



2021-2022  
Elementary  
Student/Parent Handbook

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Monument Academy  
A Public School of Choice

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



# Monument Academy

## **Welcome!**

*Dear Students and Parents:*

*Thank you for choosing Monument Academy! We count it 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,*

***Laura Barrette, Assistant Principal***

## MONUMENT ACADEMY ELEMENTARY STUDENT/PARENT HANDBOOK

The Monument Academy Elementary 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.***

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 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, Chief Operating Officer (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 CHILDREN, PARENTS, AND EMPLOYEES

*SECTION 504 of the Rehabilitation Act and Americans with Disabilities Act; TITLE VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; The Age Discrimination Act of 1975; the Americans with Disabilities Act; the Individuals with Disabilities Education Act*

Monument Academy does not discriminate on the basis of race, sex, color, religion, ancestry, national origin, sexual orientation, marital status, physical handicap, medical condition, age, disability, or any other status protected by law in admission or access to, or treatment or employment in, its programs and activities. Please contact MA Administration with any questions or concerns.

## FERPA NOTIFICATION

### **MONUMENT ACADEMY CHARTER SCHOOL Notification of Rights under FERPA for Elementary 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 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 believes there is inaccurate or misleading information.

Parents 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, the school will notify the parent 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 when notified of the right to a hearing.

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

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

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

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

Parents 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 must make the request in writing to the Principal/COO of Monument Academy, 1150 Village Ridge Point, Monument, CO 80132. Once filed, this request becomes a

permanent part of the student's record until the parent instructs the school to have the request removed.

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

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

## **Table of Contents**

<b>MONUMENT ACADEMY ELEMENTARY STUDENT/PARENT HANDBOOK</b>	<b>3</b>
<b>GOVERNANCE</b>	<b>3</b>
<b>COLORADO DEPARTMENT OF EDUCATION – REQUIREMENT FOUR: NOTICE TO CHILDREN, PARENTS, AND EMPLOYEES</b>	<b>3</b>
<b>SECTION 1: SCHOOL OPERATIONS</b>	<b>8</b>
SCHOOL HOURS	8
ATTENDANCE POLICY	9
CARLINE AND PARKING INFORMATION	12
DONATIONS, SCHOOL FEES, AND TUITION	15
HEALTH OFFICE	16
SAFETY AND SECURITY	20
SCHOOL DAY	21
SCHOOL SUPPLIES	23
WEATHER-RELATED CONCERNS	23
<b>SECTION 2: ACADEMIC PROGRAM</b>	<b>24</b>
CURRICULUM/ACADEMIC POLICIES	24
ASSESSMENTS/TESTING	28
<b>SECTION 3: SCHOOL RULES</b>	<b>30</b>
CORE BELIEFS	33
DISCIPLINE PLAN	33
STANDARDS OF STUDENT SAFETY AND SECURITY	33
OFFICE DAR PROCESS	34
CLASSROOM POLICIES AND GUIDELINES	34
EXTRA-CURRICULAR ACTIVITIES	35
SCHEDULE CHANGES	35
TECHNOLOGY INFORMATION	36
UNIFORM POLICY	37
<b>SECTION 4: PARENT RESPONSIBILITIES AND COMMUNICATION</b>	<b>39</b>
ACADEMIC HELP	39
CHANGE OF INFORMATION	39
CLASS LISTS	39
PARENT/TEACHER CONFERENCES	40
CUSTODY NOTIFICATION	40

POLICY SUGGESTIONS OR NEW PROGRAM IDEAS	40
PERMANENT SCHOOL RECORDS	40
VISITORS AND VOLUNTEER INFORMATION	41
<b>SECTION 5: PRESCHOOL SPECIFIC CLASSROOM POLICIES AND PROCEDURES</b>	<b>44</b>
SCHEDULES/HOURS OF OPERATION	43
ADMISSION/REGISTRATION/FEEES	43
INCLEMENT WEATHER	43
CHILD LOCATION/LOST CHILD PROCEDURES	43
BEHAVIOR AND DISCIPLINE	43
HEALTH/MEDICAL INFORMATION	44
INCIDENT ACTION PLAN	44
FIELD TRIPS/EXCURSIONS	44
TELEVISION, COMPUTER, & VIDEO POLICY	45
VEHICLE PROCEDURES	45
PERSONS AUTHORIZED TO PICK UP STUDENTS	45
LATE ARRIVAL/LATE PICK UP	45
CHILDREN'S PERSONAL BELONGINGS/MONEY	45
MEALS AND SNACKS	46
TOILET TRAINING AND TOILET ACCIDENTS	46
VISITOR'S POLICY	46
CONFERENCES	46
FILING A COMPLAINT	46
REPORTING CHILD ABUSE	46
WITHDRAWALS	47
<b>SECTION 6: FORMS</b>	<b>48</b>
<b>SECTION 7: APPENDICES</b>	<b>49</b>
<b>APPENDIX A: Volunteer Confidentiality Notification and Agreement</b>	<b>49</b>
<b>APPENDIX B: Classroom Visitation Policy</b>	<b>50</b>
<b>PARENT/STUDENT LETTER OF AGREEMENT</b>	<b>52</b>

## SECTION 1: SCHOOL OPERATIONS

### OFFICE HOURS

Monday – Thursday	7:30 a.m. – 4:00 p.m.
Friday	7:30 a.m. – 12:30 p.m.

