

**APPROVED  
MONUMENT ACADEMY  
BOARD OF DIRECTORS REGULAR MEETING MINUTES**

Jane B. Lundeen Library  
March 8, 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 6:00p.m. by Scott Saunders.

Members present:

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.

Excused:

Matt Dunston  
Julie Galusky  
Tiffany Alexander, MS Teacher Rep.

Quorum declared.

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

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

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

**D. CITIZEN'S COMMENTS**

None

**E. BUSINESS**

**1. Treasurer's Report – Patrick Hall**

**Revenue through February 28, 2018 for the 2017/2018 School Year**

Revenue for the month ended and eight months ended February 28, 2018 were \$586,046 and \$4,891,958, respectively. This was 67.60% of budgeted revenue, compared to a run rate of 67.67%. Budgeted revenue for the month was \$594,233. All State and Federal Grant funding was amortized over twelve months in the budget, but only Capital Construction Grant Revenue was received in February 2018.

**Expenses through February 28, 2018 for the 2017/2018 School Year**

Board Approved 04/12/2018

For the month ended and eight months ended February 28, 2018, MA expended \$586,577 and \$4,168,800, respectively, which equated to 57.61% of budgeted expenses, compared to a monthly budgeted amount of \$584,940 and a run rate of 66.67%. Actual expenditures were higher than budgeted expenditures in the Foreign Language line due to the final pay for the middle school Spanish teacher. Teachers are paid beginning in September, but their work days begin in early August, therefore, when a teacher leaves mid-year, there is some “catch-up” pay required. Actual expenditures were higher than budgeted expenditures in the Exceptional Student Services because we paid both the outgoing OT employee and the incoming OT employee in February.

Expenditures for the same period last year were \$574,211 for the month and \$4,280,263 for the eight months ended February 28, 2017.

**Net Income (Loss)**

Net loss for the month of February 2018 was (\$531) compared to budgeted net income of \$9,292 and compared to a net loss of (\$5,351) for the same month last year. Net income for the eight months ended February 28, 2018 was \$723,158 compared to \$652,713 for the same period last year.

**Reserves**

On February 28, 2018, MA maintained a fund balance of \$2,440,488 in the General Fund, as well as \$2,476,005 in its General Fund bank accounts and certificates of deposits. The general fund balance was up \$123,842 or 5.35% 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**

- Numerous parent meetings
- New student assessments
- Researching/implementing new safety app
- Researching/testing new visitor tracking system
- New alarms on major entry/exit doors
- Developing new classroom supply lists for 2018-19
- Reviewing all current curriculum in elementary
- Looking at potential new math/writing programs
- Providing logistical/safety support for GP Day
- Planning maintenance over Spring Break

**MIDDLE SCHOOL**

- Worked with counselors to develop an 8<sup>th</sup> grade graduation contract for struggling students. Contacted parents and met with students.
- Supported Jump Rope for Heart efforts through student and parent communication
- Coordinated 8<sup>th</sup> grade CPR training schedules
- Spelling Bee- 6<sup>th</sup> grade participants and 6<sup>th</sup> grade attendance at spelling bee
- Chaired note-taking committee meeting
- Delivered Cornell note-taking training to teachers grades 4-8
- Chaired Social Studies curriculum framework committee meeting (professional day)
- Attended Parent advisory committee meetings concerning uniform policy
- Coordinated volunteers through the House System for Pioneer Day, International Day, and Grandparents Day
- Revised House System Leadership opportunities for next academic year
- Met with Director of Assessment to plan next year testing windows
- Met with Director of Assessment, registrar, and 8<sup>th</sup> grade Math teacher to organize placement tests for potential students
- Transitioned new Spanish teacher
- Coordinated grandparents day schedule with planning committee and Fine Arts team
- Planned 5<sup>th</sup> grade Sneak Peek event with middle school teachers
- Delivered Middle School Sneak Peek talk to parents
- Met with 5<sup>th</sup> grade students to introduce my role as Dean and the House System

## **PRINCIPAL'S REPORT**

It is my preference to highlight a different area of Monument Academy in my monthly board report. This month, I would like to recognize the variety of partnerships we engage in with outside organizations. These are powerful and highlight the excellence of our program as well as the ties we have to our surrounding communities.

