

July 11th, 2024

Monument Academy Board of Directors Packet

Table of Contents

(Click on Item to jump to that page in the document)

- Agenda
- Executive Director Report
- Reports from Administration
- Personnel Action Report
- May Financial Statements (Revised)
- Enrollment Report
- East Campus Parent/Student Handbook
- West Campus/Student Handbook
- Middle School Uniform Policy
- MA Staff Handbook
- Graduation Guidelines Menu of Options from the CDE
- Board Committee Descriptions



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

July 11, 2024 at 6:30pm MST

Monument Academy East Campus Gym

Mission Statement:

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

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

B. ADDITIONS TO/APPROVAL OF AGENDA

C. CITIZEN'S COMMENTS PERTAINING TO AGENDA ITEMS

a. *Limit 3 minutes per person*

D. CONSENT AGENDA

a. Approve minutes from June 13, 2024.

E. MOTION TO ADJOURN TO EXECUTIVE SESSION

a. Executive session pursuant to CRS 24-6-402(4)(b) for legal advice regarding Title IX policy options.

F. REPORTS OF ADMINISTRATION & COMMITTEES

a. Executive Director Report

b. Chief Financial Officer Report

c. Committees

i. Highway 105 Committee Report (Mr. Graham)

ii. Curriculum (Mrs. Belisle and Mrs. Clinton)

iii. SAAC - West (Mr. Ross)

iv. SAAC - East (Mrs. Clinton)

v. Governance (Mrs. Hoida and Mrs. Belisle)

vi. Finance (Mr. Carle and Mr. Graham)

vii. Buildings & Facilities (Mr. Graham and Mrs. Hoida)

viii. RDC (Mrs. Clinton and Mr. Carle)

ix. HR Subcommittee (Mr. Graham and Mrs. Clinton)

G. ITEMS REQUIRING BOARD DISCUSSION/ACTION

- a. Title IX Policy Options Discussed in Executive Session
- b. Enrollment Report
- c. East & West Campus Parent/Student Handbooks
- d. 1501 Middle School Uniform Policy
- e. Staff Handbook
- f. Graduation Requirements
- g. Board Committee Assignments for 24-25 School Year
- h. August 6th, 2024 Staff Breakfast

H. BOARD COMMENTS/ANNOUNCEMENTS

I. NEW BUSINESS

J. ADJOURNMENT

K. CITIZEN COMMENTS NOT PERTAINING TO AGENDA ITEMS

- a. *Limit 3 minutes per person*

**Monument Academy Regular Session Board meetings are recorded and uploaded to our YouTube Channel Here: [Monument Academy Charter School](#)*



Monument Academy

Dear Board of Directors,

The administration team has been working over the summer, but also taking some time to enjoy their summer and spending time with their families. I am looking forward to the upcoming board retreat and hearing what the priorities are for the board this upcoming school year. It has also been enjoyable meeting with each board member one on one, I look forward to meeting with the rest of the board before the start of the school year.

The human resource team and I met with the substitute management company to investigate if there is a new program that can streamline our systems, to make the process of getting a substitute simpler. The system does have a lot of advantages, but also considerably more expensive. As a team, the decision will be made in the next week whether it would be best to keep our current system or go with a new system. The current system requires a lot of work done by our administrative assistants, human resources by keeping track of staff days off, and then connecting it to the financial system. This one system would eliminate most of the work of all these involved parties.

Monument Police Department moved up our MoU with the Town of Monument to the July 2nd meeting. The town approved the document, and we are happy to move forward into the school year in partnership with our great SRO's.

The facilities team is moving forward with adding another door locking mechanism at the West Campus. This will create the same mantrap effect that is currently in place at the East Campus. This will help the school improve security by better controlling who enters and exits the building. The administration team will continue to find areas that we need to improve our school security and make changes when we can.

As you will read in the enrollment report, our homeschool program is gaining numbers and Mrs. Skalla has started to work with families to find the curriculum that they would like to utilize in our homeschool library. The staff is in place, and it will be exciting to see how this program launches to add another program to our wonderful school. The start of the fiscal year has also provided the opportunities to market the program to increase the number of students that are involved for the upcoming school year.

There are several events scheduled in July. "Popsicles with the Principal" will be held at the elementary campus and "Secondary Hang Outs" will be at the secondary campus. This is an opportunity for new and old families to get to know each other through a connection point. In August, we will be hosting all the beginning of school events. This will include town halls, orientation, and teacher meet and greets.

Respectfully,

Collin Vinchattle



Monument Academy Board of Directors Report
From: Director of Academics
Date: July, 2024

Staff Professional Development

Before the end of the school year last year, CDE put out a call to participate in free math professional development for teachers. Some of our teachers are taking advantage of that. It will be great to hear feedback from our MA teacher attendees on their experience with this CDE math training.

Updates on Projects

We just finished drafting the schedules for New Teacher Orientation and Teacher University. The rest of the summer will be spent completing all the details related to these two events.

Report on Observations

NA

Needs

- The budget for professional development needs to be doubled.
- We could use an elementary math interventionist.
- We could use an instructional coach at the East Campus.
- Financial resources for additional Substitute Teacher time for peer observations, collaborative curriculum work, off site conferences, trainings and other off site professional development. (i.e. CCIRA conference, CK conference, etc.)
- Financial resources to compensate Data Champions with a stipend.
- Financial resources to compensate Curriculum Committee teacher members for long term curriculum work.
- A line item in the budget to provide food and drinks at staff PD's as well as possible gift cards for drawings during our meetings. We always depend on the PTO for food for our events, but it would be nice to have a budget line item for that so we don't always have to ask the PTO for help.

Facilities Report Summer

- Painted East Gym
- Painted East Commons changing color to create a calmer friendlier entrance and commons area
- Painting walls on lower level of East
- Replaced flush valves and flush valve vacuum breaker on all toilets West
- Safety drills not run over summer months, not required
- Activated sprinkler system at East
- Over saw painting of Pre-K classrooms
- Cleared out lost and found and donated items both campuses
- Processed facilities check out sheets and repaired or fulfilled teacher requests where able at both campuses
- Obtained/obtaining quotes for north gate repair or replacement at West Campus
- Pending Project, replacement of emergency exit signs West Campus
- Replacement of RTU's 2 and 6 pending
- Weed mitigation is in process and continuing at each campus
- Replacing missing, damaged ceiling tiles at both campuses
- Annual fire Inspection pending for both campuses
- Backflow testing completed at each campus
- Fire sprinklers, sensors exit signs inspection completed East, West is pending
- Replacement of 2.5-inch ball valve on main water for West pending
- New kiln installed at West, pending install of proper outlet and ventilation for safe use



Apr 9, 2024

Jake Dicus

Please copy form and reshare with me on Friday before each board meeting.

Monthly Highlights: Something Good within

- Copy contract awarded to All Copy
- Saved an additional \$5,600 on contract
- Summer facility rentals all time high

Things to look forward to:

- Finalize Snow Removal Contract
- Submission of EOP Plan
- Facility Maintenance Calendar

Board Report - Angela Duca

July 4, 2024

Information of Interest on Highlights and Activities (keep brief)

- Met with the Character Ed committee on 6/10 - total of 6 teachers. Teachers are in the process of revising PEAK activities to encourage teamwork and leadership. We will continue to use CKH character lessons as an outline for Tuesday PEAK character lessons.
- Met with two 6th grade teachers on 6/11 to plan for the executive functioning club for first quarter. The plan and the curriculum are in place.
- Met with MTSS coordinator and English teacher on 7/1 to discuss updating the MTSS process to include data collection.
- Collaborated with Ms. Leone, Mr. Walker, and Ms. J. Davis on completing the schedule for Teacher University.
- Collaborated with Ms. Leone, Mr. Walker, and Ms. J. Davis on completing the Friday PD schedule.

Number of Teacher Observations

- NA

Areas of Concern

- We still need a 6th grade science teacher, part-time SPED teacher, and part-time TA.
- I am concerned about the teachers' workload due to teaching 6 classes. The teachers only have 1 plan and an increased workload that comes with additional students.

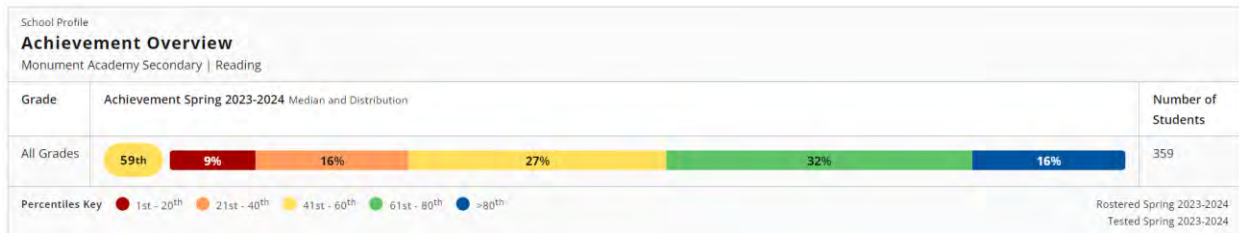
Professional Development – results and recap

- Presently, we have 8 teachers who will be attending CKH training on July 18 and 19.

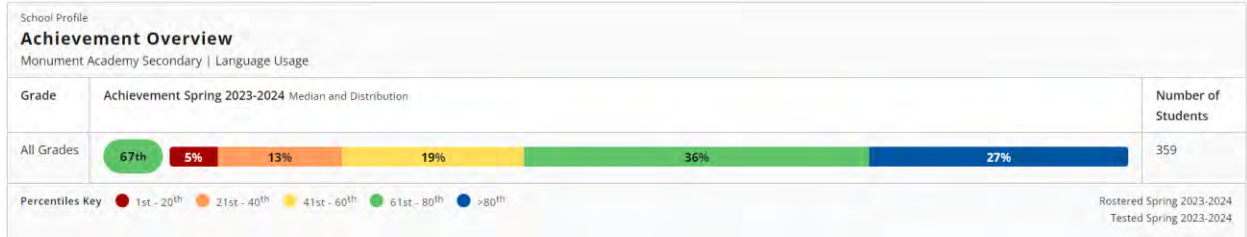
School Achievement

NWEA Spring 2024 Grades 6 - 8

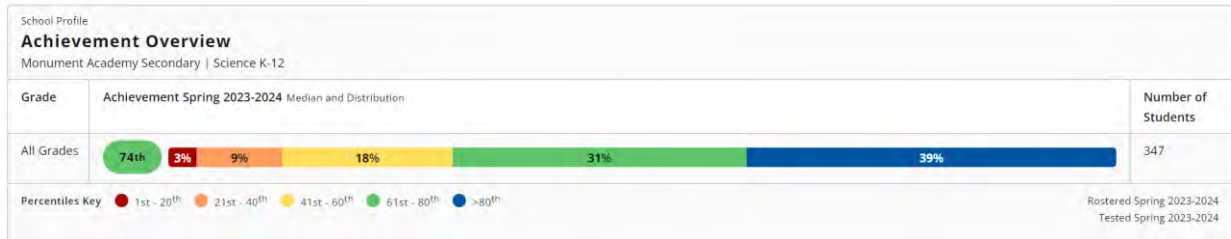
Reading Overview



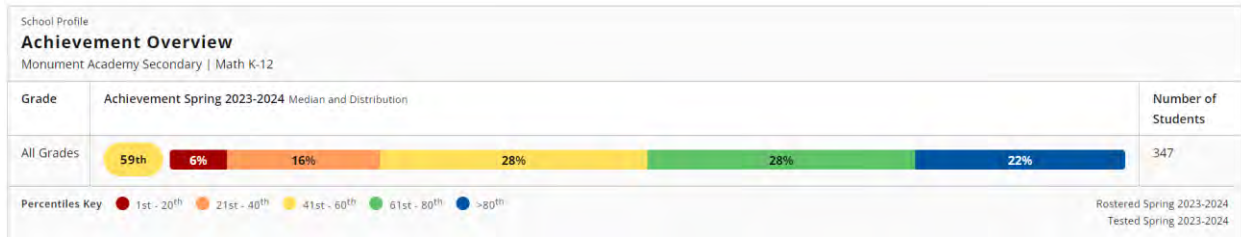
Language Usage



Science Overview



Math Overview



PSAT/SAT scores are currently embargoed.

CMAS results will be made available near the end of July.

Enrollment Report

6th - 138
7th - 130
8th - 141

9th - 52
10th - 40
11th - 25
12th - 24

MS total - 409
HS total - 141
Total East 550



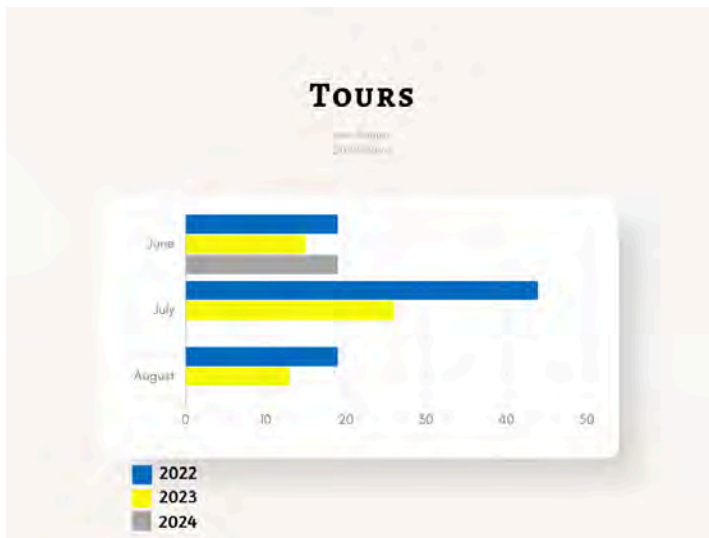
Marketing & Communications

Kendra Kuhlmann

July Update

Monthly Highlights:

Summer campus tours- 23 in total (June and to July 5th)



Marketing yard/roadside signs placed for the next 6 weekends.

Website redesign process has started and will be completed by this fall.

Back to School events have been planned and communicated out to our families.

Things to look forward to:

July 19th we have our community event, Popsicles on the playground with Principals, for all our West campus students and families.

July 29th we have a community event for our East campus students and families of yard Games and mingling.



Enrollment Report July 11, 2024

Part I: Retention for 2024-25

Grade	October Count 2023	24/25 Returning Students	Percentage Retention
PK4	37		
KHD	14	3	8.11%
KFD	79	24	64.86% (combined = 72.97%)
1	87	73	78.49%
2	101	75	86.21%
3	97	90	89.11%
4	94	86	88.66%
5	121	81	86.17%
6	119	112	92.56%
7	144	112	94.12%
8	135	135	93.75%
9	38	47	34.81%
10	29	37	97.37%
11	30	24	82.76%
12	21	23	76.67%
Total	1165	922	83.97%

This report summarizes Monument Academy's retention numbers, comparing our October Count 2023 figures to the current number of returning students for the 2024-25 school year. Please note that these numbers include students who withdrew after the October Count during the 2023-24 school year, as well as those not returning for the 2024-25 school year. Information from Exit Interviews summarizing the reasons for student departures will be provided to the Board of Directors at a later date.



Enrollment Report July 11, 2024

Part II: Current Enrollment for 2024-25

Grade	Partially Confirmed Students	Fully Enrolled Students
KHD		18
KFD	1	67
1	1	85
2	2	87
3		101
4		100
5		96
6		139
7	5	132
8	5	143
9		53
10		40
11	1	25
12		24
Total	1125	1110
MAHP	3	24
Elementary Totals	558	554
MS Totals	424	414
HS Totals	143	142
Total with MAHP	1152	1134

This report provides a summary of the number of fully enrolled students compared to those partially confirmed for enrollment for the 2024-25 school year. The green column represents students who are fully enrolled in Infinite Campus, while the orange column indicates students who have accepted seats and completed initial enrollment steps. For the latter group, we are typically awaiting records or certain parts of their online registration.



Enrollment Report July 11, 2024

Part III: FTE Projections for 2024-25

	Partially Confirmed Students	Fully Enrolled Students	Budgeted for 24/25
MAHP FTE	13.5	12	10.5
West FTE	550.44	546.44	546
East FTE	567	556	547
FTE Totals	1130.94	1114.44	1103.5

This report outlines our Full-Time Equivalent (FTE) enrollment totals, alongside the figures included in our 2024-25 budget. Although enrollment numbers may fluctuate over the summer, we anticipate meeting or slightly exceeding our budgeted FTE of 1103.5.



Mike Svendsen

Jul 5, 2024

Please copy form and reshare with me on Friday before each board meeting.

Monthly Highlights: Something Good within your role/staff/students

Monument Academy Fall Athletic Registration is now open for the following MS/HS athletics:

<https://monumentacademy-ar.rschoolday.com/>

High School (CHSAA Members, 2A):

Boys and Girls Cross Country (Season Starts Aug 12th)

Girls Volleyball (End of summer camp July 30, 31, and Aug 1st At East Gym from 3-4:30 pm. Season Starts Aug 12th, Varsity team only, 12 roster sports, there will be tryouts)

Middle School:

Boys and Girls Cross Country (tryouts begin Aug 5th)

Girls Volleyball (Tryouts begin Aug 12th. We are anticipating A, B, and C teams again this year)

Football (tryouts begin Aug 5th)

Boys Soccer (tryouts begin Aug 12)

Our Summer Cheer Youth Camp saw over 50 youth cheerleaders in attendance! Head Coach Sarah Thompson and her MS Cheerleaders and staff did an amazing job putting together this wonderful opportunity for our future MA cheerleaders!

Coach Aaron Meschuk hosted our middle school football camp and has created such a positive/family culture in our football program. With over 20 MS football players in attendance, our student-athletes are ready to conquer the 2024 football season. Our final football camp of champions will begin at the end of July with the first mandatory practice starting Aug 5th.

Coach Lannie Vance hosted our first ever Youth, Middle, and High School basketball camps! Although our numbers were a little low, Coach Vance and her varsity girl basketball players rose to the occasion to make this a huge success.



Things to look forward to:

The Fall Seasons are right around the corner and we are looking forward to another year of great programs and making memories that will last a lifetime. Our Coaches, Families, and Community take great pride in our MA Athletic Programs and we wouldn't be this successful without everyone's support and help.

Thank you all for your continued support!

MA West Elementary Principal Report - July 4, 2024

Kurt Walker & Laura Sadlon

- **Information of Interest on Highlights and Activities (keep brief)**
 - We've hired a 3rd grade and a 5th grade teacher
 - **Number of Teacher Observations**
 - None during the summer
 - **Areas of Concern**
 - We still need a Spanish teacher for K-5
 - My kindergarten classes are filling up. Currently I have 3 FDK at 22-23 per class. I would like to hire a fourth teacher and bring the number of students lower for kindergarten.
 - **Professional Development - results and recap**
 - No PD to report on, but Tina L., Angela, Jesse and I met to finalize the plan for our Friday PDs to be ready for August
 - **School Achievement**
 - CMAS Participation - Elementary campus went from 67% CMAS participation last year to 81.9% participation this year. Our goal of participation is 95% as stated in our UIP to help us come off of an improvement plan to a performance plan with the district/state.
 - CMAS Scores - We do not have our data back at this time.
 - NWEA Benchmarks goals set on our UIP is 75% at grade level. Data is shown below:

- Fall Benchmark	Spring Benchmark
Math = 62%	Math = 66%
Reading = 65%	Reading = 69%
Lang. Usage = 68%	Lang. Usage = 71%

 - DIBELS: The goal by the end of the 23/24 school year is to have a 10% reduction in the % of students scoring below grade level. Data is shown below:

- BOY Below Benchmark	EOY Below Benchmark
35.6%	16.6%
 - **Enrollment Report**
 - As of July 1, 2024 at 8:30 a.m.

- KHD	18	(1 class of 18)
- KFD	67	(3 classes: 23/22/22)
- 1st	85	(4 classes: 22/21/21/21)
- 2nd	87	(4 classes: 22/22/22/21)
- 3rd	101	(4 classes: 26/25/25/25)
- 4th	100	(4 classes: 25/25/25/25)
- 5th	96	(4 classes: 24/24/24/24)
- Total	554	
- FTE	546.44 Budget set for 546	
- ** If numbers go up, I'd like to open another KFD class to lower the class sizes

**Monument Academy
23-24 Staffing Updates
July 2024**

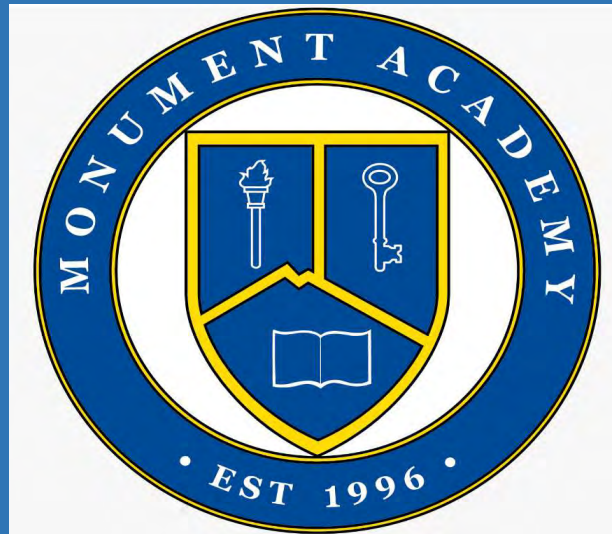
Instructional and Support Staff	Name	Position	FTE	Location	Effective Date	Pay	Reason
Resignations/Terminations							
	Wang, Thorin	Physical Education Teacher	1.0	MS	6/1/2024	\$41,600.00	Took a job in another role at a different HS.
Leave of Absence							
Extension of Leave of Absence							
Return from Leave of Absence							
New Hires							
	Brandon Whittaker	Physics Teacher	0.4	HS	8/1/2024	\$20,552.00	
	Samantha Green	English Teacher	1.0	MS	8/1/2024	\$44,116.80	
	Eric Fisher	Physical Education Teacher	1.0	MS	8/1/2024	\$46,192.40	
	Stephanie Hall	3rd Grade	1.0	ELEM	8/1/2024	\$44,116.80	
	Janene Koerner	5th Grade	1.0	ELEM	8/1/2024	\$46,192.40	
Employees Rehired							
Newly Created Position Proposals							
Need to Hire							
	Spanish	Teacher	1.0	ELEM	8/2/2024	\$45,142.00	Replacement
	Teacher Assistant	Homeschool	0.5	ELEM	8/6/2024	\$11,700.00	New
	Reading Interventionist	Teacher	1.0	ELEM	8/2/2024	\$44,642.00	Replacement
	Science	Teacher	1.0	MS	8/2/2024	\$45,142.00	Replacement
	Special Education	Teacher	0.5	HS	8/2/2024	\$27,000.00	New
Change in Position/Hours/Days/Location	Name	Current Position	New Position/Reclassification	FTE	Location	Effective Date	Salary
Executive Professionals							
Resignations/Terminations							
Leave of Absence							
Extension of Leave of Absence							

Monument Academy

Monthly Financial Statements

Fiscal Year 2023-24

May 31, 2024



Monument Academy
1150 Village Ridge Pt
Monument, Co 80132

Collin Vinchattle
Executive Director

Glenn Gustafson, CPA
Interim Chief Financial Officer

7-Jul-24

Monument Academy
Quarterly Financial Summary
Table of Contents
5/31/2024

I. Financial Section

General Fund	1
General Fund Graphs	2
Preschool Fund	3
Preschool Fund Graphs	4
Facilities Corporation	5
Foundation Fund	6
Pupil Activity Fund	7
Other Fund Graphs	8-10

II. Supplemental Section

School Financials	11
School Financials by Month	12
Long-Term Debt	13

Note: These financial statements are not audited, reviewed or compiled in accordance with the rules and regulations of the Colorado State Board of Accountancy, and should not be relied on as such.

Monument Academy
Quarterly Financial Summary
General Fund
5/31/2024

	FY 23-24				FY 23-24				Footnotes
	5/31/2024			Target	YEAR-TO-DATE			Target	
	MTD	1/12 x Annual		%	YTD	Annual		Percentage	
	Actual	Budget (1)	Variance	Used	Actual	Budget	Variance	Recvd or Used	
Revenues									
Local Revenue	210,721	147,425	63,296	142.93%	1,738,581	1,769,105	(30,524)	98.27%	(1)
State Revenue	965,421	997,248	(31,827)	96.81%	10,815,403	11,966,979	(1,151,576)	90.38%	(2)
Federal Revenue	2,773	57,816	(55,043)	4.80%	2,273	693,791	(691,518)	0.33%	
Total Revenues	\$ 1,178,915	\$ 1,202,489	\$ (23,574)	98.04%	\$ 12,556,257	\$ 14,429,875	\$ (1,873,618)	87.02%	
Expenditures by Program									
Instructional Services	512,380	546,450	518,801	93.77%	5,319,384	6,557,371	1,237,987	81.12%	(3)
Pupil Services	27,649	30,268	2,619	91.35%	307,123	363,212	56,089	84.56%	(4)
Instr. Staff Support	56,710	52,857	(3,853)	107.29%	592,188	634,278	42,090	93.36%	(4)
General Administration	185,886	46,731	(139,155)	397.78%	716,419	560,766	(155,653)	127.76%	(5)
School Administration	79,874	85,478	5,604	93.44%	927,135	1,025,739	98,604	90.39%	
Business Services	19,571	25,188	5,617	77.70%	269,917	302,252	32,335	89.30%	(6)
Maintenance, Operations & Trans	305,098	420,539	115,441	72.55%	3,831,811	5,046,469	1,214,658	75.93%	(6)
Central Services	80,098	55,256	(24,842)	144.96%	679,011	663,066	(15,945)	102.40%	(6)
Total Expenditures	\$ 1,267,266	\$ 1,262,767	\$ (4,499)	100.36%	\$ 12,642,988	\$ 15,153,153	\$ 2,510,165	83.43%	
Other Financing Uses									
Transfers In/Out	0	0	0	N/A	60,965	0	0	N/A	
Total Other Financing Uses	\$ -	\$ -	\$ -	N/A	\$ 60,965	\$ -	\$ (60,965)	N/A	
Income (Loss)	\$ (88,351)	\$ (60,278)	\$ (28,073)		\$ (25,766)	\$ (723,278)	\$ 575,582	3.6%	(7)
Audited/Estimated Fund Balance, Beginning of Year					2,765,794	3,280,000			
Fund Balance, End of Period					\$ 2,740,028	\$ 2,556,722	\$ 575,582		

Cash in Bank	6/30/23	5/31/24
Cash in Bank - Checking	241,941	(247,207)
Integrity Money Market	214,566	56,340
FNB Certificate of Deposit #1	651,894	0
ColoTrust	2,512,475	4,198,711
Total Cash in Bank	\$3,620,876	\$4,007,844

- Footnotes:**
- (1) Local Revenues are above budget MTD due to Gala revenue being booked. Revenues YTD are now above budget and we still need pending MLO and remaining SPED revenues.
 - (2) State Revenues for MTD are slightly below budget at 96.81%, YTD are now more in line at 82.33%.
 - (3) Instructional program expenditures are below budget for both MTD at 83.3% and YTD at 73.3%.
 - (4) Pupil Services program expenses are low for the month and for YTD. Instr Staff Svcs are on target for MTD but slightly above budget for YTD.
 - (5) General Admin program expenditures are above budget MTD due to audit and legal fees and slightly above budget YTD at 91.6%.
 - (6) Bsns Svcss expenses are low for MTD at 80.9% but on course YTD at 82.8%; Maint & Ops are low for MTD and YTD. Central Svcs program are high for MTD and slightly over for YTD.
 - (7) MTD total expenditures are below budget at 88.4% of budget and YTD total expenditures are below budget at 75% of budget (target = 83%).

