Service Request form found in the forms section of the employee binder or email the required information to jsummerfield@monumentacademy.net

Facilities Request for Other D-38 Schools

Contact the Administrative Office for information on how to arrange the use of other D-38 facilities. Please do not contact District 38 directly.

Facility, Materials, Equipment Use

There will be no use of materials, facilities, or equipment for activities outside of Monument Academy's educational program without specific written approval of administration.

Faculty Meetings and In-service

As a charter school, it is imperative that we keep our staff abreast to best practices. The time that has been chosen to accomplish this is Friday afternoon. Friday afternoons are considered in-service time and were designated as such at the onset of the school. The principal will schedule Friday afternoons in advance in order for teachers and teams to properly plan. It is respectfully requested that staff members have had lunch and are ready to attend these meetings by 1:30 each Friday afternoon.

There will be a brief teacher meeting every Friday. The principal will do his/her best to ensure that these meetings are informative and valuable. If there is not a meeting, teachers will be notified in advance. Following the meeting, teachers are to engage in the planned training or activity for the afternoon.

On occasion, it may be necessary to call other meetings. In the event a teacher cannot attend, please let the principal know via email or in person.

Field Trips

Teachers must submit a summary of all field trips to the curriculum committee by the **first Friday in October**. Teachers must complete a Special Events Request Form and submit it in advance to the assistant principal. These forms are available online. The cost of field trips will be determined by the business manager. Once you have received written approval and the business manager has determined a price, teachers may send permission slips home. (A maximum of three field trips per semester is acceptable.) The school nurse must be notified of any field trip in order to ensure student medications are available if needed.

All required forms are to be obtained from the front office or in the forms section of the employee binder. All student fees must be collected in advance and turned in to the business office. Requests for field trip payments must be made 2 days in advance.

Please note that Monument Academy will cover field trip costs for any student who qualifies for free or reduced lunch. Parents still need to complete a permission slip and have been instructed to write FRAM or LYNX on the form. Monument Academy does not waive fees for trips to Shadybrook, Ponderosa, Washington D.C. or any other overnight field trips.

Parents will be advised in advance of costs (bus fee plus destination ticket costs, etc.) associated with the field trip. All students must have approval from their parent or guardian to attend the field trip by evidence of a permission slip signed and on file with the teacher. Teachers must keep these permission slips with them at all times when on a field trip.

Field trips are a learning tool and are not considered optional. Students who elect not to participate in the field trip should notify the classroom teacher and the office that the student will be absent on that day. The parents are responsible for that student during the field trip event.

Overnight field trips are limited to middle school students unless otherwise approved by the principal. If there is an overnight trip, there will be a minimum student-to-chaperone ratio of 5:1, with a same sex adult chaperone in the room or adjacent room with the door open. There will never be unsupervised students in a room. Overnight field trips are considered optional.

Extra-curricular activities which are school-sponsored must follow field trip guidelines.

Handing Out Materials

Any flyers, pamphlets, or other written materials that contain information that is not related to Monument Academy's educational program, including those that are religious in nature, must be handed out before or after school hours, so as not to cause a disruption during the school day. If they are handed out on the school campus, they must be handed out by students only.

Homework Policy

Teachers are responsible for learning during classroom hours. Homework serves as the reinforcement of that learning. Busy work is not appropriate for homework. 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.

If an assignment is late, a student will lose 10% per day from their actual score down to 50%. Parents may request work in advance of an extended trip or planned absence. As long as the teacher is given at least 48 hours notice, they must provide the work to the office for parent pick up.

Lesson Plans and Weekly Plans

All teachers shall be responsible for planning lessons at least one week in advance. Lesson Plan books should be left at school in case you are absent the next day. Lesson plan books will be checked on a periodic basis by the principal. All new teachers will submit lesson plans on a weekly basis. Lesson plans for new teachers should be in the principal's administrative assistant's box by noon on Friday for the following week.

Elementary Teachers must post assignments in Infinite Campus at least one week prior to due date. Middle School Teachers must post assignments to Canvas at least one week prior to date due. **Grades must be posted weekly.** No assignment should remain ungraded on Infinite Campus or on Canvas longer than one week.

Substitute Lesson Plans/Substitute Binder

Every teacher who may ever need a substitute is required to have a substitute binder. Your binder must be compiled and ready by the third week of school. You are responsible to bring it to the principal's office and get it approved and checked off of the list. Your binder must be clearly visible and clearly marked in the event of an unexpected emergency absence and for planned absences; you must have it on your desk ready for your substitute teacher.

