

MONUMENT ACADEMY
"A Charter School, a Public School of Choice"
Board of Directors Special Meeting

Minutes of the July 22, 2022 at 2pm MST
Virtual Meeting

Mission Statement:

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

A. CALL TO ORDER/MISSION STATEMENT/PLEDGE OF ALLEGIANCE/ROLL CALL/QUORUM

- a. Mr. Graham called the meeting to order at 2pm, read the mission statement, led the Pledge of Allegiance, took roll call, and declared a quorum.
 - i. Board Members in attendance: Emily Belisle, Joe Buczkowski, Craig Carle, Lindsay Clinton, Ryan Graham, Misty McCuen, Danny O'Brien (joined at 3:04)
 - ii. Others in attendance: Brad Miller

B. ADDITIONS TO/APPROVAL OF AGENDA: Approved by unanimous consent.

C. MOTION TO ADJOURN TO EXECUTIVE SESSION:

- a. Mr. Graham made a motion to adjourn to Executive Session pursuant to to C.R.S. 24-6-402(4)(b & f) to discuss COO job performance and to receive legal advice on specific legal matters related to school leadership. Mrs. Clinton seconded the motion. The motion passed unanimously.

D. ITEMS REQUIRING BOARD DISCUSSION/ACTION:

- a. Mr. Graham conducted an additional roll call to reconvene open session. All members listed above were present.
- b. Mr. Graham made a motion to appoint Joe Buczkowski and Craig Carle to a contract and operations review committee. The formation of this committee is for the purposes of authorizing said individuals to meet with senior staff to explore operational and contractual matters as it pertains to the job performance of the COO with findings being reported back to the board no later than August 5th. Mrs. Clinton seconded the motion. The motion passed unanimously.
- c. Mr. Graham made an announcement reminding the MA community to attend the town hall style meeting on July 25th regarding the presentation from Able Shepherd for safety and security.

E. ADJOURNMENT

- a. Mrs. Belisle moved to adjourn. Seeing no opposition, Mr. Graham adjourned the meeting.

MONUMENT ACADEMY
"A Charter School, a Public School of Choice"
Board of Directors Special Meeting

Minutes of the July 25, 2022 at 5:30 pm MST
Monument Academy East Campus

Mission Statement:

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

A. CALL TO ORDER/MISSION STATEMENT/PLEDGE OF ALLEGIANCE/ROLL CALL/QUORUM

- a. Mr. Graham called the meeting to order at 5:30 pm, read the mission statement, led the Pledge of Allegiance, took roll call, and declared a quorum.
 - i. Board Members in attendance: Mrs. Belisle (virtual), Mr. Buczkowski, Mr. Carle, Mrs. Clinton, Mr. Graham, Mrs. McCuen, Mr. O'Brien
 - ii. Others in attendance: Jimmy Graham from Able Shepherd, Brad Miller

B. ADDITIONS TO/APPROVAL OF AGENDA – none. Approved by Mr. Graham

C. BUSINESS:

- a. School Safety & Security presentation by Able Shepherd
- b. MA Community Question & Answer with Able Shepherd

D. MOTION TO ADJOURN TO EXECUTIVE SESSION:

- a. Mr. Graham made a motion to adjourn to Executive Session pursuant to C.R.S. 24-6-402(4)(b&d) to receive legal advice on specific legal matters in regards to discussion of specialized details of security arrangements. Motion passed unanimously.

E. ITEMS REQUIRING BOARD DISCUSSION/ACTION:

- a. Mr. Graham read the attached Resolution regarding School Safety and Security. Mrs. Clinton seconded the Resolution. There were several board members who discussed their support for the resolution. The Resolution was voted on and it carried unanimously.

F. ADJOURNMENT:

- a. Mrs. McCuen moved to adjourn. With no opposition, the meeting was adjourned by Mr. Graham.

RESOLUTION

REGARDING SCHOOL SAFETY AND SECURITY

WHEREAS, Monument Academy (“MA”), in El Paso County, Colorado, is a nonprofit corporation and a local public body, acting by its Board of Directors; and

WHEREAS, the members of the Board of Directors of the School (the “Board”) have been duly elected, chosen, and qualified; and

WHEREAS, the Board has a duty to ensure a safe learning environment; and

WHEREAS, the Board believes that students may only learn effectively if they feel safe and are physically protected from threats; and

WHEREAS, the Board wishes to ensure that to the maximum extent possible, Monument Academy will be prepared for and ready to protect students and staff from any active shooter situation or similar threat; and

WHEREAS, pursuant to C.R.S. § 18-12-214(3)(b), individuals permitted by law to carry a concealed handgun may carry a concealed handgun onto the real property of Monument Academy or into any improvements erected thereon, to include the East Campus and the West Campus if they are employed or retained by contract by Monument Academy as a school security officer; and

WHEREAS, the Board wishes to provide rigorous training to employees of Monument Academy who are vetted, qualified and able to conceal a handgun on campus as a school security officer for the protection of students and staff; and

WHEREAS, ABLE SHEPHERD is a progressive training program that teaches situational awareness, armed and unarmed protective tactics to stop school violence quickly and administer medical aid immediately. ABLE SHEPHERD is not intended as a replacement for Law Enforcement Officers and Emergency Medical Technicians. Instead, it enables on-site personnel to save lives through prompt action.

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The Board will immediately commence vulnerability assessments for purposes of furthering school safety and security assessments to include both East and West Campuses, with a report to the Board no later than October 15th.

2. The Board will immediately commence a vetting process to determine whether there are existing staff members of Monument Academy (excluding teachers at this time) who are qualified, willing, and able to commence training with Able Shepherd.

3. The Board will not require or force any staff member to conceal a handgun but will work to send a minimum of one (1) vetted and qualified employee from each campus to Able Shepherd training.

4. The Board will continuously vet qualified staff members beyond the Fall of 2022 to work towards the goal of always ensuring that Monument Academy has armed school security personnel on both campuses to protect students and staff.

5. The Board will mandate and require that any staff member who is selected and qualified by Monument Academy and trained by Able Shepherd to conceal a handgun on campus MUST re-qualify every 6 months and complete Board mandated evaluations per school security officer contractual agreements.

6. Unless employed by Monument Academy for the sole purpose of security, all staff members who are qualified as school security officers will remain confidential such that students and parents will not be aware of who may be concealing a handgun on campus.

7. The Board will work diligently in the next twelve (12) months to further develop school safety policies in collaboration with the Threat Assessment Team that further protects students and staff and prepares the school for an active shooter situation or similar threat.

Approved and Adopted – July 25th, 2022

Ryan Graham, Board President
Monument Academy

Attest:

Emily Belisle, Board Secretary
Monument Academy

MONUMENT ACADEMY
"A Charter School, a Public School of Choice"
Board of Directors Special Meeting

August 1st, 2022 at 6pm MST
Monument Academy East Campus Gymnasium

Mission Statement:

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

A. CALL TO ORDER/MISSION STATEMENT/PLEDGE OF ALLEGIANCE/ROLL CALL/QUORUM

Mr. Graham called the meeting to order at 6:01pm, read the mission statement, led the Pledge of Allegiance, took roll call and declared a quorum.

Board Members in Attendance:

Mrs. Belisle
Mr. Buczkowski
Mr. Carle - virtual
Mrs. Clinton
Mrs. McCuen
Mr. Graham
Mr. O'Brien

Others in Attendance:

Mr. Holmes
Mr. Vinchattle
Mr. Walker

B. ADDITIONS TO/APPROVAL OF AGENDA: Agenda was approved with unanimous consent.

C. MOTION TO ADJOURN TO EXECUTIVE SESSION:

- a. Mrs. McCuen motioned to adjourn to Executive Session pursuant to C.R.S. 24-6-402(4)(b, d & f) for discussion of specialized details of security arrangements and to discuss COO job performance and to receive legal advice on specific legal matters related to both aforementioned topics. Mr. O'Brien seconded. Motion carried unanimously.
- b. Open session resumed at 9:00pm

D. ITEMS REQUIRING BOARD DISCUSSION/ACTION:

- a. Vote on matters or proposals discussed in executive session.
 - i. Mr. O'Brien moved to direct legal counsel to enact the action items outlined in executive session concerning the COO's job performance. Mr. Graham seconded. Motion carried unanimously.

E. BOARD COMMENTS/ANNOUNCEMENTS: None

F. NEW BUSINESS: None

G. ADJOURNMENT: Mrs. Clinton motioned to adjourn. Meeting was adjourned at 9:02pm.

COO Report

August 2022

The staff has been working diligently to prepare for the new school year. Lots of extra time by a variety of people has been invested into the 2022-23 school year. I'm so thankful to have such a dedicated and hard-working team.

As of Monday, just a couple of teaching positions have yet to be filled. All teaching positions at East have been offered. I'll update the numbers at the Board meeting on the 11th.

Student enrollment is holding steady, with current number below the budget goal of 1150. The current number is 1131, which is an increase of 47 students from last year. There is almost daily fluctuation at this point. There are 11 Elementary, 10 Middle School, and 2 HS students "In Process" that are not included in the 1131 number.

The Middle School and High School schedules have been finalized, and the staff is working to input student choices into the school information system for distribution next week.

We have had discussions with a Before & After Care provider to meet the interests of MA parents for this service at West campus. The contract proposed by Leading Edge would pay MA between 10-12k in revenue sharing. This is the same company that District 38 has contracted with. Service would start after our License is approved by the State, which would likely be late September or early October.

Instrument selection night was an enormous success, with many happy students walking away with instruments for the upcoming year.

New teaching staff attended Capturing Kids' Hearts training on the 4th & 5th of August. We shared the training and the cost with Colorado Springs Charter Academy. A big thank you to District 38 for the use of the Training Center at Big Red for this exceptional professional development. This was just part of our new teacher orientation that started on August 1st.

Our ESS staff attended Enrich training with District 38 personnel. Enrich is the database that houses our IEP information. We reached agreement with Gillem Staffing to provide Speech services for MA students. ESS staff and Principals have reached out to several MA ESS families to update them and answer a few questions before school starts with the intent of starting the year well with all students.

MEMORANDUM OF UNDERSTANDING

Between Leading Edge and Monument Academy

The following Memorandum of Understanding sets forth the terms and conditions for a partnership between Monument Academy (School) and Leading Edge Educational Services (Contractor/Leading Edge) under which Leading Edge will provide before and after school childcare programming to Monument Academy students during the 2022-23 through 2024-25 school years. The goal of this partnership is to improve the academic performance and social skills of Monument Academy students and to meet the diverse needs of Monument Academy community of teachers, students and their families.

WHEREAS, Leading Edge offers before and after school child care services (Services); and,

WHEREAS, Monument Academy has space available and Leading Edge desires to use the School for its child care services; and,

WHEREAS, Monument Academy's Board of Directors has authorized the COO to allow the School to be used by Leading Edge for the term of this agreement;

THEREFORE, in consideration of the foregoing recitals, incorporated by this reference and their mutual promises, the parties agree as follows:

1. School Usage

Monument Academy hereby consents and authorizes Leading Edge to use the School as more specifically defined below, and the appurtenant School, in conjunction with the Contractor's before and after school child care services and subject to the specific terms and conditions as set forth herein. Nothing in this Memorandum of Understanding shall be construed as giving Leading Edge rights in Monument Academy School, its management, property or operation. The designated areas include the cafeteria, playground, gymnasium and library

Monument Academy expressly reserves the right to adjust the locations of these designated areas from time to time in order to meet the needs of the instructional programs of the School. Every attempt will be made to ensure Leading Edge has appropriate space to perform Services without interruption.

These designated areas will include sufficient room for academics and other spaces such as the gym or the cafeteria if it is not being used by Monument Academy and COVID mitigation is not in place. In all cases, Monument Academy will provide adequate space to accommodate the number of children in the program. Monument Academy will provide an entrance within close proximity of the Leading Edge program. Monument Academy will provide access to the building through an access control system. Copies of drivers licenses for those who have a key code or card will be required. Keys and/or access cards will be turned in on the last day of school.

Swipe Cards - Monument Academy will provide the Contractor with a minimum of two swipe cards to access each school building. In the event the Contractor experiences excessive changes in staffing, Monument Academy will bill the Contractor for the cost incurred to provide or replace access cards. Swipe cards are required to be turned in to Monument Academy upon termination of employment. Failure to return swipe cards within five (5) days of termination will result in a replacement fee billed to the Contractor. Each employee or subcontractor will need an identification badge. Within twenty-four (24) hours of termination of any employee or subcontractor, the Contractor shall notify the appropriate School principal.

Access to Space - Monument Academy will provide Leading Edge access to space for use during Leading Edge before and after school programming. Leading Edge staff members will have access to the space 30 minutes before the program starts each day for lesson planning and program setup, and 30 minutes after Leading Edge closes each day to ensure the space is cleaned and re-set for the following day's use by Monument Academy. Leading Edge will ensure that the rooms that are allocated for its program use are left in the same condition as they were in prior to the beginning of daily programming, ordinary wear and tear excepted. Leading Edge will wipe the tables prior to students arriving and once they have left.

Wi-Fi Access- Monument Academy will permit Leading Edge to the wireless network.

2. Program Supplies and Equipment

Leading Edge will provide all materials, supplies and equipment needed to operate its program, which will be safely stored away at the end of each school day. Leading Edge will provide a lockable cabinet.

Damages - The Contractor agrees to keep Monument Academy and the equipment therein clean, well maintained, orderly and secured at all times during periods of Contractor's use. The Contractor agrees that it shall not permit breakage, damage or deterioration to Monument Academy. In the event of damage, Monument Academy may, in its discretion, repair the damage itself and submit an invoice to the Contractor for the work completed that shall be paid by the Contractor within thirty (30) days of receipt of a bill for any such expense. The Contractor will replenish or replace in cash or in kind any equipment used hereunder that is broken or damaged. Any costs incurred by Monument Academy beyond those basic services and costs of any damage to the School property will be billed to Monument Academy, including maintenance or custodial costs incurred when custodial personnel are not scheduled to be in Monument Academy.

Permanent Improvements - The Contractor shall not permanently affix or install equipment in the designated areas of Monument Academy to be used by the Contractor without first obtaining Monument Academy's consent. Upon termination, the Contractor shall return the School premises to their original condition. Any permanent improvements or equipment affixed or installed in a permanent fashion to the premises or appurtenant School shall remain in the property of Monument Academy upon termination unless otherwise agreed to in writing. Any other equipment or supplies of a non-permanent nature shall be removed by the Contractor upon notice of termination. The School used by Leading Edge shall be left in a clean and undamaged manner, as determined by Monument Academy upon termination.

3. Program Delivery and Management

Leading Edge will deliver high quality before and after school programming to Monument Academy students consistent with the framework of the Leading Edge Model.

Site of Operation - Leading Edge agrees to provide before and after school care services at Monument Academy's West Campus, located at 1150 Village Ridge Point in Monument Colorado.

Hours of Operation - These services shall be provided from 6:30 a.m. until 7:45 a.m. and from the close of school 3:15 p.m. (or 12:15 p.m. on early release days) until 6:00 p.m. each day that school is in session.

Student Supervision - The Contractor's employees, agents and subcontractors must remain on-site, supervising students until all students actively enrolled in the program and in their care have been safely collected by an approved adult, even if it means the Contractor's employees, agents or subcontractors must stay later than the hours specified. Neither Monument Academy nor any of its Schools, personnel or authorized volunteers assume responsibility for supervising Contractor program attendees while these students are receiving the Contractor services.

Program/Curriculum Alignment - Leading Edge will consult with Monument Academy to identify ways of aligning Leading Edge program/curriculum with Monument Academy's school day program/curriculum. As appropriate, Leading Edge staff will consult with Monument Academy teachers regarding individual student work, needs and upcoming assignments. Monument Academy teachers will be made available at the discretion of the Principal for the purpose of communicating the strengths and the needs of students. Leading Edge requests this to ensure accurate information regarding student assignments and academic needs.

Monthly Meetings - Leading Edge will schedule at least one monthly meeting between Monument Academy administration and Leading Edge administration to review all aspects of the programs, including academics, enrichment, program progress and student needs.

Additional Meetings - The parties agree to hold additional meetings as necessary.

Documentation for Licensing - Monument Academy agrees to provide all necessary documentation for Leading Edge to obtain any licenses required to operate the Leading Edge program at the School.

4. Program Enrollment and Student/Family Expectations

Leading Edge agrees to perform the Services in accordance with any plans and specifications that may be provided by Monument Academy from time to time. Leading Edge agrees that only students currently enrolled in Monument Academy may attend the Leading Edge before and after school program that is located at one of Monument Academy's sites.

Enrollment and Student Information - All students (parents and guardians) who participate in the Leading Edge program must register at Leading Edge's online portal and complete all enrollment forms prior to attending the Leading Edge program. These online forms will include emergency contact information for all participating students as well as the names of adults who are authorized to pick up students.

No student will be allowed to participate in the Contractor's Services unless registered and paid in full, barring an emergency, as determined by the Contractor's discretion.

Tuition and Fees- The 2022-2023 tuition rates are set forth in the Enrollment and Tuition Addendum attached to this Memorandum. Tuition rates will be reviewed annually and are subject to change at the sole discretion of Leading Edge Educational Services, although Leading Edge will provide notice to Monument Academy of any tuition changes in advance of each school year through the terms of the contract.

Registration Fee - In addition to the enrollment fees, each year the Contractor may also charge each family a one-time registration fee in the amount of up to \$69.99 per family.

