



2018-19

Student/Parent Handbook

---

Monument Academy

A Public School of Choice

1150 Village Ridge Point, Monument CO 80132  
719-481-1950 (phone), 719-481-1948 (fax)  
[www.monumentacademy.net](http://www.monumentacademy.net)



# Monument Academy

**Welcome from Dr. Elizabeth Davis, Principal and Chief Academic Officer**

*Students and Parents:*

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

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

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

*Striving for Excellence in Education,  
**Elizabeth Davis, Ed.D.**  
Principal and Chief Academic Officer*

## MONUMENT ACADEMY STUDENT/PARENT HANDBOOK

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

- *Please complete and sign the Parent/Student Letter of Agreement found at the end of this document and return it to the front office of Monument Academy.*

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

## GOVERNANCE

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

## 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.

## FERPA NOTIFICATION

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

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

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

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

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

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

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

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

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

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

Parents or eligible students may restrict the release of directory information or other information as stated above, except to school officials with legitimate educational interests and others as indicated. To do so a parent or eligible student must make the request in writing to the Principal/CAO of Monument Academy, 1150 Village Ridge Point, Monument, CO 80132.

Once filed, this request becomes a permanent part of the student’s record until the parent or eligible student instructs the school to have the request removed.

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

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

## **Table of Contents**

MONUMENT ACADEMY STUDENT/PARENT HANDBOOK .....	2
GOVERNANCE .....	2
COLORADO DEPARTMENT OF EDUCATION – REQUIREMENT FOUR: NOTICE TO CHILDREN, PARENTS, AND EMPLOYEES .....	2
SCHOOL HOURS .....	7
ATTENDANCE POLICY .....	9
CARLINE AND PARKING INFORMATION .....	12
DONATIONS, SCHOOL FEES and TUITION .....	15
HEALTH OFFICE .....	16
SAFETY AND SECURITY .....	19
SCHOOL DAY .....	21
SCHOOL SUPPLIES .....	22
WEATHER RELATED CONCERNS .....	23
SECTION 2: ACADEMIC PROGRAM .....	23
MISSION STATEMENT .....	23
EDUCATIONAL PHILOSOPHY .....	23
CURRICULUM/ACADEMIC POLICIES .....	25
SECTION 3: SCHOOL RULES .....	31
Core beliefs .....	31
BEHAVIOR AND DISCIPLINE POLICY .....	32
BULLYING, HARASSMENT AND VIOLENCE .....	33
Discipline Plan .....	35
Standards of Student Safety and Security .....	35
DAR Process: In the event a DAR through the office is required according to the chart above, the process that will be followed is .....	37
EXTRA CURRICULAR ACTIVITIES .....	38
SCHEDULE CHANGES .....	39
TECHNOLOGY INFORMATION .....	40

UNIFORM POLICY.....	41
SECTION 4: PRESCHOOL SPECIFIC CLASSROOM POLICIES AND PROCEDURES (updated 7.27.2017) .....	44
SCHEDULES/HOURS OF OPERATION .....	44
ADMISSION/REGISTRATION/FEES.....	44
INCLEMENT WEATHER.....	44
CHILD LOCATION/LOST CHILD PROCEDURE.....	44
BEHAVIOR AND DISCIPLINE .....	45
HEALTH/MEDICAL INFORMATION .....	45
INCIDENT ACTION PLAN .....	46
FIELD TRIPS/EXCURSIONS .....	46
TELEVISION, COMPUTER & VIDEO POLICY .....	46
VEHICLE PROCEDURES .....	46
PERSONS AUTHORIZED TO PICK UP STUDENTS .....	46
LATE ARRIVAL/LATE PICK UP .....	46
CHILDREN’S PERSONAL BELONGINGS/MONEY.....	47
MEALS AND SNACKS.....	47
TOILET TRAINING AND TOILET ACCIDENTS .....	47
VISITOR’S POLICY .....	47
CONFERENCES .....	48
FILING A COMPLAINT .....	48
REPORTING CHILD ABUSE.....	48
WITHDRAWALS .....	48
SECTION 5: PARENT RESPONSIBILITIES AND COMMUNICATION .....	49
ACADEMIC HELP .....	49
CHANGE OF INFORMATION.....	49
CLASS LISTS .....	49
PARENT/TEACHER CONFERENCES .....	50
PARENTAL NOTIFICATION .....	50
CUSTODY NOTIFICATION.....	50
PARENT PORTAL AND CANVAS .....	50
POLICY SUGGESTIONS OR NEW PROGRAM IDEAS.....	51
PERMANENT SCHOOL RECORDS.....	51
VISITORS AND VOLUNTEER INFORMATON .....	51
RECOMMENDED READING .....	53

SECTION 6: FORMS ..... 53  
SECTION 7: APPENDIX..... 54  
    PARENT/STUDENT LETTER OF AGREEMENT ..... 58

## SECTION 1: SCHOOL OPERATIONS

### OFFICE HOURS

Monday – Thursday	7:15 a.m. – 3:45 p.m.
Friday	7:15 a.m. – 12:45 p.m.

The school office is closed on all holidays listed on the school calendar and during weather-related school closures. Please refer to the Monument Academy website at [www.monumentacademy.net](http://www.monumentacademy.net) for the current school year calendar.

### CONTACT INFORMATION

<b>Attendance Line:</b>	719-481-1950 x0 <a href="mailto:attendance@monumentacademy.net">attendance@monumentacademy.net</a>
<b>Main Office:</b>	719-481-1950 x0
<b>Fax:</b>	719-481-1948

### *Messages for Students*

Messages and deliveries from parents are to be left at the office to respect the educational opportunity of all students and teachers. Messages for students must be called into the school office and should only be emergencies. Parents are not allowed to call directly into the student's classroom to speak with their student. Students are not allowed to use cell phones during school hours. Messages received after 2:30 p.m. may not be delivered before the end of the school day.

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

## SCHOOL HOURS

### PRESCHOOL HOURS

Please refer to the Preschool tab of the school website for specific class levels and start stop times.

### KINDERGARTEN HOURS

#### **Kindergarten Full Day (KFD)**

Monday – Thursday	8:00 a.m. – 3:05 p.m.
Friday	8:00 a.m. – 12:05 p.m.

#### **Kindergarten Half Day**

KAM: Monday – Thursday	8:00 a.m. – 11:00 a.m.
Alternating Fridays	8:00 a.m. – 12:00 p.m.
KPM: Monday – Thursday	12:00 p.m. – 3:05 p.m.
Alternating Fridays	8:00 a.m. – 12:00 p.m.

### ELEMENTARY SCHOOL (ES)

#### **Elementary (Grades 1-5)**

Monday – Thursday	8:00 a.m. – 3:05 p.m.
-------------------	-----------------------

Friday

8:00 a.m. – 12:05 p.m.

## MIDDLE SCHOOL (MS) HOURS

### **Middle School (Grades 6-8)**

Monday – Thursday

7:40 a.m. – 3:20 p.m.

Friday

7:40 a.m. – 12:20 p.m.

## MIDDLE SCHOOL BELL SCHEDULE

For the current middle school bell schedule, please refer to the Monument Academy website under the Middle School tab.

## CARLINE HOURS

### *Middle School/Elementary School Carline Hours (including Full-day Kindergarten)*

**Morning carpool drop-off:**

7:25 a.m. – 7:55 a.m.

**Afternoon carpool pick-up:**

3:00 p.m. – 3:45 p.m.

### *Kindergarten Carline Hours (Half-Day, Monday-Thursday)*

**KAM pick-up:**

11:00 a.m.

**KPM drop-off\*:**

11:55 a.m.

(Students dropped off before 11:55 a.m. will be asked to wait in the front office with the receptionists and then sent to class at 11:55 a.m.)

### *Preschool Car Hours*

Early release at 2:45 for students enrolled in full day or afternoon programs.

## DELAYED START SCHOOL HOURS

### ***Middle School***

Monday through Thursday: 9:40 a.m. to 3:20 p.m.

Friday: CLOSED

### ***Elementary School (including full-day kindergarten)***

Monday through Thursday: 10:00 a.m. to 3:05 p.m.

**No Kindergarten morning classes on a delayed start**

**PM class as usual**

Friday: CLOSED

### ***Preschool***

Monday through Thursday Full Day classes: 10:00 a.m. for full day students.

**No morning classes on a delayed start**

**PM classes as usual**

Friday:

CLOSED

## ATTENDANCE POLICY

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

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

- A student who is temporarily ill or injured or whose absence is approved by the administration on a pre-arranged basis. Pre-arranged absences shall be approved for appointments or circumstances that cannot be taken care of outside of school hours. To pre-arrange an absence, email [attendance@monumentacademy.net](mailto:attendance@monumentacademy.net).
- A student who is absent for an extended period due to physical, mental, or emotional disability.
- A student who is attending any school sponsored activity of an educational nature with advance approval by the administration.
- Absences due to being in the custody of court or law enforcement authorities.

Monument Academy may require suitable proof regarding the above exceptions, including written statements from applicable sources. Students who arrive after 11:30 a.m. or leave the building between 11:30 a.m. and 2:15 p.m. for the remainder of the day will be charged with a **half-day** absence. Perfect attendance awards are based on full day attendance only with no more than three excused tardies or early dismissals.

## REPORTING AN ABSENCE

Please report all absences prior to the start of school by:

- calling the attendance line at 719-481-1950 ext. 0,
- via email at [attendance@monumentacademy.net](mailto:attendance@monumentacademy.net) or,
- completing the student absence form on the school website or MA App.

Please call the office before the start of school to report absences. Extended, pre-arranged absences must be cleared through the appropriate Dean prior to the absence.

## EARLY DISMISSAL

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

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

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

### PREARRANGED ABSENCE

When a parent anticipates a student being absent for a number of days, the absence must be approved by the appropriate Dean a minimum of one week in advance in order for it to be an excused absence. Homework may be given prior to a pre-arranged absence or during an illness at the discretion of the Dean and teacher(s). A written plan for completing assignments missed during an approved, pre-arranged absence will be established prior to the absence.

Family vacations scheduled during school days are at family discretion. However, be advised that students miss valuable instruction time which cannot be made up as well as homework completion which may result in lowered grades.

An extended absence which has not been pre-approved by the appropriate Dean, may be considered an unexcused absence for which no make-up will be allowed.

### UNEXCUSED ABSENCE

An absence not excused by the administration is unexcused. Each unexcused absence will be entered on the student's record. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 4 in a month or 10 during the school year as required by State Law (C.R.S. 22-33-104). Schoolwork missed due to an unexcused absence may not receive credit.

### TARDY POLICY

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

**Elementary** – Students are expected to be in their seats promptly at 8:00 a.m. each morning. Students walking into the school office after 8:00 a.m. will be issued a tardy slip. If a student arrives after 8:05 a.m. for drop off, the parent must park and escort them into the front office to excuse the tardy.

**Middle School** – Students are expected to be in their seats when the bell rings at the start of each class. If they are not, teachers will issue a tardy. Three or more unexcused tardies in one week will result in detention.