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

### CONTACT INFORMATION

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

### *Messages for Students*

Messages and deliveries from parents are to be left at the office to respect the educational opportunity of all students and teachers. Messages for students must be called into the school office and should only be for 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. Phones are **not** available for personal use. Calls will be limited to two minutes.

## SCHOOL HOURS

### PRESCHOOL HOURS

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

### KINDERGARTEN HOURS

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

Monday – Thursday	8:10 a.m. – 3:15 p.m.
Friday	8:10 a.m. – 12:15 p.m.

#### **Kindergarten Half Day**

KAM: Monday – Thurs.	8:10 a.m. – 12:00 p.m.
KAM: Friday	8:10 a.m. – 12:15 p.m.

### ELEMENTARY SCHOOL (ES)

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

Monday – Thursday	8:10 a.m. – 3:15 p.m.
Friday	8:10 a.m. – 12:15 p.m.



## CARLINE HOURS

### *Elementary School Carline Hours (including full-day Kindergarten)*

**Morning carpool drop-off:** 7:45 a.m. – 8:10 a.m.

**Afternoon carpool pick-up:** 3:15 p.m. – 3:30 p.m.

### *Kindergarten Carline Hours (half-day Monday-Thursday)*

**KAM pick-up: Mon. - Thurs.** 12:00 p.m -12:15 p.m.

### *Preschool Car Hours*

Early release at 3:00 for students enrolled in full-day or afternoon programs.

## DELAYED START SCHOOL HOURS

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

Monday through Thursday: **10:10 a.m. to 3:15 p.m.**

**KAM 10:10 a.m. - 2:00 p.m.**

Friday: CLOSED

### *Preschool*

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

**AM Level 1: 10:00 a.m. - 12:00 p.m.**

**PM classes as usual**

Friday: CLOSED

## ATTENDANCE POLICY

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

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

- A student who is temporarily ill or injured or whose absence is approved by the administration on a pre-arranged basis. Pre-arranged absences shall be approved for appointments or circumstances that cannot be taken care of outside of school hours. To pre-arrange an absence, email [attendance@monumentacademy.net](mailto:attendance@monumentacademy.net).
- A student who is absent for an extended period due to physical, mental, or emotional disability.

- A student who is attending any school sponsored activity of an educational nature with advance approval by the administration.
- Absences due to being in the custody of the court or law enforcement authorities.

Monument Academy may require suitable proof regarding the above exceptions, including written statements from applicable sources. Students who arrive after 11:45 a.m. or leave the building between 11:45 a.m. and 2:30 p.m. for the remainder of the day will be charged with a **half-day** absence. “Perfect attendance” awards are based on full-day attendance only with no more than three excused tardies or early dismissals.

### REPORTING AN ABSENCE

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

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

Please call the office before the start of school to report absences. Extended, pre-arranged absences of four or more days must be cleared through the Elementary Principal/Assistant 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 child is to be dismissed for any reason during school hours, a written note is requested. The student is to come to the school office at the designated time and wait for the parent to sign them out. Parents are required to come in and sign out their students.

If a student returns during the school day after being signed out earlier in the day, the parent is to sign the student back in with the school office. If the student is in fifth grade, the student may 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 or Assistant 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(s) 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 Principals 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.

## 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 the student 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 10 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 Monument Academy and transfer to a D38 school must submit a *Choice Enrollment Application* during the Open Enrollment period (early January-late February each year), or submit a *Choice Enrollment Appeal* if a decision is made after the Open Enrollment period closes. Once MA receives notification that a student has submitted an application/appeal to leave Monument Academy, such application/appeal will be considered a notice of withdrawal for the upcoming year. Should Monument Academy have a waitlist, the student in concern may lose their seat. Monument Academy recommends that prior to the submission of an application/appeal to transfer, parents follow the conflict resolution policy as outlined on the Monument Academy website under *About Us > 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 Principals will directly

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

**Elementary** – Students are expected to be in their seats promptly at 8:10 a.m. each morning. Students walking into the school office after 8:10 a.m. will be issued a tardy slip. If a student arrives after 8:15 a.m. for drop off, the parent must park and escort them into the front office to excuse the tardy.

### *“Orange Flag” Mornings*

A neon flag will be posted on the Preschool fence during mornings with poor weather conditions or unexpected circumstances which may cause traffic issues/delays. When this flag is displayed, parents and carpool drivers are not expected to sign their students in if they are less than 15 minutes late. Students will likewise not be counted tardy on these “orange flag” mornings.

## **CARLINE AND PARKING INFORMATION**

### GENERAL GUIDELINES

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

### DROP OFF GUIDELINES

#### *Drop Off Times*

7:55 a.m. Elementary students and any adult volunteers are released to classrooms.

7:45 a.m. Preschool

#### *Carline Drop Off*

- DO NOT drop off prior to 7:45 a.m. as there is no supervision. Doors open for students and supervision begins at 7:45 a.m.
- Crossing Guard on duty beginning at 7:45 a.m.
- One lane drop off in each direction. **DO NOT** pass on the left.