Financial Accounting and Billing - Leading Edge will be responsible for all accounting functions associated with this program including billing and collection from parents. Monument Academy shall in no way be liable to the Contractor for any unpaid fees. Monument Academy assumes no responsibility for the financial viability of the program or for helping the Contractor to collect fees charged for Services.

Scholarships - Leading Edge will offer one scholarship for every 15 full-time paying students who are enrolled. Financial assistance will be awarded based on need and in the Contractor's sole determination and discretion on a non-discriminatory basis using a sliding scale and considering income, number of family members and circumstances.

Student Behavior and Suspensions - Leading Edge has the right to restrict any student from attending the Leading Edge program for behavioral disruptions after reasonable attempts by Leading Edge to provide necessary, positive behavioral supports to those students who have not been successful.

Parent Outreach - Monument Academy will assist in Leading Edge outreach to Monument Academy parent community to promote family participation in the Leading Edge program. Monument Academy administrators and teachers will actively inform its parent community that the School is partnering with Leading Edge and inform parents that the Leading Edge mission is to help children academically. In order to keep parents informed of Leading Edge programs, Monument Academy outreach activities will include at a minimum:

- I. Include Leading Edge informational flyers in folders and emails that are sent out to parents and families.
- II. Permit Leading Edge to keep signage in the entrance area of the School to keep parents informed of Leading Edge programs, notices and information.
- III. Include Leading Edge information in the family registration process.
- IV. Monument Academy will include a link on its web site for the purpose of educating families about Leading Edge and linking to Leading Edge Educational Services' enrollment portal.
- V. Monument Academy will actively involve Leading Edge in key parent activities at the School, including back-to-school nights, PTA meetings, etc.

5. Contractor Responsibilities

This Memorandum does not create a partnership or joint venture. All actions taken in connection with the performance of this Memorandum are conducted by the Contractor as a separate and distinct business entity.

The Contractor understands and acknowledges that this Memorandum is a contract for use of the School and that an employee-employer relationship does not exist between the Contractor and Monument Academy. The Contractor shall perform all Services using independent judgment and expertise. Neither the Contractor nor any agent, employee or subcontractor of the Contractor shall be an agent or employee of Monument Academy to any agreement or incur any liability or obligation attributable to Monument Academy. The Contractor acknowledges that it is not entitled to worker's compensation or other benefits such as, but not limited to, health insurance coverage, vacation pay, sick pay, unemployment compensation, worker's compensation coverage or pension benefits from Monument Academy.

Exclusivity - Leading Edge will be the sole program provider for after school programming at Monument Academy, and Monument Academy agrees to not contract, promote and/or encourage Monument Academy students to attend any other organization's comprehensive after school program.

Monument Academy Programming - Monument Academy reserves the right to run its own school-sponsored, before and after school enrichment programs. Participants in the Contractor's Services shall be allowed to participate in Monument Academy-sponsored before or after school activities; provided however, that adequate notice has been given by parents to Contractor's staff. Contractor's employees or subcontractors shall ensure that students enrolled in the Contractor's program during the activity are accompanied by an adult to and from Monument Academy's enrichment programs. Except as noted above, the Contractor must ensure that students under Contractor's care and supervision remain in the area within Monument Academy designated for Contractor's use as specified.

Services - Leading Edge agrees that it will perform the Services in accordance with the specifications of this Memorandum and that Monument Academy will not be responsible for providing instruction to or supervision of Leading Edge staff as to the actual Services performed. Leading Edge also acknowledges that Monument Academy does not assume any responsibility hereunder for providing supervision for program participants, employees or volunteers for any Services under the control of, sponsored by or conducted by Leading Edge. Leading Edge assumes responsibility for all necessary supervisory or instructional personnel required for its Services.

Legal Responsibility - The Contractor shall abide by all laws applicable to the performance of the Services and the subject matter of this Memorandum and by all Monument Academy policies and procedures. The Contractor shall at all times strictly enforce this prohibition among its own employees, agents or subcontractors. The Contractor also agrees to report any child abuse or neglect to the appropriate authorities for investigation in accordance with C.R.S. 19-3-304.

Revenue Share - In exchange for use of the designated area within Monument Academy for the term of this Memorandum, the Contractor agrees to pay Monument Academy a 5% revenue share. Payments will be made on a quarterly basis. In addition, Monument Academy and the Contractor will agree on the revenue share percentages on an annual basis by May 1 of each year.

6. Staffing

The Contractor represents and warrants that it will employ only staff members who, to Contractor's reasonable knowledge, have the requisite skill, knowledge, training and/or experience to perform the Services.

Employee Records - Leading Edge will maintain all records containing personal information on its employees and agents providing Services for the program. The Contractor will submit confirmation that all background, criminal and sexual offender checks consistent with the Contractor's general practices for persons who are in contact with minors as part of their duties have been completed on each such employee or agent.

Staffing Requirements - Leading Edge will hire and train all program staff in accordance with applicable state licensing requirements, including handling medications and first aid training. All Leading Edge staff must complete and pass required background checks.

The Contractor shall not look to Monument Academy for any training, detailed instruction or supervision as to any aspect of the Services. Monument Academy may choose to invite the Contractor's staff to participate in applicable trainings hosted by Monument Academy but in no event shall this action by Monument Academy change the Contractor's responsibilities required herein.

COVID Staff Training and Practices - Leading Edge guarantees that their employees are provided training and understand and practice the proper protocols for COVID-19 mitigation for childcare centers/schools per the El Paso County Health Department including intake medical checks and screening, mask wearing, and contact tracing, notification and documentation.

7. Licensure

Leading Edge will lead an effort in cooperation with Monument Academy to meet all state requirements for licensing the program as a childcare provider in the state. Monument Academy agrees to provide all necessary documentation for Leading Edge to obtain any licenses required to operate the Leading Edge program at the School.

Term of Licensure - The Contractor is responsible for maintaining for the entire term and each renewal term of this Memorandum all requisite licenses with the applicable federal, state and local governmental bodies, agencies and authorities in order to perform the Services. A current copy of the Contractor's license shall be provided to Monument Academy primary contacts prior to the commencement of the Services and shall be provided to Monument Academy each time the Contractor's license is renewed. If the Contractor loses licensure for any reason, the Contractor shall notify Monument Academy immediately and shall suspend Services pending resolution of the licensure issues to the reasonable satisfaction of Monument Academy. In the event any of the Contractor's employees or subcontractors lose their license or certification for whatever reason, the Contractor shall immediately suspend the employment/engagement of that employee or subcontractor pending reinstatement of his/her license or certification.

8. Insurance Coverage

Leading Edge will provide Monument Academy with a certificate of insurance for (two million) \$2,000,000 aggregate of General Liability Insurance, (one million) \$1,000,000 combined single limit for Hired and Non-Owned Autos, (two million) \$2,000,000 aggregate of Professional Liability Insurance, and the statutory requirements for Worker's Compensation and Employer's Liability Insurance.

Contractor shall maintain Commercial General Liability Insurance covering all claims for bodily injury, including death, and all claims for destruction of or damage to property, including the loss of use therefrom, arising out of or in connection with the occupancy of the School or any surrounding areas

and any Services provided under this Memorandum, whether such Services be by the Contractor or by anyone directly or indirectly employed by the Contractor with coverages and limits as follows: premises/operations general aggregate of (two million) \$2,000,000, bodily injury of at least (one million) \$1,000,000 per person and (two million) \$2,000,000 per occurrence. Contractor shall maintain worker's compensation insurance in such amounts as required under applicable statutory limits for its employees or employer's liability. Contractor agrees that the insurance required of it by this Memorandum is primary and noncontributory coverage and Monument Academy will be named as an additional insured on each policy required hereunder. Certificates evidencing said insurance policies shall be provided to Monument Academy prior to occupying the premises and at the time of any renewals of this Memorandum if required by Monument Academy.

9. Indemnity

Leading Edge and Monument Academy each hereby agree to indemnify and hold harmless the each other including the other's employees, officers, directors, managers, advisors and agents (collectively, the "Indemnified Parties") from and against any and all demands, claims, suits, losses, damages, or other liabilities of whatever nature caused by or resulting from, or claimed to have been caused by or to have resulted from, the negligent, reckless, or intentional acts or omissions of any of it or its employees, officers, directors, managers, advisors or agents in connection with the programs offered pursuant to this Memorandum. Leading Edge and Monument Academy indemnification obligations hereunder shall include indemnity against all costs and expenses, including reasonable attorneys' fees and disbursements, incurred by the applicable Indemnified Parties in connection with any claim, suit or proceeding subject hereto to which any such Indemnified Party is a party and in respect of which such Indemnified Party makes a claim for indemnification under this Section. Notwithstanding anything in this Memorandum to the contrary, the provisions of this Section shall survive the expiration or earlier termination of this Memorandum. Notwithstanding any other provision in this Memorandum to the contrary, no term or condition of this Memorandum shall be construed or interpreted as a waiver, express or implied, by Monument Academy of any of the immunities, rights, benefits, protection or other provisions of the Colorado Governmental Immunity Act, C.R.S. 24 10-101, et seq. ("CGIA"), as now or hereafter amended. The parties acknowledge and agree that liability for claims for injury to persons or property arising out of the negligence of Monument Academy, including its employees, is controlled and limited by the CGIA.

10. Renewal and Termination

This Memorandum of Understanding is for the 2022-2023 through 2024-2025 school years and will renew for each successive year unless either Monument Academy and Leading Edge agree to terminate this Memorandum. Notice of intent to terminate this Memorandum must be submitted in writing ninety (90) days in advance.

Either party may terminate this Memorandum for any reason upon giving the other party ninety (90) days prior written notice. This Memorandum may be terminated by Monument Academy upon not less than five (5) days written notice should the Contractor fail to effectively and safely provide the Services or fail to perform in accordance with the terms of the Memorandum through no fault of Monument Academy.

In the event that Leading Edge or Monument Academy substantially fails to honor its commitments, the non-defaulting party may terminate this Memorandum for cause upon ninety (90) days written notice. Such notice shall specify the manner in which the defaulting party has failed to perform its contractual undertakings. The defaulting party shall have fifteen (15) days to respond to the notice of termination and, in addition, shall have fifteen (15) days to cure the conduct giving rise to the notice of termination. If the non-defaulting party reasonably determines that the defaulting party has satisfactorily implemented corrective action, the notice of termination shall be withdrawn.

Any notice that either party desires or is required to give under this Memorandum may be delivered in person or sent by certified mail, return receipt requested, to the party at the address as hereinafter provided, and if sent by mail it shall be effective when posted in the U.S. Mail with sufficient postage attached thereto and correctly addressed.

11. Legal and Other Issues

In the event the performance of any non-monetary obligation hereunder is delayed or prevented, in whole or in part, by any cause not reasonably within the non-performing party's control (including without limitation acts of God, war, terrorism, civil disorder, transportation curtailment, shortage of supplies and labor disputes) making it inadvisable, illegal or impossible to perform its obligations under this Memorandum, the non-performing party shall be excused, discharged and released of performance to the extent such performance is so limited, prevented or made impracticable without liability of any kind.

This Memorandum and any amendments may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. For purposes of executing this Memorandum, facsimile or scanned signatures shall be as valid as the original.

If any provision of this Memorandum is ruled to be invalid or illegal, such ruling shall have no effect upon the remaining provisions which shall be considered legally binding and given full effect.

The laws of the State of Colorado shall govern the performance and interpretation of this Memorandum. Venue for any dispute concerning the Memorandum shall be exclusively in the federal court located in Colorado or the state court located in El Paso County, Colorado.

This Memorandum of Understanding contains the entire understanding of the parties and supersedes all prior understandings, agreements or representations by or between the parties, whether oral or written, that in any way relate to the subject matter of this Memorandum. Execution of this Memorandum constitutes a representation by the Contractor that to the best of the Contractor's knowledge no conflict of interest exists between Monument Academy representatives and the Contractor or its employees and agents.

A failure to assert any rights or remedies available to a party under the terms of this Memorandum, or a waiver of the right to remedies available to a party by a course of dealing or otherwise, shall not

be deemed to be a waiver of any right or remedy under this Memorandum, unless such waiver of such right or remedy is contained in a writing signed by the party alleged to have waived his/her other rights or remedies.

This Memorandum may not be assigned by the Contractor without Monument Academy's prior written consent.

Nothing in this Memorandum shall be construed to give away any rights or benefits to anyone other than Monument Academy and the Contractor.

This Memorandum shall be binding upon and for the benefit of the parties hereto, their successors and assigns. The Contractor represents that it has full authority under applicable law to execute and deliver this Memorandum and to perform obligations and services under this Memorandum.

12. Agreement

Subject to earlier termination by Monument Academy or the Contractor as provided herein, the initial term of this Memorandum of Understanding will be commencing as of September 1, 2022 and expiring on August 25, 2025. The Contractor shall perform the Services throughout the initial term. The parties agree to meet by January 31, 2025, to review the relationship. This agreement shall be automatically renewed for up to four successive one-year renewal terms unless cancelled by either party by providing written notice to the other party on or before January 31 of the applicable year.

This is the entire agreement between Leading Edge and Monument Academy with respect to its subject and supersedes in the entirety any prior agreement or discussions. Any changes to this Memorandum must be in writing and approved by both Leading Edge and Monument Academy.

MEMORANDUM OF UNDERSTANDING Between MONUMENT ACADEMY and LEADING EDGE EDUCATIONAL SERVICES

For Monument Academy:

NAME: _____

POSITION: _____

SIGNATURE _____

DATE:

For Leading Edge Educational Services:

NAME: Mark Freidberg

POSITION: Founder and CEO

SIGNATURE Mark Freidberg

DATE: August 11, 2022

LICENSING, ENROLLMENT AND TUITION ADDENDUM FOR THE 2022 - 2023 SCHOOL YEAR**PARENT PAY ENROLLMENT OPTIONS**

Leading Edge knows that different families have very different needs for before and after school programs. As a result, we offer enrollment options that vary in their number of days and their price per day for families which encourages more families to take advantage of our program:

- **Regular Full-Time** -five days per week
- **Regular Part-Time** - two or more days per week
- **Calendar/Drop-In** - child attends Leading Edge but is not scheduled at least 24 hours in advance

2022 - 2023 PRICING

2022 - 2023 PRICING	AM	PM
Full Time (5 Days Per Week)	\$8.99	\$20.99
Part Time (2 to 4 Days Per Week)	\$11.29	\$23.29
Calendar (Per Day)	\$14.49	\$26.49

REGISTRATION FEES

In addition to tuition fees, there is an annual pre-enrollment registration fee (per family) of 59.99.

DISCOUNTS FOR ENROLLMENT

Leading Edge offers a number of discounts to families who meet certain criteria as a way of reducing their cost of participating in a Leading Edge program. Each family is eligible for one discount.

- 50% discount for all children of Monument Academy staff
- 20% discount for families in the military community
- 10% sibling discount

CFO's Report

July 31, 2022

A. FINANCIAL RESULTS BY MONTH AND YEAR-TO-DATE

a. Revenue through July 31, 2022 for the 2021/2022 School Year

Primary School (919):

Revenue for the month ended and one month(s) ended July 31, 2022 was \$543,318 and \$543,318, respectively. This is 8% of budgeted revenue, compared to a monthly budgeted amount of \$ 543,286 and a run rate of 8%.

Secondary School (939):

Revenue for the month ended and one month(s) ended July 31, 2022 was \$449,169 and \$449,169, respectively. This is 8% of budgeted revenue, compared to a monthly budgeted amount of \$ 480,919 and a run rate of 8%.

Combined:

Revenue for the month ended and one month(s) ended July 31, 2022 was \$992,488 and \$992,488, respectively. This is 8% of budgeted revenue, compared to a monthly budgeted amount of \$1,024,205 and a run rate of 8%. Budget variances are due to the following: Fundraising revenue will occur in batches throughout the year, resulting in some month(s) with lower revenue and some month(s) with higher revenue.

b. Expenses through July 31, 2022 for the 2021/2022 School Year

Primary School (919):

Expenses for the month ended and one month(s) ended July 31, 2022, were \$262,084 and \$262,084, respectively, which equates to 4% of budgeted expenses, compared to a monthly budgeted amount of \$525,309 and a run rate of 8%.

Secondary School (939):

Expenses for the month ended and one month(s) ended July 31, 2022, were \$314,958 and \$314,958, respectively, which equates to 5% of budgeted expenses, compared to a monthly budgeted amount of \$512,282 and a run rate of 8%.

Combined:

Expenses for the month ended and one month(s) ended July 31, 2022, were \$577,042 and \$577,042, respectively, which equates to 5% of budgeted expenses, compared to a monthly budgeted amount of \$1,037,592 and a run rate of 8%. Expenditures for the same periods last year were \$562,713 and \$562,713, respectively. Budget variances are due to the following: Accrued teacher salaries and benefits.

c. Net (Loss) Income

Primary School (919):

Net income for the month ended and one month(s) ended July 31, 2022, were \$281,234 and \$281,234, respectively. Budgeted net income for the month ended July 31, 2022 was \$17,977.

Secondary School (939):

Net income for the month ended and one month(s) ended July 31, 2022 were \$134,211 and \$134,211, respectively. Budgeted net (loss) for the month ended July 31, 2022 was \$(31,364).