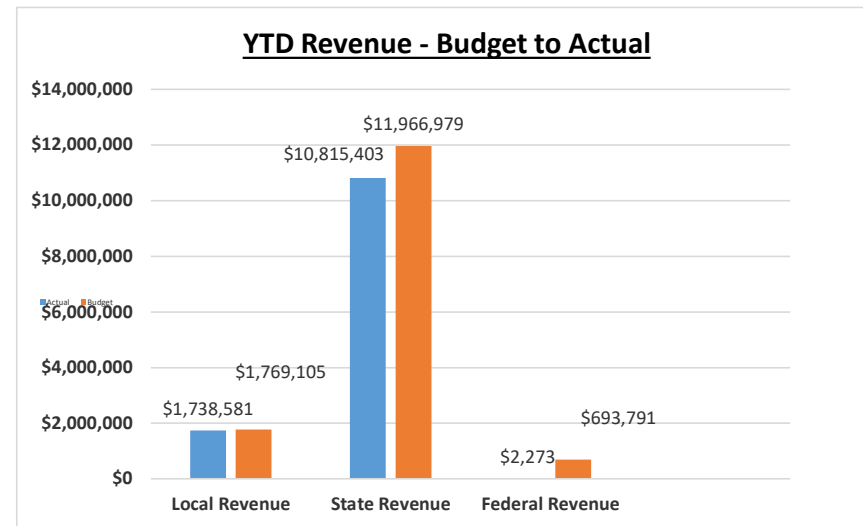
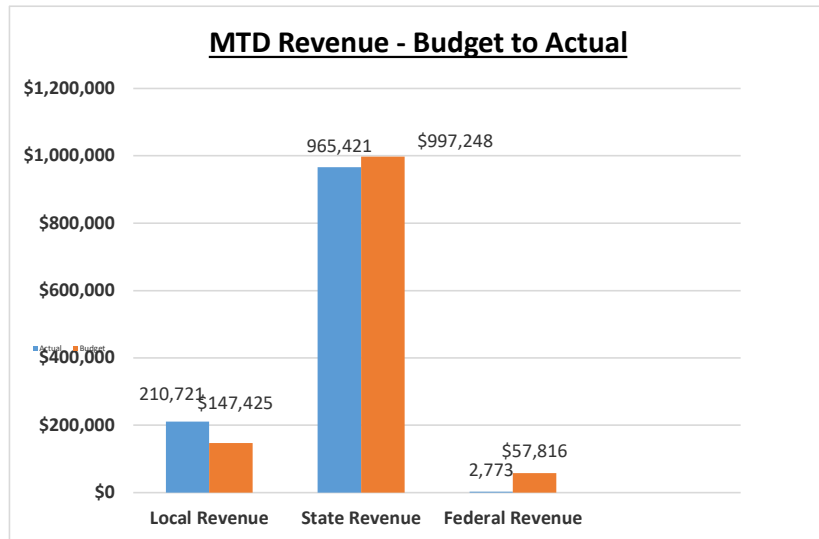
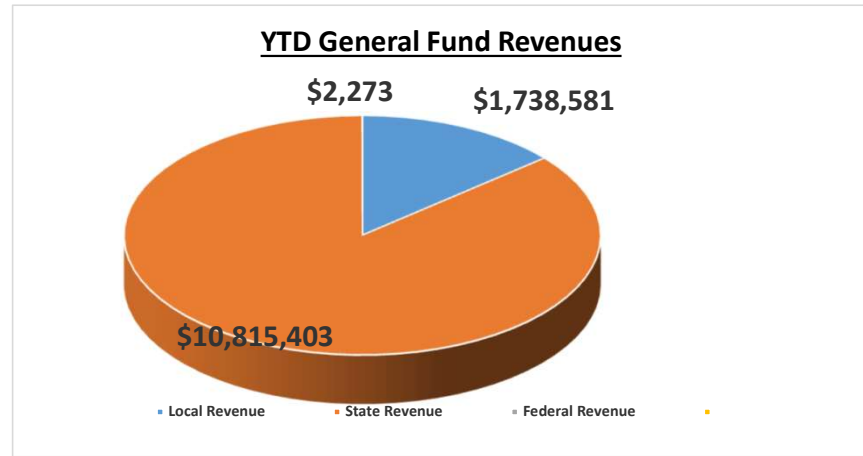
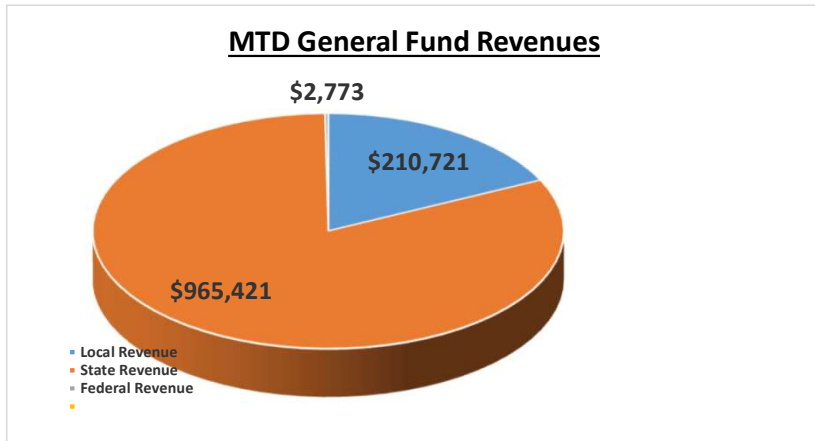
Monument Academy
Quarterly Financial Summary
General Fund
5/31/2024

	FY 23-24				FY 23-24				Footnotes
	5/31/2024			Target	YEAR-TO-DATE			Target	
	Actual	1/12 x Annual Budget	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
Expenditures by Object									
Salaries	518,567	498,545	(20,022)	104.02%	5,367,336	5,982,524	615,188	89.72%	(1)
Employee Benefits	172,612	187,104	14,492	92.25%	1,874,095	2,245,247	371,152	83.47%	(2)
Professional Services	225,516	47,210	(178,306)	477.69%	904,290	566,521	(337,769)	159.62%	(3)
Property Services	264,836	279,962	15,126	94.60%	3,291,184	3,359,539	68,355	97.97%	
Other Services	45,413	57,907	12,494	78.42%	563,776	694,881	131,105	81.13%	(4)
Supplies & Materials	35,722	52,828	17,106	67.62%	530,941	633,941	103,000	83.75%	(5)
Capital Outlay	4,600	138,250	133,650	3.33%	98,892	1,659,000	1,560,108	5.96%	
Other Objects	0	958	958	0.00%	12,474	11,500	(974)	108.47%	
Interschool Transfers	0	0	0	N/A	0	0	0	N/A	
Total Expenditures	\$ 1,267,266	\$ 1,262,764	\$ (4,502)	100.36%	\$ 12,642,989	\$ 15,153,153	\$ 2,510,165	83.43%	(6)

Footnotes:

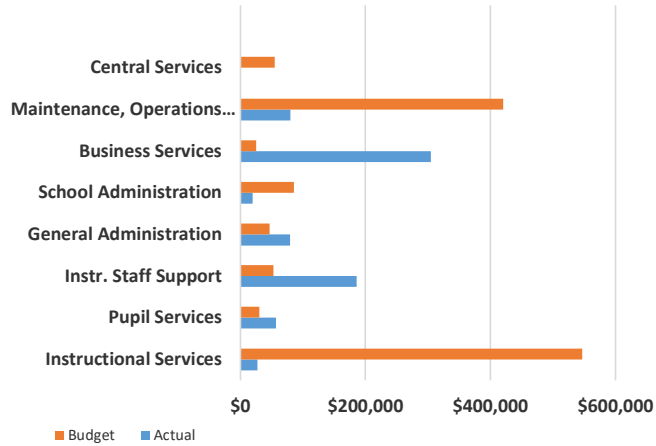
- (1) Salaries expenditures are slightly below budget at 97.0% . YTD is below budget at 81.0%.
- (2) Employee Benefits expenditures are below budget at 86% of the monthly budget and 75.8% of the YTD budget.
- (3) Purchased/Professional Services expenditures are high due to legal expenses and payroll transition costs. This is also impact by the HS/MS allocation with other Services.
- (4) Other Services are high for MTD 116.2% & YTD 79.9%.
- (5) Supplies and Materials expenditures are on target for this point in the school year.
- (6) Overall GF Expenditures are below budget at 88.4% for MTD and below budget YTD at 75.0%.

Monument Academy
Quarterly Financial Summary
General Fund
5/31/2024

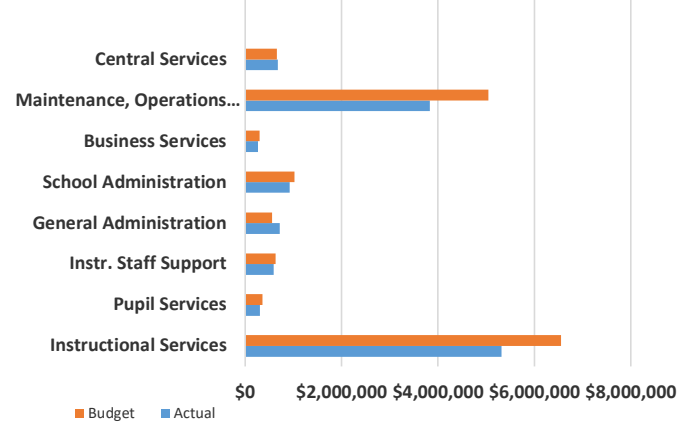


Monument Academy
Quarterly Financial Summary
General Fund
5/31/2024

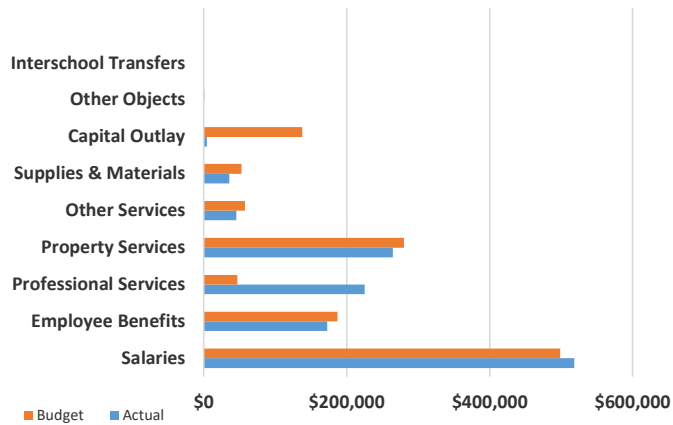
MTD Expenditures by Program



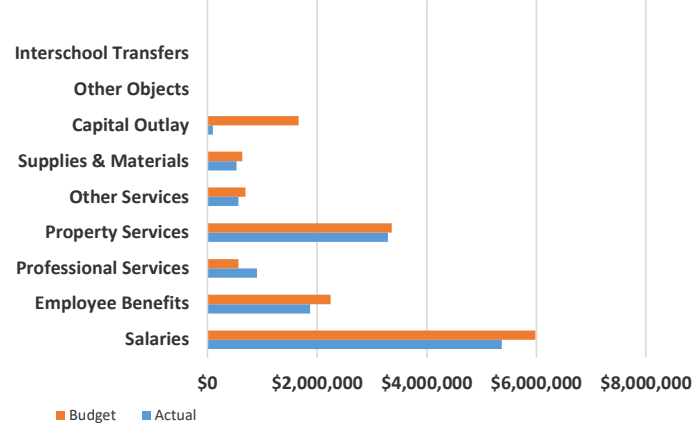
YTD Expenditures by Program



MTD Expenditures by Object



YTD Expenditures by Object



Monument Academy
Quarterly Financial Summary
PreSchool Fund
5/31/2024

	FY 23-24			Target	FY 23-24			Target
	MTD	1/12 x Annual		%	YEAR-TO-DATE			%
	Actual	Budget	Variance	Used	YTD	Annual	Variance	Percentage
					Actual	Budget		Recvd or Used
Revenues								
Local Revenue	7,795	44,717	(36,922)	17.43%	415,918	536,600	(120,682)	77.51%
State Revenue	0	0	0	N/A	52,516	0	52,516	N/A
Total Revenues	\$ 7,795	\$ 44,717	\$ (36,922)	17.43%	\$ 468,434	\$ 536,600	\$ (68,166)	87.30%
Expenditures								
<u>Instruction</u>								
Salaries	16,186	16,479	293	98.22%	169,597	197,750	28,153	85.76%
Employee Benefits	4,449	6,382	1,933	69.71%	67,994	76,587	8,593	88.78%
Professional Services		0	0	N/A		0	0	N/A
Property Services	3,750	3,750	0	100.00%	36,250	45,000	8,750	80.56%
Other Services		0	0	N/A		0	0	N/A
Supplies & Materials	1,800	2,667	867	67.49%	26,050	32,000	5,950	81.41%
Equipment	0	2,750	2,750	0.00%	17,849	33,000	15,151	54.09%
Total Instruction	26,185	32,028	5,843	81.76%	317,740	384,337	66,597	82.67%
<u>School Administration</u>								
Salaries	6,510	7,775	1,265	83.73%	69,017	93,300	24,283	73.97%
Employee Benefits	1,612	2,383	771	67.65%	17,157	28,599	11,442	59.99%
Professional Services		0	0	N/A	5,307	0	(5,307)	N/A
Supplies & Materials		0	0	N/A		0	0	N/A
Equipment		0	0	N/A		0	0	N/A
Indirect Costs	3,938	0	(3,938)	N/A	43,313	0	(43,313)	N/A
Total School Administration	12,060	10,158	(1,902)	118.72%	134,794	121,899	(12,895)	110.58%
<u>Support Services</u>								
Salaries	1,251	0	(1,251)	N/A	12,513	0	(12,513)	N/A
Employee Benefits	449	0	(449)	N/A	4,324	0	(4,324)	N/A
Professional Services	0	3,938	3,938	0.00%	0	47,250	47,250	0.00%
Total Support Services	1,700	3,938	2,238	43.17%	16,837	47,250	30,413	35.63%
Total Expenditures	\$ 39,945	\$ 46,124	\$ 6,179	86.60%	\$ 469,371	\$ 553,486	\$ 84,115	84.80%
Income (Loss)	\$ (32,150)	\$ (1,407)	\$ (30,743)		\$ (937)	\$ (16,886)	\$ 15,949	
Audited/Estimated Fund Balance, Beginning of Year					99,146	75,000		
Fund Balance, End of Period					\$ 98,209	\$ 58,114	\$ 15,949	

Footnotes

(1)

(2)

(3)

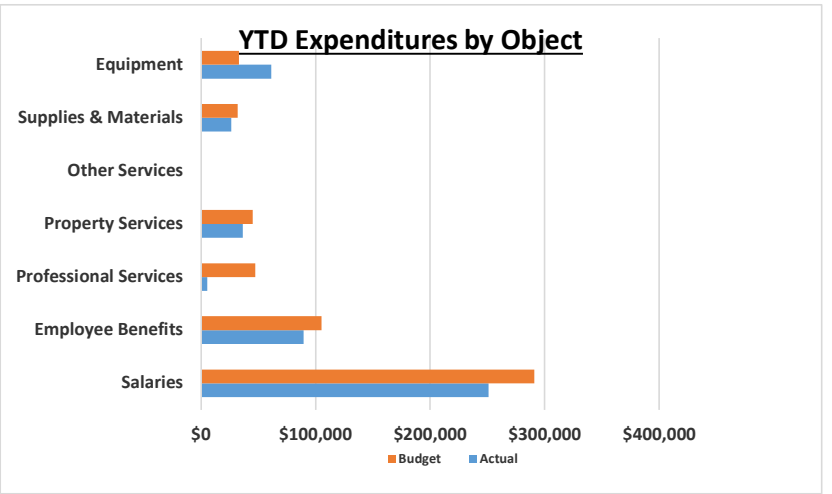
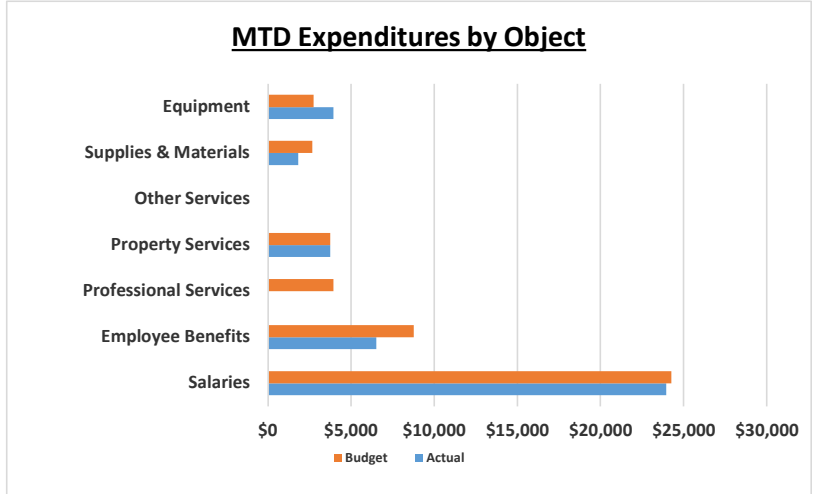
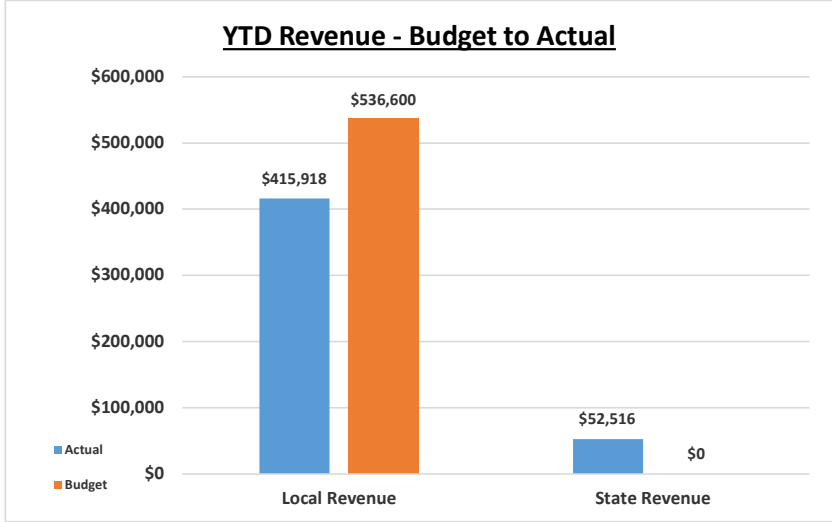
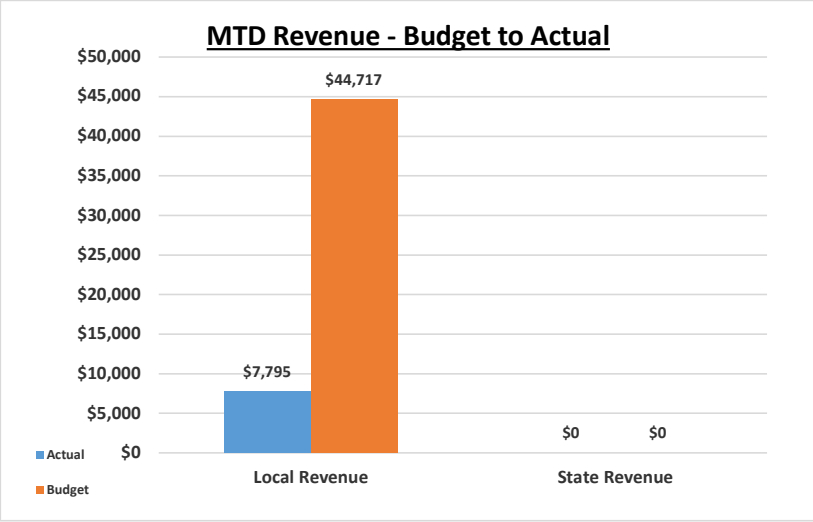
Cash in Bank - Integrity \$ 186,510

Footnotes:

- (1) Preschool Salaries & Benefits were slightly low for the month due to staffing re-allocations, PERA (YTD Adj) and preschool grant stipends but are below budget year to date.
- (2) Supplies & Materials are slightly high for MTD and YTD due to preschool grant expenditures.
- (3) Total expenditures for the month (81.7%) are below budget. YTD expenditures are below budget at 77.6%

Monument Academy
Quarterly Financial Summary
Preschool Fund
5/31/2024

PreSchool Fund



Monument Academy
Quarterly Financial Summary
Facilities Corp Fund (52)
5/31/2024

	FY 23-24 5/31/2024				Target 100.0%	FY 23-24 YEAR-TO-DATE				Target 91.7%
	MTD Actual	1/12 x Annual Budget	Variance	% Used		YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
Revenues										
Interest Income	5,637	0	5,637	N/A		64,278	0	64,278	N/A	
Lease Income - Intercept 2014	77,678	77,083	595	100.77%		854,409	925,000	(70,591)	92.37%	
Total Revenues	\$ 83,315	\$ 77,083	\$ 6,232	108.08%		\$ 918,687	\$ 925,000	\$ (6,313)	99.32%	
Expenditures										
Salaries	0	0	0	N/A		0	0	0	N/A	
Employee Benefits	0	0	0	N/A		0	0	0	N/A	
Professional Services	0	417	417	0.00%		0	5,000	5,000	0.00%	
Property Services	0	0	0	N/A		0	0	0	N/A	
Other Services	0	0	0	N/A		0	0	0	N/A	
Supplies & Materials	0	0	0	N/A		0	0	0	N/A	
Interest - 2014 Bonds	0	37,628	37,628	0.00%		451,538	451,538	0	100.00%	(1)
Principal - 2014 Bonds	0	39,167	39,167	0.00%		470,000	470,000	0	100.00%	(2)
Total Expenditures	\$ -	\$ 77,212	\$ 77,212	0.00%		\$ 921,538	\$ 926,538	\$ 5,000	99.46%	
Other Financing Uses										
Transfers Out	0	0	0	N/A		0	0	0	N/A	
Total Other Financing Uses	\$ -	\$ -	\$ -	N/A		\$ -	\$ -	\$ -	N/A	
Income (Loss)	\$ 83,315	\$ (129)	\$ 83,444			\$ (2,851)	\$ (1,538)	\$ (1,313)		
Audited/Estimated Fund Balance, Beginning of Year						1,613,136	1,600,000			
Fund Balance, End of Period						\$ 1,610,285	\$ 1,598,462	\$ (1,313)		

Footnotes

Cash in Bank	6/30/23	5/31/24
Bond Principal Fund - 2014	365,055	349,437
Bond Interest Fund - 2014	188,214	204,718
Bond Reserve Fund - 2014	939,040	935,730
Bond R&R Fund - 2014	120,888	120,463
Total Cash in Bank	\$1,613,197	\$1,610,348

Footnotes:

- (1) Interest on the 2014 bonds were paid in October 2023 and April 2024. Debt service is now completed for the year.
- (2) For the next debt service payment principal on the 2014 bonds will be paid in October 2024.