- **Sidewalk drop off:** Students must exit their vehicles between the drop off sign and the fence at the Preschool playground. Cars are to pull as far forward as possible before students exit.
- **Crosswalk drop off:** Two cars are to pull forward to the drop off sign. Those two cars in front of the drop off sign and three to four cars behind the crosswalk are to unload. Watch crossing guard before proceeding.
- If students are dropped off prior to the time they are given access to the building, they may wait out front on the sidewalk. Expanded waiting areas may be available on cold days.
- **Preschool drop off:** Preschool parents will drop off at the **sidewalk side only** and will pull forward to the designated *Preschool Drop-Off Zone* after proceeding through the line. Preschool staff will assist with unloading every student and securing a signature from parents.

### *Parking for Drop Off*

Available parking:

- Visitor spaces are designated near the crosswalk. (**Note:** if you are parked in the spaces nearest the crosswalk and attempting to leave during carline, you may be significantly delayed).
- Parking is available in the dirt parking lot West of Premier Vision.
- **DO NOT use the church parking lot at any time.**

## PICK-UP GUIDELINES

### *Pick-up times*

#### **Preschool**

**10:45 a.m. – 11:00 a.m.            Monday – Thursday (any morning class)**  
**2:30 p.m. – 2:45 p.m.            Monday – Thursday (any afternoon or all-day classes)**  
**11:30 a.m. – 12:00 p.m.        Friday (and Monday and Wednesday for Level 2 classes)**

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

#### **Kindergarten**

##### **AM:**

**12:00 p.m. – 12:15 p.m.        Monday – Thursday**  
**12:15 p.m. - 12:30 p.m.        Friday**

- Do not arrive prior to 12:00 p.m.
- Form a carline behind the crosswalk and wait for your child’s teacher to exit the building. Students will be loaded into cars by school staff.

##### **Full-Day:**

**3:15 p.m. – 3:30 p.m.            Monday – Thursday**  
**12:15 p.m. - 12:30 p.m.        Friday**

- Do not arrive prior to 3:00 p.m./12:00 p.m.
- Pick up elementary students **no later than 3:30/12:30 p.m.**
- Students left after 3:30/12:30 will be escorted inside where the front office will attempt to contact a parent/guardian.

## Elementary School

3:15 p.m. – 3:30 p.m.                      Monday – Thursday

12:15 p.m. - 12:30 p.m.                  Friday

- Do not arrive prior to 3:00/12:00 p.m.
- Pick up elementary students **no later than 3:30/12:30 p.m.**
- Students left after 3:30/12:30 p.m. will be escorted inside where the front office will attempt to contact a parent/guardian.

### *Early Student Pick-up*

Early pick-up of students must be completed **prior to 3:00 p.m.** Parents must sign out their student in the Monument Academy office. The student will be called to come to the office for dismissal. For the safety and security of all students, parents must wait in the office for their child. No dismissals will occur through the front office after 2:45 p.m. All parents will be directed to the carpool line to pick up their student after 2:45 p.m.

### *Late Student Pick-up*

Carpool is from 3:15 p.m. – 3:30 p.m. and all parents are expected to pick up their children during this time. The office will attempt to contact parents of elementary students if left after 3:30 p.m. (12:30 p.m. on Fridays). There is no supervision for students after 3:30/12:30 p.m.; therefore, **it is imperative that parents pick up students on time.** Students who are unattended after hours present a safety and neglect issue which may be referred to the Department of Human Services.

### *Walker Passes*

Parents may choose to allow their child(ren) to walk off campus to their home. Parents are required to come into the school office to sign a permission form. Students will receive a brightly colored “walker pass” to be kept in their backpack at all times. No student is permitted to leave campus without a parent/guardian unless they have a walker pass. Walker passes can be issued to students in grades 3-5.

### *Carline Pick-up*

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

### *Parking to pick-up*

Available parking:

- Visitor spaces are designated near the crosswalk. (**Note:** if you are parked in the spaces nearest the crosswalk and attempting to leave during carline, you may be significantly delayed).
- Dirt parking lot West of Premier Vision.
- **DO NOT PARK in the church parking lot.**
- **DO NOT USE the far east entrance to the church parking lot at any time.**

### *Students in After-School Care Programs*

Students who participate in after-school care programs and are picked up by those programs, will be early released at 3:00 p.m.. This allows for a secure connection with the provider and safe exit off the property.

## **DONATIONS, SCHOOL FEES, and TUITION**

### **FEES**

#### *Instructional Fees*

Monument Academy has an annual mandatory instructional materials fee. This fee supports the following departments/supplies: technology, textbooks, workbooks, art materials, testing and assessments, Spanish class supplies, as well as other learning materials.

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

#### *Monument Academy Mandatory Student Fees\**

<i>Preschool</i>	<i>\$100</i>
<i>Kindergarten (Full Day or Half Day)</i>	<i>\$125</i>
<i>1<sup>st</sup> - 5<sup>th</sup> Grades</i>	<i>\$175</i>

*\* Fees do not include classroom field trips or after-school activities.*

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

Failure to pay mandatory fees will result in the student's inability to participate in all extra-curricular activities 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, as well as lost or damaged Library books.

