



2023-2024

# Student/Parent Handbook

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## Monument Academy

Grades 6th through 12th  
A Public School of Excellence

4303 Pinehurst Circle, Colorado Springs, CO 80908

719- 431-8001

[www.monumentacademy.net](http://www.monumentacademy.net)



# Monument Academy

It is our distinct honor to **welcome** you to the 2023-2024 school year at Monument Academy!

This year promises to be exciting and offer many new opportunities to grow as a school and grow closer as a community.

The middle school will seek to become a National Showcase School through Capturing Kids Hearts, and at the high school we will fulfill the promise of establishing a four-year institution of learning as Monument Academy inaugurates its *first* senior class.

We are pleased to bring you the policies and procedures designed to address the myriad of details necessary to keep a school running smoothly and help us fulfill our mission.

To that end, this handbook provides essential norms, procedures, rules, protocols, and guidelines for how we intend to achieve excellence each day at Monument Academy.

The intended outcome of creating and adhering to this handbook is to provide a safe, efficient, and effective school climate to help our students flourish and learn. Therefore, we highly encourage you to read this handbook 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*

Collin Vinchattle  
Middle School Principal

*David W. Kennington*

David W. Kennington  
High School Principal

## 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 (Board). Members of the Board are elected by the adult community of Monument Academy and serve a specified term. For further information regarding the qualifications of the Board of Directors, please refer to the Monument Academy Bylaws, Article III, Section 3.2(a).

## 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.*

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 to a trusted adult. Students may also report this to any school official or they can contact the school's Title IX coordinator Krista Pelley [kpelley@monumentacademy.net](mailto:kpelley@monumentacademy.net) or 719-431-8001.

Please contact Monument Academy Administration with any questions or concerns.

## **FERPA NOTIFICATION**

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

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

- 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 the consent of 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 Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

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## **MISSION and VISION:**

### **Monument Academy Mission**

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

### **Monument Academy Vision**

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

#### **Security:**

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

#### **Character:**

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

#### **Connections:**

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

#### **Growth:**

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

#### **Excellence:**

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

## SECTION 1: SCHOOL OPERATIONS

### Office Hours

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

The school office is closed on all 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](http://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

<b>Attendance Email:</b>	<a href="mailto:attendance-east@monumentacademy.net">attendance-east@monumentacademy.net</a>
<b>Main Office:</b>	719- 431-8001
<b>Fax:</b>	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 be for emergencies only. 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 to 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 your student’s Infinite Campus page under schedule.

## 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 Afternoon:	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 Monument Academy. 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.**

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 @ [attendance-east@monumentacademy.net](mailto:attendance-east@monumentacademy.net) or call 719-431-8001, ext. 0
- Pre-arranged absences need to be pre-approved. To pre-arrange an absence, email [attendance-east@monumentacademy.net](mailto:attendance-east@monumentacademy.net).

- A student who is absent for an extended period of time 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.

### **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](mailto:attendance-east@monumentacademy.net)
- completing the student absence form on the school website or MA App.

Please call the office before the start of school to report absences. When your student is absent, reach out to the teacher through email to find assignments your student will be missing. This can also be completed by checking the student’s Canvas page for assignments. Extended, pre-arranged absences of four or more days must be approved by the principal by submitting a pre-arranged absence form five days 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, email, or phone call is requested. There is also a selection on the attendance section of the MA app. The students are to come to the school office at the designated time and parents must sign their student out in the front office with a valid ID.

If a student returns during the school day after being signed out, the student/parent must sign 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 five days 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).

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 four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school during any academic school year, the student will be considered

habitually truant. The student's parents/guardians will receive a letter with information regarding student attendance. 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 to excuse an absence 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 in 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*). School work missed due to an unexcused absence will fall under the late work policy.