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

### *"Orange Flag" Mornings*

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

### *Tardy Detention – Middle School Only*

If a student receives three (3) or more Unexcused Tardies during a week, they will be assigned to Tardy Detention. Students receiving detention due to tardies will receive detention slips on Monday of the week they are to serve detention. Parents will also receive a copy of the detention slip via email and should sign one of the two slips and return to the front office.

A choice of after school detention days is offered for the same week only. Students will serve detention the week they receive the notification either on Tuesday afternoon from 3:30-4:30 or on Thursday afternoon from 3:30-4:30. No electronic devices of any kind are to be allowed during detention time. Student will be supervised during the entire detention.

If a student does not show up for his/her assigned detention, the student will be assigned the next two consecutive detentions. If any of those detentions are missed, an in or out of school suspension will be assigned dependent on availability of staff. Missed assignments will earn a 0.

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

### TRUANCY

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

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

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

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

### WITHDRAWAL/APPEAL PROCESS

Any student who wishes to leave Monument Academy and transfer to a District 38 school must submit a Choice Enrollment Application, if during the Open Enrollment Period (early January-late February), or must submit a Choice Enrollment Appeal, if after the Open Enrollment Period. Once MA receives notification that a student has submitted application/appeal to leave Monument Academy, such application/appeal will be considered a notice to withdrawal for the upcoming year. Should Monument Academy have a waitlist, the student in concern may lose their seat. Monument Academy recommends that prior to the submission of an application/appeal to transfer, parents follow the conflict resolution policy as outlined on the Monument Academy website under School Board-Board Policies.

## CARLINE AND PARKING INFORMATION

### GENERAL GUIDELINES

- **Cell phones** must **not** be used during carline.
- Speed limit is 10 M.P.H.
- **RIGHT TURNS ONLY** when exiting at the upper shared access driveway between the school and the LDS church **onto HWY 105**.
- Right side only loading and unloading.
- Change lanes only when directed.
- Do not exit your vehicle during carline at any time (staff will assist students).
- Students are not to be dropped off/ picked up (unescorted) at the upper parking lot without a walking pass submitted to the front office.
- Please refrain from conferencing with MA staff during carline.
- Always use the crosswalks.
- **NO CURBSIDE PARKING DURING CARLINE DROP OFF OR PICK UP**  
7:15 a.m. – 8:05 a.m. AND 2:30 p.m. – 3:45 p.m.

### DROP OFF GUIDELINES

#### *Drop Off Times*

- 7:30 a.m. Middle School students only released to classrooms. Any elementary students will remain in foyer. No student will be allowed in the building prior to 7:20 a.m.
- 7:45 a.m. Elementary students and any adult volunteers are released to classrooms. Students dropped off prior to 7:45 a.m. will be supervised in the foyer or outside (weather dependent).
- 7:45 a.m. Preschool

#### *Carline Drop Off*

- DO NOT drop off prior to 7:20 a.m. There is no supervision prior to 7:20 a.m. Doors open for students and supervision begins at 7:20 a.m.
- Crossing Guard on duty beginning at 7:20 a.m.
- One lane drop off in each direction. DO NOT pass on the left.
- **Sidewalk drop off:** Students must exit your vehicle between the drop off sign and the fence at the preschool playground. Cars are to pull as far forward as possible before students exit.
- **Crosswalk drop off:** Two cars are to pull forward to the drop off sign. Those two cars in front of the drop off sign and three to four cars behind the crosswalk are to unload. Watch crossing guard before proceeding.
- If students are dropped off prior to the time when they are given access to the building, they may wait out front on the sidewalk. Expanded waiting areas may be available on cold days.
- **Preschool drop off:** Preschool parents will drop off at the **sidewalk side only** and will pull forward to the designated Preschool Drop Off Zone after proceeding through the line. Preschool staff will assist with unloading every student and securing a signature from parents.

#### *Parking to Drop Off*

Available parking:

- Visitor spaces are designated near the crosswalk. (**Note:** if you are parked in the spaces nearest the crosswalk and attempting to leave during carline, you may be significantly delayed).
- Church parking lot spaces that overlook the school or back canyon. DO NOT park in spaces immediately adjacent to the church or in any space facing their sidewalks.
- DO NOT USE the far east entrance to the church parking lot at any time.

## PICK UP GUIDELINES

### *Pickup times*

#### **Preschool**

**10:45 a.m. – 11:05 a.m. Monday – Thursday (Any morning class)**  
**2:35 p.m. – 2:45 p.m. Monday – Thursday (Any afternoon or all day classes)**  
**11:45 a.m. – 12:05 p.m. Friday (and Monday and Wednesday for Level 2 classes)**

- Parents are to enter campus from the west and execute a U-Turn in front of the school to get in line at the Preschool Drop off/Pick Up Zone.
- Wait for staff to bring your child to you in your vehicle.

#### **Kindergarten**

**AM: 11:00 a.m. – 11:15 a.m. Monday – Thursday**  
**12:05 p.m. – 12:30 p.m. Friday**

- Do not arrive prior to 10:45 a.m. (Mon-Thu)/11:50 a.m. (Friday)
- Form a carline behind the crosswalk and wait for your child’s teacher to exit the building. Students will be loaded into cars by school staff.
- Pick up morning kindergarten students **no later than 11:15 a.m. Mon-Thu/12:30 p.m. Fridays**

**PM AND Full Day: 3:05 p.m. – 3:30 p.m. Monday – Thursday**  
**12:05 p.m. – 12:30 p.m. Friday**

- Do not arrive prior to 2:50 p.m./11:50 a.m.
- Pick up elementary students w/o a middle school sibling **no later than 3:30 p.m. / 12:30 p.m.**
- Students without a middle school sibling left after 3:30/12:30p.m. will be escorted inside where the front office will attempt to contact a parent/guardian.

#### **Elementary School**

**3:05 p.m. – 3:30 p.m. Monday – Thursday**  
**12:05p.m. – 12:30p.m. Friday**

- Do not arrive prior to 2:50p.m./11:50a.m.
- Pick up elementary students w/o a middle school sibling **no later than 3:30/12:30p.m.**
- Students w/o a middle school sibling left after 3:30/12:30p.m. will be escorted inside where the front office will attempt to contact a parent/guardian.

#### **Middle School**

**3:20 p.m. – 3:45 p.m. Monday – Thursday**  
**12:20p.m. – 12:45p.m. Friday**

- Do not arrive prior to 3:20/12:20 p.m.
- Pick up no later than 3:45/12:45 p.m.
- MS students are **REQUIRED** to join their younger sibling at the youngest student’s waiting area on the sidewalk or stand together at the crosswalk.

- **All** students must be picked up **no later** than 3:45 PM.
- Students remaining after 3:45/12:45 p.m. will be escorted inside to call a parent/guardian. There is no supervision for students after 3:45 p.m.

### *Early Student Pick-up*

Early pick-up of students must be completed **prior to 2:45 p.m.** Parents must sign out their student in the Monument Academy office. The student will be called to come to the office for dismissal. For the safety and security of all students, parents must wait in the office for their child. No dismissals will occur through the front office after 2:45 p.m. All parents will be directed to the carpool line to pick up their student after 2:45 p.m.

### *Late Student Pick-up*

Carpool is from 3:00 p.m. – 3:45 p.m. and all parents are expected to pick up their children during this time. The office will attempt to contact parents of elementary students who do not have a middle school sibling if left after 3:30 p.m. (12:30 p.m. on Fridays) and middle school students with younger siblings if left after 3:45 p.m. (12:45 p.m. on Fridays.) There is no supervision for students after 3:45 p.m.; therefore, it is important that parents pick up students on time. Students who are unattended after hours present a safety and neglect issue which may be referred to the Department of Human Services.

### *Walker Passes*

Parents may choose to allow their child(ren) to walk off campus to their home but are required to come into the school office and sign a permission form. Students will receive a brightly colored “walker pass” to be kept in their backpack at all times. No student is permitted to leave campus without a parent/guardian unless they have a walker pass. Walker passes will be issued to students in grade 3 and above.

### *Carline Pick-up*

- No electronic devices may be used by parents and/or students during carline pick-up.
- Inform your child which direction you will be coming from in carline. (AM Kindergarten will be sidewalk only.)
- Place a sign showing last name and grade on your dashboard until your child has been loaded.
- Please do not motion, or call your child, to come to your car.
- All children are instructed to stay on the curb and to watch for their car, staff will direct the children to their car or be escorted to the car when necessary (K-2 and any center lane loading.)
- During inclement weather the middle lane will remain open (no doubling).
  - A neon flag will be placed at the preschool fence to indicate that pick up may be limited, delayed or temporarily closed.

### *Parking to pick-up*

Available parking:

- Visitor spaces are designated near the crosswalk. (**Note:** if you are parked in the spaces nearest the crosswalk and attempting to leave during carline, you may be significantly delayed).
- Church parking lot spaces that overlook the school or back canyon.
- **DO NOT park in spaces immediately adjacent to the church or in any space facing their sidewalks.**

- **DO NOT USE the far east entrance to the church parking lot at any time.**

*Students in After School Care Programs*

Students who participate in after school care programs and are picked up by those programs, will be early released at 2:45. This allows for a secure connection with the provider and safe exit off the property.

**DONATIONS, SCHOOL FEES and TUITION**

**FEES**

*Instructional Fees*

Monument Academy has an annual mandatory instructional materials fee. This fee supports the following departments/supplies: Technology, textbooks, workbooks, art materials, fine arts supplies, testing and assessment materials, foreign language class supplies as well as other learning materials.

Full payment or a first monthly payment is expected before the start of school, but payments will be taken at the front desk, by mail or by credit card at any time prior to that date. To set up a payment plan, contact the Business Manager or Finance Director. Fees for families qualifying for the Free AND Reduced Lunch Program will be waived.

*Monument Academy Mandatory Student Fees*

<i>Preschool</i>	<i>\$50</i>
<i>Kindergarten (Full Day or Half Day)</i>	<i>\$125</i>
<i>1<sup>st</sup> AND 2<sup>nd</sup> Grades</i>	<i>\$175</i>
<i>3<sup>rd</sup> – 5<sup>th</sup> Grades</i>	<i>\$175</i>
<i>6<sup>th</sup> – 8<sup>th</sup> Grades</i>	<i>\$285 (Includes technology fee)</i>

*\* Fees do not include classroom field trips, overnight field trips, athletics or after school activities.*

Fee statements are available on Infinite Campus. Parents should check information regularly. Statements will not be mailed.

Failure to pay Mandatory fees will result in the student’s inability to participate in all extra-curricular activities including but not limited to: clubs, sports, band, drama, choir, over-night trips, etc. until the student’s family pays the fees in full or makes the installment payment arrangements with the business office.

*Athletic Fees*

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

*Extracurricular/Elective Course Fees*

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

Failure to pay voluntary fees will result in the student’s inability to participate in that voluntary activity including but not limited to: clubs, sports, band, drama, choir, field trips, etc. until the

student's family pays the fees in full or makes the installment payment arrangements with the business office.

