

2021-2022

Student/Parent Handbook

Monument Academy

Grades 6th through 10th
A Public School of Choice

4303 Pinehurst Circle, Colorado Springs, CO 80908

719- 431-8001

www.monumentacademy.net



Monument Academy

Welcome!

Dear Students and Parents:

Thank you for choosing Monument Academy! It is an honor to serve you. Our families make this an amazing institution and together we can ensure our mission is accomplished each day.

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

Enclosed are the guidelines that will help us all cooperatively keep our school excellent. Please read the entire handbook and feel free to contact the Administration team with any questions or concerns. This handbook has been approved through all legal and ethical channels and we assure you that its contents are viable.

May your experiences here be rewarding and life-changing.

*Striving for Excellence in Education,
Julie Seymour*

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 sign the 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.*
- *Annual updates in Infinite Campus can substitute for the paper form.*

This handbook is not intended to be all-inclusive with regard to disciplinary or policy variations. It should be noted that because specific offenses and/or incidents have not been addressed in this book, school officials have the right and duty to take the necessary actions to resolve problems/issues.

GOVERNANCE

Monument Academy (MA) was granted its charter from Lewis-Palmer School District #38 (D38) in 1995 and opened its doors in 1996. MA is governed by an independent Board of Directors. Members of the Board are elected by the adult community of Monument Academy and serve a specified term. There are also non-voting members to include the Principal/COO 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 STUDENTS, 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. Please contact MA Administration with any questions or concerns.

FERPA NOTIFICATION

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

The Family Educational Rights and Privacy Act (FERPA) affords 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/COO 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 an amendment of the student’s education record if the parent or eligible student believes there is inaccurate or misleading information.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school Principal/COO, 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 their 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/COO of Monument Academy, 4303 Pinehurst Circle, Colorado Springs, CO 80908. 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.

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MISSION and VISION:

Monument Academy Mission

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

Monument Academy Vision

Monument Academy exists to educate all students in the journey of becoming well-rounded, flourishing individuals. Passion and engagement permeate our school community and instill a joy for life and learning. We value security, character, connections, growth and excellence.

Security:

- We are vigilant about keeping our school community physically safe.
- We create a compassionate and supportive environment to protect emotional well-being.

Character:

- We model integrity, respect and joy.
- We own the choices we make and the results that follow.

Connections:

- We build relationships so that all are valued and have a sense of belonging.
- We relate knowledge and skills to everyday life.
- We contribute to our local, national and global communities.

Growth:

- We learn from the past, value the present and equip for the future.
- We embrace mistakes and cultivate a risk-taking environment.
- We foster creativity, learning and academic progress.

Excellence:

- We strive to do and be our best.
- We pursue wisdom, goodness, beauty and truth.

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 for the current school year calendar.

CONTACT INFORMATION

Attendance Email: attendance-east@monumentacademy.net
Main Office: 719- 431-8001
Fax: 719- 431-8008

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 students. 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 by the teacher, administrator, or office staff.

SCHOOL HOURS

Monday – Thursday	7:50 a.m. – 3:30 p.m.
Friday	7:50 a.m. – 12:30 p.m.

BELL SCHEDULE

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

CARLINE HOURS

Morning carpool drop-off:	7:30 a.m. – 7:45 a.m.
Afternoon carpool pick-up:	3:30 p.m. – 3:50 p.m.

DELAYED START SCHOOL HOURS

Monday through Thursday:	9:50 a.m. to 3:30 p.m.
Friday:	CLOSED

ATTENDANCE POLICY

We believe consistent attendance is paramount to a student's successful learning experience at MA. Whenever a student misses a class, they also miss 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 MA 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-east@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 the court or law enforcement authorities.

MA may require suitable proof regarding the above exceptions, including written statements from applicable sources. Perfect attendance awards are based on full-day attendance only, with no more than three excused tardies or early dismissal periods and no more than one unexcused tardy.

REPORTING AN ABSENCE

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

- calling the attendance line at 719- 431-8001,
- via email at attendance-east@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 of 4 or more days must be cleared through the Principal prior to the absence.

EARLY DISMISSAL

We encourage parents to make medical and other appointments outside of school hours; however, we do realize that this is not always possible.

If your student is to be dismissed for any reason during school hours, a written note is requested. There is also a selection on the Attendance App. The student is to come to the school office at the designated time and sign themselves out.

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

PREARRANGED ABSENCE

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

Please be advised, when students are not in class, they miss valuable instruction time which cannot be made up, often affecting homework completion. Generally, grades are impacted by extended absences. An extended absence which has not been pre-approved by the Principal may be considered an unexcused absence for which no make-up work will be allowed.

NUMBER OF ABSENCES

When a student has more than eight (8) absences from any class during a semester, **excused or unexcused**, the student's parents/guardians will receive a letter and a copy of the letter becomes a permanent part of the student's file. Extended illnesses may be mitigating circumstances and will be taken into consideration; however, after eight (8) absences, a doctor's note will be required if a student continues to miss class. The school will develop a plan in conjunction with the family to address chronic absenteeism.

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 four in a month or ten during the school year, as directed by CO state law (*C.R.S. 22-33-104*). Schoolwork missed due to an unexcused absence will not receive credit.

TRUANCY

A student will be considered truant if he/she is absent without excuse or the student leaves the school or classroom 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 class in any one month, or ten unexcused absences during any school year. *Absences due to suspension or expulsion will 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 parents are aware of the absence, school personnel will make a reasonable effort to notify the parents by telephone.

When a student is declared habitually truant, the school will require a meeting with the student's parents/guardians to review and evaluate the reasons for the student's absences.

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 MA and transfer to a D38 school must submit a Choice Enrollment Application during the Open Enrollment period (early January-late February), or submit a Choice

Enrollment Appeal if after the Open Enrollment period. Once MA receives notification that a student has submitted an application/appeal to leave MA such application/appeal will be considered a notice of withdrawal for the upcoming year. Should MA have a waitlist, the student in concern may lose their seat. MA recommends that prior to the submission of an application/appeal to transfer, parents follow the conflict resolution policy as outlined on the MA website under *School Board, Board Policies*.

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, classroom teachers and the Principal will directly address tardies with individual students. Excessive tardiness indicates willful disobedience and a student will be asked to problem-solve the situation.

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. Habitual tardiness will result in problem-solving sessions with the teacher, principal, student and parent.

"ORANGE FLAG" MORNINGS

A neon flag will be posted during mornings with poor weather conditions. When this flag is displayed, parents and carpool drivers are not expected to sign in/report their students if they are less than 15 minutes late to their classroom.

CARLINE AND PARKING INFORMATION

GENERAL GUIDELINES

- **Cell phones** must **not** be used during carline.
- Speed limit is 10 M.P.H.
- 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).
- Please refrain from conferencing with MA staff during carline.
- **NO CURBSIDE PARKING DURING CARLINE DROP OFF OR PICK UP:**
7:15 a.m. – 7:55 a.m. **AND** 3:20 p.m. – 3:50 p.m.

DROP OFF GUIDELINES

Drop Off Times

7:30 a.m. Students are allowed to enter the building to proceed to classrooms.

CARLINE DROP OFF

- DO NOT drop off prior to 7:30 a.m. There is no supervision prior to 7:30 a.m. Students are allowed to enter the building at 7:30 and proceed directly to their first period class.
- Drop off Carline details to be distributed prior to the first day of school.

PICK UP GUIDELINES

Pickup times

3:30 p.m. – 3:45 p.m.

