

Approved  
MONUMENT ACADEMY  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
Jane B. Lundeen Library  
April 12, 2018 – 1150 Village Ridge Point

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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.

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**A. CALL TO ORDER/ROLL CALL/QUORUM/PLEDGE OF ALLEGIANCE**

Meeting called to order at 6:03p.m. by Scott Saunders.

Members present:

Matt Dunston (Arrived atm6:10p)  
Patrick Hall  
Mark McWilliams  
Mike Molsen  
Scott Saunders

Others present:

Don Griffin, Executive Director  
Elizabeth Davis, CAO/Principal  
Nancy Tive, Director of Finance  
Kelli Beerer, ES Teacher Rep.  
Tiffany Alexander, MS Teacher Rep.

Excused:

Julie Galusky

Quorum declared.

**B. ANNOUNCEMENT OF LOCATION OF CITIZENS' COMMENTS SIGN-UP SHEET**

**C. ADDITIONS TO/APPROVAL OF AGENDA**

Mr. Hall made a motion to approve the agenda as presented. Mr. McWilliams seconded and the motion passed unanimously.

**D. CITIZEN'S COMMENTS ~ None**

**E. BUSINESS**

## 1. Treasurer's Report – Patrick Hall

### Revenue through March 31, 2018 for the 2017/2018 School Year

Revenue for the month ended and nine months ended March 31, 2018 were \$579,241 and \$5,471,202, respectively. This was 75.6% of budgeted revenue, compared to a run rate of 75%. Budgeted revenue for the month was \$594,233. The monthly Capital Construction check, for which the amount is being adjusted by CDE for the true October 1, 2017 student count, had not been received at March 31, 2018.

### Expenses through March 31, 2018 for the 2017/2018 School Year

For the month ended and nine months ended March 31, 2018, MA expended \$595,699 and \$4,764,500, respectively, which equated to 65.84% of budgeted expenses, compared to a monthly budgeted amount of \$584,940 and a run rate of 75%. Actual expenditures were higher than budgeted expenditures due mainly to the payment of \$34,565 for one-half of the LED lighting project.

Expenditures for the same period last year were \$556,350 for the month and \$4,836,613 for the nine months ended March 31, 2017.

### Net Income (Loss)

Net loss for the month of March 2018 was (\$16,458) compared to budgeted net income of \$9,292 and compared to net income of \$19,984 for the same month last year. Net income for the nine months ended March 31, 2018 was \$706,702 compared to \$672,698 for the same period last year.

### Reserves

On March 31, 2018, MA maintained a fund balance of \$2,424,032 in the General Fund, as well as \$2,458,983 in its General Fund bank accounts and certificates of deposits. The general fund balance was up \$87,401 or 3.74% from the same period last year.

### Debt Service per FTE for 2017/2018

	<u>Principle/Interest</u>	<u>Student FTEs</u>	<u>Debt Service per FTE</u>
Monument Academy	\$ 926,338	912.00	\$1,015.72
District 38	\$6,598,746	5,478.88	\$1,204.40

## 2. Principal's Report – Elizabeth Davis

### ELEMENTARY SCHOOL and FACILITIES

- Elementary Talent Show
- Band Concert
- Completed RAVE emergency notification roll-out

- Trained all staff on RAVE phone application
- Successful fire drill
- Alarms on interior doors
- Completed uniform policy revisions with Parent Advisory Group
- Updated uniform changes with preferred vendors
- Planning for implementation of new visitor kiosk system
- Begin planning for year-end staff check-out
- Working with Facilities on LED install
- Transported NJHS donated clothing/food to Vet shelter in Alamosa, CO
- No significant disciplinary issues

## MIDDLE SCHOOL

- Worked with counselors to support students on graduation contracts
- Developed course descriptions for new course offerings next year
- Worked with registrar to develop middle school master schedule for next year
- Worked with new Spanish teacher: classroom expectations and norming the classroom
- Communicated curriculum order process to all teachers
- Talked with 3 uniform vendors to streamline uniform items
- Coordinated arts performances for Grandparents' Day
- Worked with Dean of elementary and parent advisory committee to streamline uniform policy

In this month's principal's report, I would like to highlight the non-academic/extra-curricular activities which are an integral part of the student experience at Monument Academy.