### **Tuancy**

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.*

### **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 learning of the other students in the classroom, 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

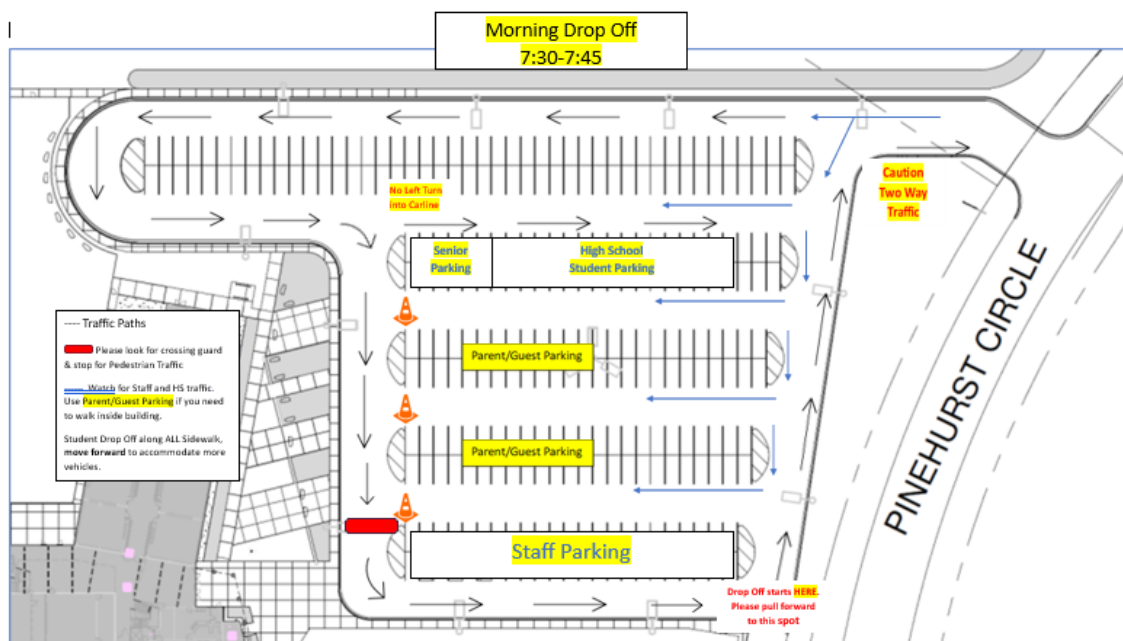
If a student is out of class during instructional time, he or she must possess a blue pass, signed by a teacher, with the current date, and indicating their destination. Students wishing to see a teacher before 7:30 am, during study hall, or lunch must have a blue pass provided in advance.