### *Lost or Damaged Books or School Property Fees*

Students will be charged a fee for lost or damaged books or school property This includes lost or damaged Library books.

## TUITION

### *Kindergarten Full Day Tuition*

There is tuition charged for attending the full day kindergarten program. Please refer to the Monument Academy website at [www.monumentacademy.net](http://www.monumentacademy.net), under the Elementary School section, for the full day kindergarten tuition payment plan information.

### *Preschool Tuition*

There is tuition charged for attending the preschool program. Please refer to the Monument Academy website at [www.monumentacademy.net](http://www.monumentacademy.net), under the Preschool section, for preschool tuition and fee information.

## COLLECTIONS

At the end of the academic year, if a student's family has failed to pay-in-full all mandatory fees and/or tuition as well as any fines or charges owed to Monument Academy, the school refer debt to an outside collection agency, etc. as allowed by statute until such fees are paid.

## DONATIONS

### *Monument Academy Donation Program*

MA has adopted a *voluntary* donation program to stay current in curriculum, replace consumable materials, and purchase classroom supplies.

The suggested donation, per student, is:

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

**Donations are tax deductible.** You can print a fee statement through your parent portal. This statement, showing your donation can be submitted for tax purposes. Any donation amount is appreciated.

## HEALTH OFFICE

Monument Academy employs a full-time school nurse. The health office is open during school hours.

Contact phone: 481-1950 x1210

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

- To promote good health habits among students.
- To stimulate a sanitary and healthy environment in school.
- To assist in detecting and recommending correction for medical, psychological, and physical handicaps.
- To ensure the health needs of students are addressed during the school day.
- Manage communicable disease outbreaks.
- Direct the immunization program.
- Develop and implement health care 504 plans.
- Serve as liaison among teachers, administrators, parents, and community health care providers.
- Provide for the care of acute health care needs, including emergencies.

A MEDICAL INFORMATION FORM MUST BE COMPLETED ON EACH STUDENT AT THE BEGINNING OF EACH SCHOOL YEAR. The forms are available online. This helps us stay up to date on changes in the student's health so health flags can be added/removed on IC and so teachers and staff can be aware of any changes.

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

## **ALLERGIES**

If your student has an allergy, please contact the school nurse. If the student requires the possible administration of Benadryl, epinephrine, and/or albuterol, parents must have their physician complete the Food Allergy Action Plan or the Allergy and Anaphylaxis Action Plan and turn the completed form into the health office along with any medication prescribed. (See specific guidelines for providing medication.) In accordance with HB 13-1171, MA has stock epinephrine. In the event of an anaphylactic reaction in any individual in the school setting, epinephrine will be administered by the school nurse or designated school personnel. In the case of students with a history of anaphylaxis or other severe allergic reactions, epinephrine will be administered according to specific individualized prescriptive orders documented in their individualized healthcare plan using the student's own epinephrine.

## **COMMUNICABLE DISEASE**

Monument Academy follows the Colorado Department of Public Health and Environment Guidelines, "Infectious Disease in Child Care and School Settings". If your child has a communicable illness, please notify the school nurse. For certain communicable diseases (strep, chicken pox, head lice, etc.) notices will be sent home to parents of the affected grade in order to facilitate control of infectious disease.

A student who exhibits symptoms of a contagious disease should be kept at home. Parents should use prudence and common sense when determining whether to send their child to school with an illness.

Please review the following guidelines to know when you should keep your child at home:

**Diarrhea:** Keep our child home for 24-48 hours after the last episode of diarrhea unless diarrhea is determined to be caused by something other than illness.

**Fever:** KEEP YOUR CHILD HOME FOR A TEMPERATURE OF 100 DEGREES OR GREATER. THE CHILD MUST BE FEVER FREE FOR AT LEAST 24 HOURS WITHOUT THE AID OF FEVER REDUCING MEDICATION BEFORE THEY CAN RETURN TO SCHOOL.

**Strep Throat:** Your child may return to school, if they are fever free, 24 hours after antibiotic treatment.

**Cold and Upper Respiratory Symptoms:** Keep your child at home if he/she is experiencing large amounts of yellow-green nasal discharge, ear pain, excessive coughing, etc.

**Vomiting:** Your child may return to school 24 hours after the last episode of vomiting, without the aid of an antiemetic medication and if they are fever free. So, if your child vomits in the evening, please keep them home the next day. If vomiting is determined to have been caused by something other than illness, the child is free to return to school if they are feeling able to engage in the learning environment.

\*After a prolonged illness or surgery (greater than 3 days absence), a doctor's statement authorizing the student's return to school may be requested and required before the student can return to school.

### *Injury*

Most injuries that occur at school require minimal assistance administered in the school's health room.

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

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

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

## IMMUNIZATIONS

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

## MEDICATION

Over the counter medications may be administered in the school setting with signed parent permission. Medication will be administered per medication manufacturer guidelines, and will follow established protocols listed in pediatric Protocols by Bart Schmitt, M.D. The consent form can

be found on the school website. YOU MUST SIGN A NEW CONSENT FORM EACH SCHOOL YEAR. Check with the school nurse to see if you need to provide a supply of the OTC medication you are giving permission for. The school will stock a few common items such as Tylenol, Advil, and Tums. All medications must be brought to the health office by an adult. Written physician authorization will be required for any OTC medication that exceeds manufacturer's guidelines, or for any homeopathic, herbal preparations, or aspirin.

**PRESCRIPTION MEDICATION:** The prescribing physician and parent must complete a medication permission form. This form can be found online and must be filled out each new school year. Prescription medications must be brought into the health office by an adult in the bottle dispensed by the pharmacy. The bottle must include a label showing: student name, prescribing practitioner's name, name of the medication, time to be administered, dosage, and prescription date. Medication left at school past the last day of regular instruction will be disposed of per Colorado State Guidelines.

### SOILED CLOTHING OR TOILETING ACCIDENTS

Spare uniforms are no longer provided for students, due to lack of storage. If your child soils their school uniform while at school, you will be notified to bring clean clothing to the school for your child. Parents are encouraged to keep a spare uniform in their child's backpack.

If a student has a bowel accident, a parent will be contacted and asked to come assist the child if the child is unable to take care of the situation independently. Parents will not be notified unless there are no available items of clothing that fit the child. Underwear is not provided.

### VISION AND HEARING SCREENING

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

## SAFETY AND SECURITY

### ASBESTOS

Monument Academy has a review and testing process for asbestos in its building. Based on our findings to date, Monument Academy is "free" of asbestos in all exposed areas of the building and has implemented an Emergency Action Plan to address asbestos containing materials should they be found as a result of additions, natural disasters, renovations, interior damage, etc. This plan is available to parents of Monument Academy by contacting the school's Director of Facilities.

### CHILD ABUSE

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

By law, the El Paso County Department of Human Services (DHS) has the prerogative to make an unscheduled visit to Monument Academy and require a student who is the subject of a child abuse/neglect report to be interviewed during school hours without any obligation to notify the parents/guardians of the student, or to seek permission from the parents/guardians to conduct the interview.

Any Monument Academy employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect is required by law to report or cause a report to be made of such fact immediately to the administration. This reporting should be written. It is the responsibility of the administration to promptly contact proper authorities. Administration is not obligated to contact a parent should DHS interview a student.

### CRISIS AND EMERGENCY RESPONSE PLAN

The administration and staff of Monument Academy have taken significant steps to ensure the safety and wellbeing of the children while at school. The school has created a School Crisis and Emergency Plan in accordance with Lewis Palmer School District (LPSD). This plan takes into consideration a variety of situations that could potentially arise in our school or our neighborhood and plans have been created should an emergency or crisis arise.

In the event of an emergency situation, parents will be contacted via email and phone by the Monument Academy or Lewis Palmer School District parent notification system.

Additionally, it is important to note the following:

Please avoid coming to the school until you've been instructed to do so. It is possible that, during a crisis in the neighborhood, you may not be able to enter the school building if it compromises the safety of the children during a lockdown.

Please DO NOT call the school directly during an emergency as this ties up phone lines and prevents important inbound or outbound calls with emergency personnel.

### FIRE AND SAFETY DRILLS

Monument Academy will hold monthly emergency drills. Drills may be fire drills, shelter in place, lockdown, or tornado shelter drills. Drills will not be announced in advance to any students or staff. Preschool and ESS staff are the exception and may receive advance notice on the day of a drill.

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

### SEARCHES

The Monument Academy Board of Directors governs Policy 1516 which addresses student searches. Please refer to the policy on the school website which can be found under School Board > Board Policies.

### SECURITY PROCEDURES

All parents and visitors must check in at the front office before proceeding into the building. Upon entering the school, all visitors must provide a valid Driver's License and will be issued a visitor's badge. If you are volunteering, you must be familiar with the guidelines outlined in the Volunteer section below and *a signed parent code of conduct must be on file*. The security door leading from the reception area into the school will remain locked at all times. For the safety of your children, only authorized, badge-wearing personnel and visitors are allowed beyond the security door. During school hours, all employees and visitors must enter and exit the school building through the main office doors.

## SCHOOL DAY

### SCHEDULE

The middle school bell schedule is posted on the school website. Your child's specific school day schedule is available online through the parent portal. The elementary school schedule is communicated by individual teachers to their students' parents.

### LUNCH

All students are responsible for bringing a lunch to school or purchasing a hot lunch Monday through Thursday. Please pack healthy lunches for your children so their bodies will be well-equipped for learning. Lunch periods are 20 minutes long. Two grades may eat lunch at the same time however start and stop times are staggered to allow easier flow into/out of the lunchroom and to give lunchroom staff time to clean between lunch periods.

<i>Full Day Kindergarten Lunch:</i>	<i>10:30 a.m.-10:50 a.m.</i>	
<i>First Grade Lunch:</i>	<i>10:45 a.m.-11:05 a.m.</i>	
<i>Second Grade Lunch:</i>	<i>11:00 a.m.-11:20 p.m.</i>	
<i>Third Grade Lunch:</i>	<i>12:00 p.m.-12:20 p.m.</i>	
<i>Fourth Grade Lunch:</i>	<i>11:50 a.m.-12:10 p.m.</i>	
<i>Fifth Grade Lunch:</i>	<i>11:35 a.m.-11:55 a.m.</i>	
<i>6<sup>th</sup> Grade Lunch (Lunch A):</i>	<i>11:25 a.m.-11:45 a.m.</i>	
<i>7<sup>th</sup> AND 8<sup>th</sup> Grade Lunch (Lunch B):</i>	<i>12:25 p.m.-12:45 p.m.</i>	
<i>Delayed Start Lunch Schedule:</i>	<i>11:20 a.m.-11:40 a.m.</i>	<i>Preschool/Kindergarten</i>
	<i>11:30 a.m.-11:50 a.m.</i>	<i>1<sup>st</sup> Grade</i>
	<i>11:45 a.m.-12:05 p.m.</i>	<i>2<sup>nd</sup> Grade</i>
	<i>12:00 p.m.-12:20 p.m.</i>	<i>3<sup>rd</sup> Grade</i>
	<i>12:10 p.m.-12:30 p.m.</i>	<i>4<sup>th</sup> Grade</i>
	<i>12:50 p.m.-1:10 p.m.</i>	<i>5<sup>th</sup> Grade</i>
	<i>12:38 p.m.-12:58 p.m.</i>	<i>6<sup>th</sup> Grade Lunch (Lunch A)</i>
	<i>1:22 p.m.-1:42 p.m.</i>	<i>7<sup>th</sup>&amp;8<sup>th</sup> Grade Lunch (Lunch B)</i>

K – 5 classes receive a fifteen-minute recess before or after their lunch. Middle school students receive a ten-minute outdoor break immediately following their lunch.