We are fortunate to have Marty Venticinque heading up our Athletics. Marty's team has much to celebrate as the Monument Academy girls' basketball team has earned the State CCAL Championship. Marty and his cadre of coaches provide a real benefit for our students for whom participation on the court and field provide teamwork and leadership skills which serve to enhance their work in our classrooms.

Peter Wise heads up the Monument Academy chess club. Two of those students have represented Monument Academy in the State Championships and won several games each. Our chess club students rank in the top 50 Middle School chess players in the State of Colorado.

Additionally, our Fine Arts program continues to develop student's in the area of Art, Music and Dramatic Performance. Mr. and Mrs. Patterson are seeing the Band and String programs grow and as they do, over time, our Band and Orchestras are a real source of pride for our community. I received many accolades regarding their abilities during Grandparents' Day. Mrs. Inama's drama students performed April 6<sup>th</sup>. Finally, our Art teachers, Mrs. Piper and Mr. Hart, are currently selecting student artwork which will be displayed with other students' art from around the

region at the annual Arts Business Consortium 2018 at the Antlers Hotel in Colorado Springs. The annual luncheon will be held on April 18, 2018.

These extra-curricular activities are often the areas which provide a spark for our students. The skills they learn through participating in these activities serve to enhance the leadership and character traits which are intrinsic to the Monument Academy DNA. We are incredibly proud of the work these staff members do to encourage, coach and create that spark for them.

### **3. Executive Director's Report –Don Griffin**

**Grandparents Day** - Monument Academy hosted our 2<sup>nd</sup> Annual Grandparents Day on March 16<sup>th</sup>, 2018. The event was attended by nearly 525 excited grandparents. It was estimated that more than 85% of those attending were returning grandparents from last year. The event raise more than \$4,000.00.

**Board Election** – Candidate filing deadline is April 27<sup>th</sup>. The Candidates' Forum will be held May 16<sup>th</sup> starting at 5:30p.m. in the Library. Each candidate will be able to make a 3-5 minute presentation as to why they want to serve and to answer questions from the audience. The Board election will take place May 17-18 via Survey Monkey. We will know the winners by the end of May 18<sup>th</sup>.

**Board Self-Assessment** – The Board Self-Assessment was completed by all members. The results will be presented at the May Board meeting by Mr. McWilliams.

**8<sup>th</sup> Grade Graduation** – Graduation will be held on Tuesday May 18<sup>th</sup> at the Springs Church (formerly the Phil Long Expo Center). All members are invited. Additional information will be provided closer to the event date.

### **4. May Meeting – Thursday May 10, 2018**

### **5. June Meeting – Thursday June 21, 2018**

## **F. ITEMS REQUIRING BOARD DISCUSSION/ACTION:**

### **1. Discuss/Approve Revisions of 1501 Uniform Policy**

Dr. Griffin explained that the Deans at Monument Academy initiated conversations about a uniform policy change in order to reflect the following mission statement: Monument Academy believes that a safe and disciplined learning environment is an important aspect of a rigorous school. Our uniform policy is intended to promote respect for oneself and others, to build school identity and community spirit, and to create a safe, focused, and orderly school climate.

An issue that the deans and teachers face daily is the challenge to enforce the current policy consistently. The number of choices in every category makes it virtually impossible to do so.

The Deans at Monument Academy met with a parent advisory committee to revise Uniform Policy for Monument Academy. The advisory board members included Julie Weitzel, Meghan Anderson, Elissa Brooks, Laura Polen, and Melanie Strop. Tiffany Blecha (PTO spirit wear representative) attended 2 of the meetings to discuss spirit wear options.

The Governance Committee recommends the following actions: rescind current Policy 1501 and approve Policies 1501ES and 1501MS.

Mr. Hall made a motion to approve the recommendation to rescind current Policy 1501 and approve Policies 1501ES and 1501MS as presented. Mr. Dunston seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. Policies 1501 ES and 1501MS are included in the minutes as Attachment A and B respectively. Both policies are posted on the Monument Academy website.