## CARLINE AND PARKING INFORMATION

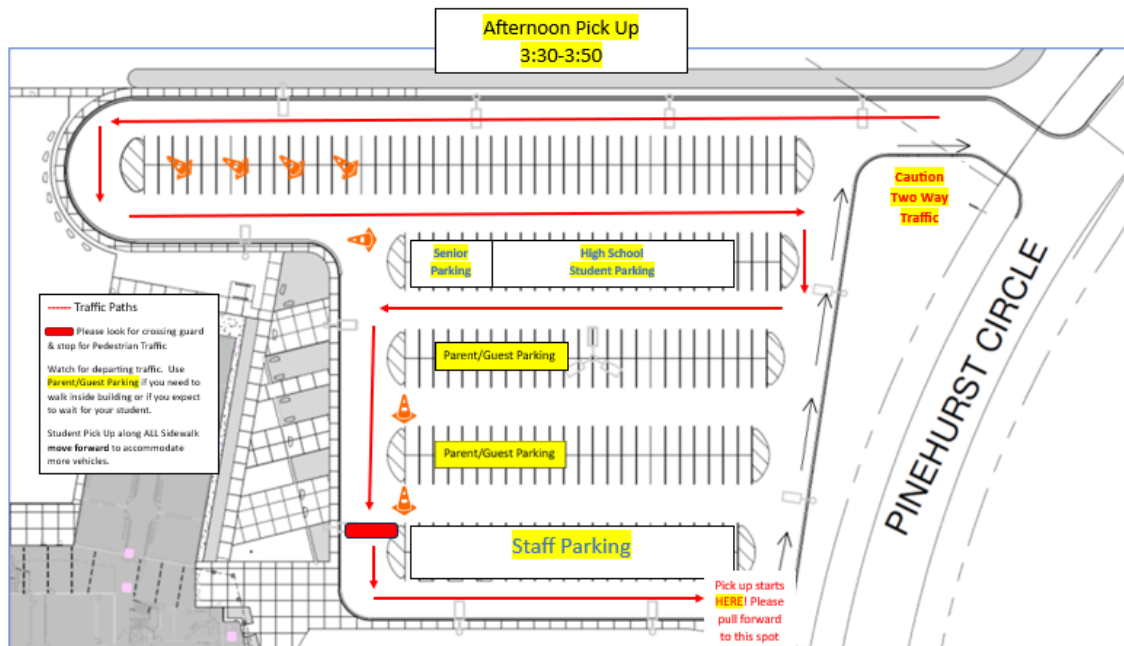
### General Guidelines

- **Cell phones** must **not** be used during carline.
- Speed limit is 10 M.P.H.
- Right side only loading and unloading.
- Change lanes only according to carline map.
- Do not exit your vehicle during carline at any time.
- Please refrain from conferencing with MA staff during 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.
- **NO CURBSIDE PARKING DURING CARLINE DROP OFF OR PICK UP:  
7:30 a.m. – 7:55 a.m. AND 3:20 p.m. – 3:50 p.m.**

### Morning Drop Off



## Afternoon Pick Up



## Student Drivers

Please be aware this year we will have a substantial number of students driving and parking on campus. See the above car line diagrams and note there will be an increase in two-way traffic during drop off and pick up times.

We therefore ask all drivers to be cautious in the parking lot and proceed slowly and with due care in the car line.

## Student and Senior Class Parking

Students driving to school are required to sign and follow the student driver policies. **Students in good standing and with a cumulative GPA of at least 2.0 qualify for driving privileges.**

Proof of insurance and a copy of the student's driver license are required and must be on file in the office. Parking permits for on-campus parking are \$25 per year, proceeds from which will be used to pay for costs associated with student drivers including maintaining the parking lot. A permit tag will be issued to the student which must be displayed from the rear-view mirror of the student's vehicle when on campus.

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.

The orange painted parking spaces designate the area for student drivers. Parents are asked to refrain from parking in the student section.

Senior Class reserved parking spaces are located within the orange-painted student section and closest to the building. Reserved spaces are designated by a *Senior Parking* sign painted on the asphalt. Non-seniors are not permitted to park in the reserved section and may face disciplinary action and/or loss of driving privileges for violations.

Additional protocols:

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**

Monument Academy has a closed campus. Once a student arrives on campus, he or she is not permitted to leave without a note from a parent or guardian. As noted above, the closed campus protocols include prohibiting students from accessing their vehicle 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.

### **Staff and Parent/Guest Parking**

Staff parking is in the section furthest from the parking lot entrance. Parents are asked to refrain from parking in this section.

Parent and guest parking is located in the middle sections between student and staff parking. This placement is intended to increase safety and assist in reducing congestion during drop off and pick up caused by vehicles backing up into the car line. If those sections are full, parents are encouraged to park in the overflow section at the east end of the parking lot near the entrance.

### **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.

In case of inclement weather including extreme cold, students will be allowed entry into the school building upon arrival, but no earlier than 7:30 am when duty hours commence. Middle school students will proceed to the gym and high school students to the lower commons.

- DO NOT drop off prior to 7:30 am as there is no supervision. 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.
- The traffic circle north of the school (near the turf field) may *not* be used to drop off or pick up students.

### **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
- The traffic circle north of the school (near the turf field) may *not* be used to drop off or pick up students.

### **“Early Release” Student Pick-Up**

To limit disruptions to the learning environment caused by early departures and 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 front office in person. The student will be called to come to the office for dismissal. For safety and security, students must physically sign out and show their early release pass to front office staff. All parents will be directed to the carpool line to pick up their student after 3:15 p.m.

### **Late Student Pick-Up**

Carline 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.; it is important that parents pick up students on time. Students who are unattended after hours present a safety and neglect issue which may be referred to the Department of Human Services.

### **Walker Pass**

Parents may choose to allow their student(s) to walk off campus to their home. Parents of middle school students are required to sign a permission form and submit it to the front office. Students will receive a “walker pass” to be 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 after dismissal.