We have been hosting a UCCS Master's student in School Psychology at our school for this year. She has worked closely with Jim Cunningham and developed classroom exercises and fostered relationships with our Middle School students. She is a valued member of our school community as she is currently in the building 3 days per week. We are looking forward to her contributions in the future.

Our 8<sup>th</sup> grade Social Studies teacher is working with Pikes Peak BOCES on his professional licensure. His mentor has worked closely with Monument Academy to develop his skills in the classroom. She has completed six classroom observations and post-conferences with Mr. Rocciola throughout the year and has coordinated with Carol Skinner, MA's instructional coach and myself to ensure that he continues to grow professionally and that our MA DNA is preserved through the process.

We are hosting three student teachers in the elementary school. We are delighted to continue to partner with UNC to assist these young educators in beginning their careers. These partnerships bring valuable mentors to our campus for the purpose of observation and providing feedback. Having additional mentors in the building is an added value to participating in these educational partnerships.

Our relationships with the wider community cannot be overstated. Our school earned nearly \$15,000 on behalf of the American Heart Association during our 2 weeks of Jump Rope for Heart. Nurse Janice has certified every one of our 8<sup>th</sup> graders in Heartsaver CPR. The PTO worked with us to purchase the appropriate mannequins for CPR training and practice. Additionally, Nurse Janice has secured a grant for a 2<sup>nd</sup> AED device to be placed close to the gym. Monument Academy continues to be an integral and active part of the wider community as we contribute to valuable causes and teach our students the importance of preparedness, gratitude, and compassion which support our Character First programs.

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

**Grandparents Day** - Monument Academy will be hosting our 2<sup>nd</sup> Annual Grandparents Day on March 16<sup>th</sup>, 2018. Grandparents Day 2017 was attended by 625 excited grandparents – a stunning number for a first-time event! We even made the cover of The Gazette!

**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** – As is our practice, the Board Self-Assessment will be conducted during the month of April with the results presented at the May Board meeting.

### 4. April Meeting - Thursday April 12, 2018

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

##### 1. Discuss/Approve Review of Board Policies 1513 & 1520

Policy 1513 Staff File Access

Policy 1520 Public Comment to the Board

There were no recommended changes to Policies 1513 and 1520. However, best practices call for a review of these policies. Legal and Governance have reviewed these policies.

**1513 Staff File Access** – the procedure for a Board member to review a personnel file for a documented reason.

**1520 Public Comment to the Board** – sets the guidelines regarding public comment to the Board.

Mr. Hall made a motion to approve the recommendation to show Policy 1513 and Policy 1520 as reviewed. Mr. Molsen seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. Policies 1513 and 1520 as reviewed 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 Advertising Policy 1519

**1519 Advertising Policy** – sets guidelines to accept advertising in any school publication or sponsorship. Revisions were recommended for clarity.

Mr. McWilliams made a motion to approve the recommended changes to Policy 1519 as presented. Mr. Hall seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. Policy 1519 as revised is included in the minutes as Attachment C and is posted

on the Monument Academy website.

### **3. Discuss/Approve Revisions of Internet Use Policy 1517**

**1517 Internet Policy** – sets the guidelines for internet use while connected to the Monument Academy Wi-Fi. Revisions are recommended for clarity.

Mr. Hall made a motion to approve the recommended changes to Policy 1517 as presented. Mr. Molsen seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. Policy 1517 as revised is included in the minutes as Attachment D and is posted on the Monument Academy website.

### **4. Discuss/Approve Homebound Instruction Policy 1528**

This is a new policy setting the guidelines for homebound instruction. We currently have administrative guidelines and use the District 38 policy. It was recommended that a MA specific policy was warranted. Homebound Instruction is a program designed to provide temporary, short-term services to students deemed unable to attend school due to illness. Homebound instruction is not intended to replace the student's normal curriculum or school placement.