## **2. Discuss/Approve Revisions of 1516 Personal & Property Search Policy**

Minor changes were recommended by the Governance Committee for Board approval. The changes include adding the “Deans” to the list of those with authority to conduct or call for a search as well as clarification as to the items or places covered by the policy.

Mr. Hall made a motion to approve the recommended changes to Policy 1516 as presented. Mr. McWilliams seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. Policy 1516 as revised is included in the minutes as Attachment C and is posted on the Monument Academy website.

## **3. Discuss/Approve Deletion of 1522 Donations to MA Policy**

Policy 1522 was created many years ago that included a long list of specific areas to donate to such as sports teams, clubs, and academic areas. At the last revision the list was deleted. Currently, the policy is not needed as Monument Academy uses activity accounts to track donations.

Administration and Finance have recommended that this policy be rescinded as all aspects of the policy fall under operational oversight and administrative procedures.

The Governance Committee's recommendation to the Board is to rescind the policy. It should be noted that if the Board concurs, MA will continue to accept donations, send thank you letters, provide tax receipts, etc. under its administrative procedures.

Mr. Hall made a motion to approve the recommendation to rescind Policy 1522. Mr. Molsen seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. Policy 1522 has been removed from the Monument Academy website.

#### **4. Discuss/Approve 2018/2019 School Budget**

The proposed school budget for the school year 2018/2019 was presented with the following narrative:

##### **REVENUE**

- Funded pupil count is set at 912.82, which is equal to the funded student count of the 2017/2018 school year.
- Per pupil revenue is \$7,638.74 which is the PPR per the Governor's Budget Request.
- Academic fee revenue is conservative at \$150,000.
- State grant revenue is estimated to be the same as the state grant revenue in 17/18.
- Total General Fund revenue from all sources equals \$7,560,698, a 4.47% increase from the revenue per the 17/18 revised budget.

##### **EXPENDITURES**

- A 3% salary increase is included in the 18/19 budget.
- The employer's portion of PERA is unchanged from the 17/18 percentage.
- All insurance types and amounts are estimated to have a 3% increase in the 18/19 budget.
- Utilities are increased 2% in the 18/19 budget.
- Total General Fund expenditures are budgeted at \$7,546,970 a 4.29% increase from the 2017/2018 expenditures per the revised budget.

The budgeted net income for 2018/2019 is \$13,728.

Mr. Hall made a motion to approve the budget for the school year 2018/2019 as presented. Mr. McWilliams seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. The budget summary is included in the minutes as Attachment D and is posted on the

Monument Academy website.

#### **G. Consent Agenda**

- 1. Approve minutes from March 8, 2018 and March 14, 2018 meetings.**
- 2. Committee and other reports (Building/Facilities, Curriculum, RDC, SAAC, Finance, Teacher Reps.).**

#### **H. EXECUTIVE SESSION:**

##### **1. Executive session: Positions Relative to Negotiations C.R.S.24-6-402(4)(e)**

At 6:29 p.m., Mr. Hall made a motion, seconded by Mr. McWilliams: To meet in Executive session to discuss positions relative to negotiations C.R.S.24-6-402(4)(e).

Roll call vote was unanimous; the motion carried 5-0.

The Board invited Dr. Griffin, Dr. Davis and Mrs. Tive to join them in the school's library for Executive Session.

The Board entered executive session at 6:30 p.m.

At 7:09 p.m., Executive Session was adjourned and Open Session was reconvened in the Library.

#### **I. ITEMS REQUIRING BOARD DISCUSSION/ACTION:**

- 1. Discuss/Approve Possible action regarding Negotiation matters.**

There was no action required after the Executive Session.

#### **J. ADJOURNMENT**

The meeting adjourned at 7:10 p.m.

**Attachment A: 1501ES Uniform Policy– see next page**

**Attachment A: 1501ES Uniform Policy**





# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area</b> : Governance	<b>Policy #</b> : 1501ES
<b>Title</b> : Uniform Policy	<b>Adopted</b> : April 12, 2018 <b>Reviewed</b> : <b>Revised</b> :

## **Middle School (Grades K-5) 2018-19 UNIFORM POLICY**

Monument Academy believes that a safe and disciplined learning environment is an important aspect of a rigorous school. Our uniform policy is intended to promote respect for oneself and others, build school identity and community spirit, and to create a safe, focused, and orderly school climate.