The following should be included in your binder:

1. Map of Classroom Materials locations – especially lesson plan file cabinet location and directions for accessing current lesson plans.
2. Description of Class Routines Document
 - Beginning of day routines (entering the classroom, turning in homework, taking attendance, flag salute, etc.).
 - Student Movement Rules and Routines (to bathroom, for a drink of water, to get needed books, sharpen pencils, etc.).
 - How student work is collected and organized.
3. Classroom Management Philosophy Document
 - Explain MA Character Development Emphasis.
 - Explain that good behavior is its own reward.
4. Student Roster Annotated with Key Student Information Document
 - Allergies
 - Medical Issues
 - Exceptionalities
 - Special Attention Required (behavioral or academic)
 - Helpers
5. The Class Weekly Schedule by Period, Activity, and Location Document
 - Including any extra duty for substitute teacher and location.
 - Include suggestions for the substitute's free time and location of teacher lounge / lunch room, etc.
6. The School Map
 - A map of the school with all relevant rooms (for out of classroom classes) identified
 - Identify paths to those rooms, if necessary (color coded)
 - Identify location(s) of substitute's extra duty (if relevant)
7. Any required paperwork (blank roll call sheet, lunch, etc.)
8. Seating Chart(s) or explanation of seating arrangement
9. School Policies as related to your class (if needed)
10. Emergency Lesson Plans & Activities

- Identify and include general lessons and activities which fit the units currently being taught but do not need to be taught sequentially (e.g. American Revolution facts trivia contest, spelling contest, writing to classroom blog, etc.)
- Identify and include quick time fillers (sharing, quick quizzes, “Brain Gym” physical activities, etc.)

Money Collection

Teachers will from time to time need to collect money from students for things such as field trips, class fees, and activity fees. As teachers collect money they must keep track of that money on a class (or activity) roster. That roster should include the following information.

- Student’s first and last name
- Amount collected
- Form of payment (cash or check)
- Any unpaid balance due
- Teacher’s name
- Activity (e.g., Fine Arts Fee, Basketball Team, Field Trips, etc.)

Please ask that families make separate checks for different activities. This will ensure that their money is credited to the proper activity for their child. Please make the checks out to “Monument Academy”, not MA. Please ask that parents write their child’s name in the memo section of the check. Excess fees shall not be charged. All monies collected for each activity must be spent towards the activity for which it was collected. At no time is the teacher to pay out from these monies. Teachers and staff should follow the Cash Receipts Procedure listed below for receipting and collecting all monies.

Cash Receipts Procedure

In order to maintain a sound system of cash internal controls (the safeguarding of assets and reliability of financial records), Monument Academy has set forth the following cash receipts policies:

1. Cash and Checks Collected by Teachers in classrooms
 - Cash shall not be left in classroom overnight
 - Cash is to be remitted to the Business Office on the day collected
 - Receipt Form (*see Receipt Form found in the forms section of the employee binder*)) to be remitted with all funds (**NEVER STAPLE CHECKS**)
2. Cash and Checks collected by staff outside of classrooms and outside of the Business Office
 - Cash box and receipts books to be checked out from the Business Office
3. Cash and Checks collected by Front Desk
 - Cash bags to be kept at front desk – one for each of the following:
 - Hot lunch, Other Fees
 - Receipts must be written for all cash transactions
 - Receipt copies and cash bags to be turned into the Business Office

daily

4. Cash and Checks collected by the Business Office
 - Receipts must be written for all cash transactions
 - Cash, cash boxes, and cash bags to be kept locked nightly
 - Cash is to be deposited at least once per week
 - Proper accounting for transactions at the time of deposits

Purchase Order Requisitions for School Materials

Instructional Supplies

All orders must be placed by the Administrative Office. Please use a request for instructional supplies and a requisition form for all orders and receive approval from the principal/supervisor **before** submitting these requests to the administration office. These forms can be found in the forms section of the employee binder.

All orders must include the following information:

- Vendor name
- Vendor voice phone number
- Vendor fax number
- Item Name
- Item Number – photocopy of item, if available
- Brief item description (including color choice and size)
- Number of items needed
- Date order is needed

All orders must be approved in writing by the principal before they are placed.