Monument Academy
Quarterly Financial Summary
Foundation Fund (53)
5/31/2024

	FY 23-24 5/31/2024				Target 100.0%	FY 23-24 YEAR-TO-DATE				Target 91.7%
	MTD Actual	1/12 x Annual Budget	Variance	% Used		YTD Actual	Annual Budget	Variance	Percentage Recv'd or Used	
Revenues										
Interest Income	8,938	0	8,938	N/A	74,716	0	74,716	N/A		
Lease Income Intercept - 2019 Bonds	152,792	154,167	(1,375)	99.11%	1,680,708	1,850,000	(169,292)	90.85%		
Total Revenues	\$ 161,730	\$ 154,167	\$ 7,563	104.91%	\$ 1,755,424	\$ 1,850,000	\$ (94,576)	94.89%		
Expenditures										
Salaries	0	0	0	N/A	0	0	0	N/A		
Employee Benefits	0	0	0	N/A	0	0	0	N/A		
Professional Services	379	250	(129)	151.60%	2,994	3,000	6	99.80%		
Property Services	0	0	0	N/A	0	0	0	N/A		
Other Services	0	0	0	N/A	0	0	0	N/A		
Supplies & Materials	0	0	0	N/A	0	0	0	N/A		
Interest - 2019 Bonds	0	119,042	119,042	0.00%	714,250	1,428,500	714,250	50.00%		(1)
Principal - 2019 Bonds	0	33,750	33,750	0.00%	0	405,000	405,000	0.00%		
Total Expenditures	\$ 379	\$ 153,042	\$ 152,663	0.25%	\$ 717,244	\$ 1,836,500	\$ 1,119,256	39.05%		
Other Financing Uses										
Transfers Out	0	0	0	N/A	(60,965)	0	0	N/A		
Total Other Financing Uses	\$ -	\$ -	\$ -	N/A	\$ (60,965)	\$ -	\$ 60,965	N/A		
Income (Loss)	\$ 161,351	\$ 1,125	\$ 160,226		\$ 977,215	\$ 13,500	\$ 1,085,645			
Audited/Estimated Fund Balance, Beginning of Year					1,132,396	1,200,000				
Fund Balance, End of Period					\$ 2,109,611	\$ 1,213,500	\$ 1,085,645			

Footnotes

Cash in Bank	6/30/23	5/31/24
Integrity Checking MAF	1,758	1,774
Bond Principal Fund - 2019	41,276	415,137
Bond Interest Fund - 2019	172,481	755,751
Bond Reserve Fund - 2019	916,883	936,950
Total Cash in Bank	\$1,132,398	\$2,109,612

Footnotes:

(1) Interest on the 2019 bonds was paid in December 23 (Q2) and again in June, 2024.

Monument Academy
Quarterly Financial Summary
Student Activity Fund
5/31/2024

	FY 23-24 5/31/2024			Target 100.0%	FY 23-24 YEAR-TO-DATE			Target 91.7%	Footnotes
	MTD Actual	1/12 x Annual Budget	Variance	% Used	YTD Actual	Annual Budget	Variance	Percentage Recvd or Used	
Revenues									
Local Revenue	29,755	75,000	(45,245)	39.67%	396,645	300,000	96,645	132.22%	
State Revenue	0	0	0	N/A	0	0	0	N/A	
Total Revenues	\$ 29,755	\$ 75,000	\$ (45,245)	39.67%	\$ 396,645	\$ 300,000	\$ 96,645	132.22%	
Expenditures									
Salaries	0	0	0	N/A	0	0	0	N/A	
Employee Benefits	0	0	0	N/A	0	0	0	N/A	
Professional Services	0	0	0	N/A	0	0	0	N/A	
Property Services	0	0	0	N/A	0	0	0	N/A	
Other Services	0	0	0	N/A	0	0	0	N/A	
Supplies & Materials	207,991	75,000	(132,991)	277.32%	358,679	300,000	(58,679)	119.56%	(1)
Equipment	0	0	0	N/A	0	0	0	N/A	
Other Objects	0	0	0	N/A	0	0	0	N/A	
Total Expenditures	\$ 207,991	\$ 75,000	\$ (132,991)	277.32%	\$ 358,679	\$ 300,000	\$ (58,679)	119.56%	
Other Financing Uses									
Transfers Out	0	0	0	N/A			0	N/A	
Total Other Financing Uses	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	
Income (Loss)	\$ (178,236)	\$ -	\$ (178,236)		\$ 37,966	\$ -	\$ 37,966	N/A	
Audited/Estimated Fund Balance, Beginning of Year					110,484	110,000			
Fund Balance, End of Period					\$ 148,450	\$ 110,000	\$ 37,966		

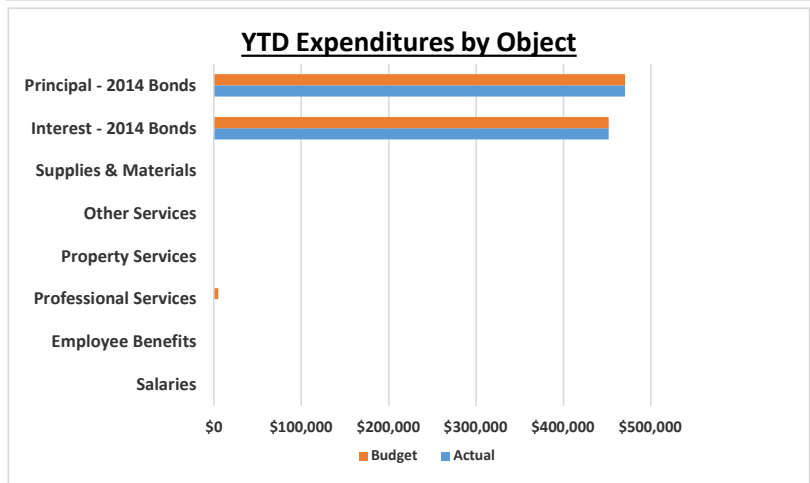
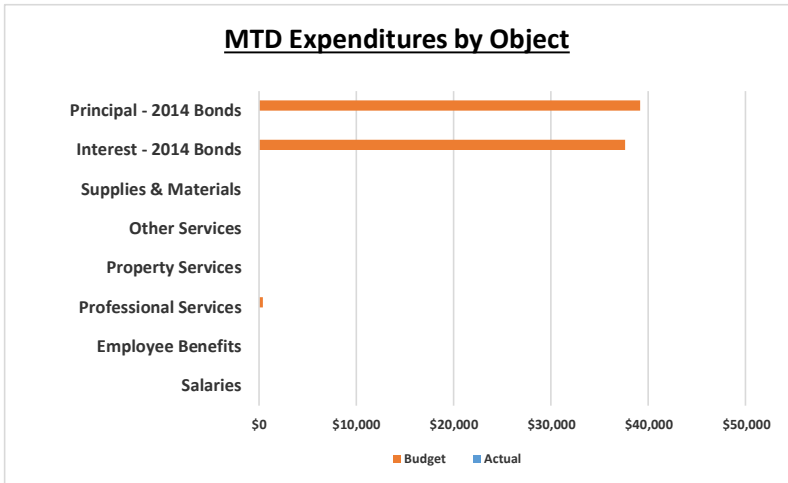
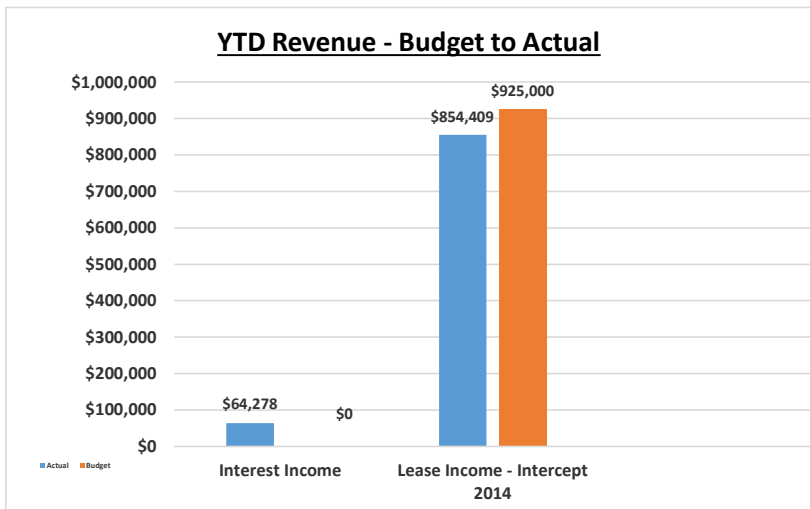
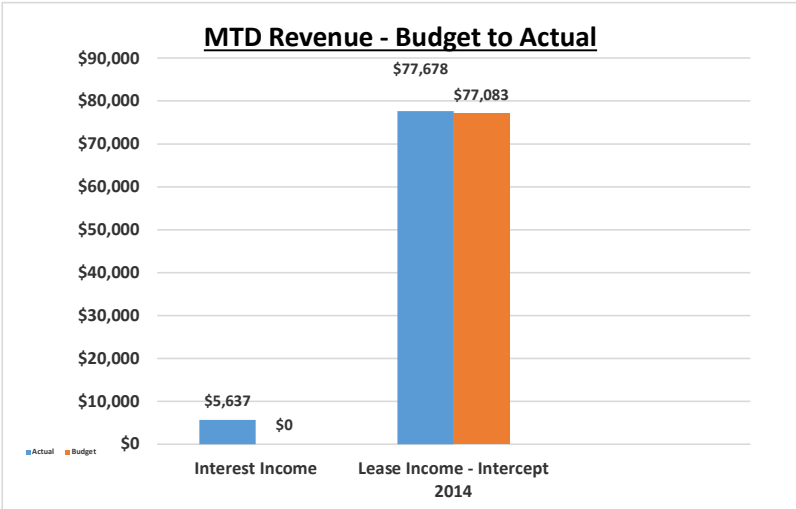
Cash in Bank - Integrity	\$ 150,331
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Footnotes:

- (1) Expenditures are significantly below budget due the start of school year activities for clubs and fundraisers.
- (2) Gala Revenues & Expenditures will be transferred to GF upon close-out reconciliation.

Monument Academy
Quarterly Financial Summary
Special Revenue Funds
5/31/2024

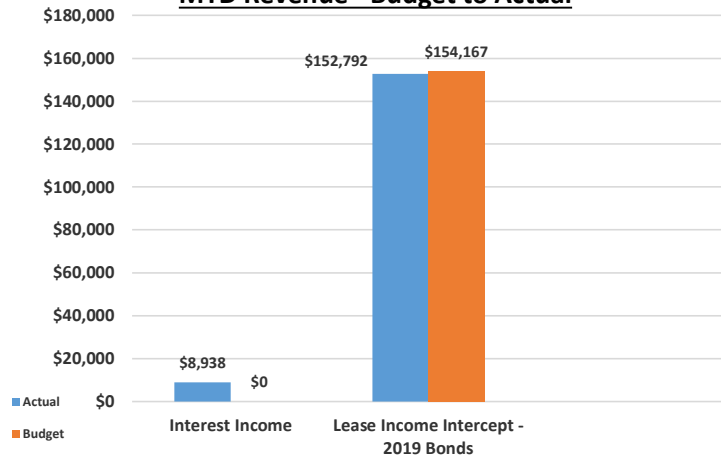
Facilities Corp Fund



Monument Academy
Quarterly Financial Summary
Special Revenue Funds
5/31/2024

Foundation Fund

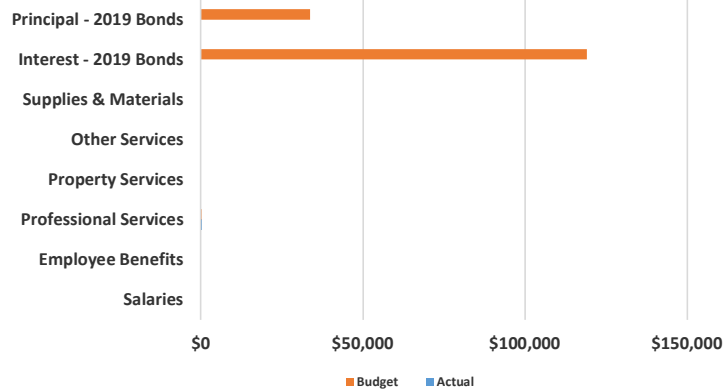
MTD Revenue - Budget to Actual



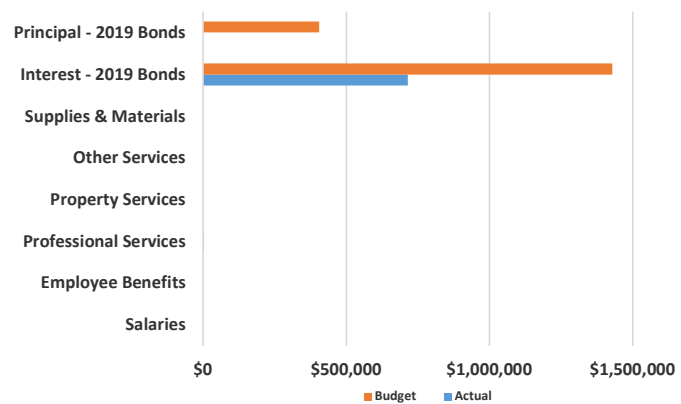
YTD Revenue - Budget to Actual



MTD Expenditures by Object

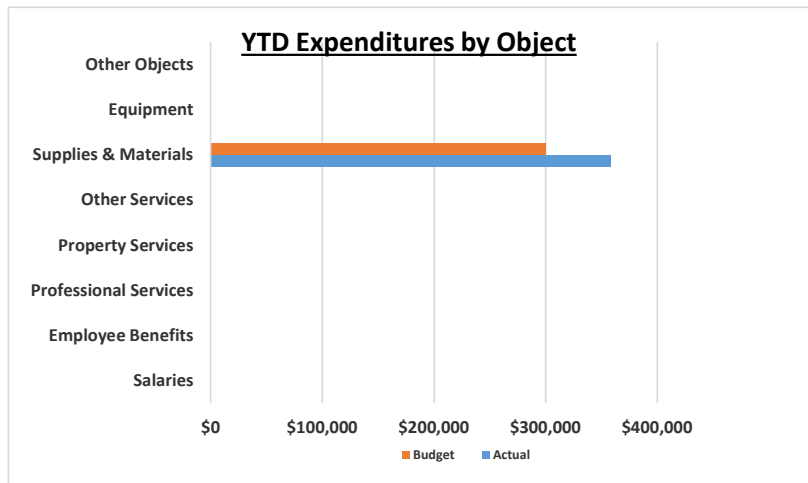
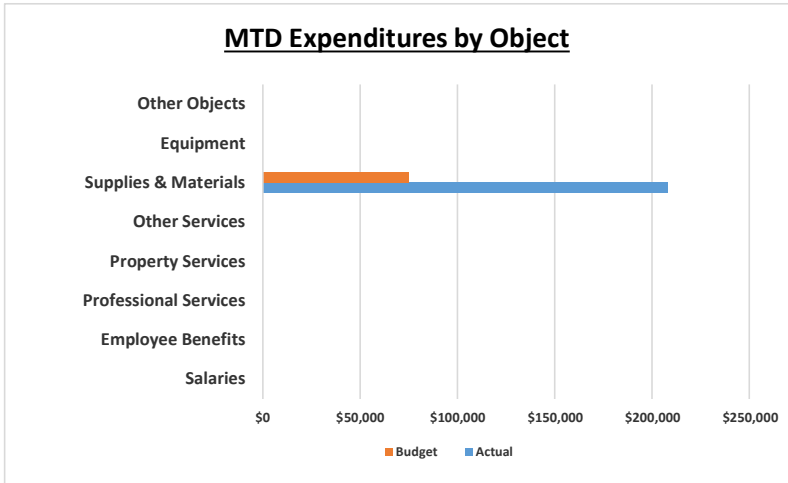
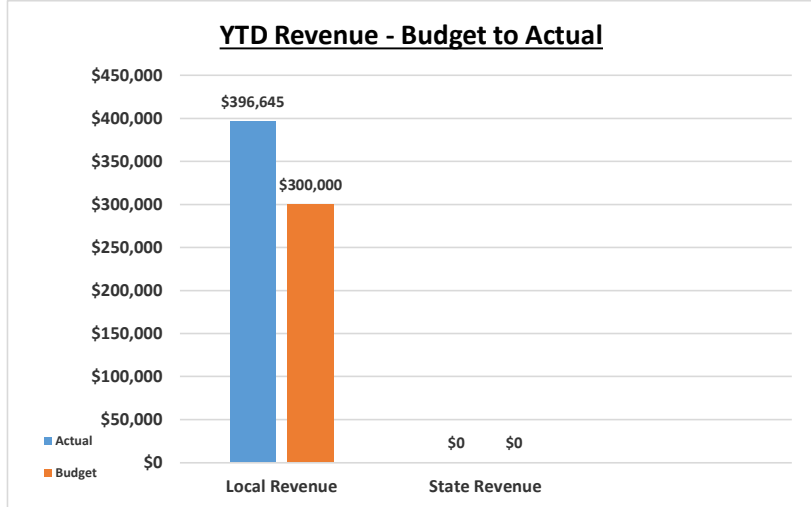
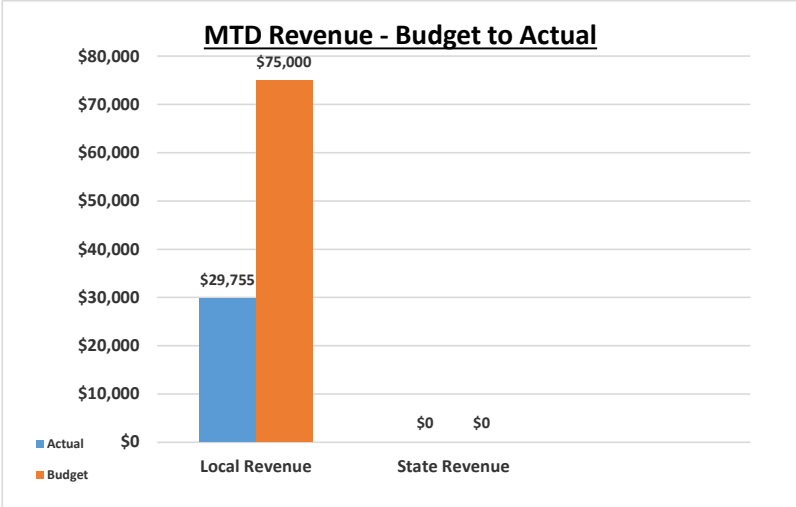


YTD Expenditures by Object



Monument Academy
Quarterly Financial Summary
Special Revenue Funds
5/31/2024

Student Activity Fund



Monument Academy

Optional Supplemental Information

Fiscal Year 2022-23



Monument Academy

School Financials

General Fund

5/31/2024

	Monument Academy Elementary				Monument Academy Middle				Monument Academy High			
	FY 23/24 YTD Actual	FY 23/24 Budget	FY 23/24 Variance	% Utilization	FY 23/24 YTD Actual	FY 23/24 Budget	FY 23/24 Variance	% Utilization	FY 23/24 YTD Actual	FY 23/24 Budget	FY 23/24 Variance	% Utilization
Beginning Fund Balance	\$2,143,761	790,778			\$649,094				\$0		Audit Totals	\$2,792,855
Revenues												
Property Taxes - MLO	311,382	360,308	48,926	86.42%	205,807	245,330	39,523	83.89%	65,830	72,553	6,723	90.73%
Earnings on Investments	103,747	100,000	(3,747)	103.75%	67,029	100,000	32,971	67.03%	23,115	25,000	1,885	92.46%
Instructional Materials Fees	96,856	100,160	3,304	96.70%	107,589	113,715	6,126	94.61%	40,164	33,630	(6,534)	119.43%
Comm Services/Athletics Fees	51,562	45,000	(6,562)	114.58%	17,875	46,602	28,727	38.36%	34,071	37,720	3,649	90.33%
Other Local Revenues	298,369	141,500	(156,869)	210.86%	53,368	71,200	17,832	74.96%	322,782	276,387	(46,395)	116.79%
Total Local Revenues	861,916	746,968	(114,948)	115.39%	451,668	576,847	125,179	78.30%	485,962	445,290	(40,672)	109.13%
Per-Pupil Funding	5,477,845	5,910,396	432,551	92.68%	3,570,636	4,024,314	3,878,928	3.61%	1,174,701	1,190,148	15,447	98.70%
Capital Construction Funds	213,519	235,790	22,271	90.55%	145,386	159,871		N/A	43,725	47,400	3,675	92.25%
Education of the Handicapped	135,115	51,488	(83,627)	262.42%	54,476	35,058	(19,418)	155.39%	0	10,368	10,368	0.00%
English Language Proficiency	0	10,000	10,000	0.00%	0	0	0	N/A	0	0	0	N/A
READ Act Revenue	0	25,000	25,000	0.00%	0	0	0	N/A	0	0	0	N/A
Gifted & Talented	0	15,000	15,000	0.00%	0	0	0	N/A	0	0	0	N/A
On-Behalf Payment	0	200,000	200,000	0.00%	0	0	0	N/A	0	0	0	N/A
Other State Revenue	0	52,146	52,146	0.00%	0	0	0	N/A	0	0	0	N/A
Total State Revenues	5,826,479	6,499,820	673,341	89.64%	3,770,498	4,219,243	3,859,510	89.36%	1,218,426	1,247,916	29,490	97.64%
Other Federal Revenue	0	369,486	369,486	0.00%	0	242,292	242,292	0.00%	2,273	82,013	79,740	2.77%
CARES Relief Funds	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
ESSER Relief Funds	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
Total Federal Revenues	0	369,486	369,486	0.00%	0	242,292	242,292	0.00%	2,273	82,013	79,740	2.77%
	\$6,688,395	\$8,407,052	\$927,879	79.56%	\$4,222,166	\$5,038,382	\$4,226,981	83.80%	\$1,706,661	\$1,775,219	\$68,558	96.14%
									\$12,617,222			
Instruction (1000s)												
Salaries	1,846,775	2,098,290	251,515	88.01%	969,507	1,125,027	155,520	86.18%	489,784	500,257	10,473	97.91%
Employee Benefits	701,414	940,590	239,176	74.57%	350,295	385,670	35,375	90.83%	169,659	168,714	(945)	100.56%
Purch Svcs	0	0	(7,235)	N/A	0	0	0	N/A	0	0	0	N/A
Other Exp	1,158	2,625	1,467	44.11%	127	3,375	3,248	3.76%	2,243	1,125	(1,118)	199.38%
Supplies & Materials	98,640	121,300	22,660	81.32%	22,761	37,125	14,364	61.31%	46,399	58,805	12,406	78.90%
Capital Outlay	29,597	215,000	185,403	13.77%	0	180,000	180,000	0.00%	0	60,000	60,000	0.00%
Total Instruction	2,684,819	3,377,805	692,986	79.48%	1,342,690	1,731,197	388,507	77.56%	708,085	788,901	80,816	89.76%
Special Education (1700s)												
Salaries	118,873	122,670	3,797	96.90%	51,335	79,100	27,765	64.90%	82,575	46,200	(36,375)	178.73%
Employee Benefits	32,552	46,054	13,502	70.68%	21,057	30,956	9,899	68.02%	29,923	17,279	(12,644)	173.18%
Purch Svcs	66,854	50,000	(16,854)	133.71%	10	5,000	4,990	0.20%	25,603	10,000	(15,603)	256.03%
Other Exp	51,535	62,200	10,665	82.85%	33,585	38,400	4,815	87.46%	10,103	14,440	4,337	69.97%
Supplies & Materials	2,641	5,000	2,359	52.82%	0	500	500	0.00%	85	1,000	915	8.50%
Capital Outlay	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
Total Special Education	272,455	285,924	13,469	95.29%	105,987	153,956	47,969	68.84%	148,289	88,919	(59,370)	166.77%
Athletics/Co-Curricular (1800s)												
Salaries	0	30,000	30,000	0.00%	29,500	27,000	(2,500)	109.26%	5,500	21,000	15,500	26.19%
Employee Benefits	0	6,855	6,855	0.00%	7,215	6,170	(1,045)	116.94%	1,258	4,799	3,541	26.21%
Purch Svcs	0	0	0	N/A	3,062	10,645	7,583	28.76%	818	13,200	12,382	6.20%
Other Exp	0	0	0	N/A	0	5,000	5,000	0.00%	502	0	(502)	N/A
Supplies & Materials	0	0	0	N/A	2,804	0	(2,804)	N/A	2,575	6,000	3,425	42.92%
Capital Outlay	0	0	0	N/A	0	0	0	N/A	3,000	0	(3,000)	N/A
Dues & Fees	0	0	0	N/A	75	0	(75)	N/A	750	0	(750)	N/A
Total Athletics/Co-curricular	0	36,855	36,855	0.00%	42,656	48,815	6,159	87.38%	14,403	44,999	33,596	32.01%