## DONATIONS, SCHOOL FEES AND TUITION

### **Instructional Fees**

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

Full payment or a first monthly payment is expected before the start of school. Payments will be taken at the front desk, by mail, MA website, or credit card. 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\*

6<sup>th</sup> – 12<sup>th</sup> 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**

Monument Academy 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](http://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 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 and technology.



## **Collections**

At the end of the academic year, if a student's family has failed to pay-in-full all mandatory fees , 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.

## **HEALTH OFFICE**

Monument Academy 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 objectives of the school health program are:

- To promote good health habits among students.
- To stimulate a sanitary and healthy environment in school.
- .
- 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. The purpose of this form is to ensure that MA staff is up to date on changes in the student's health plan. s

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 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.

### **Prescription Medications**

The prescribing physician and parent must complete a medication permission form and be checked in at the health office. This form 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 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 staff will distribute the medicine as needed.

### **Over the Counter Medications**

Over-the-counter (OTC) 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 manufacturer guidelines and established protocols listed in *Pediatric Protocols* by Bart Schmitt, M.D.

All OTC medications must be brought to the health office by an adult. Written physician authorization will be required for any OTC medication, 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, 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. 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 able to engage in the learning environment.

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

### **Injury +/-or Extreme Illness**

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

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

1. Parent, will be contacted at home or work. If no answer...
2. Emergency contact will be notified. If no answer...
3. MA 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 contact information 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. The screening date will be communicated with families. 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**

### **Child Abuse**

Notice to all parents/guardians of Monument Academy 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 District 38. 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 District 38 parent notification system.

Additionally, it is important to note the following:

- 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.

- 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 is required by state law to conduct emergency drills, including a mandatory evacuation drill no less than once a month. Drills may be for evacuation, shelter in place, lockdown, or tornado shelter drills. Drills may be unannounced. Special education staff are the exception and can expect to receive advance notice on the day of a drill.

### **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.

Periodic searches may be performed to ensure the safety and well-being of students and staff. Drills may include 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.

### **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 volunteer guidelines and a signed parent code of conduct must be on file. 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**

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 acquiring a lunch Monday through Thursday. Lunch periods are approximately 25 minutes long.

### **Hot Lunch Program**

District 38 provides the lunch program offered at MA. Orders are placed in the morning, Monday – Thursday. Lunch menus can be found on the school website.

Milk is included with every 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.

### **Free/Reduced Program**

Students may qualify for free or reduced rates. See the school or District 38 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 depending on lunch time. If you desire, pack a separate, healthy snack for your student each day. Students may drink water from water bottles during the school day.

### **School Supplies**

A complete list of classroom and general supplies can be found on the school website. Students must bring supplies on Middle School Meet and Greet or High School Orientation Day

## **WEATHER RELATED CONCERNS**

### **School Closures and Delays**

Monument Academy may close unexpectedly or be canceled due to severe weather, power failure, heating/cooling problems and/or other reasons. MA closures due to weather will follow D38 closures.

There are a total of multiple 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. 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 District 38 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. Team members should look for potential updates from their coach or activity sponsor.

If there is a delayed start on Friday, school will be canceled, but after-school events may remain scheduled, weather permitting. When school is cancelled Monday through Thursday, all after-school activities will be cancelled.

## **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 high school. College-level curriculum will be offered through Monument Academy's dual enrollment program with the University of Colorado. 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 on 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 begin 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 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 of Leadworthy character education program, 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. You can find more information on the Leadworthy character education program, which is a program built by the Capturing Kids' Hearts program.

### **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-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.



## PEAKS PROGRAM

### Monument Academy Middle School Peak Period

Monument Academy Middle School incorporates a Peak System to support the academic, social, and emotional needs of students. 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.
  1. MA's Peak Period 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 Peak Period offerings occur during the official school day (7:50AM – 3:30PM) and are not considered extracurricular activities.
  3. During this period of the day, students will receive character education, leadership, and study skill lessons. During Peak, assemblies will be held to recognize student achievement, to focus on character traits, and to promote school spirit.
  4. All Peak 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 under instructor supervision.

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. **Organization**

MA middle school students are divided into six separate grade level groups called Peaks. These Peaks are an integral element of the Monument Academy Middle School program.