Combined:

Net income for the month ended and one month(s) ended July 31, 2022 was \$415,446 and \$415,446, respectively. Budgeted net (loss) for the month ended July 31, 2022 was \$(13,387). Net income was \$130,949 for the same period last year.

B. FINANCIAL HIGHLIGHTS/INFORMATION

- a. Held several interviews with candidates for the Manager of Development and Mission Engagement. MA received about 10 applicants who had some level of background in fundraising. I am pleased to announce that we selected Jason (“Jake”) Dicus as the new Manager of Development and Mission Engagement. Jake’s has a strong background in volunteer recruitment, management and goal setting. He has managed fundraiser’s and established a strong community of supporters for those events. I look forward to working with Jake. He expressed his passion for building MA’s image and supporting its goal to be a great charter school. He is eager to meet with families, students and staff to build relationships.
- b. One of the first tasks that Jake will undertake is building the pledge program and identifying a good solution for reaching families. There are a number of good options that can be added to MA’s website to make it easy to donate. Jake will be instrumental in finding a solution that supports easy payments and tracking.
- c. The Netchex onboarding process is well underway. They are developing custom reports to allow for easy transfer of data for accounting purposes.
- d. I met with our Auditor to discuss planning for the FY22 audit. We have submitted initial documents for them to review and plan the audit. The audit will cover the next couple months.

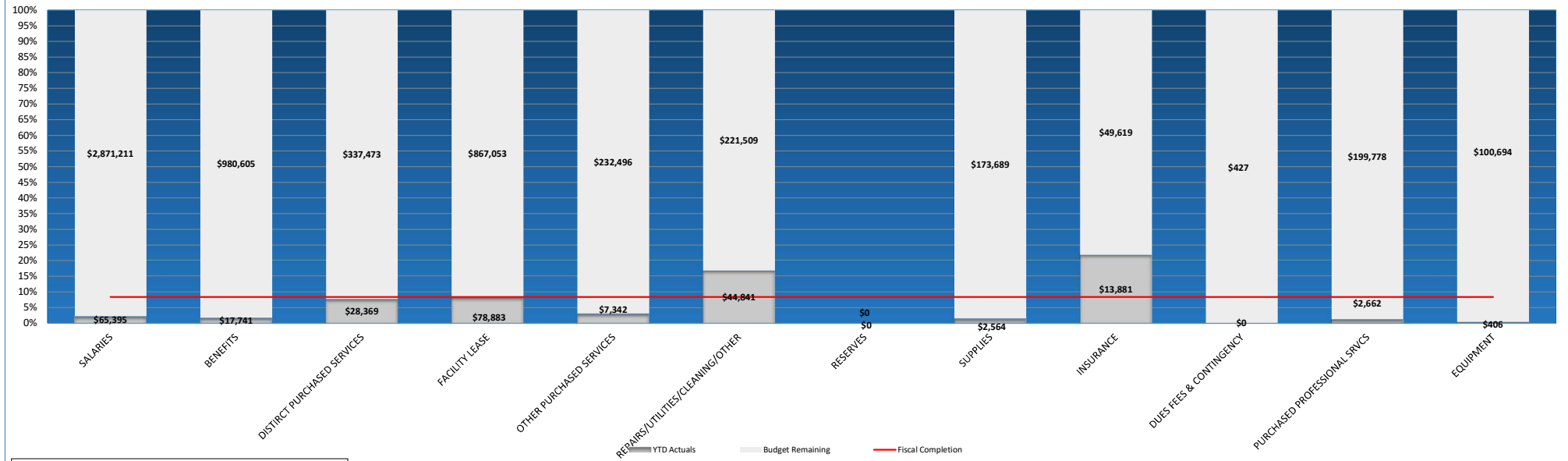
C. REPORTS, GRAPHS and/or METRICS SUBMITTED

- a. July 2022 GF Balance Sheets pdf
- b. July 2022 GF Income Statement pdf
- c. July 2022 Expenditure Budget vs Actual – 919 pdf
- d. July 2022 Expenditure Budget vs Actual – 939 pdf
- e. July 2022 Revenue Budget vs Actual – 919 pdf
- f. July 2022 Revenue Budget vs Actual – 939 pdf

Respectfully submitted,

Marc Brocklehurst, CPA
Monument Academy – Chief Financial Officer

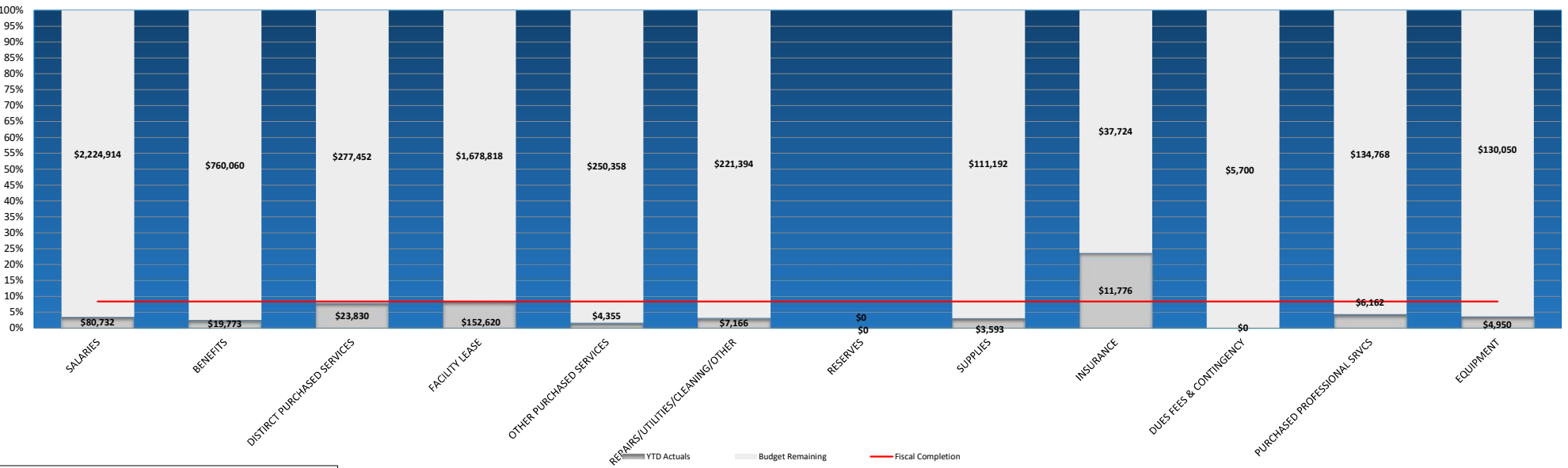
FY 2022-2023 Budget vs Actuals for Expenditure (919)
July 31, 2022



Account Description	Adjusted Budget	YTD Actuals	Budget Remaining	% Remaining	Fiscal Completion
SALARIES	\$2,936,606	\$65,395	\$2,871,211	98%	8%
BENEFITS	\$998,346	\$17,741	\$980,605	98%	8%
DISTRICT PURCHASED SERVICES	\$365,842	\$28,369	\$337,473	92%	8%
FACILITY LEASE	\$945,936	\$78,883	\$867,053	92%	8%
OTHER PURCHASED SERVICES	\$239,839	\$7,342	\$232,496	97%	8%
REPAIRS/UTILITIES/CLEANING/OTHER	\$266,350	\$44,841	\$221,509	83%	8%
RESERVES	\$0	\$0	\$0	0%	8%
SUPPLIES	\$176,253	\$2,564	\$173,689	99%	8%
INSURANCE	\$63,500	\$13,881	\$49,619	78%	8%
DUES FEES & CONTINGENCY	\$7,500	\$0	\$7,500	100%	8%
PURCHASED PROFESSIONAL SRVCS	\$202,440	\$2,662	\$199,778	99%	8%
EQUIPMENT	\$101,100	\$406	\$100,694	100%	8%
TOTAL EXPENDITURES FOR ALL FUNDS	\$6,303,712	\$262,084	\$6,041,627	96%	8%

Current Month 07/31/22 1
Fiscal Year Begins 07/01/22 1
Fiscal Year Ends 06/30/23 12
Fiscal Completion 8%

FY 2022-2023 Budget vs Actuals for Expenditure (939)
July 31, 2022



Account Description	Adjusted Budget	YTD Actuals	Budget Remaining	% Remaining	Fiscal Completion
SALARIES	\$2,305,646	\$80,732	\$2,224,914	96%	8%
BENEFITS	\$779,833	\$19,773	\$760,060	97%	8%
DISTRICT PURCHASED SERVICES	\$301,282	\$23,830	\$277,452	92%	8%
FACILITY LEASE	\$1,831,438	\$152,620	\$1,678,818	92%	8%
OTHER PURCHASED SERVICES	\$254,713	\$4,355	\$250,358	98%	8%
REPAIRS/UTILITIES/CLEANING/OTHER	\$228,560	\$7,166	\$221,394	97%	8%
RESERVES	\$0	\$0	\$0	0%	8%
SUPPLIES	\$114,785	\$3,593	\$111,192	97%	8%
INSURANCE	\$49,500	\$11,776	\$37,724	76%	8%
DUES FEES & CONTINGENCY	\$5,700	\$0	\$5,700	100%	8%
PURCHASED PROFESSIONAL SRVCS	\$140,930	\$6,162	\$134,768	96%	8%
EQUIPMENT	\$135,000	\$4,950	\$130,050	96%	8%
TOTAL EXPENDITURES FOR ALL FUNDS	\$6,147,387	\$314,958	\$5,832,429	95%	8%

Current Month	07/31/22	1
Fiscal Year Begins	07/01/22	1
Fiscal Year Ends	06/30/23	12
Fiscal Completion		8%

Balance Sheet (active accts)

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Monument Academy

Page 1 of 2
Report as of: 7/31/2022

General Fund 11		CURRENT ASSETS			
Account Class	Description	8100	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity
CURRENT ASSETS					
	Integrity - Certificate #3		546,982.69	3,068.35	550,051.04
	Due To / From Preschool Fund		(183,387.09)	185,887.09	2,500.00
	Prepaid Expenses		137,930.03	0.00	137,930.03
	General Fund Ckg Integrity Ban		1,076,753.43	(156,032.27)	920,721.16
	Petty Cash		500.00	0.00	500.00
	FNB-Certificate of Deposit #1		648,597.11	0.00	648,597.11
	Integrity Money Market Account		1,041,250.62	330.92	1,041,581.54
	Accounts Receivable		768,123.34	(41,289.00)	726,834.34
	Due To/From Trust & Agency		0.00	0.00	0.00
8100	CURRENT ASSETS		4,036,750.13	(8,034.91)	4,028,715.22
					* Account Class
CURRENT LIABILITIES					
	Deferred Revenue - Fees - ES		(7,943.14)	7,943.14	0.00
	Deferred Revenue - Fees - MS		(7,262.13)	7,262.13	0.00
	Accounts Payable		(133,211.48)	54,705.04	(78,506.44)
	Accrued Salaries MA		(704,730.15)	352,365.46	(352,364.69)
	Deferred Revenue - EPDs		(1,204.78)	1,204.78	0.00
7400	CURRENT LIABILITIES		(854,351.68)	423,480.55	(430,871.13)
					* Account Class
Reserved Co Dept of Ed use only.					
	Tabor Reserve 3%		(320,258.00)	0.00	(320,258.00)
	Fund Balance		(2,862,140.45)	0.00	(2,862,140.45)
	Net Fund Change		0.00	(415,445.64)	(415,445.64)
6100	Reserved Co Dept of Ed use only.		(3,182,398.45)	(415,445.64)	(3,597,844.09)
					* Account Class
11	General Fund		0.00	0.00	0.00
					Fund

Balance Sheet (active accts)

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Preschool Fund - 26					
Account Class		Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity
					State Account Number
			(32,770.66)	16,385.36	(16,385.30)
		Payroll-Accrual for 26			26-0
		General Fund Chg Integrity	0.00	170,132.53	26-000-00-0000-8101-000-0000
		Due To/From General Fund	183,387.09	(185,887.09)	26-000-00-0000-8132-010-0000
8100		CURRENT ASSETS	183,387.09	(15,754.56)	* Account Class
				167,632.53	
		CURRENT LIABILITIES			
		Auto Posting Accounts Payable	0.00	0.00	26-000-00-0000-7421-000-0000
		Deferred Revenue - Tuition PS	(75,933.71)	0.00	26-000-00-0000-7481-000-0000
		Dental EE-Children Premium	1,918.38	0.00	26-0-00-0000-7472-000-0000
7400		CURRENT LIABILITIES	(74,015.33)	0.00	* Account Class
				(74,015.33)	
		Reserved Co Dept of Ed use only.			
		Fund Balance	(76,601.10)	0.00	26-000-00-0000-6770-000-0000
		Net Fund Change	0.00	(630.80)	26-000-00-0000-6771-000-0000
6100		Reserved Co Dept of Ed use only.	(76,601.10)	(630.80)	* Account Class
				(77,231.90)	
26		Preschool Fund	0.00	0.00	Fund
		Report Total:	0.00	0.00	

Income Statement (FinRep)

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Monument Academy

General Fund 11										
Account Type		I		Optional/Job Cla						
Location		919		Elementary						
Source of Revenue/Object		1110		Property Taxes						
Account Number	Description	21_22 Budget / 8501 PPR / 1083 FTE	21_22 Month ended July 31_2021 Budget	21_22 YTD	Percent Column 4 / Column 1 (4/1)	22_23 Budget / 9118 PPR / 1150 FTE	22_23 Month ended July 31_2022 Budget	22_23 YTD	% of Budget	
1110	Property Taxes	365,160.00	30,430.00	29,570.09	8.10	359,375.00	29,947.92	30,882.02	8.59	
1310	Source of Revenue 1310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1311	Summer School and Inter-Term Tuition from Individu	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1510	Interest on Investments	14,614.19	1,217.85	242.22	1.66	15,916.45	1,326.37	1,870.27	11.75	
1830	Day Care Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1852	Gifts & Donations	1,500.01	125.00	1,599.41	106.63	24,000.00	2,000.00	325.00	3.02	
1910	Rentals/Leases	30,000.00	2,500.00	0.00	0.00	30,000.00	2,500.00	2,500.00	8.33	
1920	Contributions and Donations from Private	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1940	Instructional Materials Fees	101,570.00	8,464.17	28,488.88	28.05	104,375.00	8,697.92	12,532.59	22.45	
1990	Miscellaneous Revenue	8,000.00	666.67	2,087.59	26.09	8,000.00	666.67	3,171.28	39.64	
1993	Source of Revenue 1993	1,066.00	88.83	0.00	0.00	5,000.00	416.67	0.00	0.00	
3000	Source of Revenue 3000	208,701.80	17,391.82	0.00	0.00	261,140.00	21,761.67	23,375.33	17.90	
4000	Source of Revenue 4000	375,700.00	31,308.33	0.00	0.00	13,000.00	1,083.33	0.00	0.00	
5400	Capital Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5710	Source of Revenue 5710	5,173,982.47	431,165.21	347,082.25	6.71	5,698,628.20	474,885.68	468,661.98	10.03	
5900	Other Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
919	Elementary	6,280,294.47	523,357.87	409,070.44	6.51	6,519,434.65	543,286.22	543,318.47	10.45	
1110	Property Taxes	284,400.00	23,700.00	20,097.19	7.07	301,875.00	25,156.25	25,940.89	8.59	
1510	Interest on Investments	10,261.63	855.14	164.63	1.60	11,176.03	931.34	1,571.03	14.06	
1852	Gifts & Donations	2,500.00	208.33	0.00	0.00	330,000.00	27,500.00	580.00	0.18	
1910	Rentals/Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1940	Instructional Materials Fees	135,090.00	11,257.50	28,437.12	21.05	149,625.00	12,468.75	17,548.88	17.48	
1990	Miscellaneous Revenue	8,000.00	666.67	0.00	0.00	8,000.00	666.67	9,852.45	123.16	
1993	Source of Revenue 1993	1,066.00	88.83	0.00	0.00	5,000.00	416.67	0.00	0.00	
3000	Source of Revenue 3000	299,662.00	24,971.83	0.00	0.00	178,500.00	14,875.00	0.00	0.00	
4000	Source of Revenue 4000	241,800.00	20,150.00	0.00	0.00	0.00	0.00	0.00	0.00	
5710	Source of Revenue 5710	4,029,687.30	335,807.28	235,893.06	5.85	4,786,847.69	398,903.97	393,676.06	8.22	
939	High School	5,012,466.93	417,705.58	284,592.00	5.68	5,771,023.72	480,918.64	449,169.31	7.93	
I	Revenue	11,292,761.40	941,063.45	693,662.44	6.14	12,290,458.37	1,024,204.86	992,487.78	9.27	
0110	Salaries of Regular Employees	2,678,414.47	223,201.21	63,592.83	2.37	2,833,557.51	236,129.79	62,894.21	2.22	
0111	Object of Expenditure 0111	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0120	Salaries of Temporary Employees	55,500.00	4,625.00	0.00	0.00	38,000.00	3,166.67	1,660.24	4.37	
0150	Additional/Extra Duty Pay/Stipend	28,900.00	2,408.33	2,026.84	7.01	62,548.36	5,212.36	840.30	1.34	
0190	Other Salaries	2,500.00	208.33	0.00	0.00	2,500.00	208.33	0.00	0.00	

Income Statement (FinRep)