Please review the styles, fabrics, and fit of items from our approved vendors. Items not purchased from vendors must match style, fabric, and fit as pictured and described on the following websites. Be sure to navigate to the Monument Academy approved items from each vendor.

### Approved Vendors:

**French Toast:**  
[www.frenchtoast.com](http://www.frenchtoast.com)  
Code: QS5QVJI

**Educational Outfitters**  
[www.educationalfitters.com](http://www.educationalfitters.com)  
Code: CO01086

**Land's End**  
[www.landsend.com](http://www.landsend.com)  
Code: 900030560

<p><b>SHIRTS</b></p> <p><i>All styles, fabrics, and colors must be consistent with the preferred vendor products. If you purchase from a local store, please compare style, fabric, and color by using the links provided.</i></p>	<p><b>POLO SHIRTS:</b> Approved colors:</p> <ul style="list-style-type: none"> <li>• royal blue</li> <li>• light blue</li> <li>• navy</li> <li>• white</li> <li>• black</li> <li>• insignia polo available through PTO</li> </ul> <p><b>BUTTON-DOWN SHIRTS:</b> Approved colors:</p> <ul style="list-style-type: none"> <li>• white</li> <li>• light blue</li> </ul>	<p>Approved fabrics include</p> <ul style="list-style-type: none"> <li>• interlock knit</li> <li>• pique knit</li> <li>• performance knit</li> </ul> <p><b>-Shirts must be tucked in</b> <b>-Only top button may be unbuttoned</b> <b>-Peter Pan collar allowed</b></p>
<p><b>PANTS, SHORTS, BELTS</b></p> <p><i>All styles, fabrics, and colors must be consistent with the preferred vendor products. If you purchase from a local store, please compare style, fabric, and color by using the links provided.</i></p>	<p><b>PANTS:</b> Approved colors:</p> <ul style="list-style-type: none"> <li>• khaki</li> <li>• navy</li> <li>• black</li> </ul> <p><b>SHORTS:</b> Approved colors:</p> <ul style="list-style-type: none"> <li>• khaki</li> <li>• navy</li> <li>• black</li> </ul> <p><b>BELTS:</b> Approved colors:</p> <ul style="list-style-type: none"> <li>• solid brown</li> <li>• solid black</li> </ul>	<p>Approved fabrics include</p> <ul style="list-style-type: none"> <li>• Cotton blend twill</li> <li>• Stretch cotton blend twill</li> <li>• 98/2 Cotton Spandex Blend</li> </ul> <p><b>-Pants/shorts must fit appropriately (not too tight or too loose) and be in good condition</b></p> <p><b>pants must be uniform pant; this excludes pants with sewn on pockets, visible buttons, or rivets, tapered or “skinny” style legs, non-vendor style fit or material, cargo style, etc.</b></p> <p><b>-shorts may not be shorter than 4” above the knee</b></p> <p><b>-a belt is required at all times</b></p>

<p><b>SKIRTS, SKORTS, JUMPERS</b></p> <p><i>All styles, fabrics, and colors must be consistent with the preferred vendor products. If you purchase from a local store, please compare style, fabric, and color by using the links provided.</i></p>	<p>Approved colors:</p> <ul style="list-style-type: none"> <li>• khaki</li> <li>• navy</li> <li>• black</li> <li>• Mayfair Plaid #92 (Educational Outfitters)</li> </ul>	<p><b>Approved fabrics include</b></p> <ul style="list-style-type: none"> <li>• Cotton blend twill</li> <li>• Polyester</li> <li>• 60/40 Cotton Polyester Blend</li> <li>• Polyester/Rayon blend</li> <li>• Highly Recommended</li> </ul> <p>-Skirts or skorts must not be shorter than 4" above the knee</p>
<p><b>SPIRIT WEAR</b></p> <p><i>Purchased through PTO</i></p>	<p><b>Fridays only</b></p>	<p>-Includes t-shirts and Jackets purchased through PTO</p> <p>-Includes MA clubs or sports teams t-shirts and sweatshirts</p> <p>-Spirit wear from prior years is permitted.</p>
<p><b>SWEATERS and MA JACKETS</b></p> <p><i>Purchased through PTO and/or approved vendor</i></p>	<p><b>SWEATERS and SWEATER VESTS</b></p> <ul style="list-style-type: none"> <li>• Navy with Monument Academy Crest</li> </ul> <p><b>MA JACKET</b></p> <ul style="list-style-type: none"> <li>• Dark Grey</li> <li>• Royal Blue</li> <li>• Black</li> </ul>	<p>-MA jacket and MA crest sweaters are the only outerwear permitted in class Monday-Thursday</p>
<p><b>SHOES, SOCKS, TIGHTS</b></p>	<p><b>SHOES:</b></p> <p>Approved colors:</p> <ul style="list-style-type: none"> <li>• all black</li> <li>• all brown</li> <li>• all white</li> </ul>	<p>-For <b>athletic shoes</b>, the color of sole and lace must match shoe color</p> <p>example: white tennis shoe, white laces, white soles</p>