#### *Hot Lunch Program*

Lewis Palmer School District provides the hot lunch program offered at Monument Academy. Orders are placed in the morning for lunch that day, Monday – Thursday. Lunch menus, pricing and payment information can be found on the school website as well as the district website.

Milk is included with every hot lunch or can be purchased individually. Juice is available for students who have milk allergies and who have submitted a doctor's note to the school nurse.

#### *Hot Lunch Prices*

- Elementary \$2.85
- Middle School \$2.90
- Milk \$0.60
- Juice \$0.50
- Bottled water small \$1.00

### *Negative Lunch Account Balances*

Parents are responsible to monitor lunch account balances by using their Parent Portal. Low balance phone calls are made by D38, not Monument Academy staff. Anyone with a balance under \$5 and any negative balance will receive a reminder phone call on Wednesdays and Sundays.

### *Free/Reduced Lunch Program*

Students may qualify for free or reduced rate lunches. See the school or district website for information and an application for the Free and Reduced Lunch Program.

### *Snacks*

Students are given the opportunity to eat a snack during one of their recess breaks. Please pack a separate, healthy snack for your child each day. Students may drink water from water bottles during the school day.

## **RECESS AND PLAYGROUND RULES**

All students benefit from recess and playground time. The following guidelines are used to maintain order.

Outdoor recess may be canceled or limited to indoors if one of the following conditions are present:

- Temperatures below 24 degrees with wind chill
- Weather conditions make outdoor recess unsafe (i.e. ice, snow, rain, lightning, etc.)

Communication of altered recess conditions will come from the school office to teachers and PARAs either during the morning announcements after the pledge of allegiance or via the intercom later in the morning.

Snow boots may be worn at recess but appropriate shoes should be brought for classroom use. Please refer to the uniform guidelines.

Access to the school building during recess is restricted for safety reasons. Only students who need to see the nurse can return inside the building.

### *Playground Rules*

- Obey directions given by all playground supervisors.
- Stay within playground boundaries and away from off-limit areas.
- Use school equipment; do not bring toys and equipment from home.
- Respect other people's space. Keep your hands and feet to yourself. Pulling and tugging at clothing, fighting, or wrestling are not allowed.
- Contact sports are not allowed. Touch football may be allowed.
- Be courteous and a good sport with your words and actions.

## **SCHOOL SUPPLIES**

A complete list of classroom and general supplies can be found on the school website. Students must bring supplies on the first day of school. Monument Academy PTO uses an outside company for pre-ordered school supplies for all grades. Ordering takes place in April for the following school year and kits are delivered directly to your child's classroom prior to the first day of school. If you would rather shop for supplies or you missed the ordering deadline, you may print the list from the Monument Academy website.

## **WEATHER RELATED CONCERNS**

### **SCHOOL CLOSURES AND DELAYS**

Monument Academy may be closed unexpectedly or canceled due to severe weather, power failure, heating problems, or other reasons. School closings due to weather will follow District 38 as a minimum. However, since MA families travel from many directions and distances, there may be an occasion when Monument Academy administration will make a different call than District 38. If this happens, refer to local reporting stations. Local news stations, the school website, and the Monument Academy app will advertise closures and delays.

If there are several delayed start or canceled school days, Monument Academy may call a full-day Friday to make up instruction time. If this change is made, it will be announced at least one week in advance.

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

### **DELAYED START**

There will be a possibility of a delayed start in the event of questionable weather. Monument Academy may call a delayed start even if District 38 has not called a delay. Go to the school website or Monument Academy app for the most up to date information. Delayed start information will also be reported to local TV and radio stations. There may be a lag in the time between when the school reports a delay and when the news stations receive the information.

If District 38 calls for a delayed start on a Friday, Monument Academy will close and will announce that school is closed.

### **AFTER SCHOOL ACTIVITIES AND WEATHER DELAYS**

If there is a delayed start, all after school activities will remain as scheduled unless announced otherwise. If there is a delayed start on Friday, school will be canceled but afterschool will remain as scheduled, weather permitting. When school is canceled Monday through Thursday, all after school activities are canceled, except for athletic events not cancelled by the Athletic Director.

## **SECTION 2: ACADEMIC PROGRAM**

### **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 development, and exemplary citizenship.

### **EDUCATIONAL PHILOSOPHY**

## **Seven Tenets of Success:**

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.

**Traditional** – We stand by the traditional approach of 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 of character training. 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, and 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.

Please see the website for our complete philosophy [www.monumentacademy.net](http://www.monumentacademy.net)

## CURRICULUM/ACADEMIC POLICIES

### CORE KNOWLEDGE SEQUENCE

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

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

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

For more information about the Core Knowledge sequence, go to [www.coreknowledge.org](http://www.coreknowledge.org)

### CORE VIRTUES/CHARACTER FIRST

Monument Academy includes character development as a vital part of the curriculum. MA has various programs developed to bring character education into our school. Monument Academy teachers receive curriculum guides and implement lessons throughout the week. Character education links the study of each character trait to the literature and history taught in the Core Knowledge sequence. The two programs proceed hand in hand. At Monument Academy, character traits such as attentiveness, truthfulness, diligence, patience, determination, and compassion promote excellence in our students and staff.

### PHONICS

Monument Academy uses the Core Knowledge phonics program which is tied directly to the reading program. Our students have excelled dramatically with this program.

### ELEMENTARY MATH

New federal and state initiatives are seeking to address the underlying reasons for students' poor academic performance—especially in mathematics. While it is true that America's math students generally perform below those in other developed countries, the problem is not with our students but rather the way they are being taught math. For more than 25 years Saxon Publishers' research-based programs have produced dramatic, sustained results in mathematics. More and more educators are turning to Saxon programs because they work. This is part of the reasoning behind Monument Academy's choice to use this curriculum.

Saxon stresses basic math skills to better prepare students for higher learning. In fact, Benjamin Bloom, the renowned University of Chicago education professor and researcher, said teachers using the Saxon method "could take a whole generation and make great mathematicians of them."

The success of Saxon programs can be attributed to the program's unique, effective, and research-based pedagogy, which helps students develop a deeper understanding of concepts and how to apply them. Saxon's innovative instructional approach breaks complex concepts into related increments, recognizing that smaller pieces of information are easier to teach and easier to learn. The instruction, practice, and assessment of those increments are systematically distributed across a grade level. This distributed approach ensures that students gain and retain critical thinking skills.

John Saxon (1923-1996), founder of Saxon Publishers, pioneered this innovative instructional approach while teaching junior college algebra. The retired U.S. Air Force officer and engineer developed his methodology as a result of his students' inability to comprehend or retain the algebra they were being taught. The positive learning results achieved by his students inspired him to author his first textbook and start his own publishing company. Today, thousands of teachers, administrators, parents and students have discovered the numerous benefits of using Saxon programs, including higher test scores, increased self-confidence and a solid foundation in math skills. For more information, visit <http://www.hmhco.com/classroom>

## CURSIVE FIRST

<http://www.monumentacademy.net/language-arts-curriculum/>

### Philosophy of Penmanship – Cursive First

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

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

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

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

Monument Academy is dedicated to providing education that will support the best practices for student achievement. It is for this reason we are embarking on this endeavor to teach cursive

writing from the very beginning. We believe that it will help to establish a more solid foundation for reading, writing, and math skills. We will use cursive writing from pre-kindergarten through the eighth grade as the written style of writing.

*Adopted by Curriculum Committee, April 2010*

Available Resources upon Request:

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

## SPECIALS CLASSES

Every student at Monument Academy benefits from an enriched education. Twice a week (at a minimum) all elementary students are given Spanish, Music, Art, and Physical Education instruction. They also attend library classes to learn library organization as well as check out materials. Middle school students meet these requirements every day and also have additional class options like drama, band, strings, and choir.

## MIDDLE SCHOOL E.A.S.T. PROGRAM

Our Extended Academic Support Time (E.A.S.T) program is for students in middle school with a course grade below 70%. E.A.S.T. is an opportunity for teachers and students to spend extra time together for additional teacher support.

Each semester, there will be multiple scheduled E.A.S.T. dates set for Friday afternoons. All Middle School students who qualify for E.A.S.T. will be required to attend.

Parents will be notified on the Wednesday afternoon of the week their child is required to attend on Friday. Parents may check Canvas grades to know whether to anticipate an upcoming assignment for E.A.S.T. Attendance is not voluntary but expected. If there is a conflict and a student is unable to attend E.A.S.T., then parents are expected to contact the Dean's office to work out other arrangements.

Students may also opt-in to E.A.S.T. for extra time with teachers. Students can talk to a teacher or the Middle School Dean to make arrangements to opt-in.

For all students attending E.A.S.T., the focus is on the opportunity for increased success.

Students attending E.A.S.T. are required to bring a sack lunch to eat in the multi-purpose room with teacher supervision from 12:30-1:00. During this time, students will prepare a written plan for their work time with teachers. E.A.S.T. will be dismissed at 3:00 on Friday afternoon.

The E.A.S.T program will take priority over any other school functions, including sports, clubs, competitions, etc.

## The House System

Monument Academy Middle School incorporates a House System to support the academic, social, and emotional needs of the middle school learner. It provides opportunity to meet the adolescent needs of autonomy, competence, relationship, and fun so they can thrive in the middle school years.

*Mission*

The MA House System is a student-organizational structure for the middle school designed to promote connections, to support academic and character development, and to increase the opportunities for student leadership.

*Organization*

MA Middle School students are divided are divided into 8 separate cross-graded groups called “Houses.” Each house contains approximately 45 students and is overseen by a 2 House Advisors. These houses remain together throughout the student’s middle school experience. House activities and support happen primarily during 8<sup>th</sup> period Advisory time. The houses are an integral element of the Monument Academy Middle School program. As such, no student may ‘opt out’ of participation in the House System.

**HOMEWORK, GRADING AND REPORT CARDS**

*Homework Policy*

Monument Academy’s homework expectation is designed to give students independent practice in concepts previously taught in the classroom. All elementary students are expected to read for a minimum of 20 minutes every evening. Middle School students will experience homework designed not only to support their classroom learning, but also to prepare them for the expectations of independent work found in a typical high school program. Homework may be assigned on Fridays and over the weekend. There should be no expectation that students will be given time during Monument Academy’s instructional day to complete homework assignments.