Monument Academy

School Financials

General Fund

5/31/2024

	Monument Academy Elementary				Monument Academy Middle				Monument Academy High			
	FY 23/24 YTD Actual	FY 23/24 Budget	FY 23/24 Variance	% Utilization	FY 23/24 YTD Actual	FY 23/24 Budget	FY 23/24 Variance	% Utilization	FY 23/24 YTD Actual	FY 23/24 Budget	FY 23/24 Variance	% Utilization
Pupil Support Svcs												
Salaries	116,970	129,500	12,530	90.32%	33,573	39,900	6,327	84.14%	84,852	93,300	8,448	90.95%
Employee Benefits	38,677	47,512	8,835	81.40%	8,584	14,719	6,135	58.32%	21,015	33,081	12,066	63.53%
Purch Svcs		0	0	N/A	0	0	0	N/A	0	0	0	N/A
Other Exp		0	0	N/A	0	0	0	N/A	0	0	0	N/A
Supplies & Materials	1,932	2,000	68	96.60%	0	0	0	N/A	1,520	3,200	1,680	47.50%
Capital Outlay	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
Total Pupil Services	157,579	179,012	21,433	88.03%	42,157	54,619	12,462	77.18%	107,387	129,581	22,194	82.87%
Instr Staff Services												
Salaries	259,382	241,950	(17,432)	107.20%	11,725	0	(11,725)	N/A	101,503	145,600	44,097	69.71%
Employee Benefits	84,770	77,688	(7,082)	109.12%	3,900	0	(3,900)	N/A	35,944	45,029	9,085	79.82%
Purch Svcs	52,902	45,000	(7,902)	117.56%	0	0	0	N/A	0	0	0	N/A
Other Exp		0	0	N/A	0	0	0	N/A	0	0	0	N/A
Supplies & Materials	34,657	63,011	28,354	55.00%	0	0	0	N/A	7,405	16,000	8,595	46.28%
Capital Outlay	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
Interschool Transfers	0	0	0	N/A	120,070	159,468	39,398	75.29%	(120,070)	(159,468)	(39,398)	75.29%
Total Instr Staff Services	431,711	427,649	(4,062)	100.95%	135,695	159,468	23,773	85.09%	24,782	47,161	22,379	52.55%
General Administration												
Salaries		0	0	N/A	0	0	0	N/A	0	0	0	N/A
Employee Benefits		0	0	N/A	0	0	0	N/A	0	0	0	N/A
Purch Svcs	248,713	53,000	(195,713)	469.27%	0	0	0	N/A	82,992	62,550	(20,442)	132.68%
Other Exp	189,807	214,756	24,949	88.38%	0	0	0	N/A	165,354	199,960	34,606	82.69%
Supplies & Materials	14,344	17,000	2,656	84.38%	0	0	0	N/A	8,654	5,000	(3,654)	173.08%
Capital Outlay		0	0	N/A	0	0	0	N/A	0	0	0	N/A
Dues & Fees	6,500	8,000	1,500	81.25%	0	0	0	N/A	55	500	445	11.00%
Interschool Transfers		0	0	N/A	218,082	206,839	(11,243)	105.44%	(218,082)	(206,839)	11,243	105.44%
Total General Admin	459,364	292,756	(166,608)	156.91%	218,082	206,839	(11,243)	105.44%	38,973	61,171	22,198	63.71%
School Administration												
Salaries	298,687	329,780	31,093	90.57%	215,167	250,700	35,533	85.83%	173,039	176,725	3,686	97.91%
Employee Benefits	108,031	107,279	(752)	100.70%	64,076	79,130	15,054	80.98%	53,685	56,625	2,940	94.81%
Purch Svcs	892	5,000	4,108	17.84%	10	0	(10)	N/A	665	5,000	4,335	13.30%
Other Exp	3,172	0	(3,172)	N/A	0	0	0	N/A	1,773	0	(1,773)	N/A
Supplies & Materials	787	5,000	4,213	15.74%	436	2,500	2,064	17.44%	1,621	5,000	3,379	32.42%
Capital Outlay		0	0	N/A	0	0	0	N/A	0	0	0	N/A
Dues & Fees		1,000	1,000	0.00%	0	1,000	1,000	0.00%	5,094	1,000	(4,094)	509.40%
Total School Admin	411,569	448,059	36,490	91.86%	279,689	333,330	53,641	83.91%	235,877	244,350	8,473	96.53%
Business Services												
Salaries	89,700	103,725	14,025	86.48%	0	0	0	N/A	29,670	23,500	(6,170)	126.26%
Employee Benefits	27,116	26,224	(892)	103.40%	0	0	0	N/A	9,680	7,611	(2,069)	127.18%
Purch Svcs	67,964	91,285	23,321	74.45%	0	0	0	N/A	44,138	45,407	1,269	97.21%
Other Exp		0	0	N/A	0	0	0	N/A	0	0	0	N/A
Supplies & Materials	838	4,000	3,162	20.95%	0	0	0	N/A	811	4,000	(3,189)	162.20%
Capital Outlay		0	0	N/A	0	0	0	N/A	0	0	0	N/A
Interschool Transfers	0	0	0	N/A	63,296	59,439	(3,857)	106.49%	(63,296)	(59,439)	3,857	106.49%
Total Business Services	185,618	225,234	39,616	82.41%	63,296	59,439	(3,857)	106.49%	21,003	17,579	(3,424)	119.48%
Facilities & Transportation												
Salaries	75,106	81,800	6,694	91.82%	0	0	0	N/A	52,552	58,800	6,248	89.37%
Employee Benefits	23,590	28,773	5,183	81.99%	0	0	0	N/A	20,342	25,757	5,415	78.98%
Purch Svcs	50,289	10,500	(39,789)	478.94%	8,294	0	(8,294)	N/A	21,854	14,300	(7,554)	152.83%
Purch Prof Svcs/Utilities	1,180,782	1,217,293	36,511	97.00%	0	0	0	N/A	2,073,250	2,142,246	68,996	96.78%
Other Exp	21,611	25,000	3,389	86.44%	0	0	0	N/A	21,547	20,000	(1,547)	107.74%
Supplies & Materials	130,656	122,000	(8,656)	107.10%	0	0	0	N/A	92,790	102,000	9,210	90.97%
Capital Outlay	58,255	1,112,000	1,053,745	5.24%	0	0	0	N/A	893	86,000	85,107	1.04%
Interschool Transfers	0	0	0	N/A	1,719,365	1,890,120	170,755	90.97%	(1,719,365)	(1,890,120)	(170,755)	90.97%
Total Facilities	1,540,289	2,597,366	1,057,077	59.30%	1,727,659	1,890,120	162,461	91.40%	563,863	558,983	(4,880)	100.87%

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Monument Academy
School Financials
General Fund
5/31/2024

	Monument Academy Elementary				Monument Academy Middle				Monument Academy High						
	FY 23/24 YTD Actual	FY 23/24 Budget	FY 23/24 Variance	% Utilization	FY 23/24 YTD Actual	FY 23/24 Budget	FY 23/24 Variance	% Utilization	FY 23/24 YTD Actual	FY 23/24 Budget	FY 23/24 Variance	% Utilization			
Central Services															
Salaries	173,851	188,300	14,449	92.33%	0	0	0	N/A	57,710	69,400	11,690	83.16%			
Employee Benefits	44,894	63,548	18,654	70.65%	0	0	0	N/A	16,418	25,184	8,766	65.19%			
Purch Svcs	108,539	103,044	(5,495)	105.33%	0	0	0	N/A	113,456	42,590	(70,866)	266.39%			
Purch Prof Svcs/Utilities	0	0	0	N/A	0	0	0	N/A	37,152	0	(37,152)	N/A			
Other Exp	61,259	67,000	5,741	91.43%	0	0	0	N/A	41,000	41,000	0	0.00%			
Supplies & Materials	43,888	42,000	(1,888)	104.50%	0	0	0	N/A	14,697	15,000	303	97.98%			
Capital Outlay	5,907	5,000	(907)	118.14%	0	0	0	N/A	1,240	1,000	(240)	124.00%			
Interschool Transfers	0	0	0	N/A	181,312	149,857	(31,455)	120.99%	(181,312)	(149,857)	31,455	120.99%			
Total Central Services	438,338	468,892	30,554	93.48%	181,312	149,857	(31,455)	120.99%	59,361	44,317	(15,044)	133.95%			
Total Expenditures	\$6,581,742	\$8,339,552	\$1,757,810	78.92%	\$4,139,223	\$4,787,640	\$648,417	86.46%	\$1,922,023	\$2,025,961	\$106,938	94.87%			
Net Income	\$106,653	\$67,500	\$39,153		\$82,943	\$250,742	(\$167,799)		(\$215,362)	(\$250,742)	\$38,380	(\$25,766)			
Ending Fund Balance	\$2,250,414				\$732,037				(\$215,362)			\$2,767,089			
Summary by Object															
Salaries	2,979,344	3,326,015	346,671	89.58%	1,310,807	1,521,727	210,920	86.14%	1,077,185	1,134,782	57,597	94.92%	5,367,336	5,367,336.00	-
Employee Benefits	1,061,044	1,344,523	283,479	78.92%	455,127	516,645	61,518	88.09%	357,924	384,079	26,155	93.19%	1,874,095	1,874,095.00	-
Purch Svcs	603,388	357,829	(245,559)	168.62%	11,376	15,645	4,269	72.71%	289,526	193,047	(96,479)	149.98%	904,290	949,290.00	#####
Purch Prof Svcs/Utilities	1,180,782	1,217,293	36,511	97.00%	0	0	0	N/A	2,110,402	2,142,246	31,844	98.51%	3,291,184	3,291,184.00	-
Other Exp	328,542	371,581	43,039	88.42%	33,712	46,775	13,063	72.07%	201,522	276,525	75,003	72.88%	563,776	563,776.00	-
Supplies & Materials	328,383	381,311	52,928	86.12%	26,001	40,125	14,124	64.80%	176,557	212,505	35,948	83.08%	530,941	530,941.00	-
Capital Outlay	93,759	1,332,000	1,238,241	7.04%	0	180,000	180,000	0.00%	5,133	147,000	141,867	3.49%	98,892	98,892.00	-
Dues & Fees	6,500	9,000	2,500	72.22%	75	1,000	925	7.50%	5,899	1,500	(4,399)	393.27%	12,474	12,419.00	55.00
Interschool Transfers	0	0	0	N/A	2,302,125	2,465,723	163,598	93.37%	(2,302,125)	(2,465,723)	(163,598)	93.37%			
Total Expenditures	\$6,581,742	\$8,339,552	\$1,757,810	78.92%	\$4,139,223	\$4,787,640	\$648,417	86.46%	\$1,922,023	\$2,025,961	\$103,938	94.87%			
									\$12,642,988	Total All Schools					

Note Salaries & Benefit amounts reflect 0-2 months of salary and benefit accrual.

Monument Academy

School Financials

General Fund

FY 23/24

July	August	September	October	November	December	January	February	March	April	May	June	Totals
Monument Academy Elementary (919)												

Revenues

Local	55,561	167,518	37,565	47,285	91,699	37,531	51,603	71,968	163,470	47,464	90,252	861,916	
State	532,616	572,480	422,024	509,041	509,040	509,040	593,417	613,946	511,517	586,319	467,039	5,826,479	
Federal	0	0	0	0	0	0	0	0	0	0	0	0	
Transfers In	0	0	0	0	0	0	0	0	0	0	0	0	
Total Revenues	\$588,177	\$739,998	\$459,589	\$556,326	\$600,739	\$546,571	\$645,020	\$685,914	\$674,987	\$633,783	\$557,291	\$0	\$6,688,395

Expenditures

1000s Instructional Programs	245,657	274,952	234,994	277,759	234,420	242,275	242,228	228,525	227,463	225,215	251,331	2,684,819	
1700s Special Education	23,734	22,417	18,805	27,884	30,321	27,405	18,443	27,539	26,706	21,169	28,032	272,455	
1800s Athletics/Co-curricular	0	0	0	0	0	0	0	0	0	0	0	0	
2100s Pupil Support Svcs	12,531	13,319	18,765	18,594	14,596	13,271	13,270	13,422	13,270	13,270	13,271	157,579	
2200s Instr Staff Svcs	14,913	49,266	38,933	52,863	39,549	50,998	34,830	39,060	36,614	34,774	39,911	431,711	
2300s General Administration	18,574	37,787	22,843	22,628	56,966	23,255	35,395	26,837	64,197	38,203	45,179	391,864	
2400s School Administration	34,376	45,418	40,363	64,046	5,836	36,510	38,030	36,525	37,596	36,446	36,423	411,569	
2500s Business Services	27,491	36,082	20,550	26,952	(435)	19,504	4,756	12,983	12,795	12,767	12,173	185,618	
2600s Maint & Operations	91,611	106,433	114,485	169,042	204,444	147,627	129,160	185,725	135,033	140,074	116,655	1,540,289	
2800s Central Services	53,154	27,254	69,795	35,100	24,972	44,999	33,311	28,696	30,861	43,985	46,211	438,338	
Debt Service	0	0	0	0	0	0	0	0	0	0	0	0	
Transfers Out	0	0	0	0	0	0	0	0	0	0	0	0	
Total Expenditures	\$522,041	\$612,928	\$579,533	\$694,868	\$610,669	\$605,844	\$549,423	\$599,312	\$584,535	\$565,903	\$589,186	\$0	\$6,514,242

Net Income

\$ 66,136	\$ 127,070	\$(119,944)	\$(138,542)	\$ (9,930)	\$ (59,273)	\$ 95,597	\$ 86,602	\$ 90,452	\$ 67,880	\$(31,895)	\$ -	\$ 174,153
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July	August	September	October	November	December	January	February	March	April	May	June	Totals
Monument Academy Middle School (929)												

Revenues

Local	25,562	107,045	23,291	22,313	20,591	27,979	23,555	25,553	101,615	24,545	49,619	451,668	
State	336,125	361,283	338,611	345,340	345,339	345,339	240,536	403,394	348,285	348,603	357,643	3,770,498	
Federal	0	0	0	0	0	0	0	0	0	0	0	0	
Transfers In	0	0	0	0	0	0	0	0	0	0	0	0	
Total Revenues	\$361,687	\$468,328	\$361,902	\$367,653	\$365,930	\$373,318	\$264,091	\$428,947	\$449,900	\$373,148	\$407,262	\$0	\$4,222,166

Expenditures

1000s Instructional Programs	78,506	68,461	126,493	133,713	130,009	135,398	131,869	132,081	129,512	128,926	147,722	1,342,690	
1700s Special Education	3,143	3,185	11,542	11,543	11,542	10,937	9,787	11,074	11,074	11,085	11,075	105,987	
1800s Athletics/Co-curricular	0	0	0	13,104	5,835	11,162	1,229	150	10,135	1,041	0	42,656	
2100s Pupil Support Svcs	3,583	0	3,630	2,397	4,650	4,649	4,650	4,649	4,650	4,650	4,649	42,157	
2200s Instr Staff Svcs	6,088	5,246	14,793	12,168	9,841	13,036	23,510	12,839	12,629	12,630	12,915	135,695	
2300s General Administration	11,735	5,414	14,450	14,515	36,346	13,106	5,394	16,934	17,803	26,105	56,280	218,082	
2400s School Administration	10,733	24,491	28,028	28,090	27,002	26,785	26,865	26,855	26,938	26,972	26,930	279,689	
2500s Business Services	3,984	7,784	12,353	11,094	(1,473)	5,599	1,825	4,987	5,587	5,869	5,687	63,296	
2600s Maint & Operations	130,445	137,905	197,594	187,789	141,715	149,213	147,054	192,602	145,650	152,819	144,873	1,727,659	
2800s Central Services	16,372	14,203	37,135	15,779	(1,295)	14,439	7,810	7,655	20,222	22,939	26,053	181,312	
Debt Service	0	0	0	0	0	0	0	0	0	0	0	0	
Transfers Out	0	0	0	0	0	0	0	0	0	0	0	0	
Total Expenditures	\$264,589	\$266,689	\$446,018	\$430,192	\$364,172	\$384,324	\$359,993	\$409,826	\$384,200	\$393,036	\$436,184	\$0	\$4,139,223

Net Income

\$ 97,098	\$ 201,639	\$(84,116)	\$(62,539)	\$ 1,758	\$ (11,006)	\$ (95,902)	\$ 19,121	\$ 65,700	\$ (19,888)	\$(28,922)	\$ -	\$ 82,943
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Monument Academy

School Financials

General Fund

FY 23/24

July	August	September	October	November	December	January	February	March	April	May	June	Totals
Monument Academy High School (939)												

Revenues													
Local	9,195	30,439	11,169	9,679	20,212	37,716	31,969	20,440	36,876	147,596	130,671	485,962	
State	117,895	126,718	64,595	103,070	103,070	103,069	246,431	77,587	104,748	33,278	137,965	1,218,426	
Federal	0	0	0	0	0	0	0	0	0	0	2,273	2,273	
Transfers In	60,965	0	0	0	0	0	0	0	0	0	0	60,965	
Total Revenues	\$188,055	\$157,157	\$75,764	\$112,749	\$123,282	\$140,785	\$278,400	\$98,027	\$141,624	\$180,874	\$270,909	\$0	\$1,767,626

Expenditures													
1000s Instructional Programs	95,570	88,872	57,997	61,237	59,450	64,638	57,200	53,555	52,198	56,214	61,154	708,085	
1700s Special Education	24,534	24,310	7,449	10,820	12,804	11,288	8,574	12,302	13,253	10,441	12,514	148,289	
1800s Athletics/Co-curricular	0	0	2,795	86	9,833	(1,323)	700	360	0	1,402	550	14,403	
2100s Pupil Support Svcs	11,325	9,136	9,126	9,656	9,728	9,729	9,729	9,771	9,729	9,729	9,729	107,387	
2200s Instr Staff Svcs	785	710	2,189	4,268	3,451	4,572	(6,536)	3,862	3,798	3,798	3,885	24,782	
2300s General Administration	4,116	17,725	5,066	5,091	(3,076)	4,597	15,230	5,092	5,409	7,797	16,945	83,992	
2400s School Administration	31,754	26,705	24,553	22,442	18,993	18,770	19,654	18,840	19,138	18,507	16,521	235,877	
2500s Business Services	1,397	6,418	4,333	3,891	(4,205)	1,965	549	1,499	1,681	1,764	1,711	21,003	
2600s Maint & Operations	44,877	48,349	69,305	63,882	49,706	52,335	44,162	57,911	43,804	45,961	43,571	563,863	
2800s Central Services	5,742	4,982	13,025	5,535	(455)	5,065	2,349	2,302	6,081	6,900	7,835	59,361	
Debt Service	0	0	0	0	0	0	0	0	0	0	0	0	
Transfers Out	0	0	0	0	0	0	0	0	0	0	0	0	
Total Expenditures	\$220,100	\$227,207	\$195,838	\$186,908	\$156,229	\$171,636	\$151,611	\$165,494	\$155,091	\$162,513	\$174,415	\$0	\$1,967,042

Net Income	\$ (32,045)	\$ (70,050)	\$ (120,074)	\$ (74,159)	\$ (32,947)	\$ (30,851)	\$ 126,789	\$ (67,467)	\$ (13,467)	\$ 18,361	\$ 96,494	\$ -	\$ (199,416)
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July	August	September	October	November	December	January	February	March	April	May	June	Totals
Monument Academy Preschool (26)												

Revenues													
Local	51,704	46,018	44,385	39,810	41,667	34,038	35,052	38,270	36,726	40,455	40,455	448,580	
State	0	0	34,209	10,103	8,204	0	0	0	0	0	0	52,516	
Federal	0	0	0	0	0	0	0	0	0	0	0	0	
Transfers In	0	0	0	0	0	0	0	0	0	0	0	0	
Total Revenues	\$51,704	\$46,018	\$78,594	\$49,913	\$49,871	\$34,038	\$35,052	\$38,270	\$36,726	\$40,455	\$40,455	\$0	\$501,096

Expenditures													
1000s Instructional Programs	23,833	21,640	57,470	29,150	26,656	41,189	24,388	26,134	17,145	23,950	23,950	315,505	
1700s Special Education	0	0	0	0	0	0	0	0	0	0	0	0	
1800s Athletics/Co-curricular	0	0	0	0	0	0	0	0	0	0	0	0	
2100s Pupil Support Svcs	0	0	0	0	0	0	0	0	0	0	0	0	
2200s Instr Staff Svcs	0	0	0	0	0	0	0	0	0	0	0	0	
2300s General Administration	0	0	0	0	0	0	0	0	0	0	0	0	
2400s School Administration	0	4,976	8,122	9,641	13,320	8,122	8,122	39,622	18,749	12,059	12,059	134,792	
2500s Business Services	0	0	0	0	0	0	0	0	0	0	0	0	
2600s Maint & Operations	0	0	0	0	0	0	0	0	0	0	0	0	
2800s Central Services	0	1,537	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	16,837	
Debt Service	0	0	0	0	0	0	0	0	0	0	0	0	
Transfers Out	0	0	0	0	0	0	0	0	0	0	0	0	
Total Expenditures	\$23,833	\$28,153	\$67,292	\$40,491	\$41,676	\$51,011	\$34,210	\$67,456	\$37,594	\$37,709	\$37,709	\$0	\$467,134

Net Income	\$ 27,871	\$ 17,865	\$ 11,302	\$ 9,422	\$ 8,195	\$ (16,973)	\$ 842	\$ (29,186)	\$ (868)	\$ 2,746	\$ 2,746	\$ -	\$ 33,962
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Monument Academy

School Financials

General Fund

FY 23/24

July	August	September	October	November	December	January	February	March	April	May	June	Totals
Monument Academy Building Corp (52)												

Revenues													
Local	5,792	6,358	6,643	6,953	4,859	4,968	5,477	5,718	5,446	6,427	6,427	65,068	
State	78,762	76,644	77,578	77,678	77,678	77,678	77,678	77,678	77,678	77,678	77,678	854,408	
Transfers In	0	0	0	0	0	0	0	0	0	0	0	0	
Total Revenues	\$84,554	\$83,002	\$84,221	\$84,631	\$82,537	\$82,646	\$83,155	\$83,396	\$83,124	\$84,105	\$84,105	\$0	\$919,476

Expenditures													
2300s General Administration	0	0	0	0	0	0	0	0	0	0	0	0	
2400s School Administration	0	0	0	0	0	0	0	0	0	0	0	0	
2500s Business Services	0	0	0	0	0	0	0	0	0	0	0	0	
2600s Maint & Operations	0	0	0	0	0	0	0	0	0	0	0	0	
2800s Central Services	0	0	0	0	0	0	0	0	0	0	0	0	
Debt Service	0	0	0	700,469	0	0	0	0	0	221,069	221,069	1,142,607	
Transfers Out	0	0	0	0	0	0	0	0	0	0	0	0	
Total Expenditures	\$0	\$0	\$0	\$700,469	\$0	\$0	\$0	\$0	\$0	\$221,069	\$221,069	\$0	\$1,142,607

Net Income	\$ 84,554	\$ 83,002	\$ 84,221	\$(615,838)	\$ 82,537	\$82,646	\$83,155	\$ 83,396	\$ 83,124	\$(136,964)	\$(136,964)	\$ -	\$(223,131)
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July	August	September	October	November	December	January	February	March	April	May	June	Totals
Monument Academy Foundation (53)												

Revenues													
Local	5,700	4,912	5,831	7,545	7,869	5,196	6,633	6,498	6,784	8,810	5,700	71,478	
State	152,792	152,792	152,792	152,792	152,792	152,792	152,792	152,792	152,792	152,789	152,789	1,680,706	
Transfers In	0	0	0	0	0	0	0	0	0	0	0	0	
Total Revenues	\$158,492	\$157,704	\$158,623	\$160,337	\$160,661	\$157,988	\$159,425	\$159,290	\$159,576	\$161,599	\$158,489	\$0	\$1,752,184

Expenditures													
2300s General Administration	0	0	0	0	0	0	0	0	0	0	0	0	
2400s School Administration	0	0	0	0	0	0	0	0	0	0	0	0	
2500s Business Services	208	231	0	295	329	365	246	280	314	347	208	2,823	
2600s Maint & Operations	0	0	0	0	0	0	0	0	0	0	0	0	
2800s Central Services	0	0	0	0	0	0	0	0	0	0	0	0	
Debt Service	0	0	0	0	0	714,250	0	0	0	0	0	714,250	
Transfers Out	60,965	0	0	0	0	0	0	0	0	0	0	60,965	
Total Expenditures	\$61,173	\$231	\$0	\$295	\$329	\$714,615	\$246	\$280	\$314	\$347	\$208	\$0	\$778,038

Net Income	\$ 97,319	\$ 157,473	\$ 158,623	\$ 160,042	\$ 160,332	\$(556,627)	\$ 159,179	\$ 159,010	\$ 159,262	\$ 161,252	\$ 158,281	\$ -	\$ 974,146
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Monument Academy

School Financials

General Fund

FY 23/24

Monument Academy Student Activity Fund (74)													
	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Revenues													
Local	6,017	12,529	41,004	31,008	25,319	26,671	20,642	12,991	31,128	159,582	6,017		372,907
State	0	0	0	0	0	0	0	0	0	0	0		0
Transfers In	0	0	0	0	0	0	0	0	0	0	0		0
Total Revenues	\$6,017	\$12,529	\$41,004	\$31,008	\$25,319	\$26,671	\$20,642	\$12,991	\$31,128	\$159,582	\$6,017	\$0	\$372,907
Expenditures													
1000s Instructional Programs	0	0	0	0	0	0	0	0	0	0	0		0
1700s Special Education	0	0	0	0	0	0	0	0	0	0	0		0
1800s Athletics/Co-curricular	3,738	9,458	26,433	19,977	22,272	23,915	10,321	18,541	11,878	4,156	3,738		154,426
2100s Pupil Support Svcs	0	0	0	0	0	0	0	0	0	0	0		0
2200s Instr Staff Svcs	0	0	0	0	0	0	0	0	0	0	0		0
2300s General Administration	0	0	0	0	0	0	0	0	0	0	0		0
2400s School Administration	0	0	0	0	0	0	0	0	0	0	0		0
2500s Business Services	0	0	0	0	0	0	0	0	0	0	0		0
2600s Maint & Operations	0	0	0	0	0	0	0	0	0	0	0		0
2800s Central Services	0	0	0	0	0	0	0	0	0	0	0		0
Transfers Out	0	0	0	0	0	0	0	0	0	0	0		0
Total Expenditures	\$3,738	\$9,458	\$26,433	\$19,977	\$22,272	\$23,915	\$10,321	\$18,541	\$11,878	\$4,156	\$3,738	\$0	\$154,426
Net Income	\$ 2,279	\$ 3,071	\$ 14,571	\$ 11,031	\$ 3,047	\$ 2,756	\$ 10,321	\$ (5,550)	\$ 19,250	\$ 155,426	\$ 2,279	\$ -	\$ 218,481