Vendor accounts should be only be set up by the Administrative staff.

Supplies will not be released to the staff until the Administrative Office has had time to check in the orders.

Curriculum Orders

Staff must follow the process set in place by the curriculum committee.

Capital Goods (items worth \$500 or more)

If you are in need of furniture, technology, or any other capital item (worth \$500 or more) please submit your request following the above guidelines, understanding that capital expenditures will be made only if there is enough revenue to do so. Decisions to make a capital purchase will be made on a case-by-case basis by the principal. Please complete the order form, obtain a signature of approval from the principal/executive director and submit it to the administrative office purchasing representative.

Reimbursement Procedures

Employees will be reimbursed for all **pre-approved** business-related expenses within reason.

- Requests for reimbursement must be made within 30 days of the incurred expense.
- Receipts will be reimbursed within 2 weeks after submittal of approved request.
- Original receipts must be submitted along with a check request/reimbursement request form to the Business Office. This form can be found in the forms section of the employee binder. Receipts must be taped to an 8 ½" by 11" piece of paper. (Please be careful when taping your receipts. Some receipts are printed on thermal paper and tape will erase the ink from the receipt so don't tape over any pertinent information, such as the amount and date.) **Forms and receipts are scanned, so please do not use staples.**
- The employee's name and the date should be written in the upper right hand corner of each page submitted.
- Do not use a highlighter to indicate school expenditures on your receipts. Please use only a ballpoint pen to write on the receipts.
- No more than a 20% tip shall be reimbursed. There will be no reimbursement for alcohol purchases.
- School purchases should be on a separate receipt and not combined with any personal items.

Pre-approved travel in your personal vehicle will be reimbursed at an amount set by the Business Office. Mileage expenses incurred during travel will be reimbursed at \$.35/mile.

Religious Opinions

To ensure that Monument Academy remains a safe learning environment and maintains neutrality for all students, staff members are not to represent their personal religious opinions with students on the school campus or during school-sponsored activities (*Roberts v. Madigan*). Teachers faced with unsolicited religious questions by students should try to redirect students to their parents or others and make clear that teachers do not speak for Monument Academy, which does not promote any religion.

Report Cards and Progress Reports

Monument Academy provides report card grades on a quarterly basis. There are four separate grading periods. At the end of the first quarter, there will be parent-teacher conferences. Please encourage both parents to attend these conferences. At the end of the third quarter, conferences will be scheduled as needed. Report cards are issued prior to these conferences. Teachers will post their grades within the parameters given by the IT representative.

Progress reports will be posted mid-quarter. Teachers should call the parents of any student receiving a grade below a C.

Retention and Promotion

This policy is governed by the MA Board and is attached as policy 1527, Student Retention Policy (*see Attachment 2*).

Special Assignments/Duties

Teachers and educational assistants will be required to share responsibilities, which will benefit the whole school but not necessarily their specific class, to include assisting with carpool and other duties as needed. Failure to share in these responsibilities is a breach of our character first traits and may result in disciplinary action.

Exceptional Student Services and Related Services

Monument Academy will work to see that the special education needs of every child qualifying, or potentially qualifying, for services are met. A staffing team will be convened including from one to several of all of the following persons: a special education consultant, nurse, speech therapist, psychologist, language diagnostician, and a social worker, as required. No staffing or evaluations will be conducted without written consent of the parents or the student. Questions about these procedures should be directed to the principal or exceptional student services case manager. In all cases, state and federal law governing exceptional student requirements will be followed.

Monument Academy will see that the services required by a child's Individualized Education Program (IEP) are followed by all personnel involved.

504 Accommodation Plan

To qualify for a Section 504 accommodation plan: (1) the student must have a mental or physical impairment; (2) that mental or physical impairment must be "substantially limiting;" and (3) the impairment must substantially limit one or more major life activities. A student must meet all three requirements in order to be eligible for a 504 accommodation plan.

Staff should contact the administrative office if they feel that a student may qualify for a 504 plan (SECTION 504 of the Rehabilitation Act of 1973).

Student Code of Conduct

Please refer to the current Student Handbook.

Teacher/Parent Communications

In order to fully realize the support that our parents provide us, it is imperative that we make communications a priority. It is important that you speak with parents directly to expand on issues and positive aspects of their child's progress. A computer generated grade report does not constitute a parent contact.