	<p><b>BOOTS:</b></p> <ul style="list-style-type: none"> <li>• Fridays only</li> </ul> <p><b>SOCKS, TIGHTS:</b> Approved colors:</p> <ul style="list-style-type: none"> <li>• Solid white,</li> <li>• Solid black,</li> <li>• Solid brown</li> <li>• Solid navy</li> </ul>	<p>-For <b>socks</b>, any insignia or logos must be smaller than 1 inch</p>
<p><b>TIES</b></p> <p><i>All styles, fabrics, and colors must be consistent with the preferred vendor products. If you purchase from a local store, please compare style, fabric, and color by using the links provided.</i></p>	<p>Approved colors:</p> <ul style="list-style-type: none"> <li>• Solid navy</li> <li>• Solid black</li> <li>• Mayfair plaid #92 (Educational Outfitters)</li> </ul>	<p>-necktie or bowtie</p> <p>-ties are optional for both boys and girls</p> <p>-must be worn with a button-down shirt only</p>
<p><b>JEWELRY</b></p>	<ul style="list-style-type: none"> <li>• Students may have up to 2 earrings in each ear</li> <li>• Students may wear stud style earrings only</li> <li>• Students may have up to 2 necklaces and 2 bracelets</li> <li>• No other visible pierced jewelry is allowed</li> <li>• No visible tattoos or any writing on skin</li> </ul>	
<p><b>HAIR, NAILS</b></p>	<ul style="list-style-type: none"> <li>• Natural hair color only</li> <li>• Hair accessories must be blue, white, black, or a neutral color that matches the hair or uniform.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Hair styles and accessories must not call unnecessary attention to the student</li> <li>• No hats or bandanas in the classroom or building during school hours</li> </ul>	
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Dress Code for Non-Uniform Days, Events and Activities

During the course of the school year, there are days when the uniform requirement is waived. Those times include, but are not limited to, free dress days, school sponsored sports events, fine arts events, school social activities, etc. Clothing in violation of the following requirements may necessitate a phone call home and new clothing brought to campus.

- Students are not allowed to wear clothing that contains wording or images that could be interpreted as racial, vulgar or offensive in any way.
- Tops must not be see-through, bare midriff, strapless or spaghetti straps. Tank tops or sleeveless tops must be at least 2” wide at the shoulder.
- Bottoms must fit appropriately in accordance with the style of the garment. No undergarments may be visible
- All garments should be neat and clean with no rips, tears, or holes, even by design.
- Leggings may be worn with a top that covers the derriere
- Athletic shorts and joggers are allowed. They must be in good condition and fit appropriately. (No pajama bottoms)
- Shoes may be freely chosen on free dress days as long as they meet the requirements consistent with school safety: no sandals, snow boots, flip flops, Crocs, open-toe, clogs, light-up shoes, wheelies, open-heel shoes, or slippers. Heel height may not exceed 2”.
- Hats or caps are not to be worn in the building unless it is part of the special program for the day.

Dress Code for Social Occasions, Dances and Parties, Graduation

Special occasions call for special dress. We want our students to enjoy a special time while at the same time dressing appropriately for the occasion. On these occasions, clothing worn by students shall be modest, in good condition, and neat in appearance.