*Late Assignments*

Teachers at Monument Academy have the discretion to adopt and enforce a late policy for assignments in their classroom. This policy will be posted on each teacher’s website and/or Canvas course page.

*Grading Scale*

Score	Min. Percent	Max. Percent
A+	98	100
A	92	97.9
A-	89.5	91.9
B+	87.5	89.4
B	82	87.4
B-	79.5	81.9
C+	77.5	79.4
C	72	77.4
C-	69.5	71.9
D+	67.5	69.4
D	62	67.4

D-	59.5	61.9
F	0	59.4

### *Mid-Quarter Progress Reports*

Teachers will contact a parent or guardian if a middle school student has a D or F in any class. Parents should access Canvas and the Infinite Campus site throughout the year to view their child's grades and report cards. For more information on Infinite Campus and Canvas visit our website at [www.monumentacademy.net](http://www.monumentacademy.net)

### *Report Cards*

Monument Academy provides grades on a quarterly basis through the Infinite Campus database. Report cards for all students will be available on-line through Infinite Campus.. Elementary Parents should access the Infinite Campus site throughout the year to view their child's grades. Middle School Parents should access the school's Canvas website throughout the year to view their student's grades. For more information on Infinite Campus and Canvas, visit our website at [www.monumentacademy.net](http://www.monumentacademy.net)

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

## CHEATING/ACADEMIC DISHONESTY

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

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

Second offense = Notification of parent with a DAR, grade of "0" given and may result in a suspension at the discretion of the Dean.

## PROMOTION

Students who maintain academic work consistent with their grade level will be promoted if their social and emotional behavior patterns are in norm with others of that class or grade level.

Monument Academy's Retention Policy may be found on the website at

<http://www.monumentacademy.net/wp-content/uploads/2012/06/1527-Student-Retention-Policy.pdf>

Eighth grade students who have failed one or more classes during the 8<sup>th</sup> grade academic year may be excluded from graduation and graduation activities at the discretion of the Middle School Dean.

## FIELD TRIPS

Field Trips are an important component of the Monument Academy curriculum. Curriculum-related field trips are considered a required, not optional, activity for students. While enjoyable as well as a tremendous learning experience for students, field trips take a lot of time to organize.

Parent cooperation is expected in returning permission forms and payment by specified deadlines. Parents will be advised in advance of any costs associated with the field trip by the

classroom teacher. All students must have approval from their parents to attend the field trips. Classroom field trip fees will be waived for students who qualify for free or reduced lunch. Scholarships may be available for over-night school-sponsored trips.

Students are required to use school provided buses as transportation for field trips, both to the destination and the return to campus. Should a parent wish to provide transportation for their own student, they must early dismiss the student after morning roll call and then sign the student back into class upon return to school.

Students with a pattern of uniform violations or discipline referrals have indicated an issue with respect and responsibility and may be excluded from field trips and extra-curricular activities at the Dean's discretion.

### *Non-Participation*

If the student has not submitted a signed permission slip to the teacher, they will not be permitted to participate in the field trip.

### *Chaperones*

Chaperones will focus on course objectives and student supervision when attending field trips. We request that parent chaperones arrange care for younger siblings.

Chaperones on overnight trips will be subject to a background check conducted by the Director of Human Resources.

### *Dress code on field trips*

Dress for field trips will be the school uniform unless otherwise specified. If a student is unable to attend a field trip and has submitted payment, refunds will be considered on a case by case basis. Please note, many venues have a non-refundable payment policy which may prevent Monument Academy from issuing a refund. There will be no refund given if a student has been suspended from school when a field trip is scheduled.

## BACK-TO-SCHOOL NIGHT

We will have a "Back-To-School" night for parents at the beginning of each school year. This will be the time for teachers to discuss specific information about our curriculum, their classroom requirements, and other important information, as well as to answer questions. It is very important for parents to attend the Back-to-School night for each of their students.

## ASSESSMENTS/TESTING

### *NWEA*

Monument Academy schedules NWEA testing a minimum of twice each year. NWEA (Northwest Evaluation Association) testing evaluates a student's growth within one school year. These assessments are computer based and include Math, Reading, and Language Usage and Science that can be measured using multiple-choice items. To find out more about NWEA testing, please contact the school, your child's teacher or you can visit their website at [www.nwea.org](http://www.nwea.org) Student results can

be pulled upon request approximately one month after testing. All Students in grades 2-8 are given the NWEA tests. We strongly encourage all students to participate in NWEA.

### *PARCC AND CMAS*

For the 2017-18 school year, Colorado schools are mandated to administer the PARCC and CMAS tests. If you have questions or concerns, please see the administration. The testing window for these assessments is March through May.

### *COGAT*

The CogAt or Cognitive Abilities Test is given in the fall each year to 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> grade students.

### *Accommodations*

Accommodations will be given to students as needed per their documented IEP, 504 or RTI plan. An RTI plan should be Tier 2 or higher before accommodations would be given on standardized testing.

### *Refusal to Test*

Parents may refuse standardized testing for their child or specified accommodations for any state mandated standardized testing. Specific paperwork is requested to document the parent's desire and reason for refusal to test. Please see "Section 5: Forms" for further information. Monument Academy policy #1525 outlines the procedures.

## **SECTION 3: SCHOOL RULES**

### *Rules and Expectations Supporting the Orderly Operation of the School and the Educational Process*

Rules and expectations covered in this section are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interactions, both present and future.
4. Help students learn how their decisions affect the quality of their and others' lives.
5. Help students develop responsibility and character.

### *Monument Academy School Rules*

1. Be respectful to others
2. Be responsible for making appropriate choices in your dress, with your belongings and with your behavior.
3. Be kind to others- your actions or manner may not negatively impact others

### **CORE BELIEFS**

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation is unique in nature.

Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children set a reasonable connection between their behavior and the resulting consequences.

Monument Academy staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event that we operate in ways that appear to be inconsistent with these core beliefs.

### **Monument Academy Staff Core Beliefs**

1. We believe that every attempt should be made to maintain the dignity of both the adult and the student.
2. We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
3. We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
4. We believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
5. We believe that there should be a logical connection between misbehavior and resulting consequences.

### **BEHAVIOR AND DISCIPLINE POLICY**

Praise, encouragement, and consequences combined with effective instruction are the cornerstones of our discipline plan. We believe that students are more likely to learn and demonstrate appropriate behavior in an encouraging and supportive learning environment rather than an environment that stresses mistakes, corrective action, or any form of condemnation. Professionals with personal control issues will receive resistance from their subordinates (teacher/student). Appropriate behavior will be encouraged and reinforced formally and informally on a regular basis in all school settings. The following are just a few examples of ways the MA faculty and staff will encourage appropriate behavior:

- Behavior-Specific Praise
- Notes of Encouragement

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

#### **AFTER SCHOOL DETENTION**

Students may be given detention at the discretion of Middle School Dean when handling discipline issues. Detention is available on Tuesday or Thursdays from 3:30-4:30pm. Students will be supervised during detention.

#### **EXPULSION**

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

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

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

#### **BULLYING, HARASSMENT AND VIOLENCE**

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

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

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

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

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

### PHYSICAL INTERVENTIONS

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

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

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

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.

## DISCIPLINE PLAN

### *Expectations and Rules for Student Conduct at Monument Academy*

#### **Standards of Student Safety and Security**

Monument Academy has set forth rules and expectations addressing student safety and security. These standards address the safety and security of both children and school staff. These infractions require the use of the Disciplinary Action Report (DAR) through the office which results in documentation in Infinite Campus.

<b>Behavior</b>	<b>Operational Definition</b>	<b>Consequence</b>
<b>Physical Aggression</b>	<ul style="list-style-type: none"> <li>• Purposefully touching someone or something that could cause harm</li> <li>• Causing Damage</li> </ul>	<ul style="list-style-type: none"> <li>• Disciplinary Action Referral (DAR) Copy for classroom file and copy to appropriate Dean</li> <li>• Make an office referral</li> <li>• Handled by appropriate Dean</li> <li>• Parents contacted by appropriate Dean</li> </ul>
<b>Verbal Aggression</b>	<ul style="list-style-type: none"> <li>• Threatening to harm someone/something</li> <li>• Yelling in anger/hostility</li> </ul>	<ul style="list-style-type: none"> <li>• Disciplinary Action Referral (DAR) Copy for classroom file and copy to appropriate Dean</li> <li>• Make an office referral</li> <li>• Handled by appropriate Dean</li> <li>• Parents contacted by appropriate Dean</li> </ul>

<p><b>Sexual Misconduct</b></p>	<ul style="list-style-type: none"> <li>• Participation in physical, verbal, written, illustrated, or digital activity that is of a sexual nature</li> <li>• Any form of sexual harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Disciplinary Action Referral (DAR) Copy for classroom file and copy to appropriate Dean</li> <li>• Make an office referral</li> <li>• Handled by appropriate Dean</li> <li>• Parents contacted by appropriate Dean</li> </ul>
<p><b>Unsafe Behavior</b></p>	<ul style="list-style-type: none"> <li>• Running away from adults or from school property</li> <li>• Throwing objects</li> <li>• Climbing inappropriately</li> <li>• Drugs/Alcohol/Vaping/Smoking (automatic DAR and office referral)</li> </ul>	<ul style="list-style-type: none"> <li>• Time out (age in minutes)</li> <li>• Debrief with adult about what went wrong and would work better next time (think sheet or verbal debrief)</li> <li>• Parent Contact</li> <li>• Log Behavior incident in class behavior files</li> </ul>
<p><b>Repeated Misconduct (Teacher's Discretion)</b></p>	<ul style="list-style-type: none"> <li>• Repeated minor offenses that have not responded to documented feedback and instruction</li> <li>• Insubordination</li> <li>• Number of repetitions depends on age and degree of disruptiveness to instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Time out (age in minutes)</li> <li>• Debrief with adult about what went wrong and would work better next time (think sheet or verbal debrief)</li> <li>• Parent Contact</li> <li>• Log Behavior incident in class behavior files</li> </ul> <p><b>If behavior continues:</b></p> <ul style="list-style-type: none"> <li>• Disciplinary Action Referral (DAR) Copy for classroom file and copy to appropriate Dean</li> <li>• Make an office referral</li> </ul>

**DAR Process: In the event a DAR through the office is required according to the chart above, the process that will be followed is**

- Teacher seeks support as needed to de-escalate the situation
- Teacher meets individually with student to fill out the DAR
- Student chooses the character trait he/she did not illustrate and signs the form
- DAR is delivered to appropriate Dean
- If student needs time out of room at the time of the DAR, student can be sent to appropriate Dean and remain until ready to return to class
- In the case of repeated classroom misconduct, a meeting will be scheduled to include appropriate dean, teacher, and student

**DARs sent to Deans *may* result in the following consequences:**

- **1st DAR:** Call to parents, student must return the form signed by the parents the following day
- **2nd DAR:** Conference set with the parents, dean, and teacher if infraction is repeated classroom misconduct. Student must return the form signed by the parents the following day
- **3rd DAR:** Suspension; length at the discretion of appropriate Dean
- **4th DAR:** Suspension; length at the discretion of the appropriate Dean
- **Any consecutive DARs:** May result in expulsion

## CLASSROOM POLICIES AND GUIDELINES

### BIRTHDAY PARTIES

The birthday student may bring a small treat to distribute to the entire class at a time determined by their teacher. Parents are responsible for consulting with the classroom teacher to ensure that all allergy and food limitation concerns are adhered to. Please be sensitive to these needs and send in treats accordingly. Treats can include non-food items such as pencils, small toys, etc. and may be an easy alternative when working around food allergies and sensitivities in the classroom.