## TUITION

### *Preschool Tuition*

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

## COLLECTIONS

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

## DONATIONS

### *Monument Academy Donation Program*

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

The suggested donation, per student, is:

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

**Donations are tax deductible.** A fee statement, showing donations, is available for printing through your Infinite Campus Parent Portal. This statement can be submitted for tax purposes. Any donation amount is appreciated.

## HEALTH OFFICE

Monument Academy employs a school nurse and health clerk. The health office is open during school hours - contact phone: 481-1950 x1210

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

- promote good health habits among students.
- uphold a sanitary and healthy environment.
- assist in detecting and recommending correction for medical, psychological, and physical handicaps.
- ensure students' health needs 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 needs, including emergencies.

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

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

### **ALLERGIES**

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

### **COMMUNICABLE DISEASE**

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

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

### **COVID-19**

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.**

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

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

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

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

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

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

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

### *Injury*

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

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

1. You, the parent, will be contacted at home or work. If no answer...
2. Your emergency contact will be notified. If no answer...

3. We will contact Emergency Medical Services (911) and your child will be taken to the designated hospital or nearest medical facility. Parents will be responsible for any medical costs involved.
4. Children should be picked up ***within 30 minutes*** of being contacted.

When you fill out the form to provide student emergency information, please be as specific as possible when documenting phone numbers, pager numbers, and emergency contact individuals who would be available to pick up your child if you are unable. Give specific instructions in case of a serious medical emergency, i.e. hospital preferences. **This information must be kept current.** Please notify Monument Academy should you object to medical aid for your child.

## IMMUNIZATIONS

State law requires all students be immunized before being allowed to attend public school. Written proof is required and kept in your child's school health record. Verification forms may be obtained at physician's offices, local health departments, or local schools. CO law states students must be compliant within two weeks of the start of school. Children 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 the state requirement.

## MEDICATION

Over-the-counter medications may be administered in the health room with signed parent permission. Administration of medications will be administered according to medication manufacturer guidelines and established protocols listed in *Pediatric Protocols* by Bart Schmitt, M.D. The consent form can be found on the school website. **PARENTS MUST SIGN A NEW CONSENT FORM EACH SCHOOL YEAR.**

Check with the school nurse if you need to provide OTC medications which you are giving permission for. All medications must be brought to the health office by an adult. The school will have a few common items such as Tylenol, Advil, and Tums in the health office. Written physician authorization will be required for any OTC medications that exceed manufacturer's guidelines, or for any homeopathic, herbal preparations, or aspirin.

**PRESCRIPTION MEDICATION:** The prescribing physician and parent must complete a medication permission form. This form can be found online and must be filled out each school year. 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 student name, prescribing practitioner's name, the name of the medication, time to be administered, dosage, and prescription date. Medications left at school after the last day of regular instruction will be disposed of per Colorado state guidelines.

## SOILED CLOTHING OR TOILETING ACCIDENTS

Due to a lack of available storage, spare uniforms are not provided for students. If your child soils their school uniform while at school, you will be notified to bring in clean clothing for them. Parents are encouraged to keep a spare uniform in their child's backpack.

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

### 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 email. Parents will be notified individually should a deficiency be found. Please notify the school if you have any religious or personal objections to this testing.

### SAFETY AND SECURITY

#### ASBESTOS

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

#### CHILD ABUSE

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

By law, the El Paso County Department of Human Services (DHS) has the prerogative to make an unscheduled visit to Monument Academy and require a student who is the subject of a child abuse/neglect report to be interviewed during school hours. 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 Monument Academy employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect is required by law to report or cause a report to be made of such fact immediately to the administration. The report should be in writing. It is the responsibility of Administration to promptly contact proper authorities. Administration is not obligated to contact a parent should DHS interview a student.

#### CRISIS AND EMERGENCY RESPONSE PLAN

The administration and staff of Monument Academy have taken significant steps to ensure the safety and well-being of all students while at school. MA has created a school *Crisis and Emergency Action 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, phone, and/or text by the Monument Academy or Lewis-Palmer School District parent notification system.

Additionally, it is important to note the following during an emergency situation:

- 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 children during a lockdown.

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

## FIRE AND SAFETY DRILLS

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

Periodic safety drills may be performed to ensure the safety and well-being of students and staff and may include those previously listed and/or 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 Monument Academy Board of Directors governs *Policy 1516* which addresses student searches. Please refer to the policy on the school website which can be found under *About Us > 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

Elementary class schedules are communicated by individual teachers to their students' parents.

## LUNCH

All students are responsible for bringing a lunch to school or purchasing a hot lunch Monday through Thursday. Please pack healthy lunches for your children so their bodies will be well-equipped for learning. Lunch periods are 25 minutes long. There is a 5 minute transition to give lunchroom staff time to clean between lunch periods.