Monument Academy
Proposed Budget
Debt Amortization Schedule
FY 2023/24

Pymt Date	Charter Refunding Bonds - 2014			Charter Bonds - 2019			Totals		
	Principal	Interest	Balance	Principal	Interest	Balance	Principal	Interest	Balance
			14,265,000.00						14,265,000.00
4/1/2015		159,725.63	14,265,000.00					159,725.63	14,265,000.00
10/1/2015	215,000.00	281,868.75	14,050,000.00				215,000.00	281,868.75	14,050,000.00
4/1/2016		279,718.75	14,050,000.00					279,718.75	14,050,000.00
10/1/2016	370,000.00	279,718.75	13,680,000.00				370,000.00	279,718.75	13,680,000.00
4/1/2017		276,018.75	13,680,000.00					276,018.75	13,680,000.00
10/1/2017	380,000.00	276,018.75	13,300,000.00				380,000.00	276,018.75	13,300,000.00
4/1/2018		270,318.75	13,300,000.00					270,318.75	13,300,000.00
10/1/2018	390,000.00	270,318.75	12,910,000.00				390,000.00	270,318.75	12,910,000.00
4/1/2019		264,468.75	12,910,000.00			28,950,000.00		264,468.75	41,860,000.00
10/1/2019	400,000.00	264,468.75	12,510,000.00		572,517.26	28,950,000.00	400,000.00	836,986.01	41,460,000.00
4/1/2020		256,468.75	12,510,000.00		725,718.75	28,950,000.00	0.00	982,187.50	41,460,000.00
10/1/2020	415,000.00	256,468.75	12,095,000.00		725,718.75	28,950,000.00	415,000.00	982,187.50	41,045,000.00
4/1/2021		248,168.75	12,095,000.00		725,718.75	28,950,000.00	0.00	973,887.50	41,045,000.00
10/1/2021	435,000.00	248,168.75	11,660,000.00		725,718.75	28,950,000.00	435,000.00	973,887.50	40,610,000.00
4/1/2022		239,468.75	11,660,000.00		725,718.75	28,950,000.00	0.00	965,187.50	40,610,000.00
10/1/2022	450,000.00	239,468.75	11,210,000.00		725,718.75	28,950,000.00	450,000.00	965,187.50	40,160,000.00
4/1/2023		230,468.75	11,210,000.00	380,000.00	725,718.75	28,570,000.00	380,000.00	956,187.50	39,780,000.00
10/1/2023	470,000.00	230,468.75	10,740,000.00		714,250.00	28,570,000.00	470,000.00	944,718.75	39,310,000.00
4/1/2024		221,068.75	10,740,000.00	405,000.00	714,250.00	28,165,000.00	405,000.00	935,318.75	38,905,000.00
10/1/2024	490,000.00	221,068.75	10,250,000.00		704,125.00	28,165,000.00	490,000.00	925,193.75	38,415,000.00
4/1/2025		211,268.75	10,250,000.00	425,000.00	704,125.00	27,740,000.00	425,000.00	915,393.75	37,990,000.00
10/1/2025	505,000.00	211,268.75	9,745,000.00		693,509.00	27,740,000.00	505,000.00	904,777.75	37,485,000.00
4/1/2026		198,643.75	9,745,000.00	27,740,000.00	693,486.00	0.00	27,740,000.00	892,129.75	9,745,000.00
10/1/2026	530,000.00	198,643.75	9,215,000.00				530,000.00	198,643.75	9,215,000.00
4/1/2027		190,031.25	9,215,000.00				0.00	190,031.25	9,215,000.00
10/1/2027	550,000.00	190,031.25	8,665,000.00				550,000.00	190,031.25	8,665,000.00
4/1/2028		180,750.00	8,665,000.00				0.00	180,750.00	8,665,000.00
10/1/2028	570,000.00	180,750.00	8,095,000.00				570,000.00	180,750.00	8,095,000.00
4/1/2029		170,418.75	8,095,000.00				0.00	170,418.75	8,095,000.00
10/1/2029	590,000.00	170,418.75	7,505,000.00				590,000.00	170,418.75	7,505,000.00
4/1/2030		159,725.00	7,505,000.00				0.00	159,725.00	7,505,000.00
10/1/2030	610,000.00	159,725.00	6,895,000.00				610,000.00	159,725.00	6,895,000.00
4/1/2031		144,475.00	6,895,000.00				0.00	144,475.00	6,895,000.00
10/1/2031	640,000.00	144,475.00	6,255,000.00				640,000.00	144,475.00	6,255,000.00
4/1/2032		128,475.00	6,255,000.00				0.00	128,475.00	6,255,000.00
10/1/2032	675,000.00	128,475.00	5,580,000.00				675,000.00	128,475.00	5,580,000.00
4/1/2033		111,600.00	5,580,000.00				0.00	111,600.00	5,580,000.00
10/1/2033	705,000.00	111,600.00	4,875,000.00				705,000.00	111,600.00	4,875,000.00
4/1/2034		97,500.00	4,875,000.00				0.00	97,500.00	4,875,000.00
10/1/2034	735,000.00	97,500.00	4,140,000.00				735,000.00	97,500.00	4,140,000.00
4/1/2035		82,800.00	4,140,000.00				0.00	82,800.00	4,140,000.00
10/1/2035	765,000.00	82,800.00	3,375,000.00				765,000.00	82,800.00	3,375,000.00
4/1/2036		67,500.00	3,375,000.00				0.00	67,500.00	3,375,000.00
10/1/2036	795,000.00	67,500.00	2,580,000.00				795,000.00	67,500.00	2,580,000.00
4/1/2037		51,600.00	2,580,000.00				0.00	51,600.00	2,580,000.00
10/1/2037	825,000.00	51,600.00	1,755,000.00				825,000.00	51,600.00	1,755,000.00
4/1/2038		35,100.00	1,755,000.00				0.00	35,100.00	1,755,000.00
10/1/2038	860,000.00	35,100.00	895,000.00				860,000.00	35,100.00	895,000.00
4/1/2039		17,900.00	895,000.00				0.00	17,900.00	895,000.00
10/1/2039	895,000.00	17,900.00	0.00				895,000.00	17,900.00	0.00
Totals	\$14,265,000.00	\$8,709,506.88	\$22,974,506.88	\$28,950,000.00	\$9,876,293.51	\$38,826,293.51	\$43,215,000.00	\$18,585,800.39	\$61,800,800.39

May 2024

Monthly Financials

- These are May Monthly Financial Statements
- May is the 11th month so it represents 91.7% of the year
- We still a few more revenues in June:
 - MLO from D38
 - Federal IDEA - Special Education revenue (\$200K)
 - Read Act
 - GT & EL monies
- ERTC is now projected to pay out in August/September
 - ERTC (employee retention tax credit) - (approximately \$1 million) - We accrued the application/company fees to May 2024 for audit purposes but did not pay the bill.
 - 80% sure it will come in. If not, renegotiating the fees of application.
 - Accrued amount was approximately \$60K West and \$40K East.
- General Fund
 - Revenues 98.04% for the month
 - YTD at 87.02% (slightly under because the revenue still coming in mentioned above)
 - Expenditures 99.9% MTD; 83.4% YTD
 - MTD Net loss \$88K; YTD Net loss \$70K. We accrued the cost for the ERTC application. You'll see the high expenditure % under General Administration - this is the booking.
 - Good news - we still have \$4.2 million in investments earning great interest - YTD \$194K.
 - Negative balance on the fund bank balance (-\$247K) and Preschool has a \$187K balance which equates a (\$60K) negative balance total. This is because we had a significant amount of outstanding checks at the end of May.
 - School fee reminders were sent out. It was the 3rd collection notice. We had between \$25-30K in outstanding fees and are now down to \$8k.
 - Reminder - the notes under each section are helpful to read the details of the financial statements.
- Preschool Fund
 - MTD Net Loss \$32K
 - YTD Net Loss \$1K
 - \$187K cash in the bank.
 - They had 2 grants come in. Cleaning carpets & painting.
 - Will most likely be at a loss for FY 23-24. Not hitting revenue targets. Not getting the Universal Preschool enrollments.
 - Dropped fees for 24-25 so we will need to watch the budget.
- Facilities Corp (Fund 52) - 2014 bonds at west campus
 - \$5,637 in Interest MTD; YTD \$64,278
 - MTD Net Gain of \$83K; YTD Net Loss of (\$2,851)

- Intercept Money of \$77K - Monies taken by state treasurer and held. Pay principal & interest directly. We don't touch the funds.
- Made a bond interest payment of \$221K in April. Payments are due October & April. With the intercept money we will receive in June, we will end with approximately an \$80K balance for the year.
- Cash and investment with BoK bank \$1.6 million - has earned around \$25-30K in interest income. Glenn inquired to see if we could have those funds (to invest) and they agreed that we can arrange it. The funds will go to the West campus (their bond).
- Foundation Fund (Fund 53) - 2019 bonds at East Campus
 - MTD \$8,938 Interest; YTD \$74,716
 - \$152,792 Intercept
 - MTD \$161K profit
 - YTD \$977K profit - still owe \$1.1 million in principle and interest on bonds - June payment. With the Interest Income and Intercept for June we will have a gain for the year.
 - Cash and investment with UMB bank \$2.1 million
- Student Activity Fund (Fund 74) - manages schools all clubs and activities
 - Net Loss of \$178K for May (Gala funds are booked in GF)
 - YTD \$38K profit
 - \$150K in integrity bank
- Starting on Page 11 - Can see detail of revenue/expenditures for each school by program and object
- School Financials by Month:
 - Elementary had a \$99K loss for May (ERTC application fee booked) - YTD net income = \$107K. Will still receive READ Act monies that are all Elementary.
 - MS had a \$28,922 loss for May; YTD net income = \$83K
 - HS had a \$97K profit for May; YTD net loss = \$199K
- Other Notes for 24-25 Budget:
 - We are budgeted to book \$200K toward bond compliance for East Campus.
 - PO's are live in SDS
 - Dawn Bartlett is PO coordinator and handles security for system
 - Budget Functionality - can't approved unless there are funds
 - Auditors coming 7/15 & 16th. Usually spend around 10 hours a day with them.
 - Contracts from Jake for next year - then details entered into the budget
 - Met with S&P for surveillance - \$7500 fee. Finances, enrollment, waitlist update.
 - Portables were counter-offered to purchase them.
 - CTS - Charter Tech Services. 4% increase and 1.5 FTE. Negotiating terms - their contract proposal is \$70K higher than last year.
 - Finalizing Letter of Intent for parking lot.
 - \$200K non refundable
 - \$1.2 agreement
 - December 2024 close
 - CV found a document on expansion.

- Working on 5 year plan - [Mark McWilliams](#) gave some contact info to get started on the cost of build.
- Potentially build an 8 classroom wing instead of a 16 classroom wing for HS. Could hold 200 kids - how quickly will enrollment grow?
- Vendor Changes:



Enrollment Report July 11, 2024

Part I: Retention for 2024-25

Grade	October Count 2023	24/25 Returning Students	Percentage Retention
PK4	37		
KHD	14	3	8.11%
KFD	79	24	64.86% (combined = 72.97%)
1	87	73	78.49%
2	101	75	86.21%
3	97	90	89.11%
4	94	86	88.66%
5	121	81	86.17%
6	119	112	92.56%
7	144	112	94.12%
8	135	135	93.75%
9	38	47	34.81%
10	29	37	97.37%
11	30	24	82.76%
12	21	23	76.67%
Total	1165	922	83.97%

This report summarizes Monument Academy's retention numbers, comparing our October Count 2023 figures to the current number of returning students for the 2024-25 school year. Please note that these numbers include students who withdrew after the October Count during the 2023-24 school year, as well as those not returning for the 2024-25 school year. Information from Exit Interviews summarizing the reasons for student departures will be provided to the Board of Directors at a later date.



Enrollment Report July 11, 2024

Part II: Current Enrollment for 2024-25

Grade	Partially Confirmed Students	Fully Enrolled Students
KHD		18
KFD	1	67
1	1	85
2	2	87
3		101
4		100
5		96
6		139
7	5	132
8	5	143
9		53
10		40
11	1	25
12		24
Total	1125	1110
MAHP	3	24
Elementary Totals	558	554
MS Totals	424	414
HS Totals	143	142
Total with MAHP	1152	1134

This report provides a summary of the number of fully enrolled students compared to those partially confirmed for enrollment for the 2024-25 school year. The green column represents students who are fully enrolled in Infinite Campus, while the orange column indicates students who have accepted seats and completed initial enrollment steps. For the latter group, we are typically awaiting records or certain parts of their online registration.



Enrollment Report July 11, 2024

Part III: FTE Projections for 2024-25

	Partially Confirmed Students	Fully Enrolled Students	Budgeted for 24/25
MAHP FTE	13.5	12	10.5
West FTE	550.44	546.44	546
East FTE	567	556	547
FTE Totals	1130.94	1114.44	1103.5

This report outlines our Full-Time Equivalent (FTE) enrollment totals, alongside the figures included in our 2024-25 budget. Although enrollment numbers may fluctuate over the summer, we anticipate meeting or slightly exceeding our budgeted FTE of 1103.5.



202~~3~~4-202~~4~~5

Student/Parent Handbook

Monument Academy

Grades 6th through 12th
A Public School of Excellence

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



Monument Academy

It is our distinct honor to **welcome** you to the ~~2023-2024~~ 2024 –2025 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. ~~The handbook is a comprehensive guide designed to support a successful and enriching year for students. It outlines essential information about school policies, rules, and protocols regarding how we intend to achieve excellence every day. It serves as a valuable resource to ensure a safe, respectful, and engaging environment to help our students flourish and learn. Therefore, we highly encourage you to read this handbook in its entirety.~~

~~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~~

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

Respectfully,

Angela Duca

Angela Duca
Principal

Jesse Davis

Jesse Davis
Assistant Principal

Mike Svendsen

Mike Svendsen
Athletic Director/Dean

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 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~~ **Executive Director** 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.

TABLE OF CONTENTS

MONUMENT ACADEMY STUDENT/PARENT HANDBOOK	2
GOVERNANCE	3
COLORADO DEPARTMENT OF EDUCATION – REQUIREMENT FOUR: NOTICE TO STUDENTS, PARENTS and EMPLOYEES	3
TABLES OF CONTENT	5
MISSION and VISION:	7
SECTION 1: SCHOOL OPERATIONS	8
SCHOOL HOURS	9
ATTENDANCE POLICY	9
CARLINE AND PARKING INFORMATION	12
DONATIONS, SCHOOL FEES and TUITION	16
HEALTH OFFICE	17
SAFETY AND SECURITY	20
SCHOOL DAY	21
SCHEDULE	21
LUNCH	21
WEATHER RELATED CONCERNS	24
SECTION 2: ACADEMIC PROGRAM	23
CURRICULUM/ACADEMIC POLICIES	25
EIGHTH PERIOD PROGRAM	27
HIGH SCHOOL and PEAK SYSTEM	27
HOMEWORK, GRADING AND REPORT CARDS	31
ASSESSMENTS/TESTING	3330
SECTION 3: CORE BELIEFS AND BEHAVIOR EXPECTATIONS	31
CORE BELIEFS	35
DISCIPLINE PLAN	38
CLASSROOM POLICIES AND GUIDELINES	39
EXTRA CURRICULAR ACTIVITIES	41
SCHEDULE CHANGES	41
TECHNOLOGY INFORMATION	42
UNIFORM POLICY	43

SECTION 4: PARENT RESPONSIBILITIES AND COMMUNICATION	47
CUSTODY NOTIFICATION	51
POLICY SUGGESTIONS OR NEW PROGRAM IDEAS	51
PERMANENT SCHOOL RECORDS	58
VISITORS AND VOLUNTEER INFORMATION	59
SECTION 5: FORMS	55
SECTION 6: APPENDICES	61
APPENDIX A: Volunteer Confidentiality Notification and Agreement	61
APPENDIX B: Classroom Visitation Policy	62
MONUMENT ACADEMY EXTENDED (4+ days) EXCUSED ABSENCE	59
STUDENT/PARENT LETTER OF AGREEMENT	60

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 for the current school year calendar.

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

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

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

Contact Information

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

Messages For Students

Messages and deliveries from parents are to be left at the office to respect the educational opportunity of all students and teachers. Messages for students must be called into the school office and should 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 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.
- 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
- 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 school 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 or **assistant principal** a minimum of five **school** days in advance for it to be considered an excused absence. **If the absence is not approved by the principal or assistant principal five school days in advance, it will be considered unexcused, and the absent days will be coded as unexcused in Infinite Campus.** 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)~~ **ten (10)** 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*). Schoolwork missed due to an unexcused absence will fall under the late work policy.

Truancy

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

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

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

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

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 Tardy Flag" Mornings

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

ATTENDANCE AND HIGH SCHOOL DRIVERS

If a student driver is late for 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.

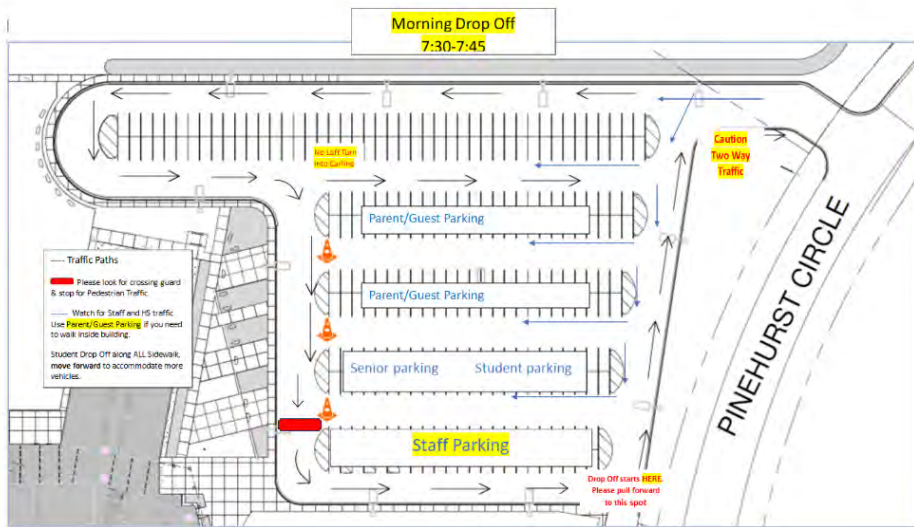
CARLINE AND PARKING INFORMATION

General Guidelines

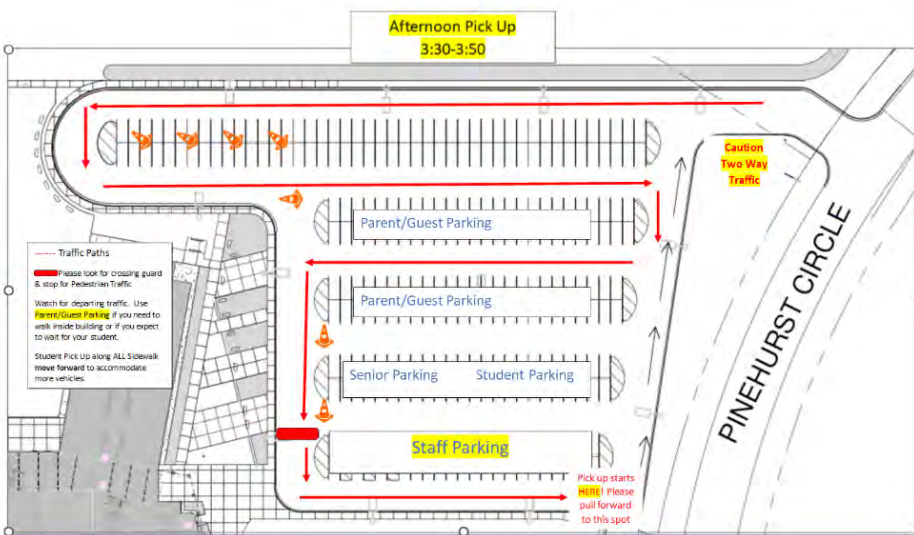
- **Cell phones** must **not** be used during carline.
- Speed limit is 10 M.P.H.
- Right side only loading and unloading.
- Change lanes only according to carline map.
- Do not exit your vehicle during carline at any time.
- Please refrain from conferencing with MA staff during carline.
- No electronic 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

Commented [AD1]: maps have been updated - updated by moving student parking and parent/guest parking.



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 th – 12 th Grades	\$285 (includes technology fee)
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** 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, 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.

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

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

WEATHER RELATED CONCERNS

School Closures and Delays

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 is 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 the 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 and social 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.

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) school 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 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

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 8th grade academic year, despite extended support and counseling/academic contracts, may be excluded from continuation activities and ceremonies at the discretion of the principal. Depending on the number of courses failed or left incomplete, students may not be allowed to progress to the next grade level. This applies only to middle school grades.

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

Field Trips

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

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. 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 3rd 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) or lunch detention (LD).

The purpose of **ASD detention** 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 a detention**, 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. **Students assigned a lunch detention will report to the front office at the beginning of their scheduled lunch time.**

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. **Students may also be excluded from attending school social events.** 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.

The School principal, or an administrator designated in writing by the principal, is delegated the authority to suspend a student for not more than five school days on the following grounds:

1. Continued willful disobedience or open and persistent defiance of proper authority;
2. Willful destruction or defacing of school property;
3. Behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the child or to other children.
4. Repeated interference with a school's ability to provide educational opportunities to other students.

Or not more than ten school days on the following grounds:

1. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event: Possession of a dangerous weapon without the authorization of the school or the school district; The use, possession, or sale of a drug or controlled substance as defined in section 18-18-102(5), C.R.S.; or The commission of an act that, if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.
 - a. A "dangerous weapon" is defined as a firearm, as defined in section 18-1-901(3)(h), C.R.S.; Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; A fixed-blade knife with a blade that exceeds three inches in length; A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length; or Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.
2. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
3. Declaration as a habitually disruptive student, when and if expulsion is being pursued.
4. Making an intentionally false accusation of criminal activity against an employee of an educational entity to law enforcement authorities, school district officials or personnel, or both.

A student may be suspended on any of the grounds stated above, or in C.R.S. 22-33-106, for not more than another ten school days. The School's principal may extend a suspension to an additional ten school days if necessary in order to present the matter to the next meeting of the

board of directors, but the total period of any suspension must not exceed twenty-five school days.

As an alternative to suspension, the School may consider allowing the student to remain in school by having the student's parent agree, with the consent of the student's teachers, to attend class with the student for a period of time specified by the School. If the parent fails to attend class with the student, the student will be suspended in accordance with this policy.

A student suspended for a period of ten days or less will receive an opportunity to be heard (i.e. tell his/her side of the story) to the principal or the principal's designee prior to the student's removal from school, unless an emergency requires immediate removal from school, in which case the opportunity to be heard will follow as soon after the student's removal as practicable. Any student suspended for more than ten days will be given the opportunity to request a review of the suspension by the principal, unless an expulsion recommendation is pending, in which case the student will have an opportunity to be heard at a formal expulsion hearing.

Parent Contact for Suspension

If a student is suspended the School will immediately notify the parent of the student that the student has been suspended and of the grounds for the suspension, the period of the suspension, and the time and place for the parent to meet with the School to review the suspension.

Effect of a Suspension

Upon suspension, the student will be required to leave the school building and the school grounds immediately, following a determination by the parent and the school of the best way to transfer custody of the student to the parent or an authorized designee of the parent. The student will not be readmitted until a meeting between the parent and the School has taken place or until, in the discretion of the School, the parent has substantially agreed to review the suspension with the School. If the School cannot contact the parent or the parent repeatedly fails to appear for scheduled meetings, the School may readmit the student. The readmission meeting between the School and the parent will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent future disciplinary action.

The School will make every reasonable effort to meet with the parent, guardian, or legal custodian of the student during the period of suspension; and will not extend a period of suspension because of the failure of the School to meet with the parent during the period of suspension.

Make Up Work for Suspended Students

To provide an opportunity for the student to reintegrate into the educational program of the School and to help prevent students from dropping out of school because of an inability to reintegrate into the educational program following the period of suspension, the School will provide an opportunity for a student to make up school work during the period of suspension for full or partial academic credit, as determined by the School, to the extent possible.

Behavior Contract/In School Suspension

If a student consistently demonstrates disruptive behavior, a Behavior Contract or In-School Suspension may be implemented to the extent permitted by state law.

Habitually Disruptive Students

A “habitually disruptive student” means a student who has caused a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event three or more times during the course of a school year. The student and the parent must be notified in writing for each disruption counted toward declaring the student as habitually disruptive, and the student and parent must be notified in writing and by telephone or other means at the home or the place of employment of the parent of the definition of “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.~~

A student may be expelled from the School on any of the grounds stated in state law, which include:

1. Continued willful disobedience or open and persistent defiance of proper authority;
2. Willful destruction or defacing of school property;
3. Behavior on or off school property that is detrimental to the welfare or safety of other students or of school personnel, including behavior that creates a threat of physical harm to the child or to other children.
4. Repeated interference with a school’s ability to provide educational opportunities to other students.
5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event: Possession of a dangerous weapon without the authorization of the school or the school district; The use, possession, or sale of a drug or controlled substance as defined in section 18-18-102(5), C.R.S.; or The commission of an act that, if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.
 - a. A “dangerous weapon” is defined as a firearm, as defined in section 18-1-901(3)(h), C.R.S.; Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; A fixed-blade knife with a blade that exceeds three inches in length; A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length; or Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.
6. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
7. Declaration as a habitually disruptive student.

8. Making an intentionally false accusation of criminal activity against an employee of an educational entity to law enforcement authorities, school district officials or personnel, or both.

A student who is denied admission pursuant to C.R.S. 22-33-105 and 106 will be afforded the same rights and process, to the extent required by law, as students expelled under this policy.

~~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.~~

Notice of Expulsion

If the School administration, after notifying and consulting with the District administrator responsible for student discipline, decides to proceed with a recommendation for expulsion, the student's parent/guardian will be provided notice of the recommended action, including the grounds for expulsion and details of any allegations, and a request for a hearing. The notice will inform the student or the student's parent/guardian of the student's due process rights and information about the hearing.

Prior to the Expulsion Hearing

The School will prepare any necessary evidence to prove that the student committed the infractions that form the grounds for expulsion, and will provide all records that the School intends to use as supporting evidence for expulsion to the student or the student's parent at least two business days in which school is in session prior to the expulsion hearing. Upon discovery of a record not previously provided, the School must immediately provide the record to the student or the student's parent.

Expulsion Hearing

The hearing will be conducted by a hearing officer. The hearing officer can either be the Executive Director of the School or an individual designated by the Executive Director. The hearing officer must not have a conflict of interest and must be impartial. The hearing officer cannot have been involved in the investigation of the alleged misconduct. The School must ensure that any person acting as a hearing officer receives training on how to serve impartially, including avoiding prejudgment of the facts at issue and conflicts of interest. Beginning January 1, 2025, a hearing officer must have completed an initial 5- hour training and annual training in the topics required by CDE and CRS 22-33-106.