Invitations to private celebrations should not be issued at school.

### CLASSROOM PASSES

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

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

### GUM AND FOOD IN CLASSROOMS

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

## LOCKERS

### *Assigned Lockers*

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

Students are expected to utilize their locker for storage of all class binders and text books during the day taking only what can be carried to class. Backpacks or book bags are not permitted in middle school classrooms per the Colorado School Violence Prevention and Student Discipline Manual, Revised January 2009, page 8. You can find this document on the CDE website.

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

### *PE Lockers*

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

## LOST AND FOUND

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

## MOVIES

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

## EXTRA CURRICULAR ACTIVITIES

### ATHLETICS

It is the belief of the faculty and administration at Monument Academy that the education of students and the full development of their talents cannot occur solely within the classroom walls but extends beyond to include participation in numerous activities and athletics. Through their participation in a variety of extracurricular activities, students will become well-rounded members

of the school community, and they will learn the values of leadership, self-sacrifice, fair competition, teamwork, and self-confidence. Fees required for participation.

*Please refer to the Athletic Handbook for further information. The handbook and related forms may be found on our website at [www.monumentacademy.net](http://www.monumentacademy.net) under the Athletics tab.*

## FINE ARTS PERFORMANCES

As part of our authentic assessment of the visual and performing arts classes, students will be involved in afternoon and evening performances and art shows. Families and friends are encouraged to show their support of the students and their efforts by attending the scheduled art shows and music performances. Good concert etiquette is expected of students as well as the audience. Student performers are expected to arrive on time and be in the appropriate attire. Times and attire will be communicated to parents via Fine Arts teachers and published on the school calendar event details. Fees required for participation.

## HOMESCHOOL PARTICIPATION

Homeschooled students who are within District 38 boundaries are able to participate in extracurricular activities. Separate registration paperwork is required through our registrar. All fees will apply for any participation. Students must try out for sports teams according to the coach's schedule but are not guaranteed a spot. Please contact the school registrar at [registrar@monumentacademy.net](mailto:registrar@monumentacademy.net).

## SCHEDULE CHANGES

### ELEMENTARY SCHOOL

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

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

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

### MIDDLE SCHOOL

A first semester schedule may be changed only during the first two weeks of the school year. A second semester schedule may be changed only during the last two weeks of the first semester. A "schedule change request" form must be signed by the teacher of the class the student is dropping, by the teacher of the class for which the student is entering, and by a parent or guardian, with final approval by the administration. Requests will be granted on a case by case basis. The administration will do everything possible to accommodate requests made within the window;

however, schedules will be determined by what is the best academic setting for student success. If there is a conflict, MA administration reserves the right to decline the request. No requests submitted after the deadlines will be fulfilled.

## **TECHNOLOGY INFORMATION**

### **INFINITE CAMPUS (IC)**

Infinite Campus is an online tool available to parents and students. Parents and students may check attendance records, fees, grades, report cards, transcripts, immunization records and contact information through IC. IC may be accessed from the “Quick Links” of the MA website at [www.monumentacademy.net](http://www.monumentacademy.net), click on Infinite Campus – Parent Portal. Password and log in questions may be directed to Traci Trimbach, Director of Educational Technology: [ttrimbach@monumentacademy.net](mailto:ttrimbach@monumentacademy.net).

### **CANVAS**

Canvas is the school’s learning management system available to middle school students and parents. Middle school students and parents should regularly access assignments, grades, and class information in each of the student’s courses. The Canvas login link may be accessed from the “Quick Links” of the MA website at [www.monumentacademy.net](http://www.monumentacademy.net), click on MA Canvas Login Link <https://monumentacademy.instructure.com/login/canvas>. Password and account questions may be directed to Traci Trimbach, Director of Educational Technology: [ttrimbach@monumentacademy.net](mailto:ttrimbach@monumentacademy.net).

### **CELL PHONE/ELECTRONIC DEVICE POLICY**

Monument Academy administration and faculty understand that personal electronic devices are part of life for most students and their families. In an effort to accommodate this we are willing to allow students in grades 3-8 to bring their personal electronic devices on to campus as long as the student and parent agree to the terms laid out in the Electronic Devices Usage Agreement. Parents must review and agree to the online form with their student prior to the student bringing the device onto campus. Please refer to the Monument Academy website at [www.monumentacademy.net](http://www.monumentacademy.net), for the current agreement.

All student personal electronic devices must be turned off during the school day and secured in lockers if middle school students. Elementary students’ devices must be secured in backpacks in their classroom. Students are only allowed to check their devices for messages after school. No text messaging during school hours is allowed. Personal electronic devices that notify, ring, or otherwise create a distraction during the school day and are used for texting / gaming / recording are subject to confiscation, and parents will be asked to retrieve confiscated devices. Lost and stolen electronic devices or valuables are the responsibility of students.

Device cameras may not be used within the school building by students, parents or volunteers. Violating this policy by students may result in confiscation, and/or disciplinary action. Violation of this policy by parents or volunteers may result in a revocation of volunteer privileges within the school. Definitions of electronic digital devices include, but are not limited to: cell phones, iPods, MP3’s, gaming devices, digital cameras, laptops, etc. Middle school students should refer to the iPad user agreement regarding camera usage.

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

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

The "[Electronic Devices Usage Agreement](#)" is signed by every student carrying a cell phone or personal electronic device at the start of the school year. This form can be found on the school website under "Parent Information."

### TECHNOLOGY USER AGREEMENT

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

### 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 the learning process, build school identity and community spirit, and to create a safe and orderly school climate.

The Monument Academy Board of Directors has adopted policy 1501ES and 1501MS as the official uniform policy.

### APPAREL SELECTION

**Parents who choose to shop from a non-preferred vendor are responsible to choose items that match the styles, fabrics, and colors of preferred vendor items. If there is any doubt on any item, please keep receipts and tags and bring the item in to the office for review before wearing the item.**

School preferred vendors are French Toast, Lands End and Educational Outfitters. The school reviewed all products offered by these companies to ensure they offer sufficient choices of styles and fits for students.

#### **Vendor: French Toast**

[www.frenchtoast.com](http://www.frenchtoast.com)  
Code: QS5QVJI  
Online only.

#### **Educational Outfitters**

[www.educationaloutfitters.com](http://www.educationaloutfitters.com)  
CO01086  
Online or in-store shopping.  
Store located in Centennial, CO.

#### **Lands End**

[www.landsend.com](http://www.landsend.com)  
900030560

### SPIRIT WEAR

Spirit wear may be purchased through the PTO and can be worn on Fridays only. See the school website for spirit wear ordering information and links.

## LOGOS ON CLOTHING

Brand specific logos must not be visible on uniform polo shirts.

School approved logos may be added to polo shirts, oxford shirts and sweaters by special order through French Toast and Lands' End. Go to the store's website for pricing and ordering information. Do not sew your own logo on to polo shirts.

## ENFORCEMENT

It is the specific responsibility of each parent/guardian to ensure that their student leave the home dressed appropriately in accordance with this policy.

Time for a brief, visual uniform check is given at the beginning of each day; during 1<sup>st</sup> period for Middle School. Elementary teachers will be responsible to communicate uniform violations to parents. Middle school parents will receive communication from the appropriate Dean if a DAR was written for their child regarding multiple uniform violations.

If an item of clothing is not in compliance with the uniform policy, a student will receive a written Uniform Notice (see Appendix). The Uniform Violation Slip along with an email sent to parents will serve as notification of a uniform infraction.

Middle School Students: Upon a third violation in one semester, parents will be contacted by phone with notification of a Disciplinary Action Report (DAR) and an after-school detention consequence. Students earning additional violations in one semester will serve an after-school detention for each subsequent violation slip issued.

## EXCESSIVE UNIFORM VIOLATIONS

Excessive uniform violations indicate a lack of respect and responsibility and suggest that the student may not be trusted at events that represent the school. These may include, but are not limited to, athletic events, music events, drama events, field trips, and extra-curricular school-sponsored events and trips. Exclusion from these activities is at the Dean's discretion.

## WAIVERS

If a uniform waiver is needed due to injury, health or other reasons, please contact the school office with your concerns.

## FRIDAY DRESS

Elementary and middle school students will enjoy a "Friday Dress" on each Friday. Students may wear a spirit wear top and denim bottom. Spirit wear can be purchased through PTO. Casual clothing should always be in good repair. The length of shorts and skirts will be the same for Free Dress Days as it is for any other day; four inches above the knee or longer. Students who are not in compliance with the Free Dress Day Guidelines may be held in the office until a parent can bring suitable clothing to school. Students should remember that Free Dress Days are a privilege, not a right, and could be eliminated if casual dress choices become distracting to the learning environment.

## FREE DRESS

Elementary and middle school students who do not receive a written uniform notice during an entire month will be given a Free Dress Day the first Friday of the following month. The guidelines for allowable clothing on a “Free Dress Day” are described on the last page of the grade specific guidelines. Casual clothing should always be in good repair. The length of shorts and skirts will be the same for Free Dress Days as it is for any other day; four inches above the knee or longer. Students who are not in compliance with the Free Dress Day Guidelines may be held in the office until a parent can bring suitable clothing to school. Students should remember that Free Dress Days are a privilege, not a right, and will be eliminated if casual dress choices become distracting to the learning environment.

## **SECTION 4: PRESCHOOL SPECIFIC CLASSROOM POLICIES AND PROCEDURES (updated 7.27.2017)**

*Welcome to Monument Academy Preschool, where Core Knowledge learning for children ages 2.5 to 5 years is incorporated into a fun, loving and caring environment. Monument Academy Preschool is a place where your child can grow -physically, mentally and emotionally! Our classes encourage a healthy balance of self-autonomy, academics and creative play. In addition to following the Core Knowledge sequence, Monument Academy Preschool also uses beginning elements of Saxon Math and the Love & Logic discipline system.*

*According to the Colorado Department of Human Services, 7.702.41, the following preschool policies shall be available for parents to review.*

### **SCHEDULES/HOURS OF OPERATION**

Monument Academy Preschool offers a variety of student schedules with varying class contact hours. Please refer to the preschool section of the Monument Academy (MA) website for specifics regarding available programs and hours of operation. The preschool also follows the MA calendar in regards to school holidays. Please refer to the school calendar link at of the MA website for specific information.