Monday – Thursday

12:30p.m. – 12:45p.m. Friday

- Pick up no later than 3:50/12:50 p.m.
- There is no supervision for students after 3:50 p.m. Mon-Thurs/12:50 p.m. on Fridays

EARLY STUDENT PICK-UP

Early pick-up of students must be completed **prior to 3:15 p.m.** Parents must sign out their student in the MA office either in person or by phone call or email. The student will be called to come to the office for dismissal. For the safety and security of all students, students must physically sign out at the Front Office. All parents will be directed to the carpool line to pick up their student after 3:15 p.m.

LATE STUDENT PICK-UP

Carpool is from 3:30 p.m. – 3:50 p.m. and all parents are expected to pick up their students during this time. There is no supervision for students after 3:50 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 PASS

Parents may choose to allow their student(s) to walk off campus to their home. Parents of middle school students are required to return to the school office a signed permission form. Students will receive a brightly colored “walker pass” to be kept in their backpack at all times. No middle school student is permitted to leave campus without a parent/guardian unless they have a walker pass. This pass is only for use during carpool.

CARLINE PICK-UP

- **No** electronic devices may be used by parents and/or students during carline pick-up.
- Place a sign showing last name and grade on your dashboard until your student has been loaded. Display the caline tag with your number on your rearview mirror.
- Please do not motion or call your student to come to your car.
- All students are instructed to stay on the curb and to watch for their car. Staff will direct the students to their car or escort the student to the car when necessary.

DONATIONS, SCHOOL FEES AND TUITION

FEES

INSTRUCTIONAL FEES

MA 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. Payments will be taken at the front desk, by mail, MA website or 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.

MA Mandatory Student Fees*

6th – 10th Grades

\$285 (includes technology fee)

** 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 regularly 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, overnight trips, etc., until the student's fees are paid in full or installment payment arrangements are made with the business office.

ATHLETIC FEES

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

EXTRACURRICULAR/ELECTIVE COURSE FEES

Some extracurricular 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 fees are paid in full or installment payment arrangements are made 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.

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 MA, the school will refer the debt to an outside collection agency, as allowed by statute, until such fees are paid.

DONATIONS

MA DONATION PROGRAM

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

The suggested donation, per student, is:

Grade	EPD per student
6 th through 10 th	\$200.00

Donations are tax deductible. A fee statement, showing donations, is available for printing through your parent portal. This statement can be submitted for tax purposes. Any donation amount is appreciated.

HEALTH OFFICE

MA employs two part-time school nurses and a Health Aide will be full time at each campus. The health office is open during school hours.

Contact phone: 719/431-8001, ext. 1014

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. This should be done during the online registration Annual Update. This helps us stay up-to-date on changes in the student's health so health flags can be added/removed in Infinite Campus and teachers and staff can be made aware of any changes.

Please inform both the teacher and the school nurse if your student has a specific health need that requires attention or follow-up.

Students must have a pass from a teacher to visit the health room. If the student does not check-in with the nurse, health clerk, or Main Office, it will count as an unexcused absence. If after 20

minutes the student has not recovered, Parents/Guardians will be called and asked to pick-up the student.

COVID

Below you will find some of the latest information from the Center for Disease Control, the Colorado Department of Public Health & Environment and additional resources regarding Coronavirus (COVID-19). According to the CDC, the best way to prevent illness is to avoid exposure to this virus. However, the following preventative measures are recommended to help prevent the spread of respiratory diseases:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

MA staff and student safety remains our priority.

1. Stay home if you are sick
2. We have requested that all teachers please communicate and show understanding towards students who are absent due to illness. We will be tracking absences closely.
3. Keep an eye out for those experiencing symptoms: fever, coughing, shortness of breath, flu-like symptoms. Encourage those with symptoms (students or staff) to stay home.
4. If you or your child gets sick, it is **imperative** that you stay home until you/they have been **fever free for 24 hours without assistance of a fever reducing medication.**

MEDICATIONS & HEALTH ROOM (LOCATED IN THE MAIN OFFICE)

PRESCRIPTION MEDICATIONS

The prescribing physician and parent must complete a medication permission form and be checked in at the health office. This form signed by the physician must be signed by the physician and kept on file.

<https://www.monumentacademy.net/wp-content/uploads/2012/08/Medication-Permission-Form-1.pdf>

Prescription medications must be brought to the health office by an adult in the original container as dispensed by the pharmacy. The bottle must include a label showing the student name, prescribing practitioner's name, the name of the medication, time to be administered, dosage and prescription date. Medication left at school after the last day of regular instruction will be disposed of per Colorado state guidelines.

The school nurse or one of the trained secretarial staff will distribute the medicine as needed.

OVER THE COUNTER MEDICATIONS

Over-the-counter medications may be administered in the school setting with signed medication form

<https://www.monumentacademy.net/wp-content/uploads/2012/08/Medication-Permission-Form-1.pdf>

Administration of medications will be according to medication manufacturer guidelines and established protocols listed in *Pediatric Protocols* by Bart Schmitt, M.D.

You will need to provide OTC medications which you are giving permission for. All medications must be brought to the health office by an adult. Written physician authorization will be required for any OTC medication or for any homeopathic or herbal preparations.

COMMUNICABLE DISEASE

MA follows the Colorado Department of Public Health and Environment Guidelines, "Infectious Disease in Child Care and School Settings". If your student 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. Please review the following guidelines to know when you should keep your student at home:

Diarrhea: Keep our student 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 STUDENT HOME FOR A TEMPERATURE OF 100 DEGREES OR GREATER. THE STUDENT 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 student may return to school, if they are fever free, 24 hours after antibiotic treatment has started.

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

Vomiting: Your student 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 student 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 student is free to return to school if they are feeling able to engage in the learning environment.

*After a prolonged illness or surgery a doctor's statement authorizing the student's return to school may be requested and required before the student can return to school.

INJURY +/-or EXTREME ILLNESS

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

The procedure below will be followed should your student 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 student will be taken to the designated or nearest medical facility. Parents will be responsible for any medical costs involved.
4. Student(s) 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 student 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 MA should you object to medical aid for your student.

IMMUNIZATIONS

State law requires all students be immunized before being allowed to attend public school. Written proof is required and kept in your student's school health record. Verification forms may be obtained at physician's offices, local health departments, or local schools. State law states students must be compliant within two weeks of the start of school. Students who have not had 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.

VISION AND HEARING SCREENING

A qualified individual will test students' hearing and vision 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

MA has a review and testing process for asbestos in its building. Based on our findings to date, MA 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 MA parents by contacting the school's Director of Facilities.

CHILD ABUSE

Notice to all parents/guardians of MA students: MA 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 MA and require a student who is the subject of a child abuse/neglect report to be interviewed during school hours. DHS and MA have no obligation to notify the parents/guardians of the student, or to seek permission from the parents/guardians to conduct the interview.

Any MA employee who has reasonable cause to know or suspect that a student 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. The report should be in writing. 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 MA have taken significant steps to ensure the safety and well-being of all students while at school. MA has created a *School Crisis and Emergency Plan* in accordance with D38. This plan takes into account a variety of situations that could potentially arise in our school or 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 MA 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, especially if it compromises the safety of the students 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

MA 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. 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 school, 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 MA 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 our students and staff, 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 bell schedule is posted on the school website. Your student's specific school day schedule is available online through the Infinite Campus parent portal. .

LUNCH

All students are responsible for bringing lunch to school or purchasing a hot lunch Monday through Thursday. Please pack healthy lunches for your student so their bodies will be well-equipped for learning. Lunch periods are 25 minutes long.