- Dresses may be sleeveless, ‘cold-shoulder’ style, or have spaghetti straps.
- No strapless styles are permitted. A sweater may not be used to cover up a strapless dress.
- Dresses must be no shorter than 4” above the knee.

**Attachment B: 1501MS Uniform Policy – see next page – next page**



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area</b> : Governance	<b>Policy #</b> : 1501MS
<b>Title</b> : Uniform Policy	<b>Adopted</b> : April 12, 2018 <b>Reviewed</b> : <b>Revised</b> :

## **Middle School (Grades 6-8) 2018-19 UNIFORM POLICY**

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<p><b>SPIRIT WEAR</b></p> <p><i>Purchased through PTO</i></p>	<p><b>Fridays only</b></p>	<p>-Includes t-shirts and sweatshirts purchased through PTO</p> <p>-Includes MA clubs or sports teams t-shirts and sweatshirts</p> <p>-Spirit wear from prior years is permitted.</p>
<p><b>SWEATERS and MA JACKETS</b></p> <p><i>Purchased through PTO and/or approved vendor</i></p>	<p><b>SWEATERS and SWEATER VESTS</b></p> <ul style="list-style-type: none"> <li>• Navy with Monument Academy Crest</li> </ul> <p><b>MA JACKET</b></p> <ul style="list-style-type: none"> <li>• Dark Grey</li> <li>• Royal Blue</li> <li>• Black</li> </ul>	<p>-MA jacket and MA crest sweaters are the only outerwear permitted in class Monday-Thursday</p>
<p><b>SHOES, SOCKS, TIGHTS</b></p>	<p><b>SHOES:</b></p> <p>Approved colors:</p> <ul style="list-style-type: none"> <li>• all black</li> <li>• all brown</li> <li>• all white</li> </ul>	<p>-For <b>athletic shoes</b>, the color of sole and lace must match shoe color</p> <p>example: white tennis shoe, white laces, white soles</p>



	<ul style="list-style-type: none"> <li>• all navy</li> </ul> <p><b>BOOTS:</b></p> <ul style="list-style-type: none"> <li>• Fridays only</li> </ul> <p><b>SOCKS, TIGHTS:</b> Approved colors:</p> <ul style="list-style-type: none"> <li>• Solid white,</li> <li>• Solid black,</li> <li>• Solid brow</li> </ul>	-For <b>socks</b> , any insignia or logos must be smaller than 1 inch
<p><b>TIES</b></p> <p><i>All styles, fabrics, and colors must be consistent with the preferred vendor products. If you purchase from a local store, please compare style, fabric, and color by using the links provided.</i></p>	<p>Approved colors:</p> <ul style="list-style-type: none"> <li>• Solid navy</li> <li>• Solid black</li> <li>• Mayfair plaid #92 (Educational Outfitters)</li> </ul>	<p>-necktie or bowtie</p> <p>-ties are optional for both boys and girls</p> <p>-must be worn with a button-down shirt only</p>
<p><b>JEWELRY</b></p>	<ul style="list-style-type: none"> <li>• Students may have up to 2 earrings in each ear</li> <li>• Earring length may be no bigger than 1" length and 1" diameter</li> <li>• Students may have up to 2 necklaces and 2 bracelets</li> <li>• No other visible pierced jewelry is allowed</li> <li>• No visible tattoos or any writing on skin</li> </ul>	
<p><b>HAIR</b></p>	<ul style="list-style-type: none"> <li>• Natural hair color only</li> <li>• Hair accessories must be blue, white, black, or a neutral color that matches the hair or uniform.</li> <li>• Hair styles and accessories must not call unnecessary attention to the student</li> </ul>	

	<ul style="list-style-type: none"> <li>• No hats or bandanas in the classroom or building during school hours</li> </ul>	
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Dress Code for Non-Uniform Days, Events and Activities

During the course of the school year, there are days when the uniform requirement is waived. Those times include, but are not limited to, free dress days, school sponsored sports events, fine arts events, school social activities, etc. Clothing in violation of the following requirements may necessitate a phone call home and new clothing brought to campus.