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Monument Academy

General Fund 11										
Account Type	X	Expense	Optional/Job Cla							
Location	919	Elementary								
Source of Revenue/Object			Employee Benefits							
Account Number	Description	21_22 Budget / 8501 PPR / 1083 FTE	21_22 Month ended July 31_2021 Budget	21_22 YTD	Percent Column 1	22_23 Budget / 9118 PPR / 1150 FTE	22_23 Monthly Budget	Month ended July 31_2022	22_23 YTD	% of Budget
					Column 1 (4/1)					
0200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0213	Long-term Disability	3,500.00	291.67	675.63	19.30	3,640.00	303.33	0.00	0.00	0.00
0221	Medicare, Employers share	39,256.06	3,271.34	919.02	2.34	41,993.54	3,499.46	934.10	934.10	2.22
0230	PERA/Retirement Contributions, Employers share	585,828.72	47,152.39	13,410.95	2.37	619,766.66	51,647.22	13,847.99	13,847.99	2.23
0250	Health Benefits	326,264.49	27,188.71	6,397.33	1.96	332,945.76	27,745.48	2,958.99	2,958.99	0.89
0260	Post-Employment Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0280	On-Behalf Payment for PERA Retirement Plan - Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0281	On-Behalf Payment for PERA Retirement Plan - Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0313	Banking Service Fees	3,800.00	316.67	109.49	2.88	3,838.00	319.83	125.79	125.79	3.28
0314	Paying Agent Fees	5,000.00	416.67	0.00	0.00	5,050.00	420.83	0.00	0.00	0.00
0320	Professional-Educational Services	252,524.00	21,043.67	5,711.00	2.26	202,440.00	16,870.00	2,661.84	2,661.84	1.48
0331	Legal Services	27,947.15	2,328.93	2,162.50	7.74	22,357.72	1,863.14	1,957.50	1,957.50	8.86
0332	Audit Services	11,178.86	931.57	648.90	5.80	11,178.86	931.57	0.00	0.00	0.00
0339	Other Professional Services	800.00	66.67	0.00	0.00	824.00	68.67	0.00	0.00	0.00
0411	Water/Sewage	8,545.00	712.08	669.96	7.84	9,000.00	750.00	1,009.34	1,009.34	11.21
0420	Cleaning Services	5,000.00	416.67	0.00	0.00	5,150.00	429.17	0.00	0.00	0.00
0421	Disposal Services	5,000.00	416.67	189.79	3.80	5,150.00	429.17	0.00	0.00	0.00
0422	Snow Removal Services	15,000.00	1,250.00	1,140.00	7.60	15,450.00	1,287.50	0.00	0.00	0.00
0424	Lawn Care	5,000.00	416.67	0.40	0.01	2,600.00	216.67	430.00	430.00	33.08
0430	Repairs and Maintenance Services	130,000.00	10,833.33	4,926.16	3.79	113,300.00	9,441.67	33,225.74	33,225.74	43.37
0441	Rental of Land and Buildings	945,936.00	78,828.00	78,619.36	8.31	945,936.00	78,828.00	78,883.13	78,883.13	8.34
0442	Rental of Equipment	58,000.00	4,833.33	1,911.02	3.29	59,740.00	4,978.33	2,000.00	2,000.00	3.35
0490	Other Purchased Property Services	70,000.00	5,833.33	3,913.68	5.59	72,100.00	6,008.33	1,757.20	1,757.20	2.44
0520	Insurance (Other Than Employee Benefits	35,000.00	2,916.67	7,390.50	21.12	36,050.00	3,004.17	10,468.51	10,468.51	29.04
0521	Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0525	Unemployment Compensation Insurance.	12,000.00	1,000.00	0.00	0.00	12,000.00	1,000.00	1,450.42	1,450.42	12.09
0526	Workers Compensation Insurance	15,000.00	1,250.00	1,512.86	10.09	15,450.00	1,287.50	1,962.00	1,962.00	12.70
0530	Communications	24,000.00	2,000.00	3,327.66	13.87	24,000.00	2,000.00	462.24	462.24	1.93
0533	Postage	2,060.00	171.67	0.00	0.00	2,000.00	166.67	0.00	0.00	0.00
0540	Advertising	37,500.00	3,125.00	2,829.53	7.55	37,500.00	3,125.00	1,039.63	1,039.63	3.22
0583	Mileage Reimbursement	1,250.00	104.17	0.00	0.00	1,250.00	104.17	0.00	0.00	0.00
0594	Purchased Services From Districts by Charter	349,257.28	29,104.77	25,652.41	7.34	365,842.13	30,486.84	28,369.08	28,369.08	7.75

Income Statement (FinRep)

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Monument Academy

General Fund '11										
Account Type		X	Optional/Job Cla							
Location		919								
Source of Revenue/Object		0610								
Account Number	Description	21_22 Budget / 8501 PPR / 1083 FTE	21_22 Monthly Budget	21_22 YTD	Percent Column 4 / Column 1 (4/1)	22_23 Budget / 9118 PPR / 1150 FTE	22_23 Monthly Budget	Month ended July 31_2022	22_23 YTD	% of Budget
0610	General Supplies	209,553.10	17,462.76	55,279.26	26.38	164,553.10	13,712.76	561.43	561.43	57.30
0611	Supplies	11,330.00	944.17	323.47	2.85	11,700.00	975.00	2,002.94	2,002.94	18.05
0621	Natural Gas	6,569.70	547.48	0.00	0.00	6,700.00	558.33	655.95	655.95	9.79
0622	Electricity.	109,000.00	9,083.33	8,140.96	7.47	109,000.00	9,083.33	9,519.76	9,519.76	8.73
0650	Electronic Media Materials	5,600.00	466.67	0.00	0.00	5,600.00	466.67	0.00	0.00	0.00
0651	Object of Expenditure 0651	20,000.00	1,666.67	8,621.91	43.11	20,000.00	1,666.67	0.00	0.00	28.41
0722	New Construction and Renovations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0724	Repair and Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0730	Equipment	20,500.00	1,708.33	0.00	0.00	20,500.00	1,708.33	330.98	330.98	61.88
0732	Vehicles	10,000.00	833.33	0.00	0.00	5,000.00	416.67	0.00	0.00	0.00
0734	Technology Equipment	75,000.00	6,250.00	49,206.02	65.61	50,000.00	4,166.67	75.00	75.00	0.15
0735	Non-Capital equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0810	Dues and Fees	7,500.00	625.00	120.98	1.61	7,500.00	625.00	0.00	0.00	0.00
0833	Interest on Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0840	Contingency	85,279.64	7,106.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0913	Principal on Leases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
919	Elementary	6,280,294.47	523,357.87	349,430.42	5.56	6,303,711.64	525,309.30	262,084.31	262,084.31	6.22
0110	Salaries of Regular Employees	2,198,290.99	183,190.92	55,605.05	2.53	2,155,894.51	179,657.88	76,040.50	76,040.50	3.53
0111	Object of Expenditure 0111	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0120	Salaries of Temporary Employees	55,500.00	4,625.00	0.00	0.00	38,000.00	3,166.67	1,855.00	1,855.00	4.88
0150	Additional/Extra Duty Pay/Stipend	142,900.00	11,908.33	3,471.20	2.43	109,251.64	9,104.30	2,836.78	2,836.78	2.60
0190	Other Salaries	2,500.00	208.33	0.00	0.00	2,500.00	208.33	0.00	0.00	0.00
0200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0213	Long-term Disability	3,500.00	291.67	0.00	0.00	3,500.00	291.67	0.00	0.00	0.00
0221	Medicare. Employers share	33,947.27	2,828.94	877.83	2.59	32,844.62	2,737.05	1,165.47	1,165.47	3.55
0230	PERA/Retirement Contributions. Employers share	489,308.91	40,775.74	12,788.62	2.61	484,741.28	40,395.11	17,249.19	17,249.19	3.56
0250	Health Benefits	271,405.23	22,617.10	5,415.44	2.00	258,747.27	21,562.27	1,358.73	1,358.73	0.53
0260	Post-Employment Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0313	Banking Service Fees	3,375.00	281.25	74.42	2.21	3,400.00	283.33	105.67	105.67	3.11
0314	Paying Agent Fees	4,750.00	395.83	0.00	0.00	4,800.00	400.00	0.00	0.00	0.00
0320	Professional-Educational Services	155,060.00	12,921.67	16,852.30	10.87	140,930.00	11,744.17	6,161.84	6,161.84	6.74
0331	Legal Services	22,052.85	1,837.74	3,462.50	15.70	17,642.28	1,470.19	1,957.50	1,957.50	11.10
0332	Audit Services	8,821.14	735.10	432.60	4.90	8,821.14	735.10	0.00	0.00	0.00
0339	Other Professional Services	800.00	66.67	0.00	0.00	800.00	66.67	0.00	0.00	0.00

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Report as of: 7/31/2022

Income Statement (FinRep)

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Monument Academy

General Fund 11									
Account Type	X	Expense	Optional/Job Cla						
Location	939	High School							
Source of Revenue/Objec	0840	Contingency							
Account Number	Description	21_22 Budget / 8501 PPR / 1083 FTE	21_22 Month ended July 31_2021 Monthly Budget	21_22 YTD	Percent Column 4 / Column 1 (4/1)	22_23 Budget / 9118 PPR / 1150 FTE	22_23 Month ended July 31_2022 Monthly Budget	22_23 YTD	% of Budget
11	General Fund	0.00	0.00	(130,949.17)	(130,949.17)	0.00	160,640.58	13,386.72	(415,445.64)
									-257.21
									Fund

Income Statement (FinRep)

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Monument Academy

Capital Reserve Fund 21										
Account Type		I	Revenue		Optional/Job Cla					
Location		919	Elementary							
Source of Revenue/Objec		5211	Transfer (to)/from GF							
Account Number	Description	21_22 Budget / 8504 PPR / 1083 FTE	21_22 Monthly Budget	Month ended July 31_2021	21_22 YTD	Percent Column 4 / Column 1 (4/1)	22_23 Budget / 9118 PPR / 1150 FTE	Month ended July 31_2022	22_23 YTD	% of Budget
5211	Transfer (to)/from GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
919	Elementary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
I	Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0730	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
919	Elementary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
X	Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	Capital Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Income Statement (FinRep)

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Monument Academy

Governmental Designated-Purpose Grants Fund 22										
Account Type	X	Expense	Optional/Job Cla							
Location	919	Elementary								
Source of Revenue/Objec	0320	Professional-Educational Services								
Account Number	Description	21_22 Budget / 8501 PPR / 1083 FTE	21_22 Month ended July 31_2021 Monthly Budget	21_22 YTD	Percent Column 4 / Column 1 (4/1)	22_23 Budget / 9118 PPR / 1150 FTE	22_23 Monthly Budget	Month ended July 31_2022	22_23 YTD	% of Budget
0320	Professional-Educational Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
919	Elementary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
X	Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	Governmental Designated-Purpose Grants Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
										** Location
										0.00
										* Account Type
										0.00
										0.00
										Fund
										0.00

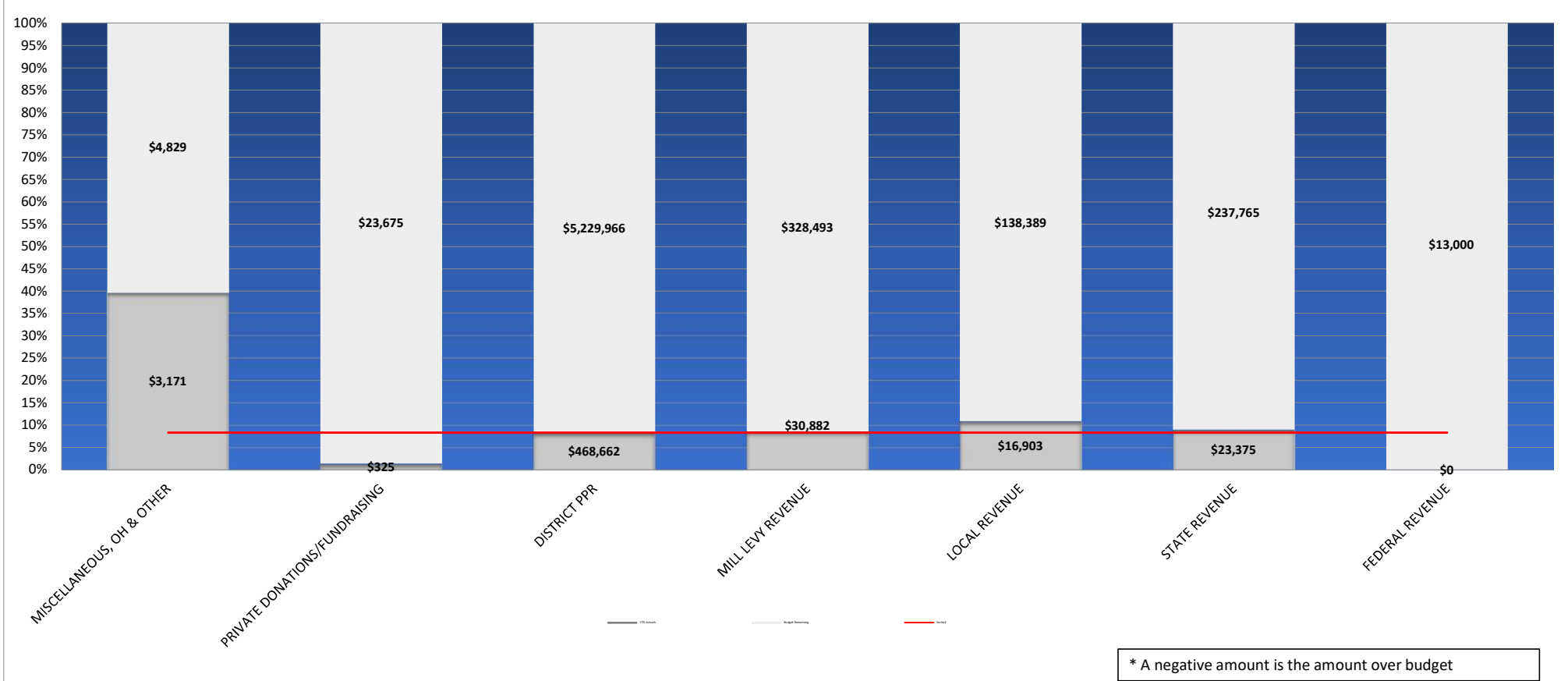
Income Statement (FinRep)

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Monument Academy

Preschool Fund 26											
Account Type		I		Revenue		Optional/Job Cla					
Location		919		Elementary							
Source of Revenue/Objec		1310		Source of Revenue		1310					
Account Number	Description	21_22 Budget / 8501 PPR / 1083 FTE	21_22 Month ended July 31_2021 Budget	21_22 YTD	Percent Column 1 (4/1)	22_23 Budget / 9118 PPR / 1150 FTE	22_23 Monthly Budget	Month ended July 31_2022	22_23 YTD	% of Budget	
1310	Source of Revenue 1310	322,150.00	26,845.83	7,860.47	2.44	322,150.00	26,845.83	4,243.80	4,243.80	6.03	
1740	Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3000	Source of Revenue 3000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
919	Elementary	322,150.00	26,845.83	7,860.47	2.44	322,150.00	26,845.83	4,243.80	4,243.80	6.03	
I	Revenue	322,150.00	26,845.83	7,860.47	2.44	322,150.00	26,845.83	4,243.80	4,243.80	6.03	
0110	Salaries of Regular Employees	206,435.80	17,202.98	0.04	0.00	213,935.80	17,827.98	0.00	0.00	0.00	
0120	Salaries of Temporary Employees	2,500.00	208.33	0.00	0.00	2,500.00	208.33	0.00	0.00	0.00	
0150	Additional/Extra Duty Pay/Stipend	500.00	41.67	0.00	0.00	500.00	41.67	0.00	0.00	0.00	
0221	Medicare. Employers share	3,000.57	250.05	(1.50)	(0.05)	3,109.32	259.11	0.00	0.00	0.00	
0230	PERA/Retirement Contributions. Employers share	43,249.58	3,604.13	(21.53)	(0.05)	45,889.26	3,824.11	0.00	0.00	0.00	
0250	Health Benefits	28,803.36	2,400.28	0.00	0.00	28,803.36	2,400.28	0.00	0.00	0.00	
0320	Professional-Educational Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0441	Rental of Land and Buildings	30,000.00	2,500.00	0.00	0.00	30,000.00	2,500.00	2,500.00	2,500.00	8.33	
0540	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0610	General Supplies	2,500.00	208.33	588.00	23.52	2,500.00	208.33	1,113.00	1,113.00	44.52	
0735	Non-Capital equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
919	Elementary	316,989.31	26,415.78	565.01	0.18	327,237.74	27,269.81	3,613.00	3,613.00	1.10	
X	Expense	316,989.31	26,415.78	565.01	0.18	327,237.74	27,269.81	3,613.00	3,613.00	1.10	
26	Preschool Fund	(5,160.69)	(430.06)	(7,295.46)	141.37	5,087.74	423.98	(630.80)	(630.80)	-310.89	
Report Total:		5,160.69	430.06	138,244.63	2,678.80	(165,728.32)	(13,810.69)	416,076.44	416,076.44	-258.86	

FY 2022-2023 Budget vs Actuals for Revenue (919)