Mr. Molsen made a motion to approve the Homebound Instruction Policy 1528 as presented. Mr. McWilliams seconded the motion. Mr. Saunders called for a vote and the motion passed unanimously. Policy 1528 as revised is included in the minutes as Attachment E and is posted on the Monument Academy website.

## **G. Consent Agenda**

**1. Approve minutes from February 8, 2018 meeting.**

**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) and Conferences with an attorney to receive legal advice C.R.S.24-6-402(4)(b)**

At 6:22 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) and conference with an attorney to receive legal advice C.R.S.24-6-402(4)(b).

Roll call vote was unanimous; the motion carried 4-0.

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 6:24 p.m.

At 7:04 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 7:05 p.m.

**Attachment A: Staff File Access Policy 1513 – see next page**

**Attachment A: Staff File Access Policy 1513**



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area :</b> Governance	<b>Policy # :</b> 1513
<b>Title :</b> Staff File Access Policy	<b>Adopted :</b> August 4, 2004 <b>Revised :</b> November 15, 2012 <b>Reviewed:</b> March 8, 2018

### **I. Issue Statement**

- A. The Board of Directors believes that the orderly operation of the school requires the retention of all records bearing upon an employee's qualifications for employment and employment history.
- B. The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with federal, state, and local statutes; and the proper conduct of evaluations; as appropriate.
- C. Records maintained in the personnel files of Monument Academy are not public records and are not open to inspection except as provided for in this policy.

### **II. Policy Statement**

- A. The purpose of the Monument Academy Staff File Access policy is to create procedures and protocols for the Monument Academy Board of Directors to open a personnel file of any of the staff employed by the school. Staff members include but are not limited to teachers, tutors, office, para-professional, and custodians.
- B. Because the Monument Academy Board of Directors has statutory oversight of all staff, the Board is entitled to view the credentials and performance of individual staff members documented in their personnel file. Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Executive Director.

## **I. Procedures and Protocols**

- A. The following procedures and protocols are therefore established to ensure the information within a personnel file is held in strictest confidence on a need-to-know basis:
1. A consensus of the Board of Directors shall first be obtained to recognize the need to access the file. The consensus shall be sought during Executive Session in which a quorum of the Board is present and declared. The consensus is recognized by vote of a simple majority of the Board. The Board will follow all statutory requirements pertaining to purpose, notifications and conduct of an Executive Session.
  2. After obtaining consensus and returning to public session, the Board shall then select a delegate from among the Board. All members of the Board are eligible to be a delegate except for the President of the Board.
  3. The President of the Board and the delegate shall contact the Executive Director and arrange a time to view the personnel file(s) of interest.
  4. At the appointed time, the Executive Director shall pull the personnel file(s) of interest, and will view the file alongside of the Board President and Board delegate. The Board President and Board delegate access to the personnel file(s) is limited to the relevant portion of the file(s). Upon satisfaction that the information of interest is obtained, the Executive Director shall return the personnel file(s) back in the secure place of storage.

## **II. Related Documents**

- A. Monument Academy Bylaws
- B. Colorado Revised Statutes ("C.R.S.") 24-6-402
- C. Board of Directors Governance Policy 1500A
- D. Executive Director Policy 1500B
- E. Board of Director Code of Conduct Policy 1514

## **III. Points of Contact**

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



Attachment B: Public Comment to the Board Policy 1520



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area :</b> Governance	<b>Policy # :</b> 1520
<b>Title :</b> Public Comment to the Board	<b>Adopted :</b> March 15, 2012 <b>Reviewed :</b> March 8, 2018 <b>Revised:</b>

### **I. Issue Statement**

- A. At Monument Academy we value and honor the opinions of our parents and the general public. We desire to promote and to keep open and honest communication between the board and the parents and the general public without circumventing the proper channels of communication between the Executive Director, Principal and the teachers.
- B. Good communication in the school is critical to the success of the school. In order to accomplish this objective it is our policy to allow parents and members of the general public to provide comments during meetings of the Board of Directors.