<i>Full-Day Kindergarten Lunch:</i>	<i>10:25 a.m.-10:50 a.m.</i>	
<i>First Grade Lunch:</i>	<i>10:55 a.m.-11:20 a.m.</i>	
<i>Second Grade Lunch:</i>	<i>11:15 a.m.-11:40 a.m.</i>	
<i>Third Grade Lunch:</i>	<i>11:45 p.m.-12:10 p.m.</i>	
<i>Fourth Grade Lunch:</i>	<i>12:15 a.m.-12:40 p.m.</i>	
<i>Fifth Grade Lunch:</i>	<i>12:45 a.m.-1:10 p.m.</i>	
<i>Delayed-Start Lunch Schedule:</i>	<i>10:30 a.m.-10:50 a.m.</i>	<i>Preschool/Kindergarten</i>
	<i>10:55 a.m.-11:15 a.m.</i>	<i>1<sup>st</sup> Grade</i>
	<i>11:20 a.m.-11:40 p.m.</i>	<i>2<sup>nd</sup> Grade</i>
	<i>11:45 p.m.-12:05 p.m.</i>	<i>3<sup>rd</sup> Grade</i>
	<i>12:10 p.m.-12:30 p.m.</i>	<i>4<sup>th</sup> Grade</i>
	<i>12:35 p.m.-12:55 p.m.</i>	<i>5<sup>th</sup> Grade</i>

K – 5 classes receive a 20-minute recess after their lunch.

### *Hot Lunch Program*

Lewis-Palmer School District provides the hot lunches offered at Monument Academy. Orders are placed in the morning, Monday – Thursday. Lunch menus, pricing, and payment information can be found on the MA and D38 websites.

Milk is included with every hot lunch and can also be purchased separately. Juice is available for students who have a documented milk allergy and have a doctor’s note on file with the school nurse.

### *Hot Lunch Prices*

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

### *Negative Lunch Account Balances*

Parents are responsible for monitoring lunch account balances in their IC Parent Portal. Low balance phone calls are made by D38 staff, not Monument Academy. Any student with a balance below \$5, including 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 MA or D38 websites for information and applications.

### *Snacks*

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

## RECESS AND PLAYGROUND RULES

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

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

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

Communication of altered recess conditions will come from the school office to teachers and paras either during the morning announcements, after the *Pledge of Allegiance*, or via the intercom later in the morning.

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

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

### *Student Playground Rules*

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

## SCHOOL SUPPLIES

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

## WEATHER RELATED CONCERNS

### SCHOOL CLOSURES AND DELAYS

Monument Academy may close unexpectedly or cancel classes for the entire day 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 Monument Academy administration will

make a different call than the District. If this happens, refer to local information sources. Local news stations, the school website, or the *Monument Academy App* will advertise closures and delays.

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

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

### DELAYED START

There may be a possibility of a delayed start in the event of inclement weather. Monument Academy 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 Friday, Monument Academy 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 canceled Monday through Thursday, all after-school activities are canceled.



## 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 the elementary grades. Students acquire knowledge through a wide familiarity of literature, history, science, math, music, arts, people, and places.

The *Core Knowledge Sequence* is a body of organized knowledge that defines the content students should know in each grade, K-5, in Language Arts, History & Geography, Math, Science, Visual Arts, and 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, even higher test scores—are functions of the depth and breadth of our knowledge.

Character education is an integral part of *The Classical Approach*, and Monument Academy 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 the *8 Keys of Excellence: Ownership, Integrity, Failure Leads to Success, Speak with Good Purpose, Commitment, This Is It, Flexibility, and Balance*.

## CURRICULUM/ACADEMIC POLICIES

### PHONICS

Monument Academy 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 performances—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 Monument Academy 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 (*LITBETH 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 1930s, 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 1940s. 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.

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

*Adopted by Curriculum Committee, April 2010*

Available resources upon request:

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

## SPECIALS CLASSES

Every student at Monument Academy benefits from an enriched education. Twice a week, at a minimum, all elementary students are given Spanish, Music, Art, and Physical Education instruction. They may also attend library classes to learn library organization as well as to check out materials.

## HOMEWORK, GRADING AND REPORT CARDS

### *Homework Policy*

Monument Academy's homework expectation is designed to give students independent practice in concepts previously taught in the classroom. All elementary students are expected to read for a minimum of 20 minutes every evening. Homework may be assigned on Fridays and over the weekend.

### *Late Assignments*

Teachers at Monument Academy have the discretion to adopt and enforce late policies for assignments in their classroom. This policy will be posted on each teacher's website.

### *Grading Scale*

Score	Min. Percent	Max. Percent
A+	98	100
A	92	97.9
A-	89.5	91.9
B+	87.5	89.4
B	82	87.4
B-	79.5	81.9
C+	77.5	79.4
C	72	77.4
C-	69.5	71.9
D+	67.5	69.4
D	62	67.4
D-	59.5	61.9
F	0	59.4

### *Mid-Quarter Progress Reports*

Parents should access Infinite Campus throughout the year to view their child's grades and report cards. For more information on Infinite Campus, visit our website at [www.monumentacademy.net](http://www.monumentacademy.net)

### *Report Cards*

Monument Academy provides report cards in Infinite Campus on a quarterly basis for all students. Elementary parents should access IC throughout the year to view their child's grades.

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

### CHEATING/ACADEMIC DISHONESTY

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

### PROMOTION

Students who maintain academic work consistent with their grade level will be promoted to the next grade if their social and emotional behavior patterns are in norm with others of that class and/or grade level. Monument Academy's Retention Policy may be found on the website at <http://www.monumentacademy.net/wp-content/uploads/2012/06/1527-Student-Retention-Policy.pdf>. Academic success is a priority, and we have built-in support for students when they struggle academically.