At the hearing the School has the burden of proving by a preponderance of the evidence (meaning it is "more likely than not") that the student did what is alleged and violated section 22-33-106 and the School's code of conduct. The hearing officer will determine how the hearing will proceed and how evidence will be introduced, but at a minimum the student and/or student's parent must have the opportunity to present evidence, challenge any evidence of the School, call/question witnesses, and otherwise be afforded a reasonable opportunity to be heard and defend the student against the allegations.

If the proposed time and date for the hearing do not work for the student and/or the student's parent or guardian, the School will attempt, within reason, to re-schedule the hearing. If a student

and/or student's parent or guardian fail to participate in the expulsion hearing then they forfeit their right to appeal or further participate in the process.

Expulsion Fact Finding and Recommendation Report

If the Executive Director acts as a hearing officer to conduct the expulsion hearing then the Executive Director shall create a report with findings of fact and recommendations, including specific findings regarding consideration of : (a) The age of the student; (b) The disciplinary history of the student; (c) Whether the student has a disability; (d) The seriousness of the violation committed by the student; (e) Whether the violation committed by the student threatened the safety of any student or staff member; and (f) Whether a lesser intervention would properly address the violation committed by the student.

If a designee acting as a hearing officer conducts the expulsion hearing, the designee shall, within 2 business days, forward findings of fact and recommendations to the Executive Director at the conclusion of the expulsion hearing, including specific findings regarding the factors (a) through (f) set forth above.

Executive Director's Expulsion Decision

Upon review of the fact-finding and recommendations report, the Executive Director shall, within 5 business days after the hearing, render a written opinion that imposes or refrains from imposing expulsion as a disciplinary sanction and the duration of any expulsion, not to exceed one year. In making a decision, the Executive Director will consider whether alternative remedies are appropriate and whether excluding the student from school is necessary to preserve the learning environment, and the student must not be expelled unless this is considered. The Executive Director shall provide the written opinion to the student or the student's parent. The Executive Director shall report on each case acted upon at the next meeting of the board of directors, in executive session, briefly describing the circumstances and the reasons for the Executive Director's decision.

Expulsion Appeal

A student who is expelled as a result of this process has ten business days after the decision of the Executive Director is rendered to appeal the decision to the School's board of directors. The appeal before the board of directors must, at a minimum, consist of a review of the facts presented and determined at the hearing, arguments relating to the decision, and questions of clarification from the board of directors. The School's board of directors must act upon the appeal and notify the family and the District of its decision in writing within five days following its receipt of the appeal. If the board of directors upholds the determination of the Executive Director to expel a student, the student is entitled to a review of the decision in court, pursuant to state law.

Alternative Education for Expelled Students

When a student is expelled, The School will provide any required educational services required by federal law for students with disabilities, and appropriate alternative educational services required by C.R.S. 22-33-203. Student's parent is responsible for seeing that the student complies with continuing to receive an education during the period of expulsion.

Options for Students Charged with Certain Crimes

If a petition is filed in juvenile court that alleges that a student who is at least twelve years of age but under eighteen years of age has committed an offense that would constitute unlawful sexual behavior, as defined in C.R.S. 16-22-102(9), or a crime of violence, as defined in CRS 18-1.3-406, if committed by an adult or whenever charges filed in district court allege that a student has

committed such an offense, basic identification information concerning the student should be provided to the School. Upon receipt of such information, the board of directors (in executive session) or its designee shall determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or of school personnel in the School and whether educating the student in the School may disrupt the learning environment in the School, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. If a determination is made that the student should not be educated in the school, the School may proceed with suspension or expulsion in accordance with this policy.

Alternatively, the board of directors or its designee may determine that it will wait until the conclusion of the juvenile criminal proceedings to consider the expulsion matter, in which case it shall be the responsibility of the School to provide the student with an appropriate alternate education program, including but not limited to an online program or online school, or a home-based education program during the period pending the resolution of the juvenile criminal proceedings.

A student who is being educated in an alternate education program or a home-based education program will not be allowed to return to the School until there has been a disposition of the charge. If the student pleads guilty, is found guilty, or is adjudicated a delinquent juvenile, the School may proceed to expel the student. The time that a student spends in an alternate education program will not be considered a period of expulsion.

Out of School Suspension Grades K-3

Any out of school discipline of students in grades Kindergarten through 2nd grade will be in compliance with C.R.S. 22-33-106.1, including its prohibition on out-of-school suspension or expulsion of a student enrolled in preschool, kindergarten, first grade, or second grade unless:

1. The School determines that the student has engaged in conduct on school grounds, in a school vehicle, or at a school activity or sanctioned event that: Involves the possession of a dangerous weapon without the authorization of the public school or enrolling entity, if different; involves the use, possession, or sale of a drug or controlled substance, as defined in C.R.S. 18-18-102(5); or; Endangers the health or safety of others.
2. The School determines that failure to remove the student from the school building would create a safety threat that cannot otherwise be addressed; and
3. The School, on a case-by-case basis, considers each of the factors set forth in C.R.S. 22-33-106(1.2) before suspending or expelling the student. The School must document any alternative behavioral and disciplinary interventions that it employs before suspending or expelling the student.

The out-of-school suspension of a K-2 student shall not exceed three school days unless the Principal determines that a longer period of suspension is necessary to resolve the safety threat or recommends that the student be expelled.

Students with Disabilities

If the student facing potential suspension or expulsion is a student with disabilities, then the School will follow applicable laws with regards to the suspension or expulsion. Before the student with disabilities is suspended for 10 or more days (singularly or cumulatively during the school year if for the same conduct) or expelled, the School will conduct a manifestation determination review to determine if the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or if the conduct in question was the direct result of the School's failure to implement the IEP; or the relevant standard under Section 504.

Student Statements

Except as provided in this policy a School employee will not use in an expulsion hearing a student's statement concerning an act alleged to have been committed by the student regarding:

1. Possession of a dangerous weapon without the authorization of the school or the school district; The use, possession, or sale of a drug or controlled substance as defined in section 18-18-102(5), C.R.S.; or The commission of an act that, if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.
 - a. A "dangerous weapon" is defined as a firearm, as defined in section 18-1-901(3)(h), C.R.S.; Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; A fixed-blade knife with a blade that exceeds three inches in length; A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length; or Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.

A statement may be used in the expulsion hearing only if it is signed by the student and a parent present when the student signs the statement or admission; or if a reasonable attempt was made to contact the parent to have the parent present when the student signed the statement. The school will be deemed to have made a reasonable attempt to contact the parent if the school calls each of the phone numbers the parent provides to the school and all phone numbers the student provides to the school for the parent.

Further, the student and his or her parent may expressly waive the requirement that the parent be present when a student signs a statement or admission. This express waiver must be in writing and must be obtained only after full advisement of the student and his or her parent of the student's rights prior to the signing of the statement or admission by the student.

The requirements of this policy do not apply if the student makes any deliberate misrepresentations affecting the applicability or requirements of this policy and a school official, acting in good faith and in reasonable reliance on such deliberate misrepresentation, obtains a signed statement or admission of the student that does not comply with the requirements of this policy.

Nothing in this policy will prevent or interfere with a fact-finding or information-gathering investigation by a school or school employee.

Student Harassment and Discrimination Policy

In an effort to fulfill the School's role to provide a safe learning environment for students by responding to reports of harassment or discrimination, preventing recurrence of harassment or discrimination, and remedying effects of the harassment or discrimination; and in compliance with C.R.S. 22-1-143, Monument Academy adopts the following Policy.

Definitions

For purposes of this student harassment policy only, the following definitions apply:

“Advisor” means a person selected by a party, of the party’s own choosing, to provide support and advocacy during the process, including, but not limited to, a parent, legal guardian, or attorney.

“Contractor” means a person who has direct contact with or supervision over students pursuant to a contract with the School.

“Complainant” means a person who is subject to, and files a report of, alleged misconduct or discrimination pursuant to this policy.

“Employee” means any employee of the School, including teachers, teacher aides, bus drivers, cafeteria workers, custodial staff, athletic staff, administrative and clerical staff, school medical staff and security staff, and contractors.

“Harassment or discrimination” means to engage in, or the act of engaging in, any unwelcome physical or verbal conduct or any written, pictorial, or visual communication by a student or employee that is directed at a student or group of students because of that student's or group's membership in, or perceived membership in, a protected class based on disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, religion, age, national origin, or ancestry, which conduct or communication is objectively offensive to a reasonable individual who is a member of the same protected class. The knowing or intentional use of a name other than a student’s chosen name, meaning the name a student requests to be known as to reflect the student’s gender identity, is harassment or discrimination. The conduct or communication need not be severe or pervasive to constitute harassment or discrimination and constitutes harassment or discrimination if:

1. Submission to the conduct or communication is explicitly or implicitly made a term or condition of the individual's access to an educational service, opportunity, or benefit;
2. Submission to, objection to, or rejection of the conduct or communication is used or explicitly or implicitly threatened to be used as a basis for educational decisions affecting the individual; or
3. The conduct or communication has the purpose or effect of unreasonably interfering with the individual's access to their educational service, opportunity, or benefit or creating an intimidating, hostile, or offensive educational environment.

Petty slights, minor annoyances, and lack of good manners do not constitute harassment or discrimination unless the slights, annoyances, or lack of manners, when taken in combination and under the totality of the circumstances, meet the standard set forth in herein.

Whether conduct constitutes harassment or discrimination is judged under the totality of the circumstances, which may include, but is not limited to:

1. The frequency of the conduct or communication, recognizing that a single incident may rise to the level of harassment or discrimination;
2. The number of individuals engaged in the conduct or communication;
3. The type or nature of the conduct or communication;
4. The duration of the conduct or communication;
5. The location where the conduct or communication occurred;
6. Whether the conduct or communication is threatening;
7. Whether any power differential exists between the individual alleged to have engaged in harassment or discrimination and the individual alleging the harassment or discrimination;
8. Any use of epithets, slurs, or other conduct or communication that is humiliating or degrading;
9. Whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class; or
10. Whether the conduct includes an act of physical violence.

“Policy” means this policy.

“Respondent” means the individual who has been reported to be the perpetrator of alleged harassment or discrimination.

“Title IX” means Title IX of the federal “Education Amendments of 1972”, 20 U.S.C. secs. 1681 et seq., as amended.

Reports of Harassment or Discrimination

Any individuals who believe that they or someone else has been a victim of or witness to harassment or discrimination as defined in this Policy are encouraged to make a report of their concern to the Coordinator. All employees of the School must make a report to the Coordinator of any harassment or discrimination of which they or someone else has allegedly been a victim, even if not witnessed first-hand by the employee. Other members of the community are encouraged to make a report of concerns regarding the same to the Coordinator. Anyone, even if they are not the individual who experienced the harassment or discrimination, can make a Report to the Coordinator.

A concern or report may be submitted to the Coordinator in any format, although it is encouraged to utilize e-mail or hard copy transmission to better ensure a record can be more readily maintained of the content of the report or concern. The Coordinator will make and maintain notes from any verbal reports made.

It must be noted that an employee making a report of concerns for purposes of this Policy is separate and distinct from an employee's mandatory reporting obligations under state law when an employee reasonably suspects a child has been subjected to child abuse and/or neglect. Mandatory reporting of child abuse and/or neglect must be made directly to appropriate law enforcement and/or local child protection agencies and reporting to the Coordinator does not satisfy this requirement.

The School will accept formal reports of harassment or discrimination in writing or in-person; by phone, e-mail, or online form. Reports of harassment must be submitted to the following individual:

Krista Pelley
kpelley@monumentacademy.net
719-431-8001

The School or School employee shall not rely solely on a criminal investigation by a law enforcement agency in lieu of responding to a report of harassment or discrimination promptly and effectively.

Investigations of Reports of Harassment

All reports, determined by the Coordinator to constitute harassment or discrimination as defined in this Policy, received by the School will be investigated by the Coordinator or a designee in a manner that is fair, impartial, and prompt. The Coordinator will conduct, or will assign a designee to conduct, the investigation and make findings. As appropriate, more than one individual may be assigned to conduct the investigation and/or make findings. The Coordinator or designee(s) must not have a conflict of interest with regards to the investigation in order to conduct the investigation and make findings.

The investigation and any findings or decisions resulting therefrom will be completed in a manner that ensures the following:

1. Each party will have a fair and impartial opportunity to be interviewed, present evidence, or provide information for consideration by the Coordinator or designee conducting the investigation.
2. The School will make a good faith effort to complete an investigation and make any findings within sixty days after the report, without infringing upon the rights enshrined in federal and state law of the complainant or the respondent; except that the School may extend the sixty-day deadline for up to thirty additional days for good cause, determined in the discretion of the School, with prior written notice to the complainant and to the respondent of the delay and the reason for the delay. The School may also extend the deadline at the request of a law enforcement agency
3. The findings must use a preponderance of the evidence evidentiary standard, meaning it is more likely than not that the allegations occurred or did not occur, to substantiate any allegations of harassment or discrimination.
4. All questions related to the investigation must be directed to the individual conducting the investigation, or the individual's designee, and the individual or designee conducting the investigation must consider any evidence of patterns of misconduct as relevant evidence.

5. Both the complainant and the respondent must have the same opportunity to have an advisor or other person present during any part of the investigative process.
6. The Coordinator or a designee will provide written updates about the status of an investigation or proceeding to the parties and the parties' parents or legal guardians at each stage of the investigation or proceeding, but at least every fifteen business days.
7. The School will provide for concurrent notification to the parties of the outcome of the investigation and any findings.

Remedial Action

At the conclusion of an investigation, if the findings are that the allegations are substantiated, then the School will take appropriate remedial action, including without limitation, taking reasonable steps to ensure the harassment or discrimination does not reoccur, providing supportive measures and accommodations for the complainant, and implementing discipline against the respondent in accordance with the School's disciplinary policies. A complaint that is unsubstantiated must not serve as a basis for discipline, dismissal, termination, or any employment reference or licensing action unless the conduct establishes a pattern of the same or similar behavior.

Retaliation Prohibited

Retaliation against an individual who makes a report, or participates in an investigation into a report made, pursuant to this Policy is prohibited. Charges against a student for code of conduct violations related to the incident for the purpose of punishing a student for making a report or otherwise interfering with any right or privilege secured by this Policy constitutes retaliation. The School shall not use a student report of harassment or discrimination, whether verbal or in writing, or information revealed in any investigation or disciplinary proceedings of the report, as the basis for, or a consideration in, investigating or exacting any disciplinary response for a school violation by the reporting student or complainant related to the reported incident for any of the following: Engaging in reasonable self-defense against the respondent, consensual sexual activity, drug use, alcohol use, late arrival, truancy, unauthorized access to facilities, talking publicly about the reported harassment or discrimination, or expressing a trauma symptom; except that nothing in this section prohibits the School from disciplining a student who knowingly makes a false report of harassment or discrimination, or disciplining a student when necessary to ensure the safety of any student or employee. A finding of no harassment or discrimination does not itself constitute a false report.

Supportive Measures

The School will offer accommodations and supportive measures to a student experiencing harassment or discrimination that are designed to protect the safety of all students and that preserve and restore equal access to education for the student. Accommodations and supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, extra time for homework or tests, the opportunity to resubmit homework or retake a test, remedying an impacted grade, excused absences, the opportunity for home instruction, modifications to class schedules, and restrictions on contact between the parties to a report of harassment or discrimination. The School will not require a formal report or finding of harassment or discrimination before providing supportive measures.

The School will grant an excused absence to a student who has experienced harassment or discrimination for any time the student is out of school because of a therapy, medical, legal, or victim services appointment related to the harassment or discrimination. Students may contact the Coordinator to request accommodations or supportive measures. Additional accommodations may be available to students with disabilities to address any disability related limitations. The School will also provide supportive measures required pursuant to Title IX, and may provide any other supportive measures as soon as it receives a report of harassment or discrimination.

Notices

The School will post notices in multiple places in the School, written in simple and age-appropriate language, describing how and to whom a student can report harassment or discrimination to the School. The notices must be conspicuously posted in easily accessible and well-lit places customarily frequented by students and employees. The School will prominently display this Policy on the home page of its website; annually distribute the Policy through electronic means to parents and legal guardians of students enrolled at the School and separately from any other document to students enrolled in sixth through twelfth grade; provide a physical copy of the Policy to each incoming student and the parent or legal guardian of each incoming student, upon request; and annually distribute the Policy to employees.

A copy of this Policy distributed to a student, parent, legal guardian, or employee, whether a physical or electronic copy, must be available in English and, upon request, in Spanish. The policy posted on the website must be in English and the School may also post the policy in Spanish.

Records Retention

The School shall retain the records of a harassment or discrimination report for seven years. The record of a report includes any accommodations or supportive measures taken in response to a report or formal complaint of harassment or discrimination and documentation of the basis for the School's action and response.

Confidentiality of Reports of Harassment

A report of harassment or discrimination received by the School is confidential and employees shall keep information learned during an investigation of harassment or discrimination confidential to the extent practicable. Nothing in this Policy prevents employees from reporting known or suspected child abuse or neglect as required pursuant to state mandatory reporting laws or reporting any other criminal activity to law enforcement. Nothing in this Policy prohibits the School or School employees from providing records to law enforcement, the department of human services, or a district attorney for the investigation or prosecution of any crime. A complaint that is unsubstantiated is confidential and not subject to disclosure pursuant to the "Colorado Open Records Act", part 2 of article 72 of title 24,

Required Training

Beginning no later than December 31, 2025, the School will provide training to all employees about harassment and discrimination. Each new employee of the School must complete training upon hiring and at least every three years thereafter; except that an employee must complete training when transferring from a position working with elementary school-aged students to a position working with secondary school-aged students, or transferring from a position working with secondary school-aged students to a position working with elementary school-aged

students. The training must be provided during the employee's normal working hours. Training provided on or after August 1, 2025 must be consistent with the best practices developed by CDE, or be the training developed by CDE, as required by state law.

The training must include, at a minimum, instruction on the following:

1. Recognizing harassment or discrimination, including indicators of grooming and child sexual abuse and distinguishing harassment and discrimination from bullying;
2. The appropriate immediate response when harassment or discrimination is reported to or witnessed by an employee;
3. Reporting harassment or discrimination to the School;
and if the employee has direct supervision of students, the instruction must be specific based on whether the employee is supervising elementary school aged students or secondary school aged students and include the following:
4. The School's procedure for responding to allegations of harassment or discrimination, ;
5. The difference between the School's harassment or discrimination policy adopted pursuant to this section; obligations required by federal law in Title IX; section 504 of the federal "Rehabilitation Act of 1973", 29 U.S.C. sec. 701 et seq.; Title VI of the federal "Civil Rights Act of 1964", 42 U.S.C. sec. 2000d et seq.; and Title VII of the federal "Civil Rights Act of 1964", 42 U.S.C. sec. 2000e et seq.; and mandatory reporting requirements in state law;
6. Best practices for avoiding victim-blaming; the effect of trauma on victims of harassment or discrimination; communicating with victims sensitively, compassionately, and in a gender-inclusive and culturally responsive manner; and the impact of harassment or discrimination on students with disabilities; and
7. The types of supportive measures available to students and the provision of effective academic, mental health, and safety accommodations for students who report harassment or discrimination.

Federal Laws

This Policy does not authorize the School or a School employee to violate any federal law, regulation, or guideline, including Title IX; section 504 of the federal "Rehabilitation Act of 1973", 29 U.S.C. sec. 701 et seq.; and Title VI of the federal "Civil Rights Act of 1964", 42 U.S.C. sec. 2000d et seq., in carrying out the duties described in this section. If this section conflicts with Title IX, section 504 of the federal "Rehabilitation Act of 1973", or Title VI of the federal "Civil Rights Act of 1964", the applicable federal law prevails.

If a person files a complaint alleging conduct or communication that is governed by federal law and this section, both the federal law and this section apply and the School shall concurrently evaluate the complaint pursuant to federal law and the procedures and policies required by this Policy.

Additional Resources

National Domestic Violence Hotline: 1-800-799-7233

National Sexual Assault Hotline: 1-800-656-4673

Safe House Denver Hotline: (303) 318-9989

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 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.

SCHEDULE CHANGES

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

TECHNOLOGY INFORMATION

Infinite Campus (IC)

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

Canvas

Canvas is the student's learning management system. The *Canvas* login link may be accessed from the "Quick Links" side of the MA website at www.monumentacademy.net, under *Canvas Student Login*. Students and parents should regularly access their *Canvas* accounts to check on assignments, grades and class information for each course. Password and account questions may be directed to [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, *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, *Parent Info>Handbook and Forms>Technology User Agreement-Students* for the [current agreement](#) .

UNIFORM POLICY (MIDDLE SCHOOL)

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

Apparel Selection

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

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

Vendor: French Toast
www.frenchtoast.com
Code: QS5QVJI

Educational Outfitters
www.educationaloutfitters.com
CO01086

Lands' End
www.landsend.com
900030560

MA East PTO
[PTO Homepage](#)

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

Formal Violation

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

Waiver

If a uniform waiver is necessary due to injury, health, or other reasons, please contact the 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 8th 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 1st period, the teacher may provide a student one opportunity per semester to self-correct a dress code violation.

Formal Violation

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

Waiver

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

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 an 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.

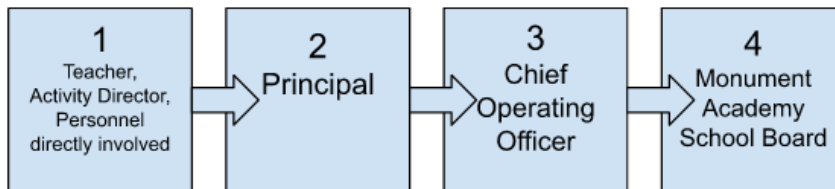
Healthy Communication

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

Collin Vinchattle (Executive Director): cvinchattle@monumentacademy.net

MA Board of Directors: MABoard@monumentacademy.net

Communication Channels

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

Volunteer (Print) Name

Phone Number

Volunteer Signature

Date

APPENDIX B: CLASSROOM VISITATION POLICY



Monument Academy

CLASSROOM VISITATION POLICY Observation of Instructional Program by Parents

Who May Visit: The privilege to observe a 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) _____



2024-2025
Elementary
Student/Parent Handbook

Monument Academy
Grades K through 5th
A Public School of Excellence

1150 Village Ridge Point, Monument, CO 80132
719-481-1950
www.monumentacademy.net



Monument Academy

Welcome!

Dear Students and Parents:

We extend our heartfelt gratitude for choosing Monument Academy as your educational institution. It is truly an honor to have the opportunity to serve you. The remarkable individuals and families that comprise our school contribute to its greatness, and together we can ensure that our mission is fulfilled each and every day.

We consider it a privilege to acquaint you with the policies and procedures of one of the finest schools in Colorado. Monument Academy consistently achieves outstanding academic performance and maintains a safe and nurturing environment for our students.

Enclosed within this handbook, you will find the guidelines that will enable us to collectively uphold the excellence of our school. We kindly request that you thoroughly review the entire handbook and do not hesitate to reach out to our Administration team should you have any questions or concerns. This handbook has been approved through all legal and ethical channels, and we assure you that its contents are viable.

May your experiences here be rewarding and life-changing.

In partnership,

Kurt Walker, Principal

Laura Sadlon, Assistant Principal

Table of Contents

TABLE OF CONTENTS	3
MONUMENT ACADEMY ELEMENTARY STUDENT/PARENT HANDBOOK	5
GOVERNANCE	5
COLORADO DEPARTMENT OF EDUCATION – REQUIREMENT FOUR: NOTICE TO CHILDREN, PARENTS, AND EMPLOYEES	5
FERPA NOTIFICATION:	6
MISSION and VISION:	8
SECTION 1: SCHOOL OPERATIONS	9
SCHOOL HOURS	10
ATTENDANCE POLICY	11
CARLINE AND PARKING INFORMATION	13
DONATIONS, SCHOOL FEES, AND TUITION	15
HEALTH OFFICE	16
SAFETY AND SECURITY	19
SCHOOL DAY	21
SCHOOL SUPPLIES	22
WEATHER-RELATED CONCERNS	23
SECTION 2: ACADEMIC PROGRAM	24
CURRICULUM/ACADEMIC POLICIES	24
ASSESSMENTS/TESTING	28
SECTION 3: SCHOOL RULES	29
RULES AND EXPECTATIONS	29
DISCIPLINE PLAN	29
CORE BELIEFS	32
CLASSROOM POLICIES AND GUIDELINES	47
EXTRA-CURRICULAR ACTIVITIES	48
SCHEDULE CHANGES	48
TECHNOLOGY INFORMATION	49
UNIFORM POLICY	50
SECTION 4: PARENT RESPONSIBILITIES AND COMMUNICATION	52
ACADEMIC HELP	52
CHANGE OF INFORMATION	52

CLASS LISTS	52
PARENT/TEACHER CONFERENCES	53
CUSTODY NOTIFICATION	53
POLICY SUGGESTIONS OR NEW PROGRAM IDEAS	53
PERMANENT SCHOOL RECORDS	53
VISITORS AND VOLUNTEER INFORMATION	54
SECTION 5: FORMS	56
SECTION 6: APPENDICES	57
APPENDIX A: Volunteer Confidentiality Notification and Agreement	58
APPENDIX B: Classroom Visitation Policy	59
PARENT/STUDENT LETTER OF AGREEMENT	61

MONUMENT ACADEMY ELEMENTARY STUDENT/PARENT HANDBOOK

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

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

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

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

GOVERNANCE

Monument Academy was granted its charter from Lewis-Palmer School District #38 (D38) in 1995 and opened its doors in 1996. MA is governed by an independent Board of Directors. Members of the Board are elected by the adult community of Monument Academy and serve a specified term. 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 CHILDREN, PARENTS, AND EMPLOYEES

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

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

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

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

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

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

Parents may restrict the release of directory information or other information as stated above, except to school officials with legitimate educational interests and others, as indicated. To do so, a parent must make the request in writing to the Principal/Executive Director of Monument Academy, 1150 Village Ridge Point, Monument, CO 80132. Once filed, this request becomes a permanent part of the student's record until the parent instructs the school to have the request removed.