Peak 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**

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

### **Peak Activities**

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

Each year, 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 the Student Council. This includes such events as social activities, (cookouts, dances, and proms), competitions, guest lectures and assemblies, spirit rallies, and service projects.

### **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.

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 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. Students are prohibited from creating or developing social media accounts that use the Monument Academy name.

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.

Student groups shall not engage in any activity that is contrary to law, MA policy, or school rules.

## **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. 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 two (2) days for each one (1) day of absence to submit the required work. Failure to meet these established timelines will result in the late homework policy being initiated.

The student gradebook will be updated weekly by the teachers to create a line of communication between the classroom and home on student progress. If there is a question on a student grade, communicate with the teacher in a timely manner of the grade being posted. Eligibility checks will be conducted on Thursdays based off the information in the gradebook.

### **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 for MA middle school will be docked 10% of the total points per school day for up to 5 days. Students will have an additional five school days to turn in an assignment with a maximum score of 50% of the total points of the assignment. After the 10-day period, the student will be given a score of zero, unless the teacher's late work policy states differently.

Late assignments for MA high school will be docked 10% of the total points per school day for up to 5 days. After the five days, the assignment will be awarded a zero score. Teachers may offer limited exceptions to this policy based on their discretion and judgement.

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

### **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 their 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](http://www.monumentacademy.net)

### **Report Cards**

MA provides report cards on a semester basis for all middle school and high school students through Infinite Campus.

### **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

<https://www.monumentacademy.net/wp-content/uploads/2022/08/1527-MA-Student-Retention-Policy-Reviewed-6-9-22.pdf>

Academic success is a priority, and MA has built-in support for students when they struggle academically. Eighth grade students who have failed one or more classes throughout the 8<sup>th</sup> 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 trip. Classroom field trip fees will be waived for students who qualify for the free or reduced program . 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 attendance and sign the student back into the building upon return to school.

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

### **Non-Participation**

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

### **Chaperones**

Chaperones will focus on course objectives and student supervision while volunteering on field trips. We request that parent chaperones arrange care for younger siblings. Chaperones on overnight trips will be subject to background checks conducted by the Director of Human Resources.

### **Dress Code on Field Trips**

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

## **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](http://satsuite.collegeboard.org).

### **NWEA**

Monument Academy Middle School schedules Northwest Evaluation Association (NWEA) testing three times per year for all students in grades 6-8. NWEA testing evaluates a student's growth within the school year. These computer-based, multiple-choice assessments include math, reading, 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](http://www.nwea.org). We strongly encourage parents to allow their students to participate in NWEA assessments.

### **CMAS**

The CMAS testing window is March through May. State law requires that CMAS Mathematics and English/Language Arts assessments are administered to all students in the grade 6-8. Additionally, 5th, 8th, and 11th grade students are assessed in Science.

### **COGAT**

The CogAt or Cognitive Abilities Test is given in the fall each year to 3<sup>rd</sup> and 6th grade students. CogAt is used to help fulfill a state requirement to screen for students that may qualify for Advanced Learning Plans (ALPs). CogAt is an achievement assessment that measures a student's learned reasoning and problem-solving abilities in verbal, quantitative, and nonverbal cognitive domains.

### **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.

There should be logical connections between misbehavior and resulting consequences. 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:

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

## **BEHAVIOR EXPECTATIONS AND CONSEQUENCES**

### **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, 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 one week from the date of the incident (no detentions on Friday).

ASD will be held in a specified room after school from 3:35 to 4:15 pm. Students assigned ASD must report to the front office no later than 3:35 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)*);



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 District 38 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.

### **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.

### **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 members will restrain the student for no more than is reasonably necessary to provide the student with an opportunity to end the restraint if they agree to remain calm and compliant. The staff members 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. A teacher may not keep a student beyond the end of a classroom period without the permission of the next period teacher. If a teacher causes a student to be delayed in getting to the next class, that teacher should write the student a pass to excuse the tardy.

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

### **Gum and Food in Classrooms**

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

### **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 are not permitted in classrooms.

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. Students are allowed to utilize a personal lock for their locker. The school may cut the lock at the student's expense, if there is a need to access the locker.