### **II. Policy Statement**

- A. In order to insure a fair opportunity for public comment and to allow the Board to maintain control of its meetings, a public comment period will be provided at all public meetings of the Board of Directors of Monument Academy as follows:
- B. Any parent or citizen of the District may address the Board only during the time specified for Public Comment, unless otherwise allowed by motion and approval of a majority of the Directors. A sign-up sheet which captures the speaker's name, e-mail address and telephone number should be used to identify those individuals interested in providing comment to the Board.
- C. Each speaker will be limited to three minutes unless otherwise authorized by the Board in advance of the designated Public Comment period.
- D. The official body authorized by law to act on behalf of Monument Academy is the Board of Directors and not individual directors, administrative staff or employees. Accordingly,
  - a. Speakers will address comments to the Board and not to individual members, administrators or staff;
  - b. Directors will listen to Public Comment and consider them during their deliberations as a Board;
  - c. Directors may choose to answer questions or engage in dialogue during the Public Comment period, if appropriate and timely;

- d. Speakers may be directed to staff or other sources for responses to questions raised during the Public Comment period.
- E. The Board of Director's Recording Secretary will be responsible for noting of public comments/questions for the record. The notes may be summary in nature and are not required to be an exact transcription of the comments/questions.
- F. Public Comment or concerns that require more deliberation, research or study may be considered for addition as an agenda item at meetings subsequent to the meeting in which they arise.

**III. Related Documents**

- A. Colorado Revised Statutes ("C.R.S.") 24-6-402

**IV. Points of Contact**

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

Attachment C: Advertising Policy 1519



# Monument Academy

*Board of Directors Governance and Policy*

<b>Policy Area</b> : Resource Development	<b>Policy #</b> :	1519
<b>Title</b> : Advertising in School Publications	<b>Adopted</b> :	February 10, 2010
	<b>Revised</b> :	November 15, 2011, February 13, 2014
	<b>Revised:</b>	

**Issue Statement**

Monument Academy would like to make its publications available for advertisers. This promotes goods and services to the families of Monument Academy while fostering a sense of community with local merchants.

**Policy Statement**

Requests to advertise in the school newsletter, the yearbook and other school publications shall be allowed subject to the following policy. All advertising shall be subject to limitations of available space and offered on a first-come, first-served basis.

There will be no advertising allowed that promotes products or services that are inconsistent with the mission and image of Monument Academy Charter School as determined by the Board of Directors. A guiding parameter is that advertising should be age appropriate and appropriate to the school environment.

The following advertising shall not be considered acceptable for school publications and will not be allowed. This list includes but is not limited to:

1. Advertising of alcoholic beverages or the promotion of their use.
2. Advertising of illegal drugs or the promotion of their use.
3. Advertising of tobacco products or the promotion of their use.
4. Advertising of medical or recreational marijuana or the promotion of its use.
5. Any literature that can be considered "hate" literature by scurrilously attacking any ethnic, religious, racial or other group.
6. Materials that are libelous, defamatory, invade the rights of others, inhibits the functioning and normal operation of the school, or advocates interference with the rights of any individual or group of individuals.
7. Material which in any way promotes, favors or opposes the candidacy of any candidate for election, or the adoption of any bond issues proposal, or any public question submitted to any general, municipal or school election.
8. Material that is obscene, indecent or pornographic.
9. Material related to topics deemed by the Board of Directors to be inappropriate for students.

**Roles and Responsibilities**

The advertiser shall submit all proposed material for publication to the Executive Director or his/her designee and obtain written approval on all advertising materials prior to publication. The Executive Director may refer any advertising requests to the Board of Directors if necessary. Each publication with advertising published by the School shall contain a disclaimer stating that the advertising does not represent the view of any person associated with the school including teachers, administrators, students, or staff or the views of the School or Board itself.