<i>Lunch A (Sixth Grade)</i>	<i>10:43 -11:08</i>
<i>Lunch B (7th and 8th)</i>	<i>11:40-12:05</i>
<i>Lunch C (8th,9th,10th)</i>	<i>12:37-1:05</i>

<i>Delayed Start Lunch Schedule:</i>	<i>Non-Block Days Monday-Thursday</i>
	<i>12:05 p.m.-12:30 p.m. (Lunch A & B)</i>
	<i>12:50 p.m.-1:15 p.m. (Lunch C)</i>

<i>Block Days Wednesday-Thursday</i>	
<i>Lunch 1 (4 Peaks):</i>	<i>12:12-12:42</i>
<i>Lunch 2 (4 Peaks):</i>	<i>12:46-1:03</i>

HOT LUNCH PROGRAM

Lewis Palmer School District provides the hot lunch program offered at MA Orders are placed in the morning, Monday – Thursday. Lunch menus, pricing and payment information can be found on the school website.

Milk is included with every hot lunch and can also 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

- 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 MA staff. Any student with a balance under \$5, including any negative balances, will receive reminder phone calls on Wednesdays and Sundays.

FREE/REDUCED LUNCH PROGRAM

Students may qualify for free or reduced rate lunches. See the school or D38 website for information and an application for the program. This application does need to be submitted yearly.

SNACKS

Students are given the opportunity to eat a snack during the third or seventh period, depending on lunch time. Please pack a separate, healthy snack for your student each day. Students may drink water from water bottles during the school day.

OUTDOOR BREAKS at lunchtime

All students benefit from outdoor breaks at lunchtime. The following guidelines are used to maintain order.

Outdoor breaks 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 outdoor break conditions will come from the school office to teachers either during the morning announcements, after the Pledge of Allegiance, or via the intercom later in the morning.

Outdoor Break Rules

- Obey directions given by all supervisors.
- Stay within boundaries and away from off-limit areas.
- 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. MA 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 student'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

MA may close unexpectedly or be canceled due to severe weather, power failure, heating/cooling problems and/or other reasons. School closings due to weather will follow D38 closures as a minimum. However, since MA families travel from many directions and distances, there may be occasions when MA administration will make a different call than D38. If this happens, refer to local reporting stations. Local news stations, the school website, or the *Monument Academy App* will advertise closures and delays.

There are a total of 8 days built in the school year to accommodate closures. If there are more than four closures in the first semester, students will complete daily assignments online for the additional snow days in the first semester. This planning provides for at least four closures in the second semester before needing to require additional online days due to closure.

If school is open and you feel it is too hazardous to send your student to school, keep your student 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 may be a possibility of a delayed start in the event of inclement weather. MA may call a delayed start even if D38 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 time lag between when the school reports a delay and when news stations receive the information.

If D38 calls for a delayed start on a normal half day Friday, MA will be closed and an announcement will be made.

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 after-school events will remain as scheduled, weather permitting. When school is cancelled Monday through Thursday, all after-school activities are cancelled, except athletic events not cancelled by the MA Athletic Director.

SECTION 2: ACADEMIC PROGRAM

We embrace a classical education philosophy and teach a body of organized knowledge using *The Core Knowledge Sequence* in order to develop knowledgeable and virtuous human beings who possess the abilities needed to flourish throughout their lives.

The *Classical Approach* begins in elementary grades. Students acquire knowledge through a wide familiarity of literature, history, science, math, music, arts, people and places. In middle grades, the *Classical Approach* continues as students develop and utilize critical thinking skills with the knowledge they attain and increasingly develop skills to effectively communicate their thinking to others.

The *Core Knowledge Sequence* is a body of organized knowledge that defines the content students should know in each grade, K-8, in Language Arts, History & Geography, Math, Science, Visual Arts, Music. The idea behind *Core Knowledge* is simple and powerful: knowledge builds on knowledge. The more you know, the more you can learn. This insight, well established by cognitive science, has profound implications for teaching and learning. Nearly all of our most important goals for education—greater reading comprehension, the ability to think critically and solve problems and even higher test scores—are a function of the depth and breadth of our knowledge.

Character Education is an integral part of *The Classical Approach* and MA includes character development as a vital part of our curriculum. Through lessons, personal examples, experiences, mentors, examples in literature and discipline opportunities during the day, students learn Respect, Responsibility, Perseverance, Compassion, Forgiveness, Humility, Self-control, Patience, Integrity, Honesty, Gratitude & Courage.

CURRICULUM/ACADEMIC POLICIES

PHONICS

MA uses the *Core Knowledge* phonics program which is tied directly to the *Core Knowledge* reading program and our students have excelled dramatically.

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 the students but rather the way they are being taught. For more than 25 years, Saxon Publishers' research-based programs have produced dramatic, sustained results. More and more educators are turning to Saxon programs because they work. This is one of the reasons MA chose 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 learn. The instruction, practice and assessment of those increments are systematically distributed across a grade level. This “spiral” approach ensures 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

Philosophy of Penmanship

Historically, our nation’s children were taught cursive first in school. 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 together, cursive writing reinforces the blending of sounds within words.

Until the late 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 the progressive education reforms of the 1940’s. This 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 children develop good writing habits from the very beginning. This does not mean that habits acquired from manuscript printing 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 up this form of writing on their own and easily transfer the needed skills to read more quickly rather than combining the skills of writing and reading. These involve different motor and processing skills and we believe they are better kept separate.

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

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

EIGHT KEYS OF EXCELLENCE

He who merely knows right principles is not equal to him who loves them. —Confucius

Principles are the rules that guide human behavior. Concepts like fairness, integrity and truth are generally accepted and shared by all people. They are not tied to time or culture or history—they are objective, not subjective.

Principles define the culture of any group—family, school, club, company. They lay the groundwork for personal excellence and align groups on agreed behavior. People who are aware of their shared principles and uphold them know what to expect from one another. They experience a higher level of trust, more teamwork and ultimately, greater success.

If you have ever belonged to a group that shared your principles, you may have noticed the feeling of teamwork, the spirit of the group and the way all members pulled together to achieve a common goal. Shared principles create this type of environment. Working together, people are more fulfilled, willing to learn and do and enthusiastic about things to come. In such a culture, excellence thrives and success is a natural outcome.

With this in mind, Quantum Learning Network developed the 8 Keys of Excellence many years ago by studying people who had achieved great success while maintaining personal excellence. The traits and principles they shared were identified and those that came up most often became the 8 Keys. They include generally accepted concepts like integrity, commitment and responsibility.

As principles, the 8 Keys of Excellence do more than create a more positive environment—they change lives. Becoming aware of these eight principles and committing to them is both exciting and challenging, pushing us to strive for excellence and positively impacting the world we live in. For as we learn to model our beliefs, other people in our lives are influenced by our behavior and often follow the examples we set. Like falling dominoes, the process continues, each person affecting the next.

Let's look for a moment at the meaning of excellence and its impact on our lives and on our world. Excellence is defined as the quality of excelling, greatness, value, worth—and when we excel we do extremely well, we shine, we stand out. Aristotle gives us a little more insight in our understanding of this powerful word ...

Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit. —Aristotle

In light of Aristotle's thoughts, we can consider the principles of the 8 Keys of Excellence as our guide to "act rightly"—if we make each of the 8 Keys a habit, make them part of who we are, they will lead us to excellence. If we "live" the 8 Keys of Excellence—in our homes, in our schools, in our

organizations—we will truly excel! [Excerpt from The 8 Keys of Excellence: Principles to Live By, by Bobbi DePorter]

Key 1: Integrity

Key 2: Failure Leads to Success

Key 3: Speak with Good Purpose

Key 4: This is It!