July 31, 2022



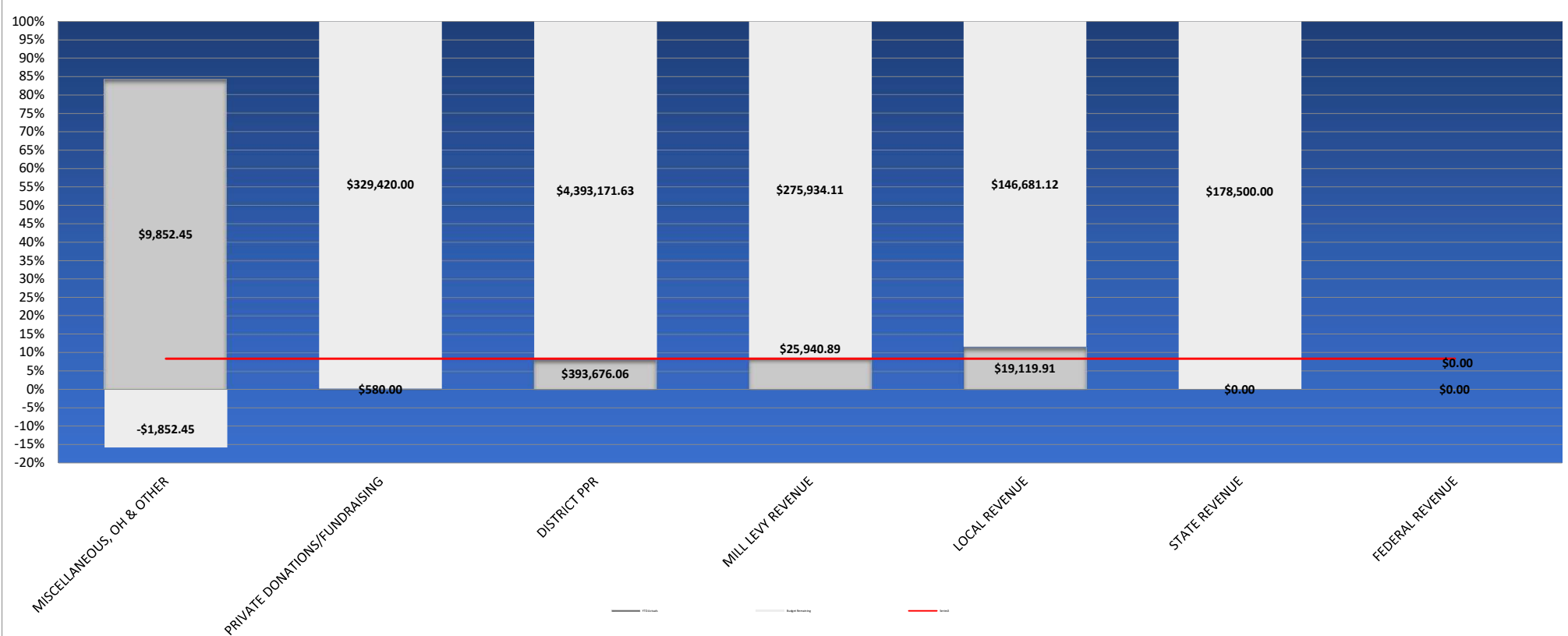
* A negative amount is the amount over budget

Account Description	Adjusted Budget	YTD Actuals	Budget Remaining	% Remaining	Fiscal Completion
MISCELLANEOUS, OH & OTHER	\$8,000	\$3,171	\$4,829	60%	8%
PRIVATE DONATIONS/FUNDRAISING	\$24,000	\$325	\$23,675	99%	8%
DISTRICT PPR	\$5,698,628	\$468,662	\$5,229,966	92%	8%
MILL LEVY REVENUE	\$359,375	\$30,882	\$328,493	91%	8%
LOCAL REVENUE	\$155,291	\$16,903	\$138,389	89%	8%
STATE REVENUE	\$261,140	\$23,375	\$237,765	91%	8%
FEDERAL REVENUE	\$13,000	\$0	\$13,000	100%	8%
TOTAL REVENUES ALL FUNDS	\$6,519,435	\$543,318	\$5,976,116	92%	8%

Current Month	07/31/22	1
Fiscal Year Begins	07/01/22	1
Fiscal Year Ends	06/30/23	12
Fiscal Completion		8%

FY 2022-2023 Budget vs Actuals for Revenue (939)

July 31, 2022



* A negative amount is the amount over budget

Account Description	Adjusted Budget	YTD Actuals	Budget Remaining	% Remaining	Fiscal Completion
MISCELLANEOUS, OH & OTHER	\$8,000.00	\$9,852.45	-\$1,852.45	-23%	8%
PRIVATE DONATIONS/FUNDRAISING	\$330,000.00	\$580.00	\$329,420.00	100%	8%
DISTRICT PPR	\$4,786,847.69	\$393,676.06	\$4,393,171.63	92%	8%
MILL LEVY REVENUE	\$301,875.00	\$25,940.89	\$275,934.11	91%	8%
LOCAL REVENUE	\$165,801.03	\$19,119.91	\$146,681.12	88%	8%
STATE REVENUE	\$178,500.00	\$0.00	\$178,500.00	100%	8%
FEDERAL REVENUE	\$0.00	\$0.00	\$0.00	#DIV/0!	8%
TOTAL REVENUES ALL FUNDS	\$5,771,023.72	\$449,169.31	\$5,321,854.41	92%	8%

Current Month	07/31/22	1
Fiscal Year Begins	07/01/22	1
Fiscal Year Ends	06/30/23	12
Fiscal Completion		8%



2022-2023
Elementary
Student/Parent Handbook

Monument Academy

Grades K through 5th
A Public School of Excellence

1150 Village Ridge Point, Monument CO 80132
719-481-1950 (phone), 719-481-1948 (fax)
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,

Kurt Walker, Principal

Laura Barrette, Assistant Principal

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MONUMENT ACADEMY WEST CAMPUS 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 and parent is required to sign the acknowledgement page stating they have received a copy of the Handbook, read, understand, and agree to the policies stated herein.

- *Please complete and sign the Parent/Student Letter of Agreement found at the end of this document and return it to the front office of Monument Academy*
- *Annual updates in Infinite Campus can substitute for the paper form..*

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

GOVERNANCE

Monument Academy 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. Any parent or guardian 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 any 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.

MISSION and VISION

Monument Academy Mission

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

Monument Academy Vision

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

Security:

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

Character:

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

Connections:

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

Growth:

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

Excellence:

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

SECTION 1: SCHOOL OPERATIONS

OFFICE HOURS

Monday – Thursday

7:30 a.m. – 4:00 p.m.

Friday

7:30 a.m. – 12:30 p.m.

The school office is closed on all days and holidays listed on the school calendar and during weather-related school closures. Please refer to the Monument Academy website at www.monumentacademy.net for the current school year calendar.

Monument Academy celebrates all official US Holidays, with some of those celebrations taking place during official school days and hours. The following Federal holidays are established by law (5 U.S.C. 6103):

- New Year's Day (January 1)
- Birthday of Martin Luther King, Jr. (Third Monday in January)
- Washington's Birthday (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Other holidays may be mentioned or discussed due to alignment with Core Knowledge sequence, or due to popularity in the Monument community.

CONTACT INFORMATION

Attendance Email: attendance-west@monumentacademy.net

Main Office: 719-481-1950 x0

Fax: 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

8:05 a.m. – 3:15 p.m.

Friday

8:05 a.m. – 12:15 p.m.

Kindergarten Half Day

KAM: Monday – Thurs.

8:05 a.m. – 12:00 p.m.

KAM: Friday

8:05 a.m. – 12:15 p.m.

ELEMENTARY SCHOOL (ES)

Elementary (Grades 1-5)

Monday – Thursday

8:05 a.m. – 3:15 p.m.

Friday

8:05 a.m. – 12:15 p.m.

CARLINE HOURS

Elementary School Carline Hours (including full-day Kindergarten)

Morning carpool drop-off:

7:30 a.m. – 8:05 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: **10:05 a.m. to 3:15 p.m.**

KAM 10:05 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. Parent should notify the school at attendance-west@monumentacademy.net or call 719-481-1950, ext. 0.
- A student 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-west@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-west@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 and parents as needed..

Elementary – Students are expected to be in their seats promptly at 8:05 a.m. each morning. Students walking into the school office after 8:05 a.m. will be issued a tardy slip. If a student arrives after 8:10 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**.
- Left 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.
- 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** 2:30 p.m. – 3:45 p.m.

DROP OFF GUIDELINES

Drop Off Times

7:30 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 7:30 a.m. as there is no supervision. Doors open for students and supervision begins at 7:30 a.m.
- **Sidewalk drop off:** Students must exit their vehicles between the modulators and the flagpole. Cars are to pull as far forward as possible before students exit.
- 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.
- Parking is available in the lower lot by the church.
- **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:

3:00 p.m. – 3:15 p.m. Monday – Thursday
12:00 p.m. - 12:15 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 Release Student Pick-up

Early release 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 3:00 p.m. All parents will be directed to the carpool line to pick up their student after 3:00p.m.

Late Student Pick-up

Carpool is from 3:00 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.
- Display the carline tag with your number on the dashboard for all staff to see.
- 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 if necessary
- During inclement weather,
 - 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.
- Lower parking lot by the church.
- **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 2:45 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>\$150</i>
<i>Kindergarten (Full Day or Half Day)</i>	<i>\$150</i>
<i>1st - 5th 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 may 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, 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 may 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:

Grade	EPD per student
Kindergarten (Half and Full Day)	\$100.00
1 st through 5 th	\$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 aides to staff the health office at the West campus. 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.

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>10:20 a.m.-10:45 a.m.</i>
<i>First Grade Lunch:</i>	<i>10:50 a.m.-11:15 a.m.</i>
<i>Second Grade Lunch:</i>	<i>12:45 a.m.-1:10 p.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>11:20 a.m.-11:40 a.m.</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 hot lunch: \$4.00

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

Lewis Palmer District 38 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.

There are a total of 7 days built in the school year to accommodate closures. If weather requires additional days away from the building, MA will make use of distance learning days. Plans for distance learning days will be communicated to staff, students, and parents by administration if it appears that more than the allotted days might be used for the school year..

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 for District 38 schools in the event of inclement weather. . Go to the District 38 website, 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 district 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.

Instructional Philosophy - How We Teach

Monument Academy will implement Classical Instructional Philosophy throughout the school. This method of teaching is proven to be successful in many schools in Colorado and the United States. We believe that as our students progress through grades K-12, teaching methodologies should transition with the age of the students. The following summary of Classical Instructional Philosophy and the Grammar, Logic, and Rhetoric components is slightly adapted from the Ambrose School.

The Trivium (Grammar, Logic, and Rhetoric) is simply a means of describing the learning stages of children as they mature. Parents often recognize the stages through which their children pass as they mature. The Trivium focuses the educational method to best develop a knowledgeable, thinking, and articulate student. As the name implies, there are three stages represented in the Trivium: Grammar, Logic, and Rhetoric.

Grammar - Grades K-5

During the Grammar phase, children are particularly adept at memorization. Young children learn songs and rhymes and recite facts with relative ease. Because young children are so eager to memorize that they will make up nonsensical playground rhymes, we challenge them by providing substantial subject matter for them to memorize. Each subject has its own grammar, in science, children memorize facts about nature. In math, children memorize times tables. In Language Arts, teachers emphasize vocabulary and grammar. Throughout each year in Elementary School, children educated with a Classical Philosophy learn the factual foundation of each subject. Teachers are highly encouraged to use songs, chants, and rhymes to help children enjoy the learning experience.

Logic - Grades 6-8

The Logic phase involves ordering facts into organized statements and arguments. During the middle school years, children are beginning to think independently. They often develop a propensity for argument. Classical education teaches children in this phase to argue well, with facts and logic to support their ideas. The study of formal logic helps students understand the fundamentals of a good argument. Practice in making written and oral arguments helps to further develop these skills. Teachers encourage the use of critical thinking and analysis in each subject. Again, each subject has its own logic. In science, we use the development and testing of hypotheses. In math, we develop a student's ability to logically orient numbers through the more abstract concepts of algebra and trigonometry. In literature, students will debate the virtues and shortcomings of various characters as well as analyze plot.

Rhetoric - Grades 9-12

Rhetoric is the art of communicating well. Once students have obtained a deep knowledge of facts (grammar) and developed the skills necessary to arrange those facts into arguments (logic), they must develop the skill of communicating those arguments to others (rhetoric). Classical education helps students develop their minds to think and articulate concepts to others. Writing papers, researching, and orating ideas are skills required in all subjects. The Academy believes in polishing these skills to create a

well-rounded student who can communicate effectively. We leverage these skills through the senior requirement of the defense of a thesis.

While each component has a primary focus during a particular phase, all skills are developed during all levels. A second grader will develop certain skills in logic and rhetoric. A high school student will still acquire extensive knowledge in specific subjects. Emphasis is simply placed on different phases during different ages.

Core Knowledge & College Preparation - What We Teach

The *Core Knowledge Sequence* is a body of organized content that defines what 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. Core Knowledge sequence is available on our website at: <https://www.monumentacademy.net/about-us/core-knowledge-map/>

Character education is an integral part of *The Classical Approach*, and Monument Academy includes character development as a vital part of our curriculum. MA Elementary follows the Character First character education program. Because positive student character development is not just about a “program”, our students practice character quality through lessons, personal examples, experiences, mentors, examples in literature, and discipline opportunities during the day..

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 (*LITBTH 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

SPECIALS CLASSES

Every student at Monument Academy benefits from an enriched education. All K-5 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

Monument Academy expects that assignments given by the teaching staff will be completed by the students and turned in on time. The level of effort our students dedicate to their school work is a strong indicator of character. These policies are designed to encourage consistently high work ethic and perseverance.

Late assignments at MA will be docked one Letter grade per day for up to 5 days. This consequence of losing 10% per day should motivate students to turn in work in a timely manner. Student work can still be turned in and graded after the 5 days, but the maximum score would be 50%. These late assignments would still have points taken off per the teacher's usual grading process. All late work should still be made up, with students learning the main goal.

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

Progress Reports

Teachers will contact a parent or guardian if a student has a D or F in any class at any time. 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

Report Cards

Monument Academy Elementary West Campus 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 for elementary students. 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

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 may be 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. 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 3rd and 6th grade students.

Accommodations

Accommodations will be given to students as needed per their documented IEP, 504, or MTSS plan. An MTSS 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 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.

Monument Academy School Rules

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

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 Elementary West Campus

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.

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

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/Assistant 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/Assistant 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 and/or Assistant 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, DOCUMENTARIES, AND OTHER MEDIA

Movies, documentaries and other media which are strictly educational in nature may be shown in the classroom with prior approval of administration. Monument Academy believes that a more appropriate use in most instances is the use of movie clips with a duration of 5 minutes or less, followed by engaging discussion. The use of full length movies should be kept to a minimum. If a movie with other than a "G" rating will be shown, teachers, as stated earlier, 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.

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/Assistant 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, under *Infinite Campus*.

Password and log in questions may be directed to MAHelpdesk@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, *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, *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

Code: QS5QVJI

Online only.

Educational Outfitters

www.educationaloutfitters.com

C001086

Online or in-store shopping.
Store located in Centennial, CO.

Lands' End

www.landsend.com

900030560

SPIRIT WEAR

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

LOGOS ON CLOTHING

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

ENFORCEMENT

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

Brief, visual uniform checks are conducted at the beginning of each day 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 support their student's learning from home and ensure that assigned work is completed.

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 to two business days.

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

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

The Monument Academy Board of Directors monthly meetings are another available resource for suggestions/ideas. Monthly meeting dates are posted on the school website.

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

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 expected 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 school office 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

The board volunteer committee tracks volunteer hours for a number of reasons, including funding, grants, and resource allocation. You may sign up to volunteer and track your hours at: <https://www.monumentacademy.net/volunteering/>

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, 2nd 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
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.

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.



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.

Volunteer (Print) Name

Phone Number

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.

Purpose: The purpose of this observation is to allow the parent a more complete picture of the instructional methods and curriculum at Monument Academy. Another valid purpose of the visit is for the parent to observe their child's behavior or conduct to better support the teacher's effort to create a positive and structured classroom environment. The parent is not in the classroom to evaluate the performance of the teacher, which is the responsibility of the administration. In addition, the visiting parent is not in the classroom to assess or evaluate the behavior or conduct of students other than their own child.

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.*

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.*

Signature _____ Date _____

Name (please print) _____

Signature _____ Date _____

Name (please print) _____



2022-2023

Student/Parent Handbook

Monument Academy

Grades 6th through 11th
A Public School of Excellence

4303 Pinehurst Circle, Colorado Springs, CO 80908
719- 431-8001
www.monumentacademy.net

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Monument Academy

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Welcome!

It is our pleasure to welcome you to another school year at Monument Academy.

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We are honored to have been selected as your principals for the middle and high schools, and we are pleased to bring you the policies and procedures for an institution that is dedicated to excellence.

To that end, this handbook provides the norms, procedures, rules, protocols, and guidelines for how we intend to achieve excellence each day at Monument Academy and fulfill our school's mission and vision.

In short, this handbook delivers the nuts and bolts of the day-to-day operations of our Monument Academy school community.

The intended outcome of creating and adhering to this handbook is to provide a safe, efficient, and effective school climate in which our students can flourish and learn. Therefore, we highly encourage you to read this work in its entirety.

Thank you for choosing Monument Academy, and we look forward to partnering with you in the education of your children.