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

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

MISSION and VISION:

Monument Academy Mission

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

Monument Academy Vision

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

Security:

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

Character:

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

Connections:

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

Growth:

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

Excellence:

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

SECTION 1: SCHOOL OPERATIONS

OFFICE HOURS

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

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

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

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

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

CONTACT INFORMATION

Attendance Email: attendance-west@monumentacademy.net
Main Office: 719-481-1950 x0

Messages for Students

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

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

SCHOOL HOURS

KINDERGARTEN HOURS

Kindergarten Half Day (KHD)

Monday – Friday

8:05 a.m. – 12:15 p.m.

Kindergarten Full Day (KFD)

Monday – Thursday

8:05 a.m. – 3:15 p.m.

Friday

8:05 a.m. – 12:15 p.m.

ELEMENTARY SCHOOL (ES)

Elementary (Grades 1-5)

Monday – Thursday

8:05 a.m. – 3:15 p.m.

Friday

8:05 a.m. – 12:15 p.m.

CARLINE HOURS

Kindergarten Half Day Carline Hours

KHD carpool drop-off:

Monday - Friday

7:30 a.m. – 8:05 a.m.

KHD carpool pick-up:

Monday - Friday

12:15 p.m. – 12:30 p.m.

Elementary School Carline Hours (including full-day Kindergarten)

Morning carpool drop-off:

Monday - Friday

7:30 a.m. – 8:05 a.m.

Afternoon carpool pick-up:

Monday - Thursday

3:15 p.m. – 3:35 p.m.

Friday

12:15 p.m. – 12:35 p.m.

DELAYED START SCHOOL HOURS

Kindergarten Half Day

Monday – Thursday:

10:05 a.m. – 12:15 p.m.

Friday:

CLOSED

Elementary School (including full-day Kindergarten)

Monday – Thursday:

10:05 a.m. – 3:15 p.m.

Friday:

CLOSED

ATTENDANCE POLICY

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

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

- A student who is temporarily ill or injured. Parents should notify the school at attendance-west@monumentacademy.net or call 719-481-1950, ext. 0.
- A student whose absence is approved by the administration on a pre-arranged basis. To pre-arrange an absence, email attendance-west@monumentacademy.net.
- A student who is absent for an extended period due to physical, mental, or emotional disability.
- A student who is attending any school sponsored activity of an educational nature with advance approval by the administration.
- Absences due to being in the custody of the court or law enforcement authorities.

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

REPORTING AN ABSENCE

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

- calling the attendance line at 719-481-1950 ext. 0,
- via email at attendance-west@monumentacademy.net or,
- completing the student absence form on the school website or Parent Square.

Please call the office before the start of school to report absences. Extended, pre-arranged absences of four or more days must be cleared through the Elementary Principal/Assistant Principal prior to the absence.

EARLY DISMISSAL

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

If your child is to be dismissed for any reason during school hours, a written note is requested. The student is to come to the school office at the designated time and wait for the parent to sign them out. Parents are required to come in and sign out their students.

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

PREARRANGED ABSENCE

When a parent anticipates a student being absent four or more days, the absence must be approved by the Principal or Assistant Principal a minimum of five school days in advance for it to be considered an excused absence. If the absence is not approved by the Principal or Assistant Principal five school days in advance, it will be considered unexcused, and the absent days will be coded as unexcused in Infinite Campus. Homework may be given prior to a pre-arranged absence or during an illness at the discretion of the Principal(s) and teacher(s). A written plan for completing assignments missed during an approved, pre-arranged absence will be established prior to the absence.

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

NUMBER OF ABSENCES

When a student has 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 ten (10) 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 on the student's record. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four in a month or ten during the school year, as directed by CO state law (*C.R.S. 22-33-104*). Schoolwork missed due to an unexcused absence will fall under the late work policy.

TRUANCY

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

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

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

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

WITHDRAWAL/APPEAL PROCESS

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

TARDY POLICY

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

Elementary – Students are expected to be in their seats promptly at 8:05 a.m. each morning. Students walking into the school office after 8:05 a.m. will be issued a tardy slip. If a student arrives after 8:10 a.m. for drop off, the parent must park and escort them into the front office. If a student is not signed in by their parent, the tardy will be considered unexcused.

“Orange Flag” Mornings

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

CARLINE AND PARKING INFORMATION

GENERAL GUIDELINES

- Be kind to one another.
- **Cell phones** must **not** be used during carline.
- Speed limit is 10 M.P.H.
- Do not exit your vehicle at any time during carline (MA staff will assist students).
- Students are not to be dropped off/picked up at the upper parking lot or dirt lot.
- Please refrain from conferencing with MA staff during carline.
- Always use the crosswalks.
- Please do not allow your younger children out of your cars to play on the rocks while waiting for the afternoon dismissal.
- **NO CURBSIDE PARKING DURING CARLINE DROP OFF OR PICK UP during the following times:**
7:30 a.m. – 8:15 a.m. **AND** 2:30 p.m. – 3:45 p.m.

DROP OFF GUIDELINES

Drop Off Times

7:30 a.m. Elementary doors open for students to wait in the gym.

7:40 a.m. Elementary students are released to classrooms.

Carline Drop Off

- DO NOT drop off prior to 7:30 a.m. as there is no supervision. Doors open for students and supervision begins at 7:30 a.m.
- **Sidewalk drop off:** Students must exit their vehicles between the flagpole and the modular buildings. Cars are to pull as far forward as possible before students exit.

Parking for Drop Off

Available parking:

- Visitor spaces are designated near the crosswalk. (**Note:** if you are parked in the spaces nearest the crosswalk and attempting to leave during carline time, you may be significantly delayed).
- Parking is also available in the dirt parking lot West of Premier Vision and in the upper lot.

PICK-UP GUIDELINES

Pick-up times

Kindergarten Half Day:

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

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

Kindergarten Full-Day:

Monday - Thursday 3:15 p.m. - 3:35 p.m.

Friday 12:15 p.m. - 12:35 p.m.

- Do not arrive prior to 3:00 p.m./12:00 p.m.
- Pick up elementary students **no later than 3:35/12:35 p.m.**
- Students left after 3:35/12:35 will be escorted inside where the front office will attempt to contact a parent/guardian.

Elementary School

Monday - Thursday 3:15 p.m. - 3:35 p.m.

Friday 12:15 p.m. - 12:35 p.m.

- Do not arrive prior to 3:00/12:00 p.m.
- Pick up elementary students **no later than 3:35/12:35 p.m.**
- Students left after 3:35/12:35 p.m. will be escorted inside where the front office will attempt to contact a parent/guardian.

Early Release Student Pick-up

Late Student Pick-up

Carpool is from 3:15 p.m. – 3:35 p.m. and all parents are expected to pick up their children during this time. The office will attempt to contact parents of elementary students if left after 3:35 p.m. (12:35 p.m. on Fridays). There is no supervision for students after 3:35/12:35 p.m.; therefore, **it is imperative that parents pick up students on time.** Students who are unattended after hours present a safety and neglect issue which may be referred to the Monument Police Department and Department of Human Services.

Walker Passes

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

Carline Pick-up

- **No** electronic devices may be used by parents and/or students during carline pick-up.
- Display your carline number for all staff to see.
- Please do not motion or call your child to come to your car.
- All children are instructed to stay on the curb and to watch for their car.
- Staff will direct the children to their car or escort the student to the car if necessary
- During inclement weather,
 - A neon flag will be placed on the Preschool fence to indicate pick up may be limited, delayed, or temporarily closed.

Parking to pick-up

Available parking:

- Visitor spaces are designated near the crosswalk. (**Note:** if you are parked in the spaces nearest the crosswalk and attempting to leave during carline, you may be significantly delayed).
- Dirt parking lot West of Premier Vision.
- Upper parking lot.

Students in After-School Care Programs

Students who participate in after-school care programs and are picked up by those programs, will be early released at 3:10 p.m.. This allows for a secure connection with the provider and safe exit off the property.

DONATIONS and SCHOOL FEES

FEES

Instructional Fees

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

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

Monument Academy Mandatory Student Fees*

Kindergarten (Full and Half Day) - 5th Grades \$175*

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

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

Failure to pay mandatory fees may result in the student's inability to participate in all extra-curricular activities until the student's fees are paid in full or installment payment arrangements are made with the Business Office.

Lost or Damaged Books or School Property Fees

Students will be charged a fee for lost or damaged books or school property, as well as lost or damaged Library books.

COLLECTIONS

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

DONATIONS

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

HEALTH OFFICE

Monument Academy employs a school nurse to staff the health office at the West campus. The health office is open during school hours. To reach our nurse, please call: (719) 481-1950 x 1210.

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

- promote good health habits among students.
- uphold a sanitary and healthy environment.
- assist in detecting and recommending correction for medical, psychological, and physical handicaps.
- ensure students' health needs are addressed during the school day.
- manage communicable disease outbreaks.
- direct the immunization program.
- develop and implement health care 504 plans.
- serve as liaison among teachers, administrators, parents, and community health care providers.
- provide for the care of acute health needs, including emergencies.

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

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

ALLERGIES

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

COMMUNICABLE DISEASE

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

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

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

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

MA staff and student safety remains our priority.

1. Stay home if you are sick
2. We have requested that all teachers please communicate and show understanding towards students who are absent due to illness. We will be tracking absences closely.
3. Keep an eye out for those experiencing symptoms: fever, coughing, shortness of breath, flu-like symptoms. Encourage those with symptoms (students or staff) to stay home.

4. If you or your child gets sick, it is **imperative** that you stay home until you/they have been **fever free for 24 hours without assistance of a fever reducing medication.**

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

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

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

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

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

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

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

Injury

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

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

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

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

IMMUNIZATIONS

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

personal or religious reasons must have a signed exemption form in their file. This exemption form must be signed each school year, per the state requirement.

MEDICATION

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

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

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

SOILED CLOTHING OR TOILETING ACCIDENTS

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

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

VISION AND HEARING SCREENING

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

SAFETY AND SECURITY

ASBESTOS

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

CHILD ABUSE

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

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

Any Monument Academy employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect is required by law to file a report.

CRISIS AND EMERGENCY RESPONSE PLAN

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

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

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

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

FIRE AND SAFETY DRILLS

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

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

SEARCHES

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

SECURITY PROCEDURES

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

SCHOOL DAY

SCHEDULE

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

LUNCH

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

<i>Full-Day Kindergarten Lunch:</i>	<i>10:20 a.m. - 10:45 a.m.</i>
<i>First Grade Lunch:</i>	<i>10:50 a.m. - 11:15 a.m.</i>
<i>Second Grade Lunch:</i>	<i>11:20 a.m. - 11:45 a.m.</i>
<i>Third Grade Lunch:</i>	<i>12:00 p.m. - 12:25 p.m.</i>
<i>Fourth Grade Lunch:</i>	<i>12:30 p.m. - 12:55 p.m.</i>
<i>Fifth Grade Lunch:</i>	<i>1:00 p.m. - 1:25 p.m.</i>

Delayed-Start Lunch Schedule: Same as above

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

Hot Lunch Program

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

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

Hot Lunch Prices

- See D38 website for lunch program

Negative Lunch Account Balances

Parents are responsible for monitoring lunch account balances in their IC Parent Portal. Low balance phone calls are made by D38 staff, not Monument Academy. Any student with a balance below \$5, including negative balances, will receive reminder phone calls on Wednesdays and Sundays.

Free/Reduced Lunch Program

Students may qualify for free or reduced rate lunches. See the MA or D38 websites for information and applications.

Snacks

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

RECESS AND PLAYGROUND RULES

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

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

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

Communication of altered recess conditions will come from the school office to teachers and assistants.

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

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

Student Playground Rules

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

SCHOOL SUPPLIES

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

WEATHER RELATED CONCERNS

SCHOOL CLOSURES AND DELAYS

Lewis Palmer District 38 may close unexpectedly or cancel classes for the entire day due to severe weather, power failure, heating/cooling problems, and/or other reasons. School closings due to weather will follow D38 closures.

There are a total of 7 days built in the school year to accommodate closures. If weather requires additional days away from the building, MA may 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. In the event that the allocated 7 days are not utilized, the administration reserves the right to return the unused days at the conclusion of the school year.

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

DELAYED START

There may be a possibility of a delayed start for District 38 schools in the event of inclement weather. Go to the District 38 website, the school website or Parent Square for the most up-to-date information. Delayed start information will also be reported to local TV and radio stations. There may be a time lag between when the district reports a delay and when news stations receive the information.

If D38 calls for a delayed start on a Friday, Monument Academy will be closed and an announcement will be made.

AFTER SCHOOL ACTIVITIES AND WEATHER DELAYS

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

SECTION 2: ACADEMIC PROGRAM

CLASSICAL EDUCATION

At Monument Academy, we are committed to implementing The Classical Instructional Philosophy across all grade levels. This well-established teaching method has demonstrated its success in numerous schools throughout Colorado and the United States. We firmly believe that as students progress from kindergarten to twelfth grade, teaching methodologies should evolve in alignment with their developmental stages.

The following overview of the Classical Instructional Philosophy, including its components of Grammar, Logic, and Rhetoric, has been adapted from the esteemed Ambrose School:

1. Grammar (Grades K-5): In the early years, students focus on building a strong foundation of knowledge across various subjects. They engage in memorization, vocabulary acquisition, and the exploration of fundamental concepts. This phase lays the groundwork for future learning.
2. Logic (Grades 6-8): As students mature, they develop critical thinking and reasoning skills. They are encouraged to analyze and evaluate information, make connections between ideas, and engage in logical argumentation. This phase cultivates their ability to think independently and express their thoughts coherently.
3. Rhetoric (Grades 9-12): In the final stage of classical education, students refine their communication skills, both in written and oral forms. They learn to express themselves eloquently, persuasively, and convincingly. This phase empowers students to become effective communicators and leaders in their chosen fields.

By implementing The Classical Instructional Philosophy, we aim to provide our students with a well-rounded education that nurtures their intellectual growth, cultivates their critical thinking abilities, and equips them with the necessary skills for effective communication. We are confident that this approach will prepare our students to excel academically and thrive as virtuous and knowledgeable individuals in their future pursuits.

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.

CURRICULUM/ACADEMIC POLICIES

CORE KNOWLEDGE

Our curriculum is built upon *The Core Knowledge Sequence*, a thoughtfully designed framework that imparts a comprehensive body of organized knowledge. Our aim is to nurture the growth of well-rounded individuals who not only possess a wealth of knowledge but also embody virtues that enable them to thrive in all aspects of their lives. By equipping our students with the necessary abilities, we empower them to flourish and succeed in their future endeavors.

The Core Knowledge Sequence is a body of organized content that defines what students should know in each grade, K-5, in Language Arts, History & Geography, Math, Science, Visual Arts, and Music. The idea behind Core Knowledge is simple and powerful: knowledge builds on knowledge. The more you know, the more you can learn. This insight, well established by cognitive science, has profound implications for teaching and learning. Nearly all of our most important goals for education—greater reading comprehension, the ability to think critically and solve problems, even

higher test scores—are functions of the depth and breadth of our knowledge. Core Knowledge sequence is available on our website at:

<https://www.monumentacademy.net/about-us/core-knowledge-map/>

PHONICS

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

ELEMENTARY MATH

In grades K-5, we have adopted the highly acclaimed Saxon Math curriculum to enhance our students' mathematical proficiency.

Saxon Math is a comprehensive and research-based program known for its structured and incremental approach to learning mathematics. It provides a solid foundation in mathematical concepts and skills, ensuring a seamless progression from one grade level to the next. With Saxon Math, students engage in hands-on activities, problem-solving exercises, and frequent practice to reinforce their understanding and mastery of mathematical concepts.

CURSIVE FIRST

Philosophy of Penmanship

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

By starting with cursive writing rather than manuscript printing, we help children develop good writing habits from the very beginning. This does not mean that habits acquired from manuscript printing need to be unlearned.

“Do not teach anything that has to be unlearned, and do not let a child develop a bad habit. Instruct the child to do it right from the beginning.” Samuel Blumenfeld, *The Blumenfeld Education Letter*, September 1994.

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

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

CHARACTER

Character First is an esteemed character education program that serves as the foundation for fostering positive character traits in our students. Through this program, we emphasize the importance of integrity, responsibility, respect, perseverance, and other essential values that contribute to the development of well-rounded individuals.

In conjunction with the Character First program, we also implement the Capturing Kids Hearts approach. This approach focuses on building meaningful connections and relationships between students, teachers, and staff members. By creating a nurturing and inclusive environment, we strive to ensure that each child feels valued, supported, and empowered to thrive academically and socially.

SPECIALS CLASSES

We are dedicated to providing every student with a well-rounded and enriched educational experience. We believe that a comprehensive education goes beyond the core subjects, and therefore, all K-5 students have the opportunity to engage in a diverse curriculum that includes Spanish, Music, Art, and Physical Education instruction. These subjects are incorporated into their weekly schedules, allowing them to explore and develop skills in different areas.

HOMEWORK, GRADING AND REPORT CARDS

Homework Policy

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

Late Assignments

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

Teachers at Monument Academy have the discretion to adopt and enforce late policies for assignments in their classroom. Communication regarding the policy specific to each grade level will be relayed directly through your child's teacher.

Progress Reports

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

Report Cards

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

There are four separate grading periods for elementary students. At the end of the first quarter, there will be a mandatory parent-teacher conference for elementary school parents. Monument

Academy encourages both parents to attend these conferences. At the end of the third quarter, conferences will be scheduled by parent request.

CHEATING/ACADEMIC DISHONESTY

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

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

PROMOTION

Monument Academy’s Retention Policy may be found on the website at <https://www.monumentacademy.net/wp-content/uploads/2024/03/IKE-MA-Promotion-Retention-and-Acceleration-Draft-3-1-24.docx.pdf> .

FIELD TRIPS

Field trips are an important component of the Monument Academy curriculum. Curriculum-related field trips are considered an extension of classroom lessons. While being enjoyable, as well as a tremendous learning experience for students, field trips take a lot of time to organize. Parent cooperation is expected and appreciated when returning permission forms and payment by the specified deadlines. Classroom teachers will notify parents in advance of any costs associated with the field trip. All students must have approval from their parents to participate on field trips. Classroom field trip fees will be waived for students who qualify for free or reduced lunch.

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

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

Non-Participation

If the student has not submitted a signed permission slip to the teacher by the specified deadline, they will not be permitted to participate in the field trip. The student will be placed in an alternative classroom with suitable assignments.

Chaperones

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

Dress code on field trips

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

BACK-TO-SCHOOL NIGHT

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

ASSESSMENTS/TESTING

NWEA

Monument Academy schedules Northwest Evaluation Association (NWEA) testing three times per year for all students in grades K-5. NWEA testing evaluates a student’s growth within the school year. These computer-based, multiple choice assessments include math, reading and language usage, and science. To find out more about NWEA testing, please contact the school, your child’s teacher, or visit the website at www.nwea.org. Student results will be available for review after testing.

CMAS

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

COGAT

The *CogAt*, or *Cognitive Abilities Test*, is given each year in the spring to 2nd graders.

Accommodations

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

Refusal to Test

Parents may refuse standardized testing for their child for state-mandated tests. Specific paperwork documenting a parent’s reason for testing refusal must be submitted to the testing administrator. Please see “Section 5: Forms” for further information. Monument Academy *Policy #1525* outlines the procedures.

SECTION 3: SCHOOL RULES

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

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

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

Monument Academy Elementary School Rules

Kindergarten - 2nd Grade

1. Be Respectful (Be in Control of Your Body)
2. Be Responsible (Follow Directions and Honor the Social Contract)
3. Be Kind (Speak with Kindness and Make Kind Choices)

3rd Grade - 5th Grade

1. Be a Person of Integrity
2. Be Respectful and Responsible
3. Be Safe
4. Be a Role Model with your Words, Actions, and Choices

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

DISCIPLINE PLAN

In Kindergarten through 2nd Grade, consequences are not assigned until the Discipline Ladder has been addressed. To address misbehavior, we utilize the Social Contract and engage in the 4 Essential Questions (Teacher to Individual).

- **Warning:**
 - In the event of a behavioral issue, a warning will be given to the student as an initial intervention.
- **Four Questions:**
 - If a student continues misbehaving after receiving a warning, the teacher will ask the four Capturing Kids Hearts essential questions as a follow-up.
- **Logical Consequence:**
 - A logical consequence will be used if the behavior continues. A logical consequence is a reasonable and logical response to the behavior, often involving a cause and effect relationship. It is related to the situation at hand, proportional to the

misbehavior, and allows the student to experience the natural or logical outcome of their action.

- **Behavior Reflection Sheet:**
 - If necessary, a behavior reflection sheet will be completed in the classroom or in another teacher's classroom. It is important to note that the reflection sheet should not be completed during recess. The teacher should find an appropriate time to step aside with the student and engage in a conversation, discussing the behavior and processing the worksheet together. This process aims to build relational capacity.
- **Call Home:**
 - The teacher and student will call home to inform the parents or guardians about the student's actions. This consequence serves as a means of communication and collaboration between the school and the student's family.
- **Behave-Out Form:**
 - If the behavior persists on the same day, the student and teacher will fill out a Behave-Out form, and the student will be sent to the office to await a conference with an administrator. An administrator will notify parents/guardians of the outcome of the Behave-Out form and request that they sign the form and return it to school the next day.
- **Behavior Contract and In-School Suspension:**
 - If a student consistently demonstrates disruptive behavior, a Behavior Contract or In-School Suspension may be implemented. It is important to comply with state laws, which restrict the use of Out-Of-School Suspensions for students below 3rd grade to extreme safety circumstances when all other available approaches have been exhausted and proven ineffective in managing the inappropriate behavior.

In 3rd Grade through 5th Grade, consequences are not assigned until the Discipline Ladder has been addressed. To address misbehavior, we utilize the Social Contract and engage in the 4 Essential Questions (Teacher to Individual).

- **Warning:**
 - In the event of a behavioral issue, a warning will be given to the student as an initial intervention.
- **Four Questions:**
 - If a student continues misbehaving after receiving a warning, the teacher will ask the four Capturing Kids Hearts essential questions as a follow-up.
- **Logical Consequence:**
 - A logical consequence will be used if the behavior continues. A logical consequence is a reasonable and logical response to the behavior, often involving a cause and effect relationship. It is related to the situation at hand, proportional to the misbehavior, and allows the student to experience the natural or logical outcome of their action.

- **Behavior Reflection Sheet:**
 - If necessary, a behavior reflection sheet will be completed in the classroom or in another teacher's classroom. It is important to note that the reflection sheet should not be completed during recess. The teacher should find an appropriate time to step aside with the student and engage in a conversation, discussing the behavior and processing the worksheet together. This process aims to build relational capacity.
- **Call Home:**
 - The teacher and student will call home to inform the parents or guardians about the student's actions. This consequence serves as a means of communication and collaboration between the school and the student's family.
- **Behave-Out Form:**
 - If the behavior persists on the same day, the student and teacher will fill out a Behave-Out form, and the student will be sent to the office to await a conference with an administrator. An administrator will notify parents/guardians of the outcome of the Behave-Out form and request that they sign the form and return it to school the next day.
- **Detention for Habitual Behaviors:**
 - If a student receives three Behave Out forms within a single quarter, they will be required to attend after-school detention with an administrator. The detention will be reflective in nature, focusing on behavior processing. The student will engage in discussions and reflection sessions with an MA Administrator or Leader to facilitate understanding and growth.
- **Behavior Contract, In-School Suspension, and Out-of-School Suspension:**
 - In the event of further behavioral issues, an administrative decision will be made, and appropriate actions will be taken. This may involve implementing a Behavior Contract, or utilizing In-School or Out-of-School Suspensions for students displaying habitual behavior. In certain cases, students may also be required to adhere to a safety plan.

Other Important Reminders:

In most behavioral situations, unless it is an extreme case, administrators will empower teachers to handle the behavior through effective classroom management strategies. Administrators will typically refrain from getting directly involved until certain steps have been taken by the teacher:

1. Private meeting with the student: The teacher will meet privately with the student to discuss the behavior, its impact, and provide guidance on appropriate actions.
2. Parental communication: The teacher will call the parents to inform them about the incident, allowing for open communication and collaboration.
3. Completion of Behave-Out form: The teacher will document the misbehavior by completing a Behave-Out form together with the student, detailing the incident.

Once these steps have been taken, administrators will become involved. This approach empowers teachers to manage behavioral issues effectively while involving administrators at appropriate stages, ensuring a coordinated and supportive response to student behavior.

Incidents that require an automatic Behave-Out form include:

- Malicious (Frequent or Intense) Physical Contact
- Fighting
- Assault
- Chronic Bullying or Harassment
- Sexual Acts
- Any Incident Involving a Weapon
- Reckless Endangerment (Conduct that involves a grave risk of death or severe injury).

Behave Out Form Protocol for ALL grade levels -

1. Teachers must be diligent about completing the Behave Out Form with the student before sending the student to the office.
2. A principal will conference with the student.
3. A principal will contact parents notifying them of the incident and outcomes.
4. The Behave Out Form is to be returned to school with a parent's signature and given to the office to keep on file.

CORE BELIEFS

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

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

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

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

Monument Academy Staff Core Beliefs:

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

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

SUSPENSION/EXPULSION

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

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

The School principal, or an administrator designated in writing by the principal, is delegated the authority to suspend a student for not more than five school days on the following grounds:

1. Continued willful disobedience or open and persistent defiance of proper authority;
2. Willful destruction or defacing of school property;
3. Behavior on or off school property that is detrimental to the welfare or safety of other pupils or of school personnel, including behavior that creates a threat of physical harm to the child or to other children.
4. Repeated interference with a school's ability to provide educational opportunities to other students.