### **Lost and Found**

Students' 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 an appropriate use in most instances is the use of movie clips with a duration of five minutes or less, followed by engaging discussion. The use of full-length movies should be kept to a minimum. If a movie with something other than a "G" rating is shown, teachers, must obtain prior administrative approval and have signed permission slips from parents/guardians before students may view the movie. Notifications and requests for permission will be made at least five school days in advance. Notifications will include:

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

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

## EXTRA CURRICULAR ACTIVITIES

### **Athletics**

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

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

### **Fine Arts and Performances**

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

### **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 Thursday, and will be effective the following day. If a student becomes ineligible, he or she remains ineligible until the next eligibility period.

### **Homeschool Participation**

Homeschooled students within District 38 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](mailto:registrar@monumentacademy.net).

## SCHEDULE CHANGES

A first semester schedule change may only occur during the first two weeks of the school year. A second semester schedule change may only occur during the last two weeks of the first semester. A "schedule change request" form must be signed by the teacher of the dropped class, the teacher of the added class and the parent/guardian, with final approval by the administration. Requests will be granted on a case-by-case basis. The administration will do everything possible to accommodate requests made within the add/drop window; however, schedules will be determined by the best academic setting for student success. If there is a conflict, MA administration reserves the right to decline the request. No requests submitted after the two deadlines will be fulfilled.

## TECHNOLOGY INFORMATION

### **Infinite Campus (IC)**

Infinite Campus is an online tool available to parents and students where attendance records, fees, grades, report cards, transcripts, immunization records, and contact information can be checked. IC may be accessed from the “Quick Links” side of the MA website at [www.monumentacademy.net](http://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](http://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 [the main office, which will be forwarded to the technology services](#).

### **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](http://www.monumentacademy.net), *Parent Info > Handbook and Forms > Electronic Device User Agreement*. Parents and students must review and agree to the terms of the online form prior to the student bringing the device on campus.

All student personal electronic devices must be turned off during the school day, and they need to be secured in their backpacks. Students may only utilize their devices for messages before and after school, during school hours is not allowed. Personal electronic devices that create a distraction during the school day 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 bring to school.

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

### **Photo Policy**

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

Class videos/presentations can be created for end-of-year parties and award ceremonies. The video creator must check photo waivers in the office to ensure that students who do not have a waiver are NOT included in the presentation. Presentations should only be shown at the respective party/ceremony and not shared with others, unless permission slips are obtained from each parent of each student included. Copyright free music must be used if the video is shared.

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

### **Technology User Agreement**

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

<b>Vendor: French Toast</b>	<b>Educational Outfitters</b>	<b>Lands' End</b>	<b>MA East PTO</b>
<a href="http://www.frenchtoast.com">www.frenchtoast.com</a>	<a href="http://www.educationaloutfitters.com">www.educationaloutfitters.com</a>	<a href="http://www.landsend.com">www.landsend.com</a>	<a href="#">PTO Homepage</a>
Code: QS5QVJI	CO01086	900030560	
Online only.	Online or in-store shopping.		
	Store located in Centennial, CO.		

### 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. To personalize uniform items locally, please contact marketing at [kkuhlmann@monumentacademy.net](mailto:kkuhlmann@monumentacademy.net) to receive logo specifications and artwork file.

### 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 principal if students receive multiple uniform issue notifications.

### **Student Dress Code Violation Protocol**

Students are responsible for compliance with the dress code policy. If a student violates the policy addressed by MA staff, the following protocol will be pursued.

#### **Informal Violation**

- During 1<sup>st</sup> 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 (1<sup>st</sup> 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 administration with your concerns.

### **Friday Dress**

Each Friday, students in grades 6 and 7 will have a "Friday Dress" day. Students may wear MA 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 and every Friday is a "Free Dress" day 8<sup>th</sup> grade students. The guidelines for allowable clothing on a "Free Dress" day are described on the last page of the grade-specific guidelines. Casual clothing should always be in good repair. 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.

## **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 1<sup>st</sup> 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 (1<sup>st</sup> 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.



## 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 the 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, we ask that the student resolve the issue with the teacher. If the issue persists, enter the contact levels starting with parents contacting 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.

**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**

MA is committed to creating a strong family-school partnership.