Respectfully,

Collin Vinchattle
Middle School Principal

David W. Kennington
High School Principal

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

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

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

¶
May your experiences here be rewarding and life-changing. ¶

¶
Striving for Excellence in Education, ¶
Julie Seymour¶

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MONUMENT ACADEMY EAST CAMPUS STUDENT/PARENT HANDBOOK

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

Each student and parent are required to sign the acknowledgement page stating they have received a copy of the Handbook. Read, understand and agree to the policies stated herein.

1. *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.*
2. *Annual updates in Infinite Campus can substitute for the paper form.*

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

GOVERNANCE

Monument Academy (MA) was granted its charter from Lewis-Palmer School District #38 (D38) in 1995 and opened its doors in 1996. MA is governed by an independent Board of Directors. Members of the Board are elected by the adult community of Monument Academy and serve a specified term. Any parent, business leader, or community member may run for a seat on the Board of Directors.

COLORADO DEPARTMENT OF EDUCATION – REQUIREMENT FOUR: NOTICE TO STUDENTS, PARENTS and EMPLOYEES

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

Monument Academy does not discriminate on the basis of any status protected by law in admission or access to, or treatment or employment in, its programs and activities.

**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.*

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Monument Academy is committed to providing a safe and healthy learning environment that is free of discrimination, harassment, and sexual misconduct. Discrimination is physical or verbal conduct resulting in negative treatment based upon an individual's race, color, sex, sexual orientation, religion, national origin, age, marital status, disability, or any other legally protected class. Harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's protected class that 1) results in physical, emotional or mental harm, or damage to property; 2) is sufficiently severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile or threatening environment; or 3) substantially disrupts the orderly operation of the school. Sexual misconduct includes: rape, sexual assault, sexual coercion, sexual harassment, domestic and dating violence, stalking, and all other forms of sexual violence.

Any student that experiences discrimination, harassment, or sexual misconduct at Monument Academy or by a member of the Monument Academy community should immediately report the incident. Students may report this to any school official or they can contact the school's Title IX coordinator, Merlin Holmes, mholmes@monumentacademy.net, 719-431-8001.

Please contact Monument Academy Administration with any questions or concerns.

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FERPA NOTIFICATION

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

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

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
Parents or eligible students should submit to the school Principal/COO a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request an amendment of the student's education record if the parent or eligible student believes there is inaccurate or misleading information.
Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school Principal/COO, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

Parents or eligible students may restrict the release of directory information or other information as stated above, except to school officials with legitimate educational interests and others as indicated. To do so a parent or eligible student must make the request in writing to the Principal/COO of Monument Academy, 4303 Pinehurst Circle, Colorado Springs, CO 80908. Once filed, this request becomes a permanent part of the student's record until the parent or eligible student instructs the school to have the request removed.

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

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

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TABLES OF CONTENT

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MONUMENT ACADEMY STUDENT/PARENT HANDBOOK

GOVERNANCE

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- SAFETY AND SECURITY
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 - LUNCH
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- HIGH SCHOOL and PEAK SYSTEM
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SECTION 4: PARENT RESPONSIBILITIES AND COMMUNICATION

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CUSTODY NOTIFICATION
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▲ APPENDIX B: Classroom Visitation Policy ▲
▲ MONUMENT ACADEMY EXTENDED (4+ days) EXCUSED ABSENCE ▲
▲ STUDENT/PARENT LETTER OF AGREEMENT ▲

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MISSION and VISION:

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Monument Academy Mission

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

Monument Academy Vision

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

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Security:

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

Character:

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

Connections:

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

Growth:

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

Excellence:

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

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SECTION 1: SCHOOL OPERATIONS

Office Hours

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

The school office is closed on all days and holidays listed on the school calendar and during weather-related school closures. Please refer to the Monument Academy website at www.monumentacademy.net for the current school year calendar.

Monument Academy celebrates all official US Holidays, with some of those celebrations taking place during official school days and hours. The following Federal holidays are established by law (5 U.S.C. 6103):

- New Year's Day (January 1).
- Birthday of Martin Luther King, Jr. (Third Monday in January).
- Washington's Birthday (Third Monday in February).
- Memorial Day (Last Monday in May).
- Independence Day (July 4).
- Labor Day (First Monday in September).
- Columbus Day (Second Monday in October).
- Veterans Day (November 11).
- Thanksgiving Day (Fourth Thursday in November).
- Christmas Day (December 25).

Other holidays may be mentioned or discussed due to alignment with Core Knowledge sequence, High School curriculum, or due to popularity in the Monument community.

Contact Information

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

Messages For Students

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

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Phones are available for student use upon reasonable request by the teacher, administrator, or office staff.

SCHOOL HOURS

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

Bell Schedule

For the current bell schedule, please refer to the Monument Academy website under the [Parent Information](#) tab.

Carline Hours

Morning carpool drop-off:	7:30 a.m. – 7:50 a.m.
Afternoon carpool pick-up:	3:30 p.m. – 3:50 p.m.
Friday:	12:30 p.m. – 12:50 p.m.

Delayed Start School Hours

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

ATTENDANCE POLICY

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

Per Colorado School Attendance Law (C.R.S. 22-33-104), it is the obligation of every parent to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

[Daily attendance for the full school day is essential for academic success. Students are expected to be in attendance at Monument Academy on each scheduled school day and for every class. Frequent absences have a negative impact on student performance, and it is difficult for students to catch up on lost instructional time.](#)

[While Monument Academy provides an early dismissal option for families, the intent of this protocol is to provide flexibility for a limited number of students for short-term and specific reasons, such as athletic contests. Any family seeking an early release on a regular and on-going basis \(more than one time per week\) must contact the building principal for pre-approval.](#)

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Students enrolled at MA must attend class with the following exceptions:

- A student who is temporarily ill or injured. Parent should notify the school @ attendance-east@monumentacademy.net or call 719-431-8001, ext. 0
- A student whose absence is approved by the administration on a pre-arranged basis. Pre-arranged absences shall be approved for extended absences or circumstances that cannot be taken care of outside of school hours. To pre-arrange an absence, email attendance-east@monumentacademy.net.
- A student who is absent for an extended period due to physical, mental, or emotional disability.
- A student who is attending any school sponsored activity of an educational nature with advance approval by the administration.
- Absences due to being in the custody of the court or law enforcement authorities.

MA may require suitable proof regarding the above exceptions, including written statements from applicable sources.

Reporting An Absence

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

- calling the attendance line at 719- 431-8001, ext. 0
- via email at attendance-east@monumentacademy.net or,
- completing the student absence form on the school website or MA App.

Please call the office before the start of school to report absences. Extended, pre-arranged absences of 4 or more days must be cleared through the principal prior to the absence.

Early Dismissal

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

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

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

Prearranged Absence

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

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

Number of Absences

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

Unexcused Absence

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

Truancy

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

When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the student's parents are aware of the absence, school personnel will make a reasonable effort to notify the parents by telephone.

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

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

Withdrawal/Appeal Process

Any student who wishes to leave MA and transfer to a D38 school must submit a Choice Enrollment Application during the Open Enrollment period (early January-late February), or submit a Choice Enrollment Appeal if after the Open Enrollment period. Once MA receives notification that a student has submitted an application/appeal to leave MA such application/appeal will be considered a notice of withdrawal for the upcoming year. Should MA have a waitlist, the student in concern may lose their seat. MA recommends that prior to the submission of an application/appeal to transfer, parents follow the conflict resolution policy as outlined on the MA website under *School Board, Board Policies*.

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Tardy Policy

Tardiness is a form of absence and interferes with a student's learning and that of others in the class. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to uninterrupted learning, classroom teachers and the Principal will directly address tardiness with individual students and parents as needed.

Students are expected to be in their seats when the bell rings at the start of each class. If they are not, teachers will issue a tardy. Habitual tardiness will result in consequences for the student.

"Orange Flag" Mornings

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

ATTENDANCE AND HIGH SCHOOL DRIVERS

If a student driver is late to school, a note or a call from a parent explaining the reason for his or her tardiness must be given to the main office.

If a student needs to leave any time during the school day, a note from a parent must be presented to the main office stating time of departure, time of return, and reason for leaving BEFORE the student leaves. Failure to do this will result in an unexcused absence and may be considered skipping.

Hall Passes

If a student is out of class during instructional time, he or she must possess a blue pass, signed by a teacher, with the current date, and indicating their destination. Students wishing to see a teacher before 7:30 am or during study hall or lunch must also have a blue pass provided in advance, allowing the student access to that staff member.

CARLINE AND PARKING INFORMATION

General Guidelines

- Cell phones must not be used during carline.
- Speed limit is 10 M.P.H.
- Right side only loading and unloading.
- Change lanes only when directed.
- Do not exit your vehicle during carline at any time (staff will assist students).
- Please refrain from conferencing with MA staff during carline.
- NO CURBSIDE PARKING DURING CARLINE DROP OFF OR PICK UP:
7:15 a.m. – 7:55 a.m. AND 3:20 p.m. – 3:50 p.m.

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Drop Off Guidelines

Drop Off Times are between 7:30 -7:50 a.m. At 7:40 a.m., students will be allowed to enter the building and proceed to classrooms.

- DO NOT drop off prior to 7:30 a.m. There is no supervision prior to 7:30 a.m. Students are allowed to enter the building at 7:40 and proceed directly to their first period class.
- Drop off Carline details to be distributed prior to the first day of school.

Pick Up Guidelines

Pickup times

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

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

“Early Release” Student Pick-Up

As written previously, the intent of the early release protocol is to provide flexibility for a limited number of students for short-term and specific reasons, such as athletic contests. To limit disruptions to the learning environment caused by early departures and grow student performance, we ask families to keep their children in school and eliminate early release student pickups to the greatest extent possible.

For safety and attendance tracking, any family seeking an early release on a regular and on-going basis (more than one time per week) must contact the building principal for pre-approval.

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

Late Student Pick-Up

Carpool is from 3:30 p.m. – 3:50 p.m. and all parents are expected to pick up their students during this time. There is no supervision for students after 3:50 p.m.; therefore, it is important that parents pick up students on time. Students who are unattended after hours present a safety and neglect issue which may be referred to the Department of Human Services.

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Walker Pass

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

Driving and Parking

Students driving to school are required to follow the student driver policies. Approved drivers and parents must sign the Student Driver Policy. Students in good standing and with a cumulative GPA of at least 2.0 qualify for parking privileges. Proof of insurance and a copy of the student’s driver license are required and must be on file in the office. Any violation of the contract will result in revocation of parking privileges.

Any student who loses parking privileges will not be refunded the cost of his parking permit. Parking permits for on-campus parking are \$50 per year.

1. Cars must be parked in the designated student spots. The car must be within a designated parking space.
2. Parking is not allowed in the fire lane in front of the school.
3. Students are not permitted to go to their cars during school hours.
4. Students are not to loiter in or around parked cars before or after school.
5. Careless driving will not be permitted (speeding, burning rubber, etc.)
6. Students must always display parking permits while parked on school property.
7. No obscene or offensive material may be displayed from vehicles in the student parking lot.
8. Parking permits will be returned at the end of the school year. Students who lose their permits will be charged a \$10 replacement fee.

Closed Campus Guidelines

Monument Academy has a closed campus. Once a student arrives on campus, he or she is not allowed to leave without a parent or guardian signing them out. A signed blue pass is required whenever a student departs a classroom during the school day.

Students who are not currently enrolled at Monument Academy are prohibited from being on campus during the school day without pre-approval from the building Principal.

Carline

- No electronic devices may be used by drivers during carline.
- All students are instructed to stay out of the drive lanes and parking lot and to watch for their car.

DONATIONS, SCHOOL FEES AND TUITION

Instructional Fees

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

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

MA Mandatory Student Fees*

6th – 11th Grades \$285 (includes technology fee)

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

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

Failure to pay mandatory fees will result in the student's inability to participate in all extra-curricular activities including but not limited to: clubs, sports, band, drama, choir, overnight trips, etc., until the student's fees are paid in full or installment payment arrangements are made with the business office.

Athletic Fees

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

Extracurricular/Elective Course Fees

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

Failure to pay voluntary fees will result in the student's inability to participate in that voluntary activity, including but not limited to: clubs, sports, band, drama, choir, field trips, etc., until the student's fees are paid in full or installment payment arrangements are made with the business office.

Lost or Damaged Books or School Property Fees

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

Collections

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

Donations

MA Donation Program

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

The suggested donation, per student, is:

Grade	EPD per student
6 th through 11 th	\$200.00

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

HEALTH OFFICE

MA employs a school nurse and Health Aides to staff the health office at East campus. The health office is open during school hours.

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

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

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

A MEDICAL INFORMATION FORM MUST BE COMPLETED ON EACH STUDENT AT THE BEGINNING OF EACH SCHOOL YEAR. This should be done during the online registration Annual Update. This helps us stay up to date on changes in the student's health so

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health flags can be added/removed in Infinite Campus and teachers and staff can be made aware of any changes.

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

Students must have a pass from a teacher to visit the health room. If the student does not check-in with the nurse, health clerk, or Main Office, it will count as an unexcused absence. If after 20 minutes the student has not recovered, Parents/Guardians will be called and asked to pick-up the student.

The following preventative measures are recommended to help prevent the spread of respiratory diseases:

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

MA staff and student safety remains our priority.

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

Medications and Health Room (Located in the Main Office)

Prescription Medications

The prescribing physician and parent must complete a medication permission form and be checked in at the health office. This form signed by the physician must be signed by the physician and kept on file. <https://www.monumentacademy.net/wp-content/uploads/2012/08/Medication-Permission-Form1.pdf>

Prescription medications must be brought to the health office by an adult in the original container as dispensed by the pharmacy. The bottle must include a label showing the student's name, prescribing practitioner's name, the name of the medication, time to be administered, dosage and

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prescription date. Medication left at school after the last day of regular instruction will be disposed of per Colorado state guidelines.

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

Over the Counter Medications

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

<https://www.monumentacademy.net/wp-content/uploads/2012/08/Medication-Permission-Form1.pdf>

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

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

Communicable Disease

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

A student who exhibits symptoms of a contagious disease should be kept at home.

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

- **Diarrhea:** Keep our student home for 24-48 hours after the last episode of diarrhea unless diarrhea is determined to be caused by something other than illness.
- **Fever:** KEEP YOUR STUDENT HOME FOR A TEMPERATURE OF 100 DEGREES OR GREATER. THE STUDENT MUST BE FEVER FREE FOR AT LEAST 24 HOURS WITHOUT THE AID OF FEVER REDUCING MEDICATION BEFORE THEY CAN RETURN TO SCHOOL.
- **Strep Throat:** Your student may return to school, if they are fever free, 24 hours after antibiotic treatment has started.
- **Cold and Upper Respiratory Symptoms:** Keep your student at home if your student is experiencing large amounts of yellow-green nasal discharge, ear pain, excessive coughing, etc.
- **Vomiting:** Your student may return to school 24 hours after the last episode of vomiting, without the aid of an antiemetic medication and if they are fever free. So, if your student vomits in the evening, please keep them home the next day. If vomiting is determined to have been caused by something other than illness, the student is free to return to school if they are feeling able to engage in the learning environment.

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

Injury +/or Extreme Illness

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

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

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

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

Immunizations

State law requires all students be immunized before being allowed to attend public school.

Written proof is required and kept in your student's school health record. Verification forms may be obtained at physician's offices, local health departments, or local schools. State law states students must be compliant within two weeks of the start of school. Students who have not had immunizations for personal or religious reasons must have a signed exemption form in their file. This exemption form must be signed each school year, per Colorado state requirement.

Vision and Hearing Screening

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

SAFETY AND SECURITY

Asbestos

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

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Child Abuse,

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

By law, the El Paso County Department of Human Services (DHS) has the prerogative to make an unscheduled visit to MA and require a student who is the subject of a child abuse/neglect report to be interviewed during school hours. DHS and MA have no obligation to notify the parents/guardians of the student, or to seek permission from the parents/guardians to conduct the interview.

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

Crisis and Emergency Response Plan

The administration and staff of MA have taken significant steps to ensure the safety and well-being of all students while at school. MA has created a *School Crisis and Emergency Plan* in accordance with D38. This plan takes into account a variety of situations that could potentially arise in our school or neighborhood and plans have been created should an emergency or crisis arise.

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

Additionally, it is important to note the following:

- Please avoid coming to the school until you've been instructed to do so. It is possible that, during a crisis in the neighborhood, you may not be able to enter the school building, especially if it compromises the safety of the students during a lockdown.
- Please DO NOT call the school directly during an emergency as this ties up phone lines and prevents important inbound or outbound calls with emergency personnel.

Fire and Safety Drills,

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

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

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Searches

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

Security Procedures

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

Accidents

If a student is injured on campus or at a school-sponsored activity, the accident must be reported. This report may be made to the main office or the administrator in charge so that care may be given, and parents notified. The student will receive care consistent with the severity of the injury. 911 will be called for any injury that appears serious or at the discretion of the staff member caring for the student.

SCHOOL DAY

Schedule

The bell schedule is posted on the school website. Your student's specific school day schedule is available online through the Infinite Campus parent portal.

Lunch

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

Hot Lunch Program

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

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

Negative Lunch Account Balances

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

Free/Reduced Lunch Program

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

Snacks

Students are given the opportunity to eat a snack during the third or seventh period, depending on lunch time. Please pack a separate, healthy snack for your student each day. Students may drink water from water bottles during the school day. In addition, the district plans to provide the “Smart Snacks” program at MA East Campus this year once appropriate staffing is in place.