### FIELD TRIPS

Field trips are an important component of the Monument Academy curriculum. Curriculum-related field trips are considered a required, not optional, activity for students. While 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 when returning permission forms and payment by 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.

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/Assistant 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.

### *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 Monument Academy 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**

Monument Academy 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*

Monument Academy schedules Northwest Evaluation Association (NWEA) testing a minimum of two times per year for all students in grades 2-5. 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 child’s teacher, or visit the website at [www.nwea.org](http://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*

Colorado schools are mandated to administer CMAS tests. If you have questions or concerns, please see the administration. The testing window for these assessments is March through May.

#### *COGAT*

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

#### *Accommodations*

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

#### *Refusal to Test*

Parents may refuse standardized testing for their child 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. Monument Academy *Policy #1525* outlines the procedures.

## **SECTION 3: SCHOOL RULES**

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

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

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

### Monument Academy School Rules

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

### ***CORE BELIEFS***

Each 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 children learning from their mistakes increase dramatically when children set reasonable connections between their behaviors and the resulting consequences.

Monument Academy staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and 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.

### Monument Academy 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 and/or expulsion from school:

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 MA Board of Directors. 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/COO or amend it and meet with the family. The student's family may also request an executive hearing.

## BULLYING, HARASSMENT, AND VIOLENCE

Monument Academy 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 and/or any other physically, mentally, or sexually abusive acts will not be tolerated at Monument Academy 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 Monument Academy 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 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 or 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***

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

#### STANDARDS OF STUDENT SAFETY AND SECURITY

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

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

		<p><b>If behavior continues:</b></p> <ul style="list-style-type: none"> <li>• Disciplinary Action Referral (DAR) to Principal/AP</li> </ul>
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### Office DAR Process

- Teacher seeks support as needed to de-escalate the situation.
- Teacher meets individually with the student to fill out the DAR through the *Incident Report* Google form. Student chooses the character trait they did not illustrate.
- DAR is delivered to Principal via automatic email.
- If the student needs time away from the room at the time of the DAR, the student can be sent to the Principal’s office and remain there until ready to return to class.
- In the case of repeated classroom misconduct, a meeting will be scheduled to include Principal, teacher, and student.

## CLASSROOM POLICIES AND GUIDELINES

### BIRTHDAY PARTIES

The birthday student may bring small treats to distribute to the entire class at a time determined by their teacher. Parents are responsible for consulting with the classroom teacher to ensure all allergy and food limitations are adhered to. Please be sensitive to these needs and send in treats accordingly. Treats can be non-food items as well (pencils, small toys, etc.) and may be an easier alternative when trying to accommodate classroom food allergies and sensitivities.

Invitations to private celebrations should not be delivered at school.

### CLASSROOM PASSES

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

Teachers may dismiss students in pairs for the elementary grades. If a student is gone for an excessive amount of time, teachers will notify the office, and administration will assist in locating the student.

### GUM AND FOOD IN CLASSROOMS

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

### LOST AND FOUND

Parents should mark all of their child’s belongings with the child's 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**

### **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.

### **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. Please contact the school registrar at [registrar@monumentacademy.net](mailto:registrar@monumentacademy.net).

## **SCHEDULE CHANGES**

### **ELEMENTARY SCHOOL**

Monument Academy's scheduling policy does not allow for elementary class changes. However, if there are concerns which parents feel may inhibit their child's ability to learn effectively, MA administration will consider a class change only when the following steps have been followed:

- 1) A parent/teacher meeting was held to discuss conflict resolution.
- 2) A parent meeting was held with all grade-level teachers to discuss concerns and expectations.
- 3) A written statement containing information on the meetings and their outcomes along with the request for change was submitted to the Principal/Assistant Principal.

Once these steps are completed, parents should request a meeting with the Principal/Assistant Principal to discuss the proposed change. The Principal may allow classroom teacher(s) to attend the parent meeting in order to clarify any expectations or concerns. If Monument Academy administration grants the change request, the student will be placed in the next available class based on seat availability.

## 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 IC “quick link” on the MA homepage at [www.monumentacademy.net](http://www.monumentacademy.net), under *Infinite Campus*. Password and log in questions may be directed to Tricia Ross, Director of Information Technology: [pross@monumentacademy.net](mailto:pross@monumentacademy.net)

### CELL PHONE/ELECTRONIC DEVICE POLICY

Monument Academy 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 in grades 3-5 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](http://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. Elementary students’ devices must be secured in their backpacks in the classrooms. 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. Monument Academy 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 students/children 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 play performances, 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 child included. Copyright free music must be used if the video is shared..

## TECHNOLOGY USER AGREEMENT

Internet and school local/wide area network access are available to students, teachers, and employees of Monument Academy 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 Monument Academy and believe they offer an ever-growing access to enhanced information resources for students, faculty, and employees. Please refer to [www.monumentacademy.net](http://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*). Monument Academy believes that a safe and disciplined learning environment is an important aspect of a rigorous school. Our uniform policy is intended to promote respect for the learning process, build school identity and community spirit, and 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](http://www.frenchtoast.com)

Code: QS5QVJI

Online only.

#### Educational Outfitters

[www.educationaloutfitters.com](http://www.educationaloutfitters.com)

CO01086

Online or in-store shopping.