### **ADMISSION/REGISTRATION/FEEES**

Monument Academy Preschool offers a variety of part and full day classes. Fees vary depending upon the specific program. Please visit the preschool section of the MA website and click on "ENROLLMENT" to begin the registration process by filling out a letter of interest form. Intent to enroll and preschool registration packets are also available for download by visiting the "PRESCHOOL" section of the MA website. Classes will be filled on a first-come, first-served basis.

### **INCLEMENT WEATHER**

Monument Academy Preschool may be closed unexpectedly due to severe weather, power failure, heating issues or other unforeseen circumstances. School closings due to weather will follow those of D-38 and Monument Academy grades K-8. Additionally, if a delayed start is called for grades K-8, morning preschool classes will be cancelled. In the case of excessively hot or inclement weather, preschool staff will modify outside time in the daily schedule. Student safety is always the priority in all decisions.

### **CHILD LOCATION/LOST CHILD PROCEDURE**

Monument Academy wants to ensure the safety and well-being of all preschool students always. Teachers will constantly count the preschool children throughout the day. Count is taken during the classroom time to make sure everyone is present. A name-to-face count is done before and after each transition. Children are counted going out to the playground and coming in from the playground. In the event a child cannot be located; preschool staff will advise other team members of the situation and re-check the preschool facility. If the

child still cannot be located, preschool staff will advise the front office of the situation and follow school and local law enforcement guidelines for locating a child on the Monument Academy campus or in the surrounding off-campus area.

### BEHAVIOR AND DISCIPLINE

Monument Academy preschool follows the discipline guidelines set forth for elementary and middle school as described in the discipline section of the student handbook.

Preschool staff strives to cultivate self-autonomy and a positive learning environment by implementing Love & Logic principles (<https://www.loveandlogic.com/>) in the classroom, including:

- Recognizing and highlighting positive choices made by students
- Allowing students to learn via natural consequences within safety constraints and guidelines

**Rules for behavior are kept simple and to a minimum. Our rules are as follows:**

1. Keep yourself safe.
2. Keep each other safe.
3. Keep our things safe.

If there is a serious behavioral issue with a child, a conference with the parents will be requested. Together the teacher, director and parents will put together a plan to correct the behavior. If needed, the school Principal/CAO, vice Principal/CAO and/or school counselor will also be consulted.

Monument Academy Preschool reserves the right to dismiss any child for the inability of the child or parents to adjust to the school program or if the behavior of the child or parent is unsuitable or interferes with the safety and/or welfare of other children and/or staff members.

### HEALTH/MEDICAL INFORMATION

Monument Academy Preschool follows the health and medical policy as stated in the student handbook regarding accidents, illnesses and immunization requirements. Please refer to the health and medical information section of the student handbook for further information. Parents will be notified in writing of accidents or injuries that occur at school. The staff member observing the accident will complete a report explaining how the accident or injury occurred and what action was taken, including any first aid that was administered. A copy of the incident report will be given to the parent and a copy will be placed on file at the school.

Any medicine needed by children will be stored in the nurse's office and handled in compliance with Section 12-38-132, C.R.S. of the Nurse Protection Act.

## INCIDENT ACTION PLAN

Monument Academy preschool will follow the school's incident action plan. Incident plans are accessible in each classroom. Fire Drill Procedures and Tornado Drill Procedures are clearly posted in the classrooms near the door. Fire, tornado and other incident drills are routinely practiced in accordance with the requirements of the CDHS.

## FIELD TRIPS/EXCURSIONS

There may be occasions when preschool classes will take walking excursions to areas on or immediately surrounding the MA campus. The preschool does not take off-campus field trips requiring transportation and/or parent/guardian permission slips at this time. Preschool staff will maintain established child to adult ratios during all excursions, as well as following child location/lost child procedures in the event a child becomes separated from the group.

## TELEVISION, COMPUTER & VIDEO POLICY

Monument Academy Preschool may on occasion use age-appropriate educational videos and computers during rest times, or to supplement curriculum activities. Preschool staff will maintain established child to adult ratios during video viewing activities.

## VEHICLE PROCEDURES

Monument Academy Preschool does not provide transportation to students, nor are staff able to buckle children into vehicle safety restraint systems. Parents/guardians are responsible for following Colorado law in regards to child seat safety restraint requirements, as well as properly seating and supervising children in private vehicles, and in following proper traffic/emergency procedures on the road.

## PERSONS AUTHORIZED TO PICK UP STUDENTS

Parents/guardians are required to fill out an "Authorization to Transport" form when registering their child. Parents/guardians are asked to confirm and/or amend this information at the beginning of the school year and throughout the school year if there are any changes. Preschool students will only be released to persons who have written authorization to pick up students. Parents are responsible for notifying preschool staff in writing regarding any changes to persons authorized to pick up their student.

## LATE ARRIVAL/LATE PICK UP

Parents who arrive late with their children should try to be as unobtrusive as possible when bringing their child into the classroom. If parents deliver children late to school on a day that the school has gone on an excursion, the parent may elect to take their child with them or leave their child with the front office staff, if necessary, until the class arrives back in the classroom.

If a child is not picked up by dismissal time, a preschool staff member will remain with the child. The parent and/or guardian will be called 10 minutes after dismissal and may be

subject to a late fee of \$10 after 10 minutes and a \$1 per minute fee until the child is picked up.

We understand that there may be extenuating circumstances. If you are caught in a storm, traffic accident, or event that may delay you from picking up your child on time, please call the school office at (719) 481-1950 and inform us of your circumstances.

Parents who arrive late for pick up will sign a separate sign-out sheet, which will be turned in to the finance office for billing. If preschool staff cannot contact a parent and/or guardian or the child's emergency contact within a reasonable amount of time (approximately 40 minutes after class dismissal), the preschool director will notify MA administration and appropriate steps, including calling the authorities, will be taken.

#### CHILDREN'S PERSONAL BELONGINGS/MONEY

All children enrolled in the preschool program will be assigned a cubby in which to store their personal belongings. Parents/guardians are asked to clearly label their child's belongings and keep their valuables at home, as cubbies are not secure. Monument Academy Preschool will not be responsible for lost or stolen items.

#### MEALS AND SNACKS

Parents/guardians are asked to provide a water bottle and snack for their child. We ask that snacks be healthy. Monument Academy will provide water to students throughout their time at school.

Children attending both morning and afternoon sessions and children attending school full-day bring their own lunches, including a beverage. Lunch containers should be as small as possible and be clearly marked with your child's name. We can neither heat nor refrigerate lunches, which are stored in the classroom or your child's cubby. Teachers will assist children with their lunches as needed but self-help containers are encouraged. "Lunchables" are very teacher intensive and for this reason we request that you do not send "Lunchables".

#### TOILET TRAINING AND TOILET ACCIDENTS

Toilet training is required as a condition of enrollment at Monument Academy Preschool. However, we understand that young children occasionally have accidents. Each child should have a change of clothes that is kept at the preschool, including: socks, underwear, pants and a shirt. If a child has more than three toileting accidents within a two-week period, preschool staff will begin discussions with parents/guardians regarding continuing current class enrollment, or postponing enrollment until child is properly toilet trained.

#### VISITOR'S POLICY

All volunteers and visitors, including family and friends, must sign in and out at the front office and wear a Monument Academy Visitor Badge during their stay. This is a security measure to keep our school, students, parents and staff safe.

## CONFERENCES

Parents/guardians are notified of classroom happenings via periodic class e-mail updates. Additionally, preschool staff may inform parents/guardians of their child's behavior, progress, social and physical needs via written or oral communication. Level I students will receive a written progress report once a year, and Level II students will receive a written progress report twice a year. Formal conferences are held once a year for all students, but parents/guardians may contact teaching staff for additional conferences at any point during the school year.

## FILING A COMPLAINT

You have the right to file a complaint on any child care center that your child has attended, either in writing or via telephone. A complaint may be reported to:

### **Colorado Department of Human Services (CDHS)**

**1575 Sherman Street, 2<sup>nd</sup> Floor**

**Denver, CO 80203-1714**

**303-866-4511**

## REPORTING CHILD ABUSE

All Monument Academy Preschool staff members are required by law to report all incidents of child abuse and/or neglect to the El Paso County Department of Human Services or local law enforcement agencies. Parents/guardians wishing to report suspected child abuse or neglect may also make a report to the El Paso County Department of Human Services or local law enforcement agencies. To report child abuse or neglect through the El Paso County Department of Human Services contact:

**719-444-5700 (Child Abuse Hotline)**

**[childabusereport@elpasoco.com](mailto:childabusereport@elpasoco.com)**

**El Paso County Department of Human Services**

**Citizens Service Center**

**1675 West Garden of the Gods**

**Colorado Springs, CO 80907**

## WITHDRAWALS

Parents/guardians who wish to withdraw their child from any portion of the preschool program are requested to notify the preschool director and MA registrar in writing at least two weeks prior to any changes being implemented. Withdrawal notices can be e-mailed to:

**[registrar@monumentacademy.net](mailto:registrar@monumentacademy.net)**

## **SECTION 5: PARENT RESPONSIBILITIES AND COMMUNICATION**

### **ACADEMIC HELP**

Parents may need to assist their children with homework assignments from time to time. It is important for parents to assist in drill assignments and oral reading at home. The responsibility for good academic behavior rests on the individual student and his/her parents. It is critically imperative that parents assist the school in promoting, developing, and maintaining that good academic behavior.

### **CHANGE OF INFORMATION**

Please use your IC Parent Portal to change any contact information including phone numbers, address, email, and emergency contacts.

### **CLASS LISTS**

Class lists will be announced prior to the first day of school. Monument Academy administrators work together with classroom teachers to ensure the appropriate educational balance of each classroom.

### **CONFLICT RESOLUTION**

Policy 1518B: Student/Family Conflict Resolution Policy is maintained by the Monument Academy Board of Directors and can be found on the school website under School Board > Board Policies.

### **WITHDRAWAL PROCEDURES**

Should a Monument Academy family choose to leave the school for any reason, please submit a Withdraw form to the Registrar. This form is available at the front desk. All outstanding obligations to Monument Academy are expected to be fulfilled prior to the student's last day of attendance.

### **EXPECTATIONS FOR COMMUNICATION**

Communication between parent and teacher is paramount to student success. Parents can communicate with their child's teacher via email or phone and expect a response within one or two business days. Teachers are available to meet with parents by appointment only. Parents are requested not to ask the teacher about their child's progress at impromptu moments during school, drop-off, or pick-up, while volunteering, or at other activities. Information regarding another student's progress is strictly confidential and will not be shared.