Outdoor Breaks at Lunchtime

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

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

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

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

Outdoor Break Rules

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

School Supplies

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

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WEATHER RELATED CONCERNS

School Closures and Delays

Lewis Palmer District 38 may close unexpectedly or be canceled due to severe weather, power failure, heating/cooling problems and/or other reasons. School closings due to weather will follow D38 closures.

There is a total of 7.6 days built in the school year to accommodate closures and late starts. If weather requires additional days away from the school building, MA will make use of distance learning days. Plans for distance learning days will be communicated to staff, students, and parents by administration if it appears that more than the allotted days might be used for the school year.

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

Delayed Start

There may be a possibility of a delayed start for District 38 schools in the event of inclement weather. Go to the District 38 website, 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 district reports a delay and when news stations receive the information.

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

After School Activities and Weather Delays

If there is a delayed start, all after-school activities will remain as scheduled unless announced otherwise. If there is a delayed start on Friday, school will be canceled, but after-school events will remain as scheduled, weather permitting. When school is cancelled Monday through Thursday, all after-school activities are cancelled, except athletic events not cancelled by the MA Athletic Director. Team members should receive an update from their coach or activity sponsor.

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SECTION 2: ACADEMIC PROGRAM

We embrace a classical education philosophy and teach a body of organized knowledge using *The Core Knowledge Sequence* in middle school and a college preparatory curriculum in the high school. College-level curriculum will be offered through MA's dual enrollment program with the University of Colorado and concurrent enrollment through PPCC. The purpose of our curriculum and instructional method is to develop knowledgeable and virtuous human beings who possess the abilities needed to flourish throughout their lives.

Instructional Philosophy – How We Teach

Monument Academy will implement Classical Instructional Philosophy throughout the school. This method of teaching is proven to be successful in many schools in Colorado and the United States. We believe that as our students progress through grades K-12, teaching methodologies should transition with the age of the students. The following summary of Classical Instructional Philosophy and the Grammar, Logic, and Rhetoric components is slightly adapted from the Ambrose School.

The Trivium (Grammar, Logic, and Rhetoric) is simply a means of describing the learning stages of children as they mature. Parents often recognize the stages through which their children pass as they mature. The Trivium focuses the educational method to best develop a knowledgeable, thinking, and articulate student. As the name implies, there are three stages represented in the Trivium: Grammar, Logic, and Rhetoric.

Grammar – Grades K-5

During the Grammar phase, children are particularly adept at memorization. Young children learn songs and rhymes and recite facts with relative ease. Because young children are so eager to memorize that they will make up non-sensical playground rhymes, we challenge them by providing substantial subject matter for them to memorize. Each subject has its own grammar. In science, children memorize facts about nature. In math, children memorize times tables. In Language Arts, teachers emphasize vocabulary and grammar. Throughout each year in Elementary School, children educated with a Classical Philosophy learn the factual foundation of each subject. Teachers are highly encouraged to use songs, chants, and rhymes to help children enjoy the learning experience.

Logic – Grades 6-8

The Logic phase involves ordering facts into organized statements and arguments. During the middle school years, children are beginning to think independently. They often develop a propensity for argument. Classical education teaches children in this phase to argue well, with facts and logic to support their ideas. The study of formal logic helps students understand the fundamentals of a good argument. Practice in making written and oral arguments helps to further develop these skills. Teachers encourage the use of critical thinking and analysis in each subject. Again, each subject has its own logic. In science, we use the development and testing of hypothesis. In math, we develop a student's ability to logically orient numbers through the more

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abstract concepts of algebra and trigonometry. In literature, students will debate the virtues and shortcomings of various characters as well as analyze plot.

Rhetoric – Grades 9-12

Rhetoric is the art of communicating well. Once students have obtained a deep knowledge of facts (grammar) and developed the skills necessary to arrange those facts into arguments (logic), they must develop the skill of communicating those arguments to others (rhetoric). Classical education helps students develop their minds to think and articulate concepts to others. Writing papers, researching, and orating ideas are skills required in all subjects. The Academy believes in polishing these skills to create a well-rounded student who can communicate effectively. We leverage these skills through the senior requirement of the defense of a thesis.

While each component has a primary focus during a particular phase, all skills are developed during all levels. A second grader will develop certain skills in logic and rhetoric. A high school student will still acquire extensive knowledge in specific subjects. Emphasis is simply placed on different phases during different ages.

Core Knowledge & College Preparation – What We Teach

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

Monument Academy strives to create an environment that develops and models excellent character so that our community can flourish and contribute to society. Character Education is an integral part of *The Classical Approach* and MA includes character development as a vital part of our curriculum. Through lessons, personal examples, experiences, mentors, examples in literature and discipline opportunities during the day, students learn Empathy, Self-Direct, Teamwork, Responsibility, Respect, Kindness, Courage, Perseverance, and Integrity. Designated time will be provided for lessons that will create opportunities for skill acquisition, practical application, and reflection.

College Preparation

Students at Monument Academy High School have the opportunity to engage in rigorous and challenging coursework that will prepare them for their post-secondary experience.

Monument Academy offers a full menu of accelerated learning options which provide students the opportunity to earn college credit while in high school. These on-campus options include Advanced Placement courses, Concurrent Enrollment and Dual Enrollment courses offered on-

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[campus through our partnership with Pikes Peak Community College and the University of Colorado.](#)

[Full details on the accelerated learning options in high school may be found in the Course Guide.](#)

Electives Classes

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

EIGHTH PERIOD PROGRAM

MAMS 8th Period Study Hall/Clubs/Extra Help

1. MA's 8th Period (3:00 – 3:30PM) is designed to provide all students in-school academic enrichment opportunities in ways that support and reinforce the mission of the school.
2. MA's 8th Period class offerings occur during the official school day (7:50AM – 3:30PM) and are not considered extracurricular activities.
3. It is officially recommended that all students attend an 8th Period class each school day. During this period of the day, students will receive character education, leadership, and study skill lessons. During 8th period, assemblies will be held to recognize student achievement, to focus on character traits, and to promote school spirit.
4. Students in good academic standing are eligible to depart the school after 7th period (at 2:50PM). Those who opt out of 8th period offerings must leave the East Campus grounds immediately with a guardian.
5. All 8th Period classes offered at MA middle school will also include:
 - a. Extra-help sessions wherein MA instructors are present to assist students in a specific subject matter. This may also include a study hall or scenarios which allow students to do schoolwork either directly or independently under instructor supervision.
 - b. Club sessions at which specific student activities are conducted under the leadership and supervision of an MA instructor. Club sessions must be directly related to the curriculum taught at Monument Academy.

Monument Academy Student Clubs and Organizations in the Secondary School

Monument Academy students are permitted to conduct meetings of approved student clubs or student organizations to meet on school grounds during noninstructional time.

Such meetings must be supervised by a staff sponsor, organized, scheduled and conducted within established protocols and policy.

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Students or faculty interested in starting a club must complete a *Club Proposal Form* and provide any supporting information to the Principal. The principal may consult the Monument Academy's Board of Directors to ensure all club activities are feasible considering the school's resources to support.

All clubs and student organizations (subsequently referred to collectively as student groups) must be related to the curriculum and approved by the MA administration prior to organizing and convening. Curriculum-related student groups serve as an extension of the regular school curriculum and bear a direct relationship to and alignment with Colorado Academic Standards. The function of curriculum related student groups is to enhance the educational experience and supplement the course materials of Monument Academy.

Reasons for student group disapproval or revocation, or dismissal of meetings include, but are not limited to activity or intent which is unlawful, promotes or results in offensive speech or actions, causes or threatens to cause a disruption to the orderly operation and or learning environment of the school, or adversely affects student or staff health, welfare, or safety.

All forms of hazing or other initiation activities that are likely to be degrading to a student or result in criticism of MA are prohibited.

All student groups meeting on the Monument Academy East campus shall be open to and limited to all students currently enrolled at MA. Student groups may establish academic qualifications for membership where related to the purposes of the organization. Membership in groups must comply with MA's non-discrimination policy outlined earlier in this manual and be consistent with the school's mission, vision, and philosophy. Fraternities, sororities, and/or secret societies shall not receive recognition in any manner under this policy. Meeting attendance will be voluntary.

Additionally, nothing in these procedures shall be construed to limit the authority of the school to protect the well-being of students and staff and maintain discipline.

Websites and Social Media

Only approved, curriculum-related student organizations will be advertised and promoted using Monument Academy websites or social media. Faculty sponsors of student groups may seek building principal approval to create social media accounts as long as only the sponsor has permissions to post to the account and not students. In short, students are prohibited from creating or developing social media accounts that use the Monument Academy name.

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Advertising at Monument Academy. Only approved student organizations will be recognized, advertised, and promoted at school, including posters, flyers, handouts etc. and in school publications, including but not limited to, yearbooks.

Guest speakers for student groups are permitted on a limited basis and with pre-approval from the building Principal contingent on the content of their speech being in line with the approved purpose of the student group and in alignment with MA's mission, vision, and philosophy. Persons not attending school at Monument Academy, parents, or any other non-school persons are otherwise prohibited from directing, conducting, controlling, or regularly attending the activities of a student group.

Any student group shall not engage in any activity that is contrary to law, MA policy, or school rules.

PEAK SYSTEM

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

Mission

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

Unique Outcomes for Monument Academy Middle School

1. Strong school-family spirit spanning sixth through eighth grade.
2. Strong interpersonal relationship skills for each MA student.
3. Focused support internalizing MA character development.

Organization

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

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

Each middle school Mountain Peak contains approximately 70 students and is overseen by three Peak Advisors. These Peaks remain together throughout the student's middle school experience.

Peak Assignments

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

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Peak Activities

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

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

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

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

Peak System Terminology

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

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

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

HOMEWORK, GRADING AND REPORT CARDS

Homework Policy

MA's homework expectation is designed to give students independent practice in concepts previously taught in the classroom. Students will experience homework designed not only to support their classroom learning, but also to prepare them for the expectations of independent work found in a typical school with high confidence in student learning. Homework may be assigned on Fridays and over the weekend.

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

Late Assignments

Monument Academy expects that assignments given by the teaching staff will be completed by the students and turned in on time. The level of effort our students dedicate to their schoolwork is a strong indicator of character. These policies are designed to encourage consistently high work ethic and perseverance.

Late assignments at MA will be docked one Letter grade per day for up to 5 days. This consequence of losing 10% per day should motivate students to turn in work in a timely manner. Student work can still be turned in and graded after the 5 days, but the maximum score would be 50%. These late assignments would still have points taken off per the teacher's usual grading process. All late work should still be made up, with student learning the main goal.

For students taking college credit or AP courses, consequences may be more significant, up to 20% per day for the 5 days.

Any student not completing 20% or more of the assigned work, tests, quizzes, or papers is in danger of not receiving a passing grade in the course, regardless of the total points they acquire. This would result in a grade of Incomplete, which could result in the student taking summer school, or re-taking the course that was not completed.

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

Progress Reports

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

Report Cards

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MA provides report cards on a semester basis for all middle school and high school students through Infinite Campus. Parents should access the student's Canvas website throughout the year to view student's grades. For more information on Infinite Campus and Canvas, visit our website at www.monumentacademy.net. Parent/Teacher conferences will be held in the Fall and Spring.

Cheating/Academic Dishonesty

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

Promotion

MA's Retention Policy may be found on the website at <http://www.monumentacademy.net/wp-content/uploads/2012/06/1527-Student-Retention-Policy.pdf>.

Academic success is a priority, and we have built-in support for students when they struggle academically. Eighth grade students who have failed one or more classes throughout the 8th grade academic year, despite extended support and counseling/academic contracts, may be excluded from continuation activities and ceremonies at the discretion of the principal. Depending on the number of courses failed or left incomplete, students may not be allowed to progress to the next grade level. This applies only to middle school grades.

For high school students who are credit deficient or off track for graduation, information about credit recovery opportunities will be made available.

Field Trips

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

Students may be required to use school-provided buses as transportation for field trips, both to the destination and return to campus. Should a parent wish to provide transportation for their own student, they must request an early dismissal for the student after morning roll call and sign the student back into the building upon return to school.

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

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

Chaperones

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

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

Dress Code on Field Trips

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

Back-to-School Night

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

ASSESSMENTS/TESTING

PSAT / SAT Standardized Testing (High School)

The PSAT/SAT test series is a critical test measuring student performance in reading, writing, language and math. The SAT can also serve as a college exam. While some colleges are now test-optional and do not require an entrance exam, strong scores on the SAT can assist students in acquiring many grants and scholarships. To find out more about College Board and the SAT suite of tests, please visit satsuite.collegeboard.org.

NWEA

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

CMAS

The CMAS testing window is March through May.

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COGAT

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

Accommodations

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

Refusals to Test

Parents may refuse standardized testing for their student for state mandated tests. Specific paperwork documenting a parent's reason for testing refusal must be submitted to the testing administrator. Please see "Section 5: Forms" for further information. MA policy #1525 outlines the procedures.

SECTION 3: CORE BELIEFS AND BEHAVIOR EXPECTATIONS

CORE BELIEFS

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

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

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

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

Every attempt should be made to maintain the dignity of both adults and students.

Students should be guided and expected to solve the problems they create without making problems for anyone else.

Students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.

Students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.

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There should be logical connections between misbehavior and resulting consequences.

1. Expectations Supporting the Orderly Operation of the School and the Educational Process. Expectations and behavioral norms covered in this section are designed to meet the following goals:
2. Maintain an orderly school operation.
3. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
4. Help students develop skills and behaviors necessary for healthy social interactions, both present and future.
5. Help students learn how their decisions affect the quality of theirs and others' lives.
6. Help students develop responsibility and character.

BEHAVIOR EXPECTATIONS AND CONSEQUENCES

Public Displays of Affection

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

Detention

Student discipline protocols for Monument Academy middle and high schools include the option of assigning a student *after-school detention (ASD)*.

The purpose of ASD is to provide an opportunity to instruct the student on how to make better choices in the future.

If a student's behavior earns an ASD session, then the parent will be contacted either by a teacher or an administrator to select an agreed-upon detention date. Detention will preferably be held that day, but it must be scheduled no later than 1-week from the date of the incident (no detentions on Friday).

ASD will be held in a specified room after school from 3:45 to 4:15 pm. Students assigned ASD must report to the front office no later than 3:40 pm, where they will be instructed as to the location of the detention room.

Suspension

Suspension is reserved for serious offenses or habitually disruptive behavior and could exclude the student from school and extra-curricular activities during the period of suspension. Grounds for suspension include but are not limited to:

1. Behavior on or off school grounds that is detrimental to the welfare and safety of other students or school personnel, this includes actions that occur online or through text and/or voice messages.
2. Willful disobedience or open defiance of proper authority.
3. Willful destruction or defacing of school property.
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);

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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*). [This behavior will result in 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.

Expulsion

[Expulsion is reserved for the most serious offenses and can exclude the student from school or extra-curricular activities for any period, not to exceed one calendar year.](#)

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

Bullying

MA does not tolerate bullying of any kind. [Student behavior that is determined to be bullying](#) 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."

Violence

Fighting or other physically, mentally, or sexually abusive acts will not be tolerated at MA or on D38 property. Students are strongly encouraged to report abusive, aggressive, or other inappropriate actions to a staff member. Suspension may be imposed for antagonistic, aggressive, or other inappropriate behavior including play fighting, harassment, or participation in potentially dangerous activities/irresponsible acts that threaten the well-being of self or others. Civil authorities will be notified when appropriate.

Harassment

MA does not tolerate harassment. [Harassing behavior and MA's protocols for addressing harassment are covered on page 3 of the handbook.](#)

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Physical Intervention

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

- Self defense
- Protection of persons or property
- To obtain possession of weapons or other dangerous objects on a student’s person or within the student’s control
- To quell a disturbance threatening physical injury to others
- To restrain a student from an act of wrongdoing
- To preserve of order

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

In accordance with *C.R.S. 26-20-101, et. seq.* and other related state and school policies, staff members who have been properly trained may restrain students in an emergency 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 must restrain a student, the appropriate hold will be done in a manner that does not impede or inhibit breathing or communication and does not place excessive pressure on the chest, neck, or back and does not cause positional asphyxia.

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

CLASSROOM POLICIES AND GUIDELINES

Classroom Passes

Students will use a classroom pass when traveling outside of the classroom during class time. No teacher may keep a student beyond the end of a classroom period without the permission of the next teacher. If a teacher causes a student to be delayed in getting to the next class, that teacher should write the student a pass to excuse the tardy.

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Teachers may allow only one student at a time to leave their room during class. If a student is gone for an excessive amount of time, teachers will notify the office and administration will assist in locating the student.

Gum and Food in Classrooms

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

Lockers

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

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

Lockers should be kept neat and organized. Papers, books, clothing, or other items may not hang out of the lockers. Students may only use their assigned lockers during the day. Students are encouraged not to bring expensive items to school, especially items not related to learning.