Store located in Centennial, CO.

#### Lands' End

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

900030560

### SPIRIT WEAR

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

### LOGOS ON CLOTHING

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 and teachers will continue to look for uniform violations throughout the day. Elementary teachers are responsible for communicating uniform notifications to parents.

#### EXCESSIVE UNIFORM NOTICE SLIPS

Excessive uniform notices 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, elementary students 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 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

Elementary students who do not receive a written uniform notice for an entire month will be given a *Free Dress Day* the first Friday of the following month. The guidelines for allowable clothing on a “Free Dress Day” are described on the last page of the grade-specific guidelines. Casual clothing should always be in good repair. 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.

## **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 of 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.

### **CLASS LISTS**

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

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

### **COMMUNICATION EXPECTATIONS**

Communication between parents and teachers is paramount to students' success. Parents should communicate with their child'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 is 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 teacher's 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.

### PARENT/TEACHER CONFERENCES

Two official parent/teacher conference sessions are scheduled during the school year: an initial one at the end of the first quarter and a second one during the third quarter. Specific dates will be published on the school calendar. Parents will be notified when conference sign-ups are available.

### CUSTODY NOTIFICATION

If parents are legally separated or divorced, by law both parents have legal rights to the custody of the child **UNLESS** one parent has a court order indicating that parent has sole custody. The school **MUST HAVE A COPY OF THE COURT ORDER ON FILE**. Otherwise, either parent may sign the child 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

Monument Academy parents are required to regularly check [Infinite Campus Parent Portal](#) and teachers' web pages (from the MA website) for updates on grades, assignments, fees, and news.

### POLICY SUGGESTIONS OR NEW PROGRAM IDEAS

The Principal/Assistant Principal have open-door policies. Please contact them 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.

### PERMANENT SCHOOL RECORDS

Parents may view their child'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 child's records, to include report cards, official transcripts, records, standardized test results, or any other school document. The first copy is complimentary; additional copies are a \$1.00 per page fee, payable in advance. Please give the office staff 48 hours notice. Monument Academy will not provide copies of birth certificates or immunizations.

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

## VISITORS AND VOLUNTEER INFORMATION

**Our visitor and volunteer policies have been reinstated for the 2021-2022 school year. These policies could be suspended at any time during the school year depending on the circumstances.**

All volunteers and visitors, including family, friends, and students from other schools **must** check in and out at the front office and wear a Monument Academy visitor'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 Monument Academy learning community recognizes that a child'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 children
- 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. Monument Academy appreciates the consistency and commitment of parents who volunteer in any capacity. We believe that parent involvement raises student academic achievement. Since our school operates on a more limited budget, MA has volunteer openings beyond the scope of a "typical" public school.

## 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, Monument Academy 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 Monument Academy 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.

Volunteers working with students separate from the supervision or oversight of Monument Academy employees must have background checks completed before volunteering. Monument Academy 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 Monument Academy 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 child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers. A parent may only visit a classroom when their child 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](mailto:pto@monumentacademy.net). Questions should be directed to the PTO at the same email address.

## **SECTION 5: PRESCHOOL SPECIFIC CLASSROOM POLICIES AND PROCEDURES**

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

*Per the requirements of the Colorado Department of Human Services (CDHS), Child Care Facility Licensing, 12 CCR 2509-8, Section 7.702.41, the following preschool policies are available for review.*

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

Monument Academy (MA) Preschool offers a variety of student schedules with varying class contact hours. Specific available programs and hours of operation are posted on the MA website under *Preschool*. The Preschool also follows the MA calendar for school holidays, delays, and closures. Please refer to the calendar link on the MA website for specific information.

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

Monument Academy Preschool offers a variety of full- and part-day classes. Fees vary according to specific programs. To begin the registration process, please visit the Preschool section of the MA website, click on “ENROLLMENT,” and fill out a *Letter of Interest* form. *Intent to Enroll* and *Preschool Registration* Packets are available for download from the Preschool section as well. Classes are filled on a first-come, first-served basis.

### **INCLEMENT WEATHER**

Monument Academy Preschool could be closed unexpectedly due to severe/inclement weather, power failure, heating/cooling issues, or other unforeseen circumstances. School closings due to weather will follow the decisions of D38 and Monument Academy grades K-5. If a delayed start is called for grades K-5, morning preschool classes will be held from 10:00am until their regularly scheduled pick up time, except on Fridays. In the case of excessively hot or inclement weather, Preschool staff will modify the daily scheduled outside time. Student safety is always the priority.

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

Monument Academy ensures the safety and well-being of all preschool students. Teachers will routinely count the number of preschool children throughout the day. Count is taken during classroom time to make sure everyone is present. A name-to-face count is done before and after each transition. Children are counted as they go out and come in from the playground. In the event a child cannot be located, Preschool staff will advise other team members of the situation and re-check the preschool facility. If the child still cannot be located, Preschool staff will advise the front office, and follow school and local law enforcement guidelines for locating a missing child on the Monument Academy campus or surrounding off-campus areas.