Key 5: Commitment

Key 6: Ownership

Key 7: Flexibility

Key 8: Balance

ELECTIVES CLASSES

Every student at MA benefits from an enriched education. Students meet these requirements every day due to additional class options like drama, art, band, strings, choir and technology.

EIGHTH PERIOD PROGRAM

MA 8th Period Study Hall/Clubs/Extra Help

1. MA's 8th Period (3:00 – 3:30PM) is designed to provide all students in-school academic enrichment opportunities in ways that support and reinforce the mission of the school.
2. MA's 8th Period class offerings occur during the official school day (7:50AM – 3:30PM) and are not considered extracurricular activities.
3. It is officially recommended that all students attend an 8th Period class each school day.
4. Students in good academic standing are eligible to depart the school after 7th period (at 2:50PM). Those who opt out of 8th period offerings may not:
 - Remain in the hallways during 8th period;
 - Linger on the school grounds during 8th period;
 - Linger in the neighborhood of the school during 8th period;
 - Leave the school grounds and return to be picked up later in the day;
 - Leave the school grounds and return to the school that same day for any reason;
5. All 8th Period classes offered at MA middle school/high school must fall into one of two categories:
 - a. Extra-help sessions wherein MA instructors are present to assist students in a specific subject matter. This may also include a study hall or scenarios which allow students to do school work either directly or independently under instructor supervision.
 - b. Club sessions at which specific student activities are conducted under the leadership and supervision of an MA instructor. Club sessions must be directly related to the curriculum taught at Monument Academy.
6. All Clubs must be approved by the MA administration prior to organizing and convening. Students or faculty interested in starting a new Club must complete a Club Proposal Form and provide any supporting information to the Principal. The Principal may consult the

Monument Academy's Board of Directors to ensure all 8th Period and Club activities are feasible considering the school's resources to support additional 8th Period classes and that new proposals are directly related to Monument Academy curriculum.

MIDDLE AND HIGH SCHOOL PEAK SYSTEM

Monument Academy Middle School and High School incorporate a Peak System to support the academic, social, and emotional needs of the middle and high school learner. This system provides an opportunity to meet the adolescent's needs of autonomy, competence, relationship, and fun so they can thrive during their middle school and high school years.

Mission

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

Unique Outcomes for Monument Academy Middle and High School

1. Strong school-family spirit spanning sixth through eighth grade and freshman through senior class divisions.
2. Robust opportunities for all MA upperclassmen to be trained as leaders through hands-on service gaining meaningful valuable leadership experience.
3. Robust leadership opportunities for MA underclassmen.
4. Strong interpersonal relationship skills for each MA student.
5. Focused support internalizing MA character development.

Organization

MA middle school students are divided into six separate cross-graded groups called Mountain Peaks. These Mountain Peaks are an integral element of the Monument Academy Middle School program. Student leaders are selected through application and represent the Mountain Peak through the Student Council.

Mountain Groups: Mt. Lincoln, Mt. Powell, Mt. Elbert, Mt. Herman, Mt. Evans, Mt. Jackson

Each middle school Mountain Peak contains approximately 70 students and is overseen by three Peak Advisors. These Peaks remain together throughout the student's middle school experience. Mountain activities and support occur primarily during Block days every other week during lunch and Success time.

MA high school students are divided into 4 separate cross-graded groups called Collegiate Peaks. Leadership opportunities increase as Peak Captains mentor Middle School Mountain Peak Captains. Student Collegiate leaders are selected through application and represent the Collegiate Peak through the Student Council.

Collegiate Groups: Mount Harvard, Mount Princeton, Mount Columbia, Mount Yale

Each high school Collegiate Peak is overseen by high school teacher advisors. The Collegiate Peak remains together for the duration of their high school years. Collegiate activities occur primarily during Block days every other week during lunch and success time.

Peak Assignments:

Students are placed into each Mountain and Collegiate Peak by the MA administration with the assistance of the Student Council Directors. Placements are made with an intention to balance talents, skills, and personalities in a way that best strengthens the positive characteristics, qualities, and interpersonal strength of each individual and group. Attention will be paid to such individual strengths as aptitude, confidence, athletic abilities, demonstrated leadership, and any other appropriate qualities of distinction.

Peak Activities

In alignment with the mission statement for the Peak System, each Peak will develop its own traditions, customs, symbols and crests. They will also participate in various team building activities and group outings as well as adopting a service project to accomplish as a Mountain or Collegiate Peak.

Each year the Mountains and Collegiates compete in various competitions. The goal is to promote healthy competition that boosts spirit and encourages student participation and interaction.

Additional school-wide events will be organized by Mountain and Collegiate Peak Captains as part of the Student Council. This includes such events as social activities, (cookouts, dances, and proms), competitions, guest lectures and assemblies, spirit rallies, and service projects.

~ Peak System Terminology ~

Mountain Peaks - Groups of approximately 70 students, sixth through eighth grade

Collegiate Peaks - Groups of approximately 100 students (eventually), freshman through seniors

Peak Captains - Students in each Mountain or Collegiate Peak chosen through application by Peak Advisors to lead, convene, and organize the Peak, representing it at all School-wide student-governance meetings, (Student Council).

Peak Advisors - Faculty members chosen to oversee the effective development of a Peak group and oversee and direct the day-to-day operations of the Peak System

School Captains - Two Collegiate leaders who have been chosen by the school to help lead all the Peaks, serving as presidents of the high school Student Council.

HOMEWORK, GRADING AND REPORT CARDS

HOMEWORK POLICY

MA's homework expectation is designed to give students independent practice in concepts previously taught in the classroom. 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 and college program. Homework may be assigned on Fridays and over the weekend.

When a student has an excused absence, the student will be given 2 days for each 1 day of absence to submit the required work. Failure to meet these established timelines will result in the late homework policy being initiated. Having access to online will help the student complete work in a timely fashion without feeling overwhelmed.

LATE ASSIGNMENTS

Teachers at MA have the discretion to adopt and enforce late policies 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 REPORT

Teachers will contact a parent or guardian if a student has a D or F in any class. Parents should access Canvas and Infinite Campus sites throughout the year to view their student's grades and report cards. For more information on Infinite Campus and Canvas visit our website at www.monumentacademy.net

REPORT CARDS

MA provides report cards on a quarterly basis for all middle school students and a semester basis for all high school students through Infinite Campus. Parents should access the student's Canvas

website throughout the year to view student's grades. For more information on Infinite Campus and Canvas, visit our website at www.monumentacademy.net

There are four separate grading periods for middle school students and semester grading periods for high school students. Parent/Teacher conferences will be held in the Fall and Spring.

CHEATING/ACADEMIC DISHONESTY

Cheating on tests or assessments, copying work from others, forging signatures, lying, or other acts of deception are not acceptable at MA. Teachers and the Principal will conference with students and parents; consequences may include a "0" on the work, restitution and/or suspension.

PROMOTION

MA's Retention Policy may be found on the website at

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

Academic success is a priority and we have built-in support for students when they struggle academically. Eighth grade students who have failed one or more classes throughout the 8th grade academic year, despite extended support and counseling/academic contracts, may be excluded from graduation activities and ceremonies at the discretion of the Principal.

Credit recovery opportunities will be made available for high school students who have failed any semester course.

FIELD TRIPS

Field Trips are an important component of the MA curriculum. Curriculum-related field trips are considered a required, not optional, activity for students. While being enjoyable as well as a tremendous learning experience for students, field trips take a lot of time to organize. Parent cooperation is expected and appreciated by returning permission forms and payment on the specified deadlines. Classroom teachers will notify parents in advance of any costs associated with the field trip. All students must have approval from their parents to participate on field trips. Classroom field trip fees will be waived for students who qualify for free or reduced lunch. Scholarships may be available for overnight school-sponsored trips.