Regular communication is critical in the educational process. Frequent communications will take place to keep families well informed of classroom activities, academic progress, and any other information important to the child's success. Good methods of communication include, but are not limited to, class webpage, daily planners, phone calls, and academic status reports.

Grades must be entered into the school software system weekly. The parents will use the on-line parent access as a mode of communication.

Personal phone calls need to be made to parents immediately when any test is failed and any grade slips into the **“D” or “F”** range. Behavior infractions need to be communicated to the parents and the administration on the day of occurrence. Monument Academy business phones should be used when communicating by phone with parents. Teachers are discouraged from using their personal cell phones to communicate with parents via text or phone.

The principal is available to attend any parent conferences.

Parent generated communication must be answered within 24 hours. If it is controversial or confrontational in any way, it is best to carbon copy the principal.

Any communication should have the school contact information and should be proofread by at least two certified staff members. Perfection is the printed standard.

It is an expectation for parents and/or guardians to communicate directly with a student's classroom teacher or case manager regarding all academic and school-related questions or concerns about a student. Paraprofessionals and other staff members have been instructed to forward all such communications, be it in-person, electronic, or otherwise, relating to students from parents and/or guardians to the appropriate teacher or case manager. Any parent and/or guardian who consistently fail to meet this expectation may be asked to meet with a school administrator to discuss the school's need to maintain orderly systems of communication and to determine any other appropriate follow-up.

Teacher/Student Communication

Teachers will be professional in all communication to students. Communication with students should be limited to school related information. The teacher/student relationship must always remain professional and demonstrate our character first traits. Teachers may not share social media in any form with students. Teachers and other staff should refrain from posting school related pictures, or other information about students, parents or staff on their personal social media sites. Personal telephone communication is also prohibited with students.

Technology Services

Monument Academy provides the following Information Technology services to the faculty and staff:

- Computers
- Printers
- Networks
- Internet
- Email
- Phones
- Copiers
- MA Website
- Audio/Video

To obtain support in these service areas, please use the following:

- For technical emergencies, please contact the tech office.
- For all other technical service requests, email the required information to helpdesk@monumentacademy.net.

Personal Devices

Faculty and staff are permitted to bring personal printers and electronic devices to work. However, Monument Academy is not responsible for loss or damage to personal printers and devices. Monument Academy is not responsible for any loss or destruction of data on a personal device and Monument Academy does not guarantee the privacy of data using the school network. Monument Academy does not provide any supplies for personal printers, other than paper. Paper provided by Monument Academy should be used for work purposes only. Monument Academy does not provide technical support for personal devices and printers.

Volunteers in the Classroom

Volunteers are always welcome at Monument Academy. All volunteers must read and sign a Confidentiality Notification and Agreement form prior to being able to volunteer. In order to maintain a safe, secure, and smooth-running school, teachers are asked to follow the guidelines below when using volunteers:

- Scheduled volunteers must sign in at the front office to receive a visitor badge, and then the volunteer may proceed directly to the classroom.
- At Back-to-School Night, feel free to circulate a list of jobs with which you need assistance and let parents make a note of which jobs they would like to do.
- Never ask a parent to file or in any way handle confidential student information (e.g. assessment scores, report cards, etc.). This is a breach of confidentiality.
- 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.
- When volunteers are present, be very judicious in any conversation that may contain confidential information concerning any student or school issue.
- Do not ask a volunteer or room mom to purchase classroom or curriculum supplies.
- Volunteers who desire a coaching or leadership position which requires them to be in charge of students without teachers or other staff members present such as Odyssey, Forensics, etc., the volunteer must be fingerprinted and have a background check completed prior to leading, supervising, or chaperoning students during these activities. Please confer with the administration if you are unclear about which activities require a background check.

Teachers will provide the front office with a volunteer schedule to include names of the volunteers and the dates they will be volunteering in the classroom.

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. This form can be found in the forms section of the employee binder.

All Monument Academy staff will be vigilant to see that adults have a visible badge on their person while in or around the school building. Any adult without a badge should be escorted to the front office to obtain a badge.