**Related Documents**

None

**Points of Contact**

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

**Attachment D: Internet Use Policy 1517 – see next page**

**Attachment D: Internet Use Policy 1517**



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area :</b> Governance	<b>Policy # :</b> 1517
<b>Title :</b> Internet Use Policy	<b>Adopted :</b> August 15, 2005 <b>Revised :</b> October 11, 2012 <b>Revised:</b> March 8, 2018

### **A. Issue Statement**

1. Monument Academy is pleased to offer students and staff access to school devices, communications systems the Internet, and other technology resources to promote educational excellence. The Board is committed to connecting teachers, administrators and support staff with each other and with resources around the world for improved collaboration and fast access to current information.
2. Similarly, the Board is committed to providing access to information and expert resources for all students. Students not only need access to valuable information and to available experts around the world, they also need to develop the abilities to access, locate, evaluate and apply current information. Development of these abilities is a fundamental educational objective for the 21<sup>st</sup> century.
3. The Board's purpose is to establish a policy for use of the Internet and related resources. This policy shall apply to ALL employees, students, volunteers, or organization with whom Monument Academy has a relationship who may have access to Monument Academy electronic assets (i.e. computers, e-mail, web sites, cell phones, network, etc.).

### **B. Policy Statement**

1. Access to and use of the Internet at Monument Academy is provided for the purpose of fostering communication with the academic community at-large, and will be limited to direct business and academic uses only.

### **C. Content Filtering**

1. Internet and email use by any authorized individual is subject to monitoring, without their knowledge, and infractions of this policy may result in disciplinary action and/or denial of access. Disciplinary action may include termination of employment, suspension, or other remedies as may be available by law.
2. To protect students from material and information that is obscene, child pornography or otherwise harmful to minors, as defined by statute, all Internet traffic is monitored and filtered in accordance with the Children's Internet Protection Act (CIPA) and C.R.S. 24-87-104. Blocking or filtering of content may be disabled by Administration,

as necessary, for purposes of bona fide research or other educational projects being conducted by staff members. All requests must go through the Executive Director.

3. It should be noted that content blocking is effective only for devices logged into Monument Academy's Wi-Fi and that Monument Academy cannot monitor or control uses via 4G/cellular.

#### **D. Privacy**

1. Monument Academy devices and communications systems are owned by the school and are intended for educational purposes and school business at all times. Staff members and students shall have no expectation of privacy when using the Internet or communication systems.
2. All digital storage is school property, and as such, network administrators will review files and communications to maintain system integrity and ensure that technology is used responsibly. Staff members and students should not expect that files stored on school servers and in the cloud will be kept private. Electronic communication systems are subject to the Public Records law which means that any e-mail or files sent, received, or stored on the school's technology systems could become public information (i.e., appear in a newspaper) or be subpoenaed for court purposes.
3. Monument Academy reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of school devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through school devices shall remain the property of Monument Academy.

#### **E. Accountability and Compliance**

1. The following behaviors are examples of actions or activities that may result in disciplinary action or other remedies available by law. The following is a listing of currently known behaviors, and is not intended to be the complete or exhaustive list of possible infractions:
  - a. Unauthorized attempt to break into any computer asset whether of Monument Academy or another organization.
  - b. Attempting to bring down any network to which Monument Academy is connected.
  - c. Visiting or "Surfing" inappropriate Web sites including, but not limited to –
    - Pornographic Materials (Photographs, Movies, Audio, Text, etc.)
    - Illegal materials (e.g. hacking instructions)
    - Multi-player game sites
    - Sites containing messages advocating hatred toward others
  - d. Using Monument Academy's time and resources for personal gain.
  - e. Sending threatening messages or responding aggressively to threatening messages.
  - f. Sending messages that may be considered ethnic, racial, or sexual harassment.
  - g. Theft or copying electronic files without permission.
  - h. Sending or posting Monument Academy's confidential materials outside of Monument Academy control.
  - i. Revealing security related materials (i.e. passwords, technologies, etc.) to unauthorized sources.