Students are required to use school-provided buses as transportation for field trips, both to the destination and return to campus. Should a parent wish to provide transportation for their own student, they must request an early dismissal for the student after morning roll call and sign the student back into the building 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/extracurricular activities at the Principal's discretion.

NON-PARTICIPATION

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

CHAPERONES

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

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

DRESS CODE ON FIELD TRIPS

School uniforms will be the required dress for field trips 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 MA from issuing refunds. There will be no refund given if a student has been suspended from school during a scheduled field trip.

BACK-TO-SCHOOL NIGHT

MA hosts a “Back-To-School” night for parents at the beginning of each school year. This event is an opportune time for parents to discuss with teachers specific information about the curriculum, classroom requirements and other important information, as well as ask questions. It is very important for parents to attend Back-to-School night for each of their students.

ASSESSMENTS/TESTING

NWEA

MA schedules Northwest Evaluation Association (NWEA) testing a minimum of two times per year for all students in grades 2-8. NWEA testing evaluates a student’s growth within the school year. These computer-based, multiple choice assessments include math, reading and language usage and science. To find out more about NWEA testing, please contact the school, your student’s teacher, or visit the website at www.nwea.org. Student results will be available for review approximately one month after testing. We strongly encourage parents to allow their students to participate in NWEA assessments.

CMAS

The testing window CMAS testing is March through May.

COGAT

The CogAt or Cognitive Abilities Test is given in the fall each year to 3rd and 6th grade students.

ACCOMMODATIONS

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

REFUSALS TO TEST

Parents may refuse standardized testing for their student or request accommodations for state mandated tests. Specific paperwork documenting a parent’s reason for testing refusal must be submitted to the testing administrator. Please see “Section 5: Forms” for further information. MA 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 theirs and others' lives.
5. Help students develop responsibility and character.

MA School Rules

1. Be respectful to others.
2. Be responsible for making appropriate choices in your dress, belongings, and behavior.
3. Be kind to others; your actions and manners cannot negatively impact others.

Public Displays of Affection

Students will refrain from displays of affection while at school or attending school events. Students who act in inappropriately will face disciplinary action.

CORE BELIEFS

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

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

MA 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 help students see reasonable connections between their behaviors 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.

MA Staff Core Beliefs:

1. We believe every attempt should be made to maintain the dignity of both adults and students.
2. We believe students should be guided and expected to solve the problems they create without making problems for anyone else.

3. We believe students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
4. We believe students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
5. We believe there should be logical connections between misbehavior and resulting consequences.

SUSPENSION/EXPULSION

Suspension/expulsion is reserved for serious offenses and could 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/COO. 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 and safety of other students or 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)*);
5. 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.
6. The sale of a drug or controlled substance (*C.R.S. 12-22-303*).
7. The commission of an act which if committed by an adult would be charged as robbery (*C.R.S Part 3, Article 4, Title 18*) or assault (*C.R.S.Part 2, Article 3, Title 18*). Mandatory suspension or expulsion.
8. Student offenses against teachers or other school employees (*C.R.S. 22-32-109(1)(x)(I) AND (II)*).
9. Interference with the school's ability to provide educational opportunities to other students.
10. Declaration as a habitually disruptive student.

The final decision for expulsion is made by the school board. The Principal/COO will provide a background of the incident along with a recommendation to the Board. The Board will vote to either accept the recommendation of the principal or amend it and meet with the family. The student's family may also request an executive hearing.

BULLYING, HARASSMENT AND VIOLENCE

MA does not tolerate bullying, harassment, or violence of any kind. Any type of this behavior 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, physical or electronic act, gesture, or 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 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 MA or on D38 property. Students are strongly encouraged to report abusive, aggressive, or other inappropriate actions to a staff member. Suspension may be imposed for antagonistic, aggressive, or other inappropriate behavior including play fighting, harassment, or participation in potentially dangerous activities/irresponsible acts that threaten the well-being of self or others. Civil authorities will be notified when appropriate.

PHYSICAL INTERVENTIONS

Any MA employee may, within the scope of their employment and outside the definition of “child abuse,” use reasonable and appropriate physical intervention as necessary when dealing with a disruptive student in the following situations:

- Self defense
- 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
- To preserve of order

In addition, state statutes allow teachers to physically contact students if the contact is appropriate to give emotional support or 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 or determining such measures would be ineffective and immediate restraint is necessary to protect other students.

The staff member will restrain the student for no more than is reasonably necessary to provide the student an opportunity to end the restraint if they agree to remain calm and compliant. The staff member will prioritize the prevention of harm to the student being restrained and others in the vicinity.

If a staff member has to restrain a student, the appropriate hold 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, or back and does not cause positional asphyxia.

Chemicals/sedatives and mechanical devices will not be used by staff members. Only properly trained school security officers who are holding the student until law enforcement arrives may use mechanical restraints.

DISCIPLINE PLAN

STANDARDS OF STUDENT SAFETY AND SECURITY

MA has set forth rules and expectations addressing student/staff safety and security. These infractions require the use of the Disciplinary Action Report (DAR) through the office which results in documentation in Infinite Campus.

Behavior	Operational Definition	Consequence
Physical Aggression	<ul style="list-style-type: none"> • Purposefully touching someone or something that could cause harm • Causing Damage 	<ul style="list-style-type: none"> • Disciplinary Action Referral (DAR) to the Principal/Assistant Principal • Handled by the Principal/Assistant Principal • Parents contacted by the Principal/Assistant Principal
Verbal Aggression	<ul style="list-style-type: none"> • Threatening to harm someone/something • Yelling in anger/hostility 	<ul style="list-style-type: none"> • Disciplinary Action Referral (DAR)-to the Principal/Assistant Principal • Handled by the Principal/Assistant Principal • Parents contacted by the Principal/Assistant Principal
Sexual Misconduct	<ul style="list-style-type: none"> • Participation in physical, verbal, written, illustrated, or digital activity that is of a sexual nature • Any form of sexual harassment 	<ul style="list-style-type: none"> • Disciplinary Action Referral (DAR) to the Principal/Assistant Principal • Handled by the Principal/Assistant Principal • Parents contacted by the Principal/Assistant Principal
Unsafe Behavior	<ul style="list-style-type: none"> • Drugs/Alcohol/Vaping/Smoking 	<ul style="list-style-type: none"> • Disciplinary Action Referral (DAR) to the Principal/Assistant Principal • Handled by the Principal/Assistant Principal • Parent contacted by the Principal/Assistant Principal
Repeated Misconduct (Teacher/Principal Discretion)	<ul style="list-style-type: none"> • Repeated minor offenses that have not responded to documented feedback and instruction • Insubordination • Number of repetitions depends on age and degree of disruptiveness to instruction 	<ul style="list-style-type: none"> • Time out (age in minutes) • Debrief/Problem solve with adult about what went wrong and what would work better next time • Parent Contact • Log Behavior incident in class behavior files/Incident Log <p>If behavior continues:</p> <ul style="list-style-type: none"> • Disciplinary Action Referral (DAR) to the Principal/Assistant Principal

CLASSROOM POLICIES AND GUIDELINES

CLASSROOM PASSES

Students will sign in to an electronic hall pass or use a classroom pass when traveling outside of the classroom during class time. 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 the next class, that teacher should write the student a pass to excuse the tardy.

Teachers may allow only one student at a time to leave their room during class. If a student is gone for an excessive amount of time, teachers 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

Every student is issued a locker at the beginning of the school year. Student lockers are school property and remain under the control of the school at all times. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, student consent, or a search warrant.