Lost and Found

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

Movies, Documentaries, and Other Media

Movies (et. al.) which are strictly educational in nature may be shown with prior approval of administration. MA believes that a more appropriate use in most instances is the use of movie clips with a duration of 5 minutes or less, followed by engaging discussion. The use of full-length movies should be kept to a minimum. If a movie with other than a "G" rating will be shown, teachers, as stated earlier, must obtain prior administrative approval and have signed permission slips from parents/guardians before students may view the movie. Notifications and requests for permission will be made at least five school days in advance. Notifications will include:

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

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

EXTRA CURRICULAR ACTIVITIES

Athletics

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

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

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Fine Arts and Performances

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

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Eligibility

All extracurricular activities that have public performances or competitions are subject to the Colorado High School Activities Association (CHSAA) academic eligibility guidelines. Students cannot be failing any classes in order to participate in games or performances. If a student receives an F, he or she may practice but not play in games. Eligibility is determined weekly, on Wednesday, and will be effective the following day. If a student becomes ineligible, he remains ineligible until the next eligibility period.

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Homeschool Participation

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

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SCHEDULE CHANGES

A first semester schedule change may only occur during the first two weeks of the school year. A second semester schedule change may only occur during the last two weeks of the first semester. A "schedule change request" form must be signed by the teacher of the dropped class, the teacher of the added class and the parent/guardian, with final approval by the administration. Requests will be granted on a case-by-case basis. The administration will do everything possible to accommodate requests made within the add/drop window; however, schedules will be determined by the best academic setting for student success. If there is a conflict, MA

administration reserves the right to decline the request. No requests submitted after the two deadlines will be fulfilled.

TECHNOLOGY INFORMATION

Infinite Campus (IC)

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

Canvas

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

Cell Phone/Electronic Device Policy

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

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

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

Photo Policy

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

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

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

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

Technology User Agreement

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

UNIFORM POLICY (MIDDLE SCHOOL)

The Monument Academy Board of Directors has adopted an official uniform policy for MA students (*Policy 1501MS*). MA believes that a safe and disciplined learning environment is an important aspect of a rigorous school. Our uniform policy is intended to promote respect for the learning process, build school identity and community spirit and create a safe and orderly school climate.

Apparel Selection

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

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

Vendor: French Toast

www.frenchtoast.com

Code: QS5QVJI

Online only.

Educational Outfitters

www.educationaloutfitters.com

CO01086

Online or in-store shopping.

Store located in Centennial, CO.

Lands' End

www.landsend.com

900030560

Spirit Wear

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

Logos on Clothing

School-approved logos may be added to polo shirts, oxford shirts and sweaters by special order through French Toast and Lands' End. Go to the store's website for pricing and ordering

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

Enforcement

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

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

Student Dress Code Violation Protocol

Teachers are responsible for observing students' compliance with the dress code policy. If a student violates the policy, the following protocol will be pursued.

Informal Violation

- During 1st period, the teacher may provide a student one opportunity per semester to self-correct a dress code violation.

Formal Violation

- If a student is unable to self-correct (1st period only), or has previously earned an informal violation, the student will receive a formal "Dress Code Notice" and be sent to the office.
- The student will call home and the parent will need to bring a change of clothes.
- If a parent cannot bring a change of clothes within an hour, the student will be returned to class and provided an alternate consequence such as the loss of a free dress day.

Waiver

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

Friday Dress

Each Friday, students in grades 6 and 7 will have a "Friday Dress" day. Students may wear spirit wear tops and denim bottoms. Spirit wear can be purchased through PTO. Casual clothing must always be in good repair. Students who are not in compliance with the "Friday Dress" day guidelines may be held in the office until a parent/guardian brings in suitable clothing. Students should remember that "Friday Dress" days are a privilege, not a right and could be eliminated if casual dress choices become an issue.

Free Dress

The first Friday of each month is a "Free Dress" day for all students. The guidelines for allowable clothing on a "Free Dress" day are described on the last page of the grade-specific

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guidelines. Casual clothing should always be in good repair. Students who are not in compliance with the "Free Dress" day guidelines may be held in the office until a parent/guardian brings in suitable clothing. Students should remember that "Free Dress" days are a privilege, not a right and could be eliminated if casual dress choices become an issue. Every Friday is a "Free Dress" day for 8th grade students.

DRESS CODE POLICY (HIGH SCHOOL)

The Monument Academy Board of Directors has adopted an official dress code policy for MA high school students (*Policy 1501HS*). MA believes that a safe and disciplined learning environment is an important aspect of a rigorous school. Our dress code policy is intended to promote respect for the learning process, build school identity and community spirit and create a safe and orderly school climate.

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

Student Dress Code Violation Protocol

Teachers are responsible for observing students' compliance with the dress code policy. If a student violates the policy, the following protocol will be pursued.

Informal Violation

- During 1st period, the teacher may provide a student one opportunity per semester to self-correct a dress code violation.

Formal Violation

- If a student is unable to self-correct (1st period only), or has previously earned an informal violation, the student will receive a formal "Dress Code Notice" and be sent to the office.
- The student will call home and the parent will need to bring a change of clothes.
- If a parent cannot bring a change of clothes within an hour, the student will be returned to class and provided an alternate consequence such as detention.

Waiver

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

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SECTION 4: PARENT RESPONSIBILITIES AND COMMUNICATION

Academic Help

Good academic behavior is the responsibility of the individual student, and it is vital that parents support the school in promoting, developing and maintaining good academic behavior. It is critically imperative to the success in our learning environment that parents support their student's learning from home and ensure that assigned work is completed.

Change of Information

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

Conflict Resolution

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

Keeping parents informed of the happenings at Monument Academy is a priority. The most effective method of obtaining information is on our website. Even with the best communication, problems arise in any organization that may need to be addressed. Problems are always best solved at the level at which they occur. If your child is experiencing a problem in the classroom, contact the teacher. If meeting with the teacher does not resolve the problem, please work within the following conflict resolution guidelines to resolve it:

Any parties in a conflict must provide clear, concise and objective written documentation through any level of the process above Level One. The written communication shall state the concern, date of meeting(s), persons in the meeting, points of agreement, points yet to be resolved. At all levels, the intent of all parties must be to resolve the issue with compassion, understanding, and respect for differing points of view. Sometimes resolution means just agreeing to disagree in an agreeable way. It is also the goal of this process that all adults will model high levels of character and conflict resolution skills for our students.

Level 1 Any concern will first be discussed between the parent(s) and school employee with the objective of resolving the matter informally at the lowest level within a few days of the onset of the issue/event.

Level 2 If level one does not bring resolution, the parent(s) must submit in writing the nature of the conflict within one work week following the discussion at level one to the employee's Supervisor and the employee. The Supervisor will then request a joint meeting with the persons in conflict. The Supervisor shall make his/her decision in writing within one week following the meeting and communicate the decision to the parent and employee. Additional level two meetings may be necessary if additional supervisors are in place between the original Supervisor and the Executive Director. A supervisory level may not be passed over in this process.

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Level 3 If level two does not bring resolution, the parent(s) must submit the nature of the grievance within one work week following the decision at level two in writing to the Executive Director. The Executive Director will then request a joint meeting with the persons in dispute and the Supervisor(s) who were involved in the level two meeting. Clear written notes from the level two meeting will be submitted along with the level three meeting request. The Executive Director shall make his/her decision in writing within one week following the level three meeting.

Level 4 If resolution is still not achieved at level three and the parent(s) or employee is not satisfied with the decision of the Executive Director, the conflict may be presented in writing to the Board of Directors at least seven (7) days prior to the next regularly scheduled Board meeting. The Board of Directors will hear the issue at the next regularly scheduled Board meeting to resolve the conflict, provided the request is submitted at least one week before the Board meeting. All parties involved in previous levels will be invited participants to this level four meeting. Decisions rendered at level four will be in writing, setting forth the decision. Once approved by quorum by the Board of Directors the decision will be transmitted promptly to all parties involved. Decisions made at this level are final.

It is the full desire of the Monument Academy staff to resolve conflicts at the lowest level possible. We value our students and parents, and will work hard to create positive, professional relationships. In a community that values and models high character, the need for the higher levels of this policy will be few.

Withdrawal Procedures

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

Communication Expectations

Partnership- MA is committed to creating strong family-school partnerships.

Our Monument Academy Board is composed of Parents at MA. Board meetings are typically scheduled on the second Thursday of every month and agendas are posted on our website. Minutes of Board meetings are posted under the Board tab on our website after formal approval by the Board.

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

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

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

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

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Healthy Communication

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

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There will be times when we need to share critical thoughts. At these times, if our purpose and how we phrase our words is considered first, sharing honest and direct feedback can be very positive and powerful and build trust. Speaking with good purpose is the cornerstone of healthy relationships. This fosters a positive emotional environment where people are happier, more productive and more likely to succeed.

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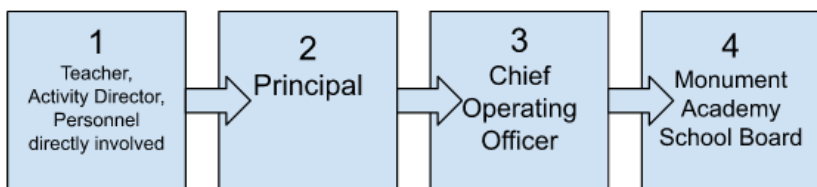
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It is important that as educators and parents we model these excellent communication skills.

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



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

MA Board of Directors: MABoard@monumentacademy.net

Communication Channels

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

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

Middle School/High School

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

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

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

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

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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.

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CUSTODY NOTIFICATION

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

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

Parent Portal and Canvas

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

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POLICY SUGGESTIONS OR NEW PROGRAM IDEAS

Please contact the [principal](#) via email or call the administrative assistant to schedule an appointment to discuss suggestions, changes/additions, new programs/policies, or policy-related complaints.

The Monument Academy Board of Directors monthly meetings are another available resource for suggestions/ideas. Monthly meeting dates are posted on the school website.

PERMANENT SCHOOL RECORDS

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

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

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

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VISITORS AND VOLUNTEER INFORMATION

All volunteers and visitors, including family, friends and students from other schools **must** check in and out at the front office and wear a MA visitor's badge while they are in the building. All visitors/volunteers will initially be asked to show a valid driver's license so the information can be loaded into our system. This security measure helps keep our school, students and staff safe. Please ensure all security measures are obeyed when visiting the school.

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Parent/Family Involvement

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

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

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

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

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Parent Volunteer Agreement

Per the charter enrollment agreement, a **16-hour per semester** volunteer commitment is **expected** from each family. MA prefers the personal involvement of our parents, but we understand there are extenuating circumstances that may prevent this. If parents are unable to fulfill their 16-hour

per semester per family volunteer obligation, MA suggests a \$10 per-volunteer-hour donation. The money is deposited in the “general fund” account and used for school operations. ***This donation is tax deductible*** and a donation receipt will be issued for tax purposes. A complete list of volunteer opportunities is available under the PTO tab of the school website.

Volunteer Guidelines

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

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

All volunteers working at or representing MA are considered primary role models and should observe all MA rules of dress and behavior in an exemplary manner. A volunteer’s actions and attitudes should at all times reflect the school’s philosophy of respect for and responsibility toward students and staff. All parents/volunteers must sign in at the front office when entering or leaving the school.

Parents may volunteer/visit the school at any time; however, please give teachers prior notice if possible. If teachers have no volunteer tasks for the day, other school duties can be assigned. If, for any reason, a volunteer cannot fulfill a commitment, the school must be notified as far in advance as possible.

Volunteers working with students separate from the supervision or oversight of MA employees must have background checks completed before volunteering. MA staff will notify the front office so the necessary paperwork/approvals may be processed prior to volunteering. Please contact the [school office](#) for further information.

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

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

Visitors in the Classroom

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

Volunteer Hours

PTO tracks volunteer hours for a number of reasons, including funding, grants and resource allocation. Volunteer hours are automatically tracked for on-campus volunteers when they sign

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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 [Website???](#)
pto@monumentacademy.net. Questions should be directed to the PTO at the same email address.

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SECTION 5: FORMS

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

PARENT/STUDENT LETTER OF AGREEMENT

Parents and students should sign and return this form.

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ELECTRONIC DEVICE USAGE AGREEMENT

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

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DANCE CONTRACT

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

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TECHNOLOGY USER AGREEMENT

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

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IPAD USER AGREEMENT

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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.

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SECTION 6: APPENDICES

APPENDIX A: VOLUNTEER CONFIDENTIALITY NOTIFICATION AND AGREEMENT



Monument Academy

4303 Pinehurst Circle, Colorado Springs, CO 80908

Volunteer Services Agreement

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

- I agree to volunteer: (Please check which applies)
Supervised _____ (Supervised = assisting in the office or classroom)
Unsupervised _____ (Unsupervised = working alone with student(s))
- 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.
- 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.
- 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.
- I understand I will not be covered by worker's compensation laws in connection with this volunteer activity.
- 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.
- 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.
- 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 during my volunteer service.

Volunteer (Print) Name _____

Phone Number _____

Volunteer Signature _____

Date _____

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APPENDIX B: CLASSROOM VISITATION POLICY



Monument Academy

CLASSROOM VISITATION POLICY Observation of Instructional Program by Parents

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

Purpose: The purpose of this observation is to allow the parent a more complete picture of the instructional methods and curriculum of Monument Academy. Another valid purpose of the visit is for the parent to observe their child's behavior or conduct to better support the teacher's effort to create a positive and structured classroom environment. The parent is not in the classroom to evaluate the performance of the teacher, which is the responsibility of administration. In addition, the visiting parent is not in the classroom to assess or evaluate the behavior or conduct of students other than their own child.

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

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

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

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

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

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

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

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

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

☐ I am requesting a classroom visit:

My Student's Name: _____

Classroom Teacher's Name: _____

Date: _____ Time: _____

Purpose of Visit: _____

☐ I have read and understand the CLASSROOM VISITATION POLICY.

Name (please print)

Signature

Date

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Monument Academy

MONUMENT ACADEMY EXTENDED (4+ DAYS) EXCUSED ABSENCE

MAKE-UP WORK AGREEMENT – Middle and High School

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

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

Request for extended (4+ days) excused absence must be submitted to the Principal at least one week prior to absence. If the request is deemed unexcused then make up work will not be allowed.

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

Parents and student understand that an extended absence often impacts grades due to change in routine, change in instruction delivery methods, and change in work completion habits.

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

Reason for Absence: _____

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

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

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Monument Academy

STUDENT/PARENT LETTER OF AGREEMENT

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

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

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

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

Student Signature _____	Grade _____	Date _____
Student Signature _____	Grade _____	Date _____
Student Signature _____	Grade _____	Date _____
Student Signature _____	Grade _____	Date _____
Student Signature _____	Grade _____	Date _____

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

Signature _____	Date _____
Name (please print) _____	
Signature _____	Date _____
Name (please print) _____	

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I think we moved this up to help families that have East and West students.

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If this is an official part of the school day, do we need to have a section that states we recommend attendance?

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Does this encourage students leaving early which we are trying to discourage?

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Will Peak system just be MS? Collin and Dave to review.

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High school will not be participating in the peak system.

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HS advises the use of a Grade Level Team structure, overseen by a faculty sponsor.

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In addition to end of semester grading, to what extent do we want IC to accurately reflect weekly or monthly grades?

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Do we need new verbiage to differentiate between middle school and high school?

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Is there a benefit in separating suspension and expulsion sections?

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I believe that these two should be separated.

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CONFLICT RESOLUTION

Even with the best communication, problems can arise in any organization that may need to be addressed. Problems are always best solved at the level at which they occur. If you are experiencing a problem with another employee, please follow this policy with the intent of resolving the issue. Most issues are the result of misunderstanding or miscommunication.

Any parties in a conflict must provide clear, concise, and objective written documentation through any level of the process above Level One. The written communication shall state the concern, date of meeting(s), persons in the meeting, points of agreement, points yet to be resolved. At all levels, the intent of all parties must be to resolve the issue with compassion, understanding, and respect for differing points of view. Sometimes resolution means just agreeing to disagree in an agreeable way. It is also the goal of this process that all adults will model high levels of character and conflict resolution skills for our students.

- Level 1** Any concern will first be discussed between the employees with the objective of resolving the matter informally at the lowest level within a few days of the onset of the issue/event.
- Level 2** If level one does not bring resolution, either employee may submit in writing the nature of the conflict within one work week following the discussion at level one to the employee's Supervisor. The Supervisor will then request a joint meeting with the persons in conflict. The Supervisor shall make his/her decision in writing within one week following the meeting and communicate the decision to the employees. Additional level two meetings may be necessary if additional supervisors are in place between the original Supervisor and the Chief Operating Officer (COO). A supervisory level may not be passed over in this process.
- Level 3** If level two does not bring resolution, the employee must submit the nature of the grievance within one work week following the decision at level two in writing to the COO. The COO will then request a joint meeting with the persons in dispute and the Supervisor(s) who participated in the level two meeting(s). Clear written notes from the level two meeting will be submitted along with the level three meeting request. The COO shall communicate his/her decision in writing within one week following the level three meeting to all parties involved.
- Level 4** If resolution is still not achieved at level three and one of the employees is not satisfied with the decision of the COO, the conflict may be presented in writing to the Board of Directors at least seven (7) days prior to the next regularly scheduled Board meeting. The Board of Directors will hear the issue at the next regularly scheduled Board meeting in an effort to resolve the conflict, provided the request is submitted at least one week before the Board meeting. All parties involved in previous levels will be invited participants to this level four meeting. Decisions rendered at level four will be in writing, setting forth the decision. Once approved by quorum by the Board of Directors the decision will be transmitted promptly to all parties involved. Decisions made at this level are final.

It should be the full desire of all MA staff to resolve conflicts at the lowest level possible. We value all our employees and will work hard to create positive, professional relationships. In a community that values and models high character, the need for the higher levels of this policy will be few.