Attachments

Attachment 1: Board Policy #1518A, Staff Grievance and Conflict Resolution Policy

Attachment 2: Board Policy #1527, Student Retention Policy



Monument Academy

Board of Directors Governance and Policy

Policy Area : Governance	Policy # : 1518A
Title : Staff Grievance and Conflict Resolution	Adopted : September 9, 2009 Revised : October 13, 2011 Revised: <i>January 9, 2014</i>

Issue Statement

Monument Academy is interested in achieving and fostering both employee and student/family satisfaction. The following procedures were developed to ensure that employee 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 staff member, our school operationally addresses staff grievances and 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 board member 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. The final course of resolution would be to address the issue in writing to the Monument Academy Board of Directors. Subject to their review, an executive session may be convened to work on a conflict resolution.
5. Monument Academy supports robust and free exchange of issues and concerns. Therefore, use of this policy for consideration of genuine grievances shall not be permitted to be the basis of any retribution or retaliation.

Related Documents

Monument Academy Bylaws

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.



Monument Academy

Board of Directors Governance and Policy

Policy Area : Governance	Policy # : 1527
Title : Student Retention Policy	Adopted : February 11, 2016 Revised : Revised :

Issue Statement

Student retention is a process in which a team of educators believes that it would benefit a student to keep him or her in the same grade for two consecutive years for reasons such as: academic achievement, cognitive ability, developmental or social maturity, or other reasons deemed appropriate. Retaining a student is not an easy decision and should not be taken lightly. Parents often find the decision agonizing, and it can be difficult for some parents to fully embrace such a determination.

Monument Academy educators will primarily focus on the development of mastery in the primary skills of reading, writing, and mathematics. Student achievement is dependent upon these three skills mastered in every student. The deciding factor in retention will be the mastery level of the student in these areas in relation to their age, grade, and typical peers.

Mastery is determined by several measures. These measures are gathered in a body of evidence. These may include: state assessments, national assessments, standardized assessments, DIBELS, mCLASS, grades, observations, Cognitive tests, etc.

The Board of Directors wishes to stay true to the school's vision statement, which in part states: to provide top quality academic and individual development opportunities for our students through a collegial atmosphere of learning, by adopting a written policy outlining the process for a parent/guardian to exercise their choice concerning their child's enrollment when student retention has been determined.

Policy Statement

- A. Any student considered for retention must already have been on a documented plan of intervention. This plan must show the area of weakness and the interventions that have been used in order to achieve success. Proper progress monitoring and data collection should be readily available as part of the body of evidence used in determination.
- B. Whenever the principal, in agreement with the Intervention Team and the classroom teacher(s) recommend that a student be retained at the present grade level, the parent/guardian should be notified of the recommendation no later than the end of the third quarter. Parents/guardians and teachers are encouraged to communicate regularly about the child's progress.
- C. Kindergarten students may be retained at the request of the parent or teacher based on a body of evidence i.e., academic achievement, cognitive ability, developmental or social maturity, etc.
- D. Students in grades K-5 may be retained if they cannot demonstrate mastery in Math, Writing, or Reading (Language Arts).
- E. Students in grades 6-8 may be retained if they fail more than one core subject (Math, Language Arts, Science, History).
- F. When reviewing this criterion to make a recommendation, the teachers and principal will consider applicable portions of a special education student's Individualized Education Plan.
- G. If parents/guardians agree with the recommendation to retain their student, they will sign an "Agree to Retain" form and it will be placed in the student's file.
- H. If parents/guardians disagree with the recommendation to retain their student, they must put together an academic plan with the assistance of the principal for the summer months to ensure the student can achieve mastery at recommended levels or recover the subject knowledge before moving to the next grade. All costs associated with the academic plan are the sole responsibility of the parents/guardians.
- I. Upon completion of the summer academic plan, the parents/guardians will provide proof of attendance and documentation of subject proficiency or grade-level mastery.
- J. Monument Academy may choose to further test the student. Additional testing may include benchmark testing in reading, math, and writing for grades K-5 and subject content in grades 6-8.

- K. After consideration of the various factors, including achievement data and consultation with teachers and parents, the school principal will make all final decisions regarding retention.
- L. As a school of choice, Monument Academy parents/guardians always may choose to enroll their student in another school if they choose not to pursue an academic plan.

Related Documents

C.R.S. 22-32-109(1)(hh) (Duty to provide an opportunity for an academic remediation plan at the request of a student's parent/guardian)

Points of Contact

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



Monument Academy

Agree to Retain

Student's Name _____

School Year and Grade of Retention _____

Principal's Recommendation:

Principal's signature: _____ Date: _____

Teacher's signature: _____ Date: _____

We/I agree with the recommendation to retain my student for the school year, grade and reasons as stated above.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____