Students are expected to utilize their lockers for the storage of backpacks, binders and textbooks during the day, carrying only what is necessary for class. Backpacks may be permitted in classrooms at teacher discretion.

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

LOST AND FOUND

Student's belongings should be marked with their name. Contact the front office to locate lost or missing items. Lost items not claimed by the end of each quarter will be donated to a local charity.

MOVIES

Movies which are strictly educational in nature may be shown in the classroom at the discretion of the teacher; however, the use of movies will be kept to a minimum. If a movie with other than a “G” rating will be shown, teachers must obtain prior administrative approval and have signed permission slips from parents/guardians before students may view the movie. Notifications and requests for permission will be made at least five school days in advance. Notifications will include:

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

If parental permission is not granted, educational alternative activities will be provided for students.

EXTRA CURRICULAR ACTIVITIES

ATHLETICS

The administration and faculty at MA believe that students’ education and the full development of their talents cannot occur solely in the classroom but extend beyond to include participation in activities and athletics. Through participation in a variety of extracurricular activities, students can become well-rounded members of the school community and learn the values of leadership, self-sacrifice, fair competition, teamwork and self-confidence. Fee payments are required for athletics participation.

Please refer to the Athletic Handbook for more information. The handbook and related forms may be found on our website at www.monumentacademy.net under the Athletics tab.

FINE ARTS PERFORMANCES

As part of the authentic assessment of our 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 scheduled art shows and music performances. Proper, courteous concert etiquette is expected of all students and audience members. Student performers should arrive on time and be in appropriate attire. Times, attire and event details will be communicated to parents via the fine arts teachers and published on the school calendar. Fee payments are required for fine arts participation.

HOMESCHOOL PARTICIPATION

Homeschooled students within D38 boundaries are able to participate in all MA extracurricular activities. Separate registration paperwork is required through our registrar and participation fees will apply. All students must try out for sports teams according to the coach’s schedule and are not guaranteed a spot. Please contact the school registrar at registrar@monumentacademy.net.

SCHEDULE CHANGES

A first semester schedule change may only occur during the first two weeks of the school year. A second semester schedule change may only occur during the last two weeks of the first semester. A “schedule change request” form must be signed by the teacher of the dropped class, the teacher of the added class and the parent/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 add/drop window; however, schedules will be determined by 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 two deadlines will be fulfilled.

TECHNOLOGY INFORMATION

INFINITE CAMPUS (IC)

Infinite Campus is an online tool available to parents and students where attendance records, fees, grades, report cards, transcripts, immunization records and contact information can be checked. IC may be accessed from the “Quick Links” side of the MA website at www.monumentacademy.net, under *IC Parent Portal*.

CANVAS

Canvas is the student’s learning management system. The *Canvas* login link may be accessed from the “Quick Links” side of the MA website at www.monumentacademy.net, under *Canvas Student Login*. Students and parents should regularly access their *Canvas* accounts to check on assignments, grades and class information for each course. Password and account questions may be directed to Patricia Ross, IT Operations Manager: pross@monumentacademy.net.

CELL PHONE/ELECTRONIC DEVICE POLICY

MA administration and faculty understand that personal electronic devices are a part of life. In an effort to accommodate students and parents, the staff will allow students to bring their personal electronic devices on campus as long as students and parents agree to the terms found on the MA website, www.monumentacademy.net, *Parent Info > Handbook and Forms > Electronic Device User Agreement*. Parents and students must review and agree to the terms of the online form prior to the student bringing the device on campus.

All student personal electronic devices must be turned off during the school day. Students’ devices must be secured in their backpacks or lockers. Students may only check their devices for messages after school. Text messaging during school hours is not allowed. Personal electronic devices that notify, ring, or otherwise create a distraction during the school day or are used for texting/gaming/recording are subject to confiscation and parents will be asked to retrieve the confiscated devices. MA is not responsible for lost, stolen, misplaced, or damaged valuables that students choose to bring to school.

Students may use office phones if they have teacher, administrator, or office staff permission. Phones are not available for personal use. Calls must be limited to two minutes.

PHOTO POLICY

Parents should only take pictures of their own student when in the building or at school-related functions and not post pictures of other people’s children to social media sites. There can be no expectation of privacy at any MA public activity, such as sporting events, class parties, or concerts.

Class videos/presentations can be created for end-of-year parties and award ceremonies. The video creator must check photo waivers in the office to ensure that students who do not have a waiver are NOT included in the presentation. Presentations should only be shown at the respective

party/ceremony and not shared with others, unless permission slips are obtained from each parent of each student included. Copyright free music must be used if the video is shared..

Students should refer to the iPad user agreement regarding camera usage.

TECHNOLOGY USER AGREEMENT

Internet, school local area and wide area network access are available to students, teachers and employees of MA through the Office of Information Technology. Our goal in providing these services to students and staff is to support a vigorous and rich curriculum by facilitating information access, resource sharing, innovation and communication. We are pleased to provide these services to MA and believe they offer an ever-growing access to enhanced information resources for students, faculty and employees. Please refer to www.monumentacademy.net, *Parent Info>Handbook and Forms>Technology User Agreement-Students* for the [current agreement](#) .

UNIFORM POLICY

The Monument Academy Board of Directors has adopted an official uniform policy for MA students (*Policy 1501ES* and *Policy 1501MS*). MA 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 create a safe and orderly school climate.

APPAREL SELECTION

MA reviewed and approved all school uniform products offered from the following preferred vendors. French Toast, Lands' End and Educational Outfitters offer sufficient choices of styles and fits for students.

Parents who choose to shop from a non-preferred vendor are responsible for choosing items which match styles, fabrics and colors of preferred vendor items. If there are questions/doubts about an item, please bring the item to the office for review and approval before allowing a student to wear it. Please be sure to keep receipts and tags until approval has been granted.

Vendor: French Toast

www.frenchtoast.com

Code: QS5QVJI

Online only.

Educational Outfitters

www.educationaloutfitters.com

CO01086

Online or in-store shopping.

Store located in Centennial, CO.

Lands' End

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

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. Brand specific logos must not be visible on uniform polo shirts. Do not sew your own logo on polo shirts.

ENFORCEMENT

Parents have the primary responsibility to ensure their students are dressed appropriately to prevent the loss of valuable class time and learning due to uniform infractions.

Brief, visual uniform checks are conducted at the beginning of each day; first period for students and teachers will continue to look for uniform violations throughout the day. Parents will receive communication from classroom teachers and/or the Principal and Assistant Principals if students receive multiple uniform issue notifications.

EXCESSIVE UNIFORM NOTICE SLIPS

Excessive uniform violations will be handled on a case-by-case basis. Students exhibiting willful disobedience by continued uniform non-compliance will be subject to disciplinary action.

WAIVERS

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

FRIDAY DRESS

Each Friday, students in grades 6 and 7 will have a “Friday Dress” day. Students may wear spirit wear tops and denim bottoms. Spirit wear can be purchased through PTO. Casual clothing must always be in good repair. Short and skirt length requirements are the same as “Free Dress” or any other day; four inches above the knee (mid-thigh) or longer. Students who are not in compliance with the “Friday Dress Day” guidelines may be held in the office until a parent/guardian brings in suitable clothing. Students should remember that Friday Dress Days are a privilege, not a right and could be eliminated if casual dress choices become an issue.

FREE DRESS

The first Friday of each month is a Free Dress Day for all students. 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. Short and skirt length requirements are the same as Friday Dress Days or 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/guardian brings in suitable clothing. Students should remember that Free Dress Days are a privilege, not a right and could be eliminated if casual dress choices become an issue. Every Friday is a Free Dress Day for 8th grade students.