- j. Revealing security weaknesses and gaps in Monument Academy's systems or networks to unauthorized sources.
- k. Revealing identifying information (i.e. telephone number, home or school addresses, name, age, etc.) to unauthorized sources.
- l. Joining or acting in concert with groups whose avowed purpose is the disruption or compromise of system, networks and related enterprises.
- m. Refusing to cooperate with a reasonable security investigation.
- n. Sending chain letters through Monument Academy sponsored or controlled electronic means (i.e. email, etc.).

**F. Related Documents**

- 1. 47 U.S.C. 254(h) (*Children's Internet Protection Act of 2000*)
- 2. 47 U.S.C. 231 (*Child Online Protection Act of 1998*)
- 3. 20 U.S.C. 6801 *et seq.* (*Elementary and Secondary Education Act*)
- 4. C.R.S. 24-72-204.5 (*monitoring electronic communications*)
- 5. C.R.S. 24-87-104 (internet safety for minors – public schools)
- 6. House Bill 16-1423 (*Student Data Transparency and Security*)
- 7. Monument Academy Technology User Agreement

**G. Points of Contact**

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



Attachment E: Homebound Instruction Policy 1528



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area :</b> Governance	<b>Policy # :</b> 1528
<b>Title :</b> Homebound Instruction Policy	<b>Adopted :</b> March 8, 2018
	<b>Revised :</b>
	<b>Revised:</b>

### **A. Issue Statement**

1. Homebound Instruction is a program designed to provide temporary, short-term services to students deemed unable to attend school due to illness. Homebound instruction is not intended to replace the student's normal curriculum or school placement.
2. The homebound instruction program offers tutoring for a student while he/she is out of school to maintain continuity in the educational process for those students who, because of a temporary extended illness or condition, cannot attend school.
3. Students who have a medical condition necessitating absence from school beyond a semester shall, in coordination with Monument Academy, be placed into more appropriate programs or schools that meet their educational needs which may include enrollment in programs not offered by Monument Academy.

### **B. Policy Statement**

1. Monument Academy requires a written note with signature from the student's physician documenting the medical necessity for homebound tutoring. This note should include a **return-to-school date**.
2. School administrators shall determine if tutoring is necessary, who shall provide tutoring services, and how many hours of weekly instruction students shall receive alongside counseling parents to programming options available due to the length of absence. Monument Academy reserves the right to employ and select the homebound tutor.
3. A student under homebound or hospital instruction can only continue his/her core classes for credit during homebound or hospital instruction. The following limitations shall apply:
  - Elementary school students – A maximum of three (3) hours total per week
  - Secondary school students – A maximum of five (5) hours total per week
  - Elective classes are not supported in homebound instruction program.
  - Students who can attend school part-time do not qualify under this program.

4. Homebound instruction, although correlated with what the student is missing in the classroom, shall be geared to the student's needs or in compliance with a student's Individualized Educational Program (IEP) or Section 504 plan and what the student is capable of doing during the period of convalescence as determined by staff. Textbooks and supporting materials shall be provided by Monument Academy.
5. For students with an Individualized Education Program (IEP) or Section 504 plan, the student's IEP/Section 504 team shall determine the nature of the homebound instruction and the student's IEP/Section 504 plan may be modified as appropriate to reflect the services that will be delivered in the homebound setting.
6. Tutoring is typically scheduled at the student's home. A parent or legal guardian must be present at ALL times whenever and wherever homebound tutoring sessions are scheduled. If that is not possible, then the tutoring will need to be scheduled at a mutually agreed upon location, i.e. the public library. In any case, Monument Academy has the final determination of the location and scheduling of the tutoring.
7. The student and the student's family are partners with Monument Academy in homebound instruction and shall provide timely and accurate information, including such medical information as may be necessary for Monument Academy to provide for educational needs of the student.
8. If a physician later determines that the student can return to school sooner than originally indicated or that the student needs an extension of time out of school, the physician must provide Monument Academy Administration written documentation indicating the updated determination for the student and the new return-to-school date with their signature. Please note that written documentation must be submitted for each quarter that the student will need to be out of school.

**C. Related Documents**

C.R.S. § 22-33-104 (2) (Compulsory school attendance exception)

**D. Points of Contact**

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