- Students are not allowed to wear clothing that contains wording or images that could be interpreted as racial, vulgar or offensive in any way.
- Tops must not be see-through, bare midriff, strapless or spaghetti straps. Tank tops or sleeveless tops must be at least 2” wide at the shoulder.
- Bottoms must fit appropriately in accordance with the style of the garment. No undergarments may be visible
- All garments should be neat and clean with no rips, tears, or holes, even by design.
- Leggings may be worn with a top that covers the derriere
- Athletic shorts and joggers are allowed. They must be in good condition and fit appropriately. (No pajama bottoms)
- Shoes may be freely chosen on free dress days as long as they meet the requirements consistent with school safety: no sandals, snow boots, flip flops, Crocs, open-toe, clogs, light-up shoes, wheelies, open-heel shoes, or slippers. Heel height may not exceed 2”.
- Hats or caps are not to be worn in the building unless it is part of the special program for the day.

Dress Code for Social Occasions, Dances and Parties, Graduation

Special occasions call for special dress. We want our students to enjoy a special time while at the same time dressing appropriately for the occasion. On these occasions, clothing worn by students shall be modest, in good condition, and neat in appearance.

- Dresses may be sleeveless, ‘cold-shoulder’ style, or have spaghetti straps.
- No strapless styles are permitted. A sweater may not be used to cover up a strapless dress.
- Dresses must be no shorter than 4” above the knee.

**Attachment C: 1516 Personal & Property Search Policy– see next page**



# Monument Academy

*Board of Directors Governance and Policy*

<b>Policy Area :</b> Governance	<b>Policy # :</b> 1516
<b>Title :</b> Personal and Property Search Policy	<b>Adopted :</b> August, 15, 2005 <b>Revised :</b> September 20, 2012 <b>Revised:</b> April 12, 2018

## **A. Issue Statement**

1. The Board of Directors seek to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel. To that end, school authorities may search the following but not limited to a student's person, backpack, purse, lunchbox, locker, desks or other storage areas under the circumstances outlined and may seize any illegal, unauthorized, or contraband materials discovered in the search.
2. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.
3. Any search conducted by a school official shall respect the privacy of the student and not be any more intrusive than necessary, considering the age and sex of the student and nature of the suspected infraction.

4. Whenever possible, the student may be informed of the reason(s) for conducting the search.
5. A student's failure to cooperate with school officials conducting searches and seizures as provided in this policy will be considered grounds for disciplinary action.

## **B. Policy Statement**

### **1. Definitions**

- a. "Reasonable suspicion" is the standard for a search on school property or at school activities carried out by school authorities. Reasonable suspicion is based on facts provided by a reliable informant or personal observation which cause the school official to believe, based on personal experience that search of a particular person; place or thing would lead to the discovery of evidence of a violation of Board policy or state or federal laws. Reasonable suspicion requires more than a mere hunch.
- b. "Contraband" consists of all substances or materials prohibited by Board policy or state law including but not limited to drugs, alcoholic beverages, guns, knives, other weapons and incendiary devices.

### **2. *Personal Searches***

- a. A student's person and/or personal effects (e.g. purse, book bag, backpack, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search of personal belongings is conducted, it will be conducted in private, when feasible, by two school officials.
- b. If the Executive Director, Principal, Dean or designee determines that a more intrusive search requires removal of clothing other than a coat or jacket, said search shall be referred to and conducted by a law enforcement officer. School personnel will not participate in such searches. The parent/guardian of any student searched shall be notified of the impending search as soon as reasonably possible.
- c. If the student is under 18, the student's parent/guardian shall be present when law enforcement officers conduct said search unless the juvenile is emancipated as defined in state law.

### **3. *Property Searches***

- a. Student lockers, desks and other storage areas are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.
- b. Random and/or routine searches of school property, which do not require reasonable suspicion, may occur at any time.

#### **4. Custody of Evidence**

- a. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards may be:
  - seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the Executive Director, Principal, Dean or designee until it is presented at the hearing.
  - returned to the parent or guardian of the student from whom it was seized.
  - destroyed if it has no significant value, or turned over to a law enforcement officer.