SECTION 4: PARENT RESPONSIBILITIES AND COMMUNICATION

ACADEMIC HELP

Good academic behavior is the responsibility of the individual student and it is vital that parents support the school in promoting, developing and maintaining good academic behavior. It is critically imperative to the success in our learning environment that parents assist in drill assignments and oral reading at home.

CHANGE OF INFORMATION

Please use the IC Parent Portal to update/change contact information including phone numbers, address, email and emergency contacts.

CONFLICT RESOLUTION

The *MA 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 (Policy 1518B)*.

WITHDRAWAL PROCEDURES

If a MA family chooses to leave the school for any reason, a withdrawal form, available at the front desk, must be submitted to the Registrar. All outstanding obligations to MA are expected to be fulfilled prior to the student's last day.

COMMUNICATION EXPECTATIONS

Partnership

MA is committed to creating strong family-school partnerships.

Our Monument Academy Board is composed of Parents at MA. Board meetings are typically scheduled on the second Thursday of every month and agendas are posted in our main entrance window at 1150 Village Ridge Pt., Monument, CO, and on our website. Minutes of Board meetings are posted under the Board tab on our website after formal approval by the Board.

Parents also serve on our School Accountability Advisory Committee. This committee is an advisory body that makes recommendations to the Monument Academy School Board in the areas of academics, budgets and safety based on the interpretations of various sets of internal and external data. The committee also advises the Principals in the development of the Unified Improvement Plan (UIP).

Teachers, Principals, and a Board Member serve on MA's Curriculum Committee. Parents are encouraged to meet with school Principals when questions concerning curriculum arise.

Parents may choose to serve in the Parent Teacher Organization. The PTO has worked in concert with the administration, teachers and staff to enhance every aspect of the school in recent years. The PTO plans a Fun Run, a Reserved Parking Spot Auction, Friday Snack Program, School Supply Edukits, Summer Workbooks, Spirit Wear Store, Used Uniform Swaps, Restaurant Nights and Box

Tops. The PTO also supports teachers through our Room Parent program, Teacher Appreciation Week and Staff Appreciation Luncheons.

Parents also volunteer within the school in various capacities. MA requests our parents volunteer a total of 16 hours per family per semester (32 hours per school year). Hours spent outside of school (shopping, making something for an event, helping with teacher projects, etc.), count toward total hours. Please keep track of your time and submit totals in the fall and spring. We want the opportunity to recognize our outstanding volunteers! Thank you for donating your time and talents for our MA community.

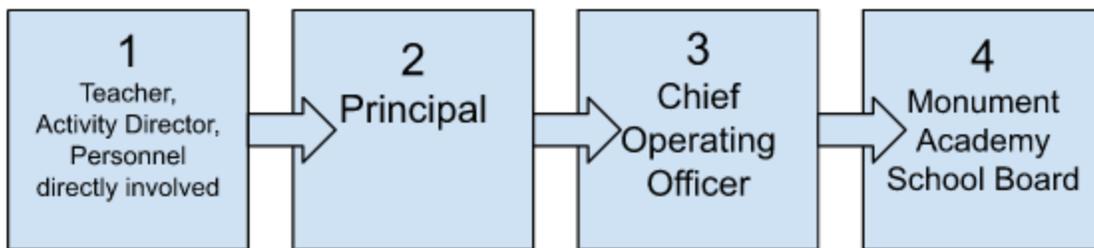
HEALTHY COMMUNICATION

Effective communication between home and school is important for student success! MA is committed to practicing and encouraging good communication with our learning community.

A Key of Excellence that we promote at MA is Speak with Good Purpose. In discussing this key with our students, we share these ideas: “There will be times when we need to share critical thoughts. At these times, if our purpose and how we phrase our words is considered first, sharing honest and direct feedback can be very positive and powerful and build trust. Speaking with good purpose is the cornerstone of healthy relationships. This Key fosters a positive emotional environment where people are happier, more productive and more likely to succeed.”

It is important that as educators and parents we model these excellent communication skills.

When you would like to discuss an issue, please follow the appropriate chain of communication to find resolution:



Julie Seymour (Middle/High School Principal): jseymour@monuemntacademy.net

Merlin Holmes (Chief Operating Officer): mholmes@monumentacademy.net

MA Board of Directors: MABoard@monumentacademy.net

COMMUNICATION CHANNELS

MA communicates with our learning community in multiple ways. Reading these digital communications will provide you with the most up-to-date information.

- Weekly Lynx News-emailed on Wednesdays to all parents using Infinite Campus
- School Website www.monumentacademy.net updated with weekly Lynx News, upcoming calendar events and breaking news
- Emails and text messaging sent through Blackboard with breaking news and timely communication updates needed prior to Lynx News weekly publication

Middle School/High School

- Canvas Home Page for each course: Weekly Snapshot that includes current units, upcoming projects/tests and announcements.
 - Ask your student to show you the home page from their device <or>
 - Obtain your student's Canvas login information from your student and access their student account from your personal computer at <https://monumentacademy.instructure.com/login/saml> <or>
 - Access your own Canvas "observer" account at <https://monumentacademy.instructure.com/login/canvas>. Set up your account following the instructions at <https://www.monumentacademy.net/technology/>
- Canvas Gradebooks in each course list current assignments and in-progress grades. See access options above.
- Infinite Campus Reports for printable end of quarter and semester Grade Cards. You may access the IC Parent Portal at <https://campus.lewispalmer.org/campus/portal/lewispalmer.jsp>.
- Email or call teachers at any time you have a question about what you see in Canvas or anything you are concerned about.

Communication between parents and teachers is paramount to students' success. Parents should communicate with their student's teacher via email or phone and can expect a response within one or two business days. Teachers are available to meet with parents by appointment only. Parents are asked not to speak with a teacher about their student's progress at impromptu times during school (drop-off/pick-up, volunteering, or other activities). Information regarding another student's progress is strictly confidential and will not be shared.

All communication between MA parents and teachers/staff should be civil and respectful. If the administration deems communication of any nature inappropriate and/or threatening, the school reserves the right to request redirected communications or restrict communications accordingly. This may include limiting physical and/or electronic access to school staff.

Please be mindful and sensitive to the daily email volume teachers receive and avoid monopolizing a teachers' time.

Parents and/or guardians are expected to communicate directly with their student's classroom teacher or case manager regarding all academic and/or school-related questions or concerns. Paraprofessionals and other staff members have been instructed to forward all such parent communications concerning the student, be it in-person, electronic, or otherwise, 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 for proper, orderly communication.

GENERAL SCHOOL QUESTIONS

Parents should call the main office for general school questions or consult the MA staff directory for a specific need. Voicemail messages left on the main line will be forwarded to the appropriate person if necessary and parents should expect a response within one business day.

CUSTODY NOTIFICATION

If parents are legally separated or divorced, by law both parents have legal rights to the custody of the student **UNLESS** one parent has a court order indicating he/she has sole custody. The school **MUST HAVE A COPY OF THE COURT ORDER ON FILE**. Otherwise, either parent may sign the student in/out of school if they have proper identification.

By law, only parents/legal guardians have access to their student's information. If anyone other than a parent/legal guardian requests student information, they **must** provide a copy of court documents, have a power of attorney, or possess other legal documentation stating they are authorized to have access and/or make educational decisions for that student. The school **MUST HAVE A COPY OF THE LEGAL DOCUMENT ON FILE**.

PARENT PORTAL AND CANVAS

MA parents are required to regularly check [Infinite Campus Parent Portal](#) for quarter and semester grades and fees, and Canvas for updates on grades, assignments, and news. Middle school students are responsible for checking their assignments and grades in Canvas.