All communication between a Monument Academy parent and a Monument Academy teacher or staff member should be civil and respectful. If the school receives a communication (in person or electronically) that the administration deems inappropriate and/or threatening, the school reserves the right to request a redirected communication or to restrict communications accordingly (this may include limiting physical and/or electronic access to school staff).

Please be mindful of the volume of email that teachers receive on a daily basis, and be sensitive about monopolizing the teachers' time.

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 fails 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.

### GENERAL SCHOOL QUESTIONS

For general questions, please call the school office and the receptionist can direct you to the person who can best answer your question. Messages left at the main office number will be forwarded to the appropriate person and you may expect a response within one business day.

### PARENT/TEACHER CONFERENCES

Two official parent/teacher conference sessions are scheduled during the school year. The first is at the end of the first quarter and the second is during the third quarter. Specific dates are published on the school calendar. Parents will be notified when sign-ups are available for scheduling conferences.

### PARENTAL NOTIFICATION

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

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

### CUSTODY NOTIFICATION

By law, if parents are legally separated or divorced, each parent has legal rights to the custody of the child **UNLESS** a parent has a court order that indicates which parent has custody of the child. The school **MUST HAVE A COPY OF THE COURT ORDER ON FILE**. Otherwise, either parent may check the child out of school with proper identification. By law, only legal guardians may have access to student information. Any other family member or person acting on behalf of the legal guardian **must** provide a copy of the court documents, power of attorney, or other acceptable legal documentation stating that they are authorized to have access to the student's information and/or make educational decisions for the student. The school **MUST HAVE A COPY OF THE LEGAL DOCUMENTS ON FILE**.

### PARENT PORTAL AND CANVAS

Monument Academy parents are required to check the [Infinite Campus Parent Portal](#), Canvas, and the teachers' web pages (through the Monument Academy website) regularly for updates on grades, assignments, fees, and news. Middle school students are responsible for checking Canvas for assignments and grades.

## **POLICY SUGGESTIONS OR NEW PROGRAM IDEAS**

For suggested changes, additions, or policy-related complaints as well as ideas for new programs or policies please contact the Executive Director via email or by calling the front office to schedule an appointment.

The Monument Academy Board of Directors meets monthly with a few exceptions. Refer to the school website for the date of the upcoming meeting. The agenda for the next board meeting is posted 48 hours prior to the meeting on the front window of the school.

## **PERMANENT SCHOOL RECORDS**

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

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

Upon transferring to another school, Monument Academy will transfer records at Monument Academy's expense. All outstanding fees are expected to be fulfilled prior to withdrawal from Monument Academy.

## **VISITORS AND VOLUNTEER INFORMATION**

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

## **PARENT/FAMILY INVOLVEMENT**

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

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

- Consistent two-way communication between home and school
- Promotion and support of parents as responsible models to their children
- The role of parents playing an integral part in assisting student learning
- Involvement and support of parents as volunteers

Parent volunteers are a definite asset to the school. Monument Academy appreciates the consistency and commitment of parents who come to help at the school in any capacity. Monument Academy holds that parent involvement will raise academic achievement of the students. Monument Academy also operates on a more limited budget creating openings beyond the typical

volunteer needs of a school. In addition to the usual classroom volunteer needs, we have other volunteer positions.

## PARENT VOLUNTEER AGREEMENT

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

## VOLUNTEER GUIDELINES

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

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

All parents and volunteers must sign in at the office when entering and leaving the school. All parents may visit the school at any time; however, if possible, the teachers do appreciate prior notice. If the teacher has no volunteer tasks for that day, other school duties can be assigned. If, for any reason, a volunteer cannot fulfill a commitment, the school must be notified as far in advance as possible.

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

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

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

## VISITORS IN THE CLASSROOMS

The privilege to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers. A parent may only visit the classroom where their child is present. Parents must not use their cell phones while in the classroom. This includes voice calls or taking videos or pictures. ***All parents wanting to observe a classroom must sign and submit***

***the Classroom Visitation Policy form at the front office before they observe a classroom. A copy of this agreement is included as Appendix B.***

#### **TRACKING VOLUNTEER HOURS**

Volunteer hours are tracked by PTO for a number of reasons including funding, grants, and resource allocation. If you are volunteering on campus, your volunteer hours are automatically tracked when you sign in. If you are working at home or outside of school, please submit your name and number of volunteer hours monthly or as needed by sending email to [pto@monumentacademy.net](mailto:pto@monumentacademy.net). Questions about this policy can also be directed to PTO at the same email address.

#### **RECOMMENDED READING**

Every parent is encouraged to read the Monument Academy website as well as the books by E.D. Hirsch: *What your XX-Grader Needs to Know*. Those books as well as “*Making Character First*” by Tom Hill will help parents become familiar with the school philosophy and with what your child will be learning over the course of the year.

### **SECTION 6: FORMS**

The following are some of the forms parents and students are required to sign during the school year. Most forms can be found on the school website under Parent Info.

#### **[PARENT/STUDENT LETTER OF AGREEMENT](#)**

All parents should sign and return this form.

#### **[ELECTRONIC DEVICE USAGE AGREEMENT](#)**

Parents of middle school students and any student who carries a cell phone on campus must sign and return this form.

#### **[MIDDLE SCHOOL DANCE CONTRACT](#)**

Middle school students and their parents are required to return a signed dance contract before the first dance. Forms are distributed to students during class in the weeks prior to the first dance. Only one dance contract is needed for the year.

#### **[TECHNOLOGY USER AGREEMENT](#)**

Parents of middle school students and any student who carries a cell phone on campus must sign and return this form.

#### **[IPAD USER AGREEMENT](#)**

Parents of middle school students must sign and return this form.

#### **[STATE ASSESSMENT REFUSAL FORM](#)**

Parents/Guardians may choose to excuse their student(s) from participation in the state-mandated standardized tests by submitting the "Assessment Refusal" form available in the school's main office no less than 3 days before the day of testing.

## SECTION 7: APPENDIX

### APPENDIX A: Volunteer Confidentiality Notification and Agreement



# Monument Academy

1150 Village Ridge Point, Monument, CO 80132 719-481-1950

## Volunteer Services Agreement

Thank you for agreeing to volunteer your services at Monument Academy. Please affirm your acceptance of the terms of your agreement to volunteer, as stated below, with your signature.

1. I agree to volunteer: (Please check which applies)  
Supervised  (Supervised = assisting in the office or classroom)  
Unsupervised  (Unsupervised = working alone with student(s))
2. If "Unsupervised", I consent to MA performing a background check and understand that I may be ineligible for volunteering based on the results. If necessary, due to being unsupervised with students, I agree to be fingerprinted by a law enforcement agency *before* volunteering begins.
3. I agree that volunteering in this activity is an act of donating my labor, and possibly my own use of my personal vehicle, free of choice, and agree to perform assigned tasks in a responsible manner. I understand that volunteering for MA is not an exchange for any consideration, such as pay, academic credit, fringe benefits, the promise of future employment, or promoting my own personal/professional ventures.
4. I agree to assume the risks of personal property damage, injury, illness or death associated with participation in this activity and I agree to release MA, its employees, agents, representatives, and other volunteers from any or all liability that may arise in connection with this activity. I agree that the terms hereof shall serve as an assumption of risks and release for any heirs, estate, executor, administrator, assignees, and for all members of my family.
5. I understand I will not be covered by worker's compensation laws in connection with this volunteer activity.
6. I understand that, as a volunteer, I will not be an employee. MA and I both hold the right to end my volunteer relationship at any time, for any reason, with or without advanced notice.
7. I understand that the work I perform, and intellectual property I may create in the course of my MA activities belongs to MA and I have no rights of ownership.
8. I agree to abide by all applicable MA policies and not disclose any confidential information concerning students, their guardians, employees, unpublished documents or other confidential information of which I may learn in the course of my volunteer service.

---

Volunteer (Print) Name

---

Phone Number

---

Volunteer Signature

---

Date



# Monument Academy

## **CLASSROOM VISITATION POLICY** **Observation of Instructional Program by Parents** (Replaces Open Door, Open Chair Policy)

**Who May Visit:** The privilege to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers. A parent may only visit the classroom where their child is present.

**Scheduling:** Visits shall be requested by filling out the form below. Approvals will be for a time and date convenient to both the parent and the teacher. The parent observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance. (See the form below.)

**Frequency and Duration:** For security reasons and to minimize interruptions and distractions during valuable classroom time, parent classroom observations are limited to two visits per month per related student with a maximum duration of fifteen (15) minutes per visit. If there is a need for more parental observation, additional visits may be scheduled through the Principal/Dean.

**Parental Conduct During Classroom Visitation:** A parent may enter and exit the classroom only once during each visit. A parent shall remain in the back of the classroom and may not interact with students or the teacher unless the interaction is initiated by the classroom teacher. Unnecessary noise and/or movement must be kept to a minimum.

The classroom teacher may direct a parent to leave the room if the parent's presence or conduct unduly interferes with the instructional program, and the parent must leave the classroom if directed to do so. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal/Dean.

A parents may not use personal cell phones or other electronic devices for videotaping or taking pictures in the classroom of the teachers, staff, students, or any materials unless it is an approved classroom activity or event.

A parent may not bring other siblings into the classroom during their visit.

**Violation of Classroom Visitation Rules:** A violation of the classroom visitation rules may be resolved by the classroom teacher through counseling the offending parent privately. If this form of correction is not effective, the Principal/Dean may, as necessary, temporarily preclude a parent from visiting his/her child's classroom during regular school hours.

If a parent has been precluded by the Principal/Dean from visiting his/her child's classroom, the parent may appeal the decision to the Executive Director who will investigate and consider the matter in a timely fashion.

**Classroom Visitation Exceptions:** It is recognized that during the school year special events are scheduled which may result in many parents wanting to visit the classroom. The exceptions are but not limited to: Core Knowledge Days, Class Parties, Grandparents Day, etc. On these days, a parent does not need to schedule a visitation.

- I am requesting a classroom visit:

My Student's Name: \_\_\_\_\_

Classroom Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of Visit: \_\_\_\_\_

\_\_\_\_\_

- I have read and understand the CLASSROOM VISITATION POLICY.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Monument Academy

## PARENT/STUDENT LETTER OF AGREEMENT

The student handbook is available online for you to read and review. Monument Academy is a school community made up of students, parents and staff, therefore, we ask all community members to declare that they have read and are willing to abide by the policies and procedures.

By signing below, parents, students and staff acknowledge that they have reviewed, understood and are committed to abide by the policies and procedures as outlined in the Monument Academy Parent/Student Handbook.

Disclaimers written by the parent on this form or failure to sign and return this form does not release the student or parent from the responsibility of abiding by the policies and procedures contained in the handbook. Any question about the content of the Parent/Student Handbook should be directed to the Executive Director, Principal/CAO or Vice Principal/CAO.

**Student(s)** *Each child enrolled should sign their name.*

-----

Student Signature \_\_\_\_\_ Grade \_\_\_\_ Date \_\_\_\_\_

**Parent(s)** *At least one signature is required.*

-----

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name (please print)** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_