#### **5. Law Enforcement Officers' Involvement**

##### **a. Search and seizure**

- i. The Executive Director, Principal, Dean or designee may request a search on school premises be conducted by a law enforcement officer. When law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy.
- ii. When law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in the search unless under the direct order of the law enforcement officer to assist the requesting officer such as but not limited to: gain access to a locked area, operate security technology, secure a private area for a search, etc.
- iii. If law enforcement personnel seek permission from school authorities to search a student, the student's personal property or school property to obtain evidence related to criminal activities, school officials shall require the police to produce a valid search warrant before the search is conducted unless one of the following is true:
  - There is uncoerced consent by the student.

- There is probable cause and circumstances such that taking the time to obtain a search warrant would frustrate the purpose of the search.
  - The search is incident to an arrest and is limited to the person and immediate surroundings.
  - Exigent circumstances exist.
- iv. The parent/guardian of any student to be searched shall be notified of the impending search as soon as reasonably possible. If the student is under 18, the student's parent/guardian shall be present when the search is conducted unless the juvenile is emancipated as defined in state law.

**b. Interrogation**

- i. When law enforcement officials request permission to question students when students are in school or participating in school activities, the Executive Director, Principal, Dean or designee shall be present.
- ii. If the student is under 18, the student's parent/guardian also shall be present during questioning unless the juvenile is emancipated as defined in state law.
- iii. Every effort shall be made not to draw any attention to the student being questioned by conducting the interrogation in private and with as little disruption to the schedule as possible.

**c. Custody and/or Arrest**

- i. When custody and/or arrest by the police are involved, the Executive Director, Principal or Dean shall request that all procedural safeguards as prescribed by law be observed by the law enforcement officers. This includes all due process procedures including but not limited to obtaining proper arrest warrants where required.

**C. Board of Directors Notification**

1. If a search is conducted by school administration or law enforcement, the Executive Director or his/her designee will contact the President of the Board or the Vice President if the President is unavailable to inform him/her of the action taken under this policy. The contact is not for approval of the search but only to inform the Board leadership of actions taken.

**D. Roles and Responsibilities**

1. The Board of Directors has sole responsibility for the determination and revision of this Policy. Enforcement of this Policy is hereby delegated to the Executive Director.

**E. Related Documents**

C.R.S. 19-2-511

C.R.S. 22-32-109.1 (2)(a)(VIII)

**F. Points of Contact**

1. The following positions shall serve as points of contact for the enforcement of this policy:  
The Executive Director.

**Attachment D: 2018/2019 Budget Summary – see next page**





**2018-2019  
Original  
Budget  
4/12/18**

**GENERAL FUND**

<b>Students (FPC)</b>	<b>912.82</b>
<b>PPR</b>	<b>7,638.74</b>
Beginning Gen Fund Reserve Balance	1,717,330
General Fund Revenue	
PPR	6,972,795
Full Day Kindergarten Tuition	92,000
Fundraising	4,700
Fees	174,000
State Grants - GT / Cap Constr / READ / ELPA	289,986
Federal Grants - Title II & Title IV	17,817
Building Use Income	0
All other sources	<u>9,400</u>
Total Revenue - All Sources	<u>7,560,698</u>
Total Revenue and Beg Fund Balance	<u>9,278,028</u>
General Fund Expenditures	
D38 Purchased Services	-
Core Instructional Program	2,443,680
RTI	119,424
Federal Grants	12,817
Gifted & Talented Program	16,678
Art Program	138,263
ELL Program	50,547
Drama	48,055
Foreign Language Program	128,138
Physical Education Program	122,844
Fine Arts Program	238,825
Technology ED Program	268,910
SPED Program	706,098
Cocurricular Activities - Coaching	31,562
Social Work Services	12,400
Health Services	66,462
Counselor	34,329
Psychologist	12,200
Curriculum	36,931
Assessment & Testing	56,557
Library Services	84,274
Athletic Director	34,807
Board of Education	200
General Administration	144,870
Legal Services, Audit Services, Fingerprinting	26,600
School Administration	585,618
Business	273,279
Building Operations	619,561
Building Rentals	950,193
Grounds Services	29,672
Communication and Marketing	12,525
Technology	174,334
Risk Management	<u>66,318</u>
Total Expenditures	7,546,970
Revenue less Expenditures	<u>13,728</u>
Fund Balance	<u>1,731,059</u>