### **BEHAVIOR AND DISCIPLINE**

Monument Academy Preschool follows the discipline guidelines set forth for elementary students as described in the Discipline section of the Student Handbook. Preschool staff strive to cultivate

self-autonomy and a positive learning environment by implementing *Love & Logic Principles* in the classroom (<https://www.loveandlogic.com/>) including:

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

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

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

If there is a serious behavioral issue with a child, a parent conference will be requested. The teacher and parents will create a corrective behavior plan. If necessary, the Principal/Assistant Principal, Director of Preschool, and/or school counselor will also be consulted.

Monument Academy Preschool reserves the right to dismiss any child for the child's or parents' inability to adjust to the school program, if the child or parents exhibit unsuitable behavior, or the behavior(s) interfere with the safety and/or welfare of other children and/or staff members.

### **HEALTH/MEDICAL INFORMATION**

Monument Academy Preschool follows health and medical policies as stated in the Student Handbook regarding accidents, illnesses, and immunization requirements. Please refer to the Health and Medical Information section of the Student Handbook for further information. Parents will be notified in writing of accidents or injuries that occur at school. Staff members observing the accident will complete an incident report explaining how the accident or injury occurred and what action was taken, including any first aid administered. Copies of the report will be given to the parent and placed on file at school.

Students' medicines will be stored in the nurse's office and handled in compliance with *Section 12-38-132, C.R.S. of the Nurse Protection Act*.

### **INCIDENT ACTION PLAN**

Monument Academy Preschool will follow MA's K-5 Incident Action Plan. Incident plans are accessible in each classroom. Fire and Tornado Drill Procedures are clearly posted in all classrooms near the door. Fire, tornado, and other incident drills are routinely practiced in accordance with CDHS requirements.

### **FIELD TRIPS/EXCURSIONS**

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

## **TELEVISION, COMPUTER & VIDEO POLICY**

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

## **VEHICLE PROCEDURES**

Monument Academy Preschool does not provide transportation for students nor are staff authorized to buckle children into vehicle safety restraint systems. Parents/guardians must follow Colorado law with regard to child seat safety restraint requirements, as well as proper seating and supervision of children in private vehicles, and in following proper traffic/emergency procedures on the road.

## **PERSONS AUTHORIZED TO PICK UP STUDENTS**

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

## **LATE ARRIVAL/LATE PICK UP**

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

A Preschool staff member will remain with a child if the child is not picked up by dismissal time. The parent and/or guardian will be called if they have not arrived within 10 minutes of dismissal and may be subject to a late fee. The fee is \$10 after 10 minutes, plus \$1 per minute fee until the child is picked up.

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

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

## **CHILDREN'S PERSONAL BELONGINGS/MONEY**

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

## **MEALS AND SNACKS**

Parents/guardians are asked to provide water bottles and healthy snacks for their children. Monument Academy will have water available for students throughout their time at school.

Children attending both morning and afternoon sessions or full-day must bring their own lunches, including a beverage. Lunch containers should be as small as possible and clearly marked with the child's name. MA Preschool cannot heat or refrigerate lunches; they are stored in the classroom in the child's cubby. Teachers will assist children as needed with their lunches but self-help containers are encouraged. *Lunchables* are very teacher intensive and we ask that you do not send them.

## **TOILET TRAINING AND TOILET ACCIDENTS**

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

## **VISITOR'S POLICY**

All volunteers and visitors, including family and friends, ***must*** sign in and out at the front office and wear a Monument Academy Visitor Badge while in the building. This security measure keeps our school, students, parents, and staff safe.

## **CONFERENCES**

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

## **FILING A COMPLAINT**

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

**Colorado Department of Human Services (CDHS)**  
**1575 Sherman Street, 2<sup>nd</sup> Floor**  
**Denver, CO 80203-1714**  
**303-866-4511**

## **REPORTING CHILD ABUSE**

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

**719-444-5700 (Child Abuse Hotline)**  
**[childabusereport@elpasoco.com](mailto:childabusereport@elpasoco.com)**  
**El Paso County Department of Human Services**  
**Citizens Service Center**  
**1675 West Garden of the Gods**  
**Colorado Springs, CO 80907**

### **WITHDRAWALS**

Parents/guardians who wish to withdraw their child from any portion of the preschool program should notify the MA Preschool Director and Registrar in writing at least two weeks prior to the withdrawal date. Withdrawal notices can be emailed to [registrar@monumentacademy.net](mailto:registrar@monumentacademy.net).



## **SECTION 6: FORMS**

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

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

All parents should sign and return this form.

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

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

### [TECHNOLOGY USER AGREEMENT](#)

Parents of any student who carries a cell phone on campus 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 7: APPENDICES

### APPENDIX A: Volunteer Confidentiality Notification and Agreement



# Monument Academy

## 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.

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Volunteer (Print) Name

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Phone Number

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Volunteer Signature

---

Date

## APPENDIX B: Classroom Visitation Policy



# Monument Academy

## CLASSROOM VISITATION POLICY Observation of Instructional Program by Parents

**Who May Visit:** The privilege to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does **not** extend to grandparents, other interested close relatives, or caregivers. A parent may only visit the classroom when their child 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/Assistant 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/Assistant 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/Assistant Principal may, as necessary, temporarily preclude a parent from visiting their child's classroom during regular school hours.

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

**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

## PARENT/STUDENT LETTER OF AGREEMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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