POLICY SUGGESTIONS OR NEW PROGRAM IDEAS

The Principal has an open-door policy. Please contact the Principal via email or call the administrative assistant to schedule an appointment to discuss suggestions, changes/additions, new programs/policies, or policy-related complaints.

The Monument Academy Board of Directors monthly meetings are another available resource for suggestions/ideas. Monthly meeting dates are posted on the school website. Agendas are posted 48 hours in advance of the meeting on the main entrance front window and the website.

PERMANENT SCHOOL RECORDS

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

Parents may request copies of all or part of their student's records, to include report cards, official transcripts, records, standardized test results, or any other school document. There is a \$1.00 per page fee charged, payable in advance. Please give the office staff 48 hours notice.

If a student transfers to another school, the registrar will transfer the records at MA's expense. All outstanding fees are expected to be paid prior to withdrawal and records transfer.

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 MA visitor's badge while they are in the building. All visitors/volunteers will initially be asked to show a valid driver's license so the information can be loaded into our system. This security measure helps keep our school, students and staff safe. Please ensure all security measures are obeyed when visiting the school.

PARENT/FAMILY INVOLVEMENT

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

To this end, MA supports the development, implementation and regular evaluation of parental involvement in a variety of roles at all grade levels. This includes but is not limited to the following:

- Consistent two-way communication between home and school
- Promotion and support of parents as responsible models for their student
- Parental assistance with student learning in active, integral roles
- Involvement and support of parents as volunteers

Parent volunteers are definitely an asset to our school. MA appreciates the consistency and commitment of parents who volunteer in any capacity. We believe that parent involvement raises student academic achievement.

PARENT VOLUNTEER AGREEMENT

Per the charter enrollment agreement, a **16-hour per semester** volunteer commitment is required from each family. MA prefers the personal involvement of our parents, but we understand there are extenuating circumstances that may prevent this. If parents are unable to fulfill their 16-hour per semester per family volunteer obligation, MA suggests a \$10 per-volunteer-hour donation. The money is deposited in the "general fund" account and used for school operations. **This donation is tax deductible** and a donation receipt will be issued for tax purposes. A complete list of volunteer opportunities is available under the PTO tab of the school website.

VOLUNTEER GUIDELINES

All volunteers must read and sign a Confidentiality Notification and Agreement form at the front office prior to volunteering. A copy of this agreement is included in Appendix A.

All volunteers are required to observe our strict policy of confidentiality. No student's actions, grades, etc., will be discussed with anyone except appropriate staff members.

All volunteers working at or representing MA are considered primary role models and should observe all MA rules of dress and behavior in an exemplary manner. A volunteer's actions and

attitudes should at all times reflect the school's philosophy of respect for and responsibility toward students and staff. All parents/volunteers must sign in at the front office when entering or leaving the school.

Parents may volunteer/visit the school at any time; however, please give teachers prior notice if possible. If teachers have no volunteer tasks for the 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 MA employees must have background checks completed before volunteering. MA staff will notify the front office so the necessary paperwork/approvals may be processed prior to volunteering. Please contact the Director of Human Resources for further information.

Siblings and friends are not permitted in the classroom unless approval has been obtained from administration and/or teachers. Children who are not MA students are considered visitors and must be accompanied by a parent/responsible adult at all times.

Parents who are at school for a teacher meeting or any other reason when school is not in session must keep their children with them at all times or provide suitable supervision.

VISITORS IN THE CLASSROOMS

The privilege to observe a student's instructional program during classroom time resides solely with a student's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers. A parent may only visit a classroom when their student is present. Parents may not use their cell phones at any time while in the classroom. This includes making/taking voice calls, videos, or pictures. ***All parents wanting to observe a classroom must sign and submit the Classroom Visitation Policy form available at the front office prior to their observation date. A copy of this agreement is included in Appendix B.***

VOLUNTEER HOURS

PTO tracks volunteer hours for a number of reasons, including funding, grants and resource allocation. Volunteer hours are automatically tracked for on-campus volunteers when they sign in at the front desk. Volunteers working at home or off campus should submit their name and number of volunteer hours monthly, or as needed, in an email to pto@monumentacademy.net. Questions should be directed to the PTO at the same email address.

SECTION 5: 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](#)

Parents and students should sign and return this form.

[ELECTRONIC DEVICE USAGE AGREEMENT](#)

Parents of students who carry a cell phone on campus must sign and return this form.

[DANCE CONTRACT](#)

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](#)

The Technology User Agreement outlines what technology services are provided by MA and the acceptable usage of those services. It also includes the "Permission to Publish Student work/Picture".

[IPAD USER AGREEMENT](#)

Parents and students must sign and return this form.

[STATE ASSESSMENT REFUSAL FORM](#)

Parents/Guardians may choose to opt-out of state-mandated standardized tests by submitting the "Assessment Refusal" form available in the school's main office no less than three days before the test date.

SECTION 6: APPENDICES

APPENDIX A: VOLUNTEER CONFIDENTIALITY NOTIFICATION AND AGREEMENT



Monument Academy

4303 Pinehurst Circle, Colorado Springs, CO 80908

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, it's 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 risk and release for any heirs, estates, executors, administrators, 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

Who May Visit: The privilege to observe a student's instructional program during classroom time resides solely with a student'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 when their student is present.

Scheduling: Visits will be requested by filling out the form below. Approvals will be for a time and date convenient to both the parent and teacher. The parent observation date will be within a reasonable time frame following the initial request. A request for a specific date may 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 15 minutes per visit. If there is a need for more parental observation, additional visits may be scheduled through the Principal.

Parental Conduct During Classroom Visitation: A parent may enter and exit the classroom only once during each visit. A parent will 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 interferes with the instructional program. Parents 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.

Parents may not use personal cell phones or other electronic devices in the classroom for videotaping or taking pictures of 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 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 may, as necessary, temporarily preclude a parent from visiting his/her student's classroom during regular school hours.

If a parent has been precluded by the Principal from visiting his/her student's classroom, the parent may appeal the decision to the Chief Operating Officer, who will investigate and consider the matter in a timely fashion. The COO's decision on the matter will be final.

Classroom Visitation Exceptions: During the school year, special events are scheduled which may result in many parents wanting to visit the classroom. These exception days are, but not limited to, Core Knowledge Days, Class Parties, Grandparents Day, etc. and do not require scheduled 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

MONUMENT ACADEMY EXTENDED (4+ DAYS) EXCUSED ABSENCE

MAKE-UP WORK AGREEMENT – Middle and High School

Student Name: _____ **Date of Absences:** _____

Parent and student agree to the following terms in order for make-up work to be allowed during the excused absence.

- Request for extended (4+ days) excused absence must be submitted to the Principal at least one week prior to absence. If the request is deemed unexcused then make up work will not be allowed.
- The student will be given 2 days for each 1 day of absence to submit the required work. Failure to meet these established timelines will result in the late homework policy being initiated. Having access to assignments on Canvas will help the student complete work in a timely fashion without feeling overwhelmed.
- Parents and student understand that an extended absence often impacts grades due to change in routine, change in instruction delivery methods, and change in work completion habits.

Subject:	Teacher Initials	Teacher comments
Math		
English		
Science		
History		
Elective:		
Elective:		
Elective:		

Reason for Absence: _____

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Principal's Signature: _____ **Date:** _____



Monument Academy

STUDENT/PARENT LETTER OF AGREEMENT

The Student/Parent 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 MA Student/Parent 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 questions about the content of the Student/Parent Handbook should be directed to the Principal/COO.

Student(s) *Each student 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) _____