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

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

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

Parents may choose to serve in the Parent Teacher Organization (PTO). The PTO has worked in concert with the administration, teachers, and staff to enhance every aspect of the school . The PTO plans multiple fundraisers throughout the year including spirit wear, restaurant nights, and several other activities. The PTO also supports teachers through support in the classrooms, Teacher Appreciation Week, and Staff Appreciation Luncheons.

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

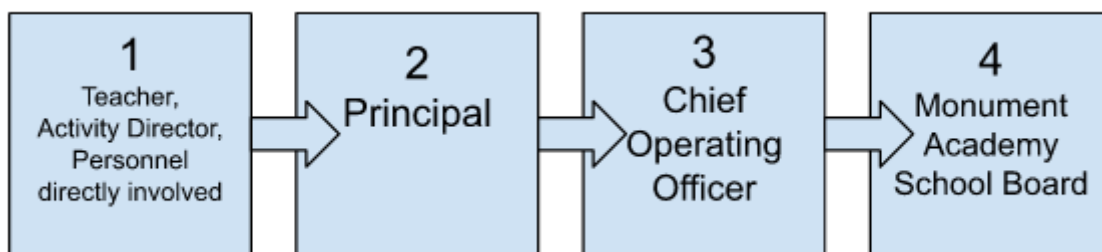
### Healthy Communication

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

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.

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:



Kim McClelland (Executive Director): [kmcclelland@monumentacademy.net](mailto:kmcclelland@monumentacademy.net)

MA Board of Directors: [MABoard@monumentacademy.net](mailto: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. This information can be found on the MA app, as well.

- Monthly Lynx News-emailed on Wednesdays to all parents.
- School Website [www.monumentacademy.net](http://www.monumentacademy.net) updated with monthly Lynx News, upcoming calendar events, and breaking news.
- Emails and text messaging sent 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.
- 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 if you have a question about what you see on 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 or **behavior** is strictly confidential and will not be shared.

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

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

Parents and/or guardians are expected to communicate directly with their student's classroom teacher or case manager regarding all academic and/or school-related questions or concerns. Paraprofessionals and other staff members have been instructed to forward all such parent communications concerning the student, be it in-person, electronic, or otherwise, to the appropriate teacher or case manager. Any parent and/or guardian who consistently fails to meet this expectation may be asked to meet with a school administrator to discuss the school’s need for proper, orderly communication.

In disciplinary matters, MA values the partnership with parents in communicating and resolving student misbehavior and resultant discipline. MA staff will look for opportunities to communicate emergent behavioral issues to parents to partner with families to resolve issues before they result in a detention or suspension. If a student earns an out-of-school suspension, an administrator will be in contact that day with parents.

### **General School Questions**

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

## **CUSTODY NOTIFICATION**

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

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

## **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.

## 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 followed when visiting the school.

### **Parent/Family Involvement**

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

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

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

Parent volunteers are 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. These hours can be tracked on through a tracking program on the Monument Academy Parent Square

### **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 will be offered. 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.**

## **SECTION 5: FORMS**

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

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

Parents and students should sign and return this form.

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

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

### [DANCE CONTRACT](#)

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

### [TECHNOLOGY USER AGREEMENT](#)

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

### [IPAD USER AGREEMENT](#)

Parents and students must sign and return this form.



**SECTION 6: APPENDICES**

**APPENDIX A: VOLUNTEER CONFIDENTIALITY NOTIFICATION AND AGREEMENT**



# Monument Academy

4303 Pinehurst Circle, Colorado Springs, CO 80908

## Volunteer Services Agreement

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

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

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Volunteer (Print) Name

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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 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.

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

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

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

I am requesting a classroom visit:

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

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

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

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

\_\_\_\_\_

I have read and understand the CLASSROOM VISITATION POLICY.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Monument Academy

## MONUMENT ACADEMY EXTENDED (4+ DAYS) EXCUSED ABSENCE

### MAKE-UP WORK AGREEMENT – Middle and High School

**Student Name:** \_\_\_\_\_ **Date of Absences:** \_\_\_\_\_

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

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

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

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

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

**Reason for Absence:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Monument Academy

## STUDENT/PARENT LETTER OF AGREEMENT

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

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

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

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

---

Student Signature _____	Grade _____	Date _____
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) _____	