Or not more than ten school days on the following grounds:

1. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event: Possession of a dangerous weapon without the authorization of the school or the school district; The use, possession, or sale of a drug or controlled substance as defined in section 18-18-102(5), C.R.S.; or The commission of an act that, if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.

a. A “dangerous weapon” is defined as a firearm, as defined in section 18-1-901(3)(h), C.R.S.; Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; A fixed-blade knife with a blade that exceeds three inches in length; A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length; or Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.

2. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.

3. Declaration as a habitually disruptive student, when and if expulsion is being pursued.

4. Making an intentionally false accusation of criminal activity against an employee of an educational entity to law enforcement authorities, school district officials or personnel, or both.

A student may be suspended on any of the grounds stated above, or in C.R.S. 22-33-106, for not more than another ten school days. The School’s principal may extend a suspension to an additional ten school days if necessary in order to present the matter to the next meeting of the board of directors, but the total period of any suspension must not exceed twenty-five school days.

As an alternative to suspension, the School may consider allowing the student to remain in school by having the student’s parent agree, with the consent of the student’s teachers, to attend class with the student for a period of time specified by the School. If the parent fails to attend class with the student, the student will be suspended in accordance with this policy.

A student suspended for a period of ten days or less will receive an opportunity to be heard (i.e. tell his/her side of the story) to the principal or the principal’s designee prior to the student’s removal from school, unless an emergency requires immediate removal from school, in which case the opportunity to be heard will follow as soon after the student’s removal as practicable. Any student suspended for more than ten days will be given the opportunity to request a review of the suspension by the principal, unless an expulsion recommendation is pending, in which case the student will have an opportunity to be heard at a formal expulsion hearing.

Parent Contact for Suspension

If a student is suspended the School will immediately notify the parent of the student that the student has been suspended and of the grounds for the suspension, the period of the suspension, and the time and place for the parent to meet with the School to review the suspension.

Effect of a Suspension

Upon suspension, the student will be required to leave the school building and the school grounds immediately, following a determination by the parent and the school of the best way to transfer custody of the student to the parent or an authorized designee of the parent. The student will not be readmitted until a meeting between the parent and the School has taken place or until, at the discretion of the School, the parent has substantially agreed to review the suspension with the School. If the School cannot contact the parent or the parent repeatedly fails to appear for scheduled meetings, the School may readmit the student. The readmission meeting between the School and the parent will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent future disciplinary action.

The School will make every reasonable effort to meet with the parent, guardian, or legal custodian of the student during the period of suspension; and will not extend a period of suspension because of the failure of the School to meet with the parent during the period of suspension.

Make Up Work for Suspended Students

To provide an opportunity for the student to reintegrate into the educational program of the School and to help prevent students from dropping out of school because of an inability to reintegrate into the educational program following the period of suspension, the School will provide an opportunity for a student to make up school work during the period of suspension for full or partial academic credit, as determined by the School, to the extent possible.

Behavior Contract/In School Suspension

If a student consistently demonstrates disruptive behavior, a Behavior Contract or In-School Suspension may be implemented to the extent permitted by state law.

Habitually Disruptive Students

A “habitually disruptive student” means a student who has caused a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event three or more times during the course of a school year. The student and the parent must be notified in writing for each disruption counted toward declaring the student as habitually disruptive, and the student and parent must be notified in writing and by telephone or other means at the home or the place of employment of the parent of the definition of “habitually disruptive student”.

Expulsion

A student may be expelled from the School on any of the grounds stated in state law, which include:

1. Continued willful disobedience or open and persistent defiance of proper authority;
2. Willful destruction or defacing of school property;

3. Behavior on or off school property that is detrimental to the welfare or safety of other students or of school personnel, including behavior that creates a threat of physical harm to the child or to other children.

4. Repeated interference with a school's ability to provide educational opportunities to other students.

5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event: Possession of a dangerous weapon without the authorization of the school or the school district; The use, possession, or sale of a drug or controlled substance as defined in section 18-18-102(5), C.R.S.; or The commission of an act that, if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.

a. A "dangerous weapon" is defined as a firearm, as defined in section 18-1-901(3)(h), C.R.S.; Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; A fixed-blade knife with a blade that exceeds three inches in length; A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length; or Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.

6. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.

7. Declaration as a habitually disruptive student.

8. Making an intentionally false accusation of criminal activity against an employee of an educational entity to law enforcement authorities, school district officials or personnel, or both.

A student who is denied admission pursuant to C.R.S. 22-33-105 and 106 will be afforded the same rights and process, to the extent required by law, as students expelled under this policy.

Notice of Expulsion

If the School administration, after notifying and consulting with the District administrator responsible for student discipline, decides to proceed with a recommendation for expulsion, the student's parent/guardian will be provided notice of the recommended action, including the grounds for expulsion and details of any allegations, and a request for a hearing. The notice will inform the student or the student's parent/guardian of the student's due process rights and information about the hearing.

Prior to the Expulsion Hearing

The School will prepare any necessary evidence to prove that the student committed the infractions that form the grounds for expulsion, and will provide all records that the School intends to use as supporting evidence for expulsion to the student or the student's parent at least two business days in which school is in session prior to the expulsion hearing. Upon discovery of a record not previously provided, the School must immediately provide the record to the student or the student's parent.

Expulsion Hearing

The hearing will be conducted by a hearing officer. The hearing officer can either be the Executive Director of the School or an individual designated by the Executive Director. The hearing officer must not have a conflict of interest and must be impartial. The hearing officer cannot have been involved in the investigation of the alleged misconduct. The School must ensure that any person acting as a hearing officer receives training on how to serve impartially, including avoiding prejudgment of the facts at issue and conflicts of interest. Beginning January 1, 2025, a hearing officer must have completed an initial 5- hour training and annual training in the topics required by CDE and CRS 22-33-106.

At the hearing the School has the burden of proving by a preponderance of the evidence (meaning it is "more likely than not") that the student did what is alleged and violated section 22-33-106 and the School's code of conduct. The hearing officer will determine how the hearing will proceed and how evidence will be introduced, but at a minimum the student and/or student's parent must have the opportunity to present evidence, challenge any evidence of the School, call/question witnesses, and otherwise be afforded a reasonable opportunity to be heard and defend the student against the allegations.

If the proposed time and date for the hearing do not work for the student and/or the student's parent or guardian, the School will attempt, within reason, to reschedule the hearing. If a student and/or student's parent or guardian fail to participate in the expulsion hearing then they forfeit their right to appeal or further participate in the process.

Expulsion Fact Finding and Recommendation Report

If the Executive Director acts as a hearing officer to conduct the expulsion hearing then the Executive Director shall create a report with findings of fact and recommendations, including specific findings regarding consideration of : (a) The age of the student; (b) The disciplinary history of the student; (c) Whether the student has a disability; (d) The seriousness of the violation committed by the student; (e) Whether the violation committed by the student threatened the safety of any student or staff member; and (f) Whether a lesser intervention would properly address the violation committed by the student.

If a designee acting as a hearing officer conducts the expulsion hearing, the designee shall, within 2 business days, forward findings of fact and recommendations to the Executive Director at the conclusion of the expulsion hearing, including specific findings regarding the factors (a) through (f) set forth above.

Executive Director's Expulsion Decision

Upon review of the fact-finding and recommendations report, the Executive Director shall, within 5 business days after the hearing, render a written opinion that imposes or refrains from imposing expulsion as a disciplinary sanction and the duration of any expulsion, not to exceed one year. In making a decision, the Executive Director will consider whether alternative remedies are

appropriate and whether excluding the student from school is necessary to preserve the learning environment, and the student must not be expelled unless this is considered. The Executive Director shall provide the written opinion to the student or the student's parent. The Executive Director shall report on each case acted upon at the next meeting of the board of directors, in executive session, briefly describing the circumstances and the reasons for the Executive Director's decision.

Expulsion Appeal

A student who is expelled as a result of this process has ten business days after the decision of the Executive Director is rendered to appeal the decision to the School's board of directors. The appeal before the board of directors must, at a minimum, consist of a review of the facts presented and determined at the hearing, arguments relating to the decision, and questions of clarification from the board of directors. The School's board of directors must act upon the appeal and notify the family and the District of its decision in writing within five days following its receipt of the appeal. If the board of directors upholds the determination of the Executive Director to expel a student, the student is entitled to a review of the decision in court, pursuant to state law.

Alternative Education for Expelled Students

When a student is expelled, The School will provide any required educational services required by federal law for students with disabilities, and appropriate alternative educational services required by C.R.S. 22-33-203. Student's parent is responsible for seeing that the student complies with continuing to receive an education during the period of expulsion.

Options for Students Charged with Certain Crimes

If a petition is filed in juvenile court that alleges that a student who is at least twelve years of age but under eighteen years of age has committed an offense that would constitute unlawful sexual behavior, as defined in C.R.S. 16-22-102(9), or a crime of violence, as defined in CRS 18-1.3-406, if committed by an adult or whenever charges filed in district court allege that a student has committed such an offense, basic identification information concerning the student should be provided to the School. Upon receipt of such information, the board of directors (in executive session) or its designee shall determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or of school personnel in the School and whether educating the student in the School may disrupt the learning environment in the School, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel. If a determination is made that the student should not be educated in the school, the School may proceed with suspension or expulsion in accordance with this policy.

Alternatively, the board of directors or its designee may determine that it will wait until the conclusion of the juvenile criminal proceedings to consider the expulsion matter, in which case it shall be the responsibility of the School to provide the student with an appropriate alternate education program, including but not limited to an online program or online school, or a home-based education program during the period pending the resolution of the juvenile criminal proceedings.

A student who is being educated in an alternate education program or a home-based education program will not be allowed to return to the School until there has been a disposition of the charge. If the student pleads guilty, is found guilty, or is adjudicated a delinquent juvenile, the School may proceed to expel the student. The time that a student spends in an alternate education program will not be considered a period of expulsion.

Out of School Suspension Grades K-3

Any out of school discipline of students in grades Kindergarten through 2nd grade will be in compliance with C.R.S. 22-33-106.1, including its prohibition on out-of-school suspension or expulsion of a student enrolled in preschool, kindergarten, first grade, or second grade unless:

1. The School determines that the student has engaged in conduct on school grounds, in a school vehicle, or at a school activity or sanctioned event that: Involves the possession of a dangerous weapon without the authorization of the public school or enrolling entity, if different; involves the use, possession, or sale of a drug or controlled substance, as defined in C.R.S. 18-18-102(5); or; Endangers the health or safety of others.
2. The School determines that failure to remove the student from the school building would create a safety threat that cannot otherwise be addressed; and
3. The School, on a case-by-case basis, considers each of the factors set forth in C.R.S. 22-33-106(1.2) before suspending or expelling the student. The School must document any alternative behavioral and disciplinary interventions that it employs before suspending or expelling the student.

The out-of-school suspension of a K-2 student shall not exceed three school days unless the Principal determines that a longer period of suspension is necessary to resolve the safety threat or recommends that the student be expelled.

Students with Disabilities

If the student facing potential suspension or expulsion is a student with disabilities, then the School will follow applicable laws with regards to the suspension or expulsion. Before the student with disabilities is suspended for 10 or more days (singularly or cumulatively during the school year if for the same conduct) or expelled, the School will conduct a manifestation determination review to determine if the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or if the conduct in question was the direct result of the School's failure to implement the IEP; or the relevant standard under Section 504.

Student Statements

Except as provided in this policy a School employee will not use in an expulsion hearing a student's statement concerning an act alleged to have been committed by the student regarding:

1. Possession of a dangerous weapon without the authorization of the school or the school district; The use, possession, or sale of a drug or controlled substance as defined in section 18-18-102(5), C.R.S.; or The commission of an act that, if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.
 - a. A "dangerous weapon" is defined as a firearm, as defined in section 18-1-901(3)(h), C.R.S.; Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; A fixed-blade knife with a blade that exceeds three inches in length; A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length; or Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.

A statement may be used in the expulsion hearing only if it is signed by the student and a parent present when the student signs the statement or admission; or if a reasonable attempt was made to contact the parent to have the parent present when the student signed the statement. The school will be deemed to have made a reasonable attempt to contact the parent if the school calls each of the phone numbers the parent provides to the school and all phone numbers the student provides to the school for the parent.

Further, the student and his or her parent may expressly waive the requirement that the parent be present when a student signs a statement or admission. This express waiver must be in writing and must be obtained only after full advisement of the student and his or her parent of the student's rights prior to the signing of the statement or admission by the student.

The requirements of this policy do not apply if the student makes any deliberate misrepresentations affecting the applicability or requirements of this policy and a school official, acting in good faith and in reasonable reliance on such deliberate misrepresentation, obtains a signed statement or admission of the student that does not comply with the requirements of this policy.

Nothing in this policy will prevent or interfere with a fact-finding or information-gathering investigation by a school or school employee.

Student Harassment and Discrimination Policy

In an effort to fulfill the School's role to provide a safe learning environment for students by responding to reports of harassment or discrimination, preventing recurrence of harassment or discrimination, and remedying effects of the harassment or discrimination; and in compliance with C.R.S. 22-1-143, Monument Academy adopts the following Policy.

Definitions

For purposes of this student harassment policy only, the following definitions apply:

"Advisor" means a person selected by a party, of the party's own choosing, to provide support and advocacy during the process, including, but not limited to, a parent, legal guardian, or attorney.

"Contractor" means a person who has direct contact with or supervision over students pursuant to a contract with the School.

"Complainant" means a person who is subject to, and files a report of, alleged misconduct or discrimination pursuant to this policy.

"Employee" means any employee of the School, including teachers, teacher aides, bus drivers, cafeteria workers, custodial staff, athletic staff, administrative and clerical staff, school medical staff and security staff, and contractors.

"Harassment or discrimination" means to engage in, or the act of engaging in, any unwelcome physical or verbal conduct or any written, pictorial, or visual communication by a student or employee that is directed at a student or group of students because of that student's or group's membership in, or perceived membership in, a protected class based on disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, family composition, religion, age, national origin, or ancestry, which conduct or communication is objectively offensive to a

reasonable individual who is a member of the same protected class. The knowing or intentional use of a name other than a student's chosen name, meaning the name a student requests to be known as to reflect the student's gender identity, is harassment or discrimination. The conduct or communication need not be severe or pervasive to constitute harassment or discrimination and constitutes harassment or discrimination if:

1. Submission to the conduct or communication is explicitly or implicitly made a term or condition of the individual's access to an educational service, opportunity, or benefit;
2. Submission to, objection to, or rejection of the conduct or communication is used or explicitly or implicitly threatened to be used as a basis for educational decisions affecting the individual; or
3. The conduct or communication has the purpose or effect of unreasonably interfering with the individual's access to their educational service, opportunity, or benefit or creating an intimidating, hostile, or offensive educational environment.

Petty slights, minor annoyances, and lack of good manners do not constitute harassment or discrimination unless the slights, annoyances, or lack of manners, when taken in combination and under the totality of the circumstances, meet the standard set forth in herein.

Whether conduct constitutes harassment or discrimination is judged under the totality of the circumstances, which may include, but is not limited to:

1. The frequency of the conduct or communication, recognizing that a single incident may rise to the level of harassment or discrimination;
2. The number of individuals engaged in the conduct or communication;
3. The type or nature of the conduct or communication;
4. The duration of the conduct or communication;
5. The location where the conduct or communication occurred;
6. Whether the conduct or communication is threatening;
7. Whether any power differential exists between the individual alleged to have engaged in harassment or discrimination and the individual alleging the harassment or discrimination;
8. Any use of epithets, slurs, or other conduct or communication that is humiliating or degrading;
9. Whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected class; or
10. Whether the conduct includes an act of physical violence.

"Policy" means this policy.

“Respondent” means the individual who has been reported to be the perpetrator of alleged harassment or discrimination.

“Title IX” means Title IX of the federal “Education Amendments of 1972”, 20 U.S.C. secs. 1681 et seq., as amended.

Reports of Harassment or Discrimination

Any individuals who believe that they or someone else has been a victim of or witness to harassment or discrimination as defined in this Policy are encouraged to make a report of their concern to the Coordinator. All employees of the School must make a report to the Coordinator of any harassment or discrimination of which they or someone else has allegedly been a victim, even if not witnessed first-hand by the employee. Other members of the community are encouraged to make a report of concerns regarding the same to the Coordinator. Anyone, even if they are not the individual who experienced the harassment or discrimination, can make a Report to the Coordinator.

A concern or report may be submitted to the Coordinator in any format, although it is encouraged to utilize e-mail or hard copy transmission to better ensure a record can be more readily maintained of the content of the report or concern. The Coordinator will make and maintain notes from any verbal reports made.

It must be noted that an employee making a report of concerns for purposes of this Policy is separate and distinct from an employee’s mandatory reporting obligations under state law when an employee reasonably suspects a child has been subjected to child abuse and/or neglect. Mandatory reporting of child abuse and/or neglect must be made directly to appropriate law enforcement and/or local child protection agencies and reporting to the Coordinator does not satisfy this requirement.

The School will accept formal reports of harassment or discrimination in writing or in-person; by phone, e-mail, or online form. Reports of harassment must be submitted to the following individual:

Krista Pelley
kpelley@monumentacademy.net
719-431-8001

The School or School employee shall not rely solely on a criminal investigation by a law enforcement agency in lieu of responding to a report of harassment or discrimination promptly and effectively.

Investigations of Reports of Harassment

All reports, determined by the Coordinator to constitute harassment or discrimination as defined in this Policy, received by the School will be investigated by the Coordinator or a designee in a manner that is fair, impartial, and prompt. The Coordinator will conduct, or will assign a designee to conduct, the investigation and make findings. As appropriate, more than one individual may be assigned to conduct the investigation and/or make findings. The Coordinator or designee(s) must not have a conflict of interest with regards to the investigation in order to conduct the investigation and make findings.

The investigation and any findings or decisions resulting therefrom will be completed in a manner that ensures the following:

1. Each party will have a fair and impartial opportunity to be interviewed, present evidence, or provide information for consideration by the Coordinator or designee conducting the investigation.
2. The School will make a good faith effort to complete an investigation and make any findings within sixty days after the report, without infringing upon the rights enshrined in federal and state law of the complainant or the respondent; except that the School may extend the sixty-day deadline for up to thirty additional days for good cause, determined in the discretion of the School, with prior written notice to the complainant and to the respondent of the delay and the reason for the delay. The School may also extend the deadline at the request of a law enforcement agency
3. The findings must use a preponderance of the evidence evidentiary standard, meaning it is more likely than not that the allegations occurred or did not occur, to substantiate any allegations of harassment or discrimination.
4. All questions related to the investigation must be directed to the individual conducting the investigation, or the individual's designee, and the individual or designee conducting the investigation must consider any evidence of patterns of misconduct as relevant evidence.
5. Both the complainant and the respondent must have the same opportunity to have an advisor or other person present during any part of the investigative process.
6. The Coordinator or a designee will provide written updates about the status of an investigation or proceeding to the parties and the parties' parents or legal guardians at each stage of the investigation or proceeding, but at least every fifteen business days.
7. The School will provide for concurrent notification to the parties of the outcome of the investigation and any findings.

Remedial Action

At the conclusion of an investigation, if the findings are that the allegations are substantiated, then the School will take appropriate remedial action, including without limitation, taking reasonable steps to ensure the harassment or discrimination does not reoccur, providing supportive measures and accommodations for the complainant, and implementing discipline against the respondent in accordance with the School's disciplinary policies. A complaint that is unsubstantiated must not serve as a basis for discipline, dismissal, termination, or any employment reference or licensing action unless the conduct establishes a pattern of the same or similar behavior.

Retaliation Prohibited

Retaliation against an individual who makes a report, or participates in an investigation into a report made, pursuant to this Policy is prohibited. Charges against a student for code of conduct violations related to the incident for the purpose of punishing a student for making a report or otherwise interfering with any right or privilege secured by this Policy constitutes retaliation. The School shall not use a student report of harassment or discrimination, whether verbal or in writing, or information revealed in any investigation or disciplinary proceedings of the report, as the basis for, or a consideration in, investigating or exacting any disciplinary response for a school violation by the reporting student or complainant related to the reported incident for any of the following: Engaging in reasonable self-defense against the respondent, consensual sexual activity, drug use, alcohol use, late arrival, truancy, unauthorized access to facilities, talking publicly about the reported harassment or discrimination, or expressing a trauma symptom; except that nothing in this section prohibits the School from disciplining a student who knowingly makes a false report of

harassment or discrimination, or disciplining a student when necessary to ensure the safety of any student or employee. A finding of no harassment or discrimination does not itself constitute a false report.

Supportive Measures

The School will offer accommodations and supportive measures to a student experiencing harassment or discrimination that are designed to protect the safety of all students and that preserve and restore equal access to education for the student. Accommodations and supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, extra time for homework or tests, the opportunity to resubmit homework or retake a test, remedying an impacted grade, excused absences, the opportunity for home instruction, modifications to class schedules, and restrictions on contact between the parties to a report of harassment or discrimination. The School will not require a formal report or finding of harassment or discrimination before providing supportive measures.

The School will grant an excused absence to a student who has experienced harassment or discrimination for any time the student is out of school because of a therapy, medical, legal, or victim services appointment related to the harassment or discrimination. Students may contact the Coordinator to request accommodations or supportive measures. Additional accommodations may be available to students with disabilities to address any disability related limitations.

The School will also provide supportive measures required pursuant to Title IX, and may provide any other supportive measures as soon as it receives a report of harassment or discrimination.

Notices

The School will post notices in multiple places in the School, written in simple and age-appropriate language, describing how and to whom a student can report harassment or discrimination to the School. The notices must be conspicuously posted in easily accessible and well-lit places customarily frequented by students and employees. The School will prominently display this Policy on the home page of its website; annually distribute the Policy through electronic means to parents and legal guardians of students enrolled at the School and separately from any other document to students enrolled in sixth through twelfth grade; provide a physical copy of the Policy to each incoming student and the parent or legal guardian of each incoming student, upon request; and annually distribute the Policy to employees.

A copy of this Policy distributed to a student, parent, legal guardian, or employee, whether a physical or electronic copy, must be available in English and, upon request, in Spanish. The policy posted on the website must be in English and the School may also post the policy in Spanish.

Records Retention

The School shall retain the records of a harassment or discrimination report for seven years. The record of a report includes any accommodations or supportive measures taken in response to a report or formal complaint of harassment or discrimination and documentation of the basis for the School's action and response.

Confidentiality of Reports of Harassment

A report of harassment or discrimination received by the School is confidential and employees shall keep information learned during an investigation of harassment or discrimination confidential to the extent practicable. Nothing in this Policy prevents employees from reporting known or suspected child abuse or neglect as required pursuant to state mandatory reporting laws or reporting any other criminal activity to law enforcement. Nothing in this Policy prohibits the School

or School employees from providing records to law enforcement, the department of human services, or a district attorney for the investigation or prosecution of any crime. A complaint that is unsubstantiated is confidential and not subject to disclosure pursuant to the “Colorado Open Records Act”, part 2 of article 72 of title 24,

Required Training

Beginning no later than December 31, 2025, the School will provide training to all employees about harassment and discrimination. Each new employee of the School must complete training upon hiring and at least every three years thereafter; except that an employee must complete training when transferring from a position working with elementary school-aged students to a position working with secondary school-aged students, or transferring from a position working with secondary school-aged students to a position working with elementary school-aged students. The training must be provided during the employee's normal working hours. Training provided on or after August 1, 2025 must be consistent with the best practices developed by CDE, or be the training developed by CDE, as required by state law.

The training must include, at a minimum, instruction on the following:

1. Recognizing harassment or discrimination, including indicators of grooming and child sexual abuse and distinguishing harassment and discrimination from bullying;
2. The appropriate immediate response when harassment or discrimination is reported to or witnessed by an employee;
3. Reporting harassment or discrimination to the School; and if the employee has direct supervision of students, the instruction must be specific based on whether the employee is supervising elementary school aged students or secondary school aged students and include the following:
4. The School's procedure for responding to allegations of harassment or discrimination, ;
5. The difference between the School's harassment or discrimination policy adopted pursuant to this section; obligations required by federal law in Title IX; section 504 of the federal “Rehabilitation Act of 1973”, 29 U.S.C. sec. 701 et seq.; Title VI of the federal “Civil Rights Act of 1964”, 42 U.S.C. sec. 2000d et seq.; and Title VII of the federal “Civil Rights Act of 1964”, 42 U.S.C. sec. 2000e et seq.; and mandatory reporting requirements in state law;
6. Best practices for avoiding victim-blaming; the effect of trauma on victims of harassment or discrimination; communicating with victims sensitively, compassionately, and in a gender-inclusive and culturally responsive manner; and the impact of harassment or discrimination on students with disabilities; and
7. The types of supportive measures available to students and the provision of effective academic, mental health, and safety accommodations for students who report harassment or discrimination.

Federal Laws

This Policy does not authorize the School or a School employee to violate any federal law, regulation, or guideline, including Title IX; section 504 of the federal “Rehabilitation Act of 1973”, 29 U.S.C. sec. 701 et seq.; and Title VI of the federal “Civil Rights Act of 1964”, 42 U.S.C. sec. 2000d et seq., in carrying out the duties described in this section. If this section conflicts with Title IX, section

504 of the federal “Rehabilitation Act of 1973”, or Title VI of the federal “Civil Rights Act of 1964”, the applicable federal law prevails.

If a person files a complaint alleging conduct or communication that is governed by federal law and this section, both the federal law and this section apply and the School shall concurrently evaluate the complaint pursuant to federal law and the procedures and policies required by this Policy.

Additional Resources

National Domestic Violence Hotline: 1-800-799-7233

National Sexual Assault Hotline: 1-800-656-4673

Safe House Denver Hotline: (303) 318-9989

BULLYING, HARASSMENT, AND VIOLENCE

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

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

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

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

PHYSICAL INTERVENTIONS

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

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

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

In accordance with *C.R.S. 26-20-101, et. seq.*, and other related state and school policies, staff members who have been properly trained may restrain students in an emergency situation after attempting a less restrictive alternative, such as de-escalation or determining such measures would be ineffective, and immediate restraint is necessary to protect other students.

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

If a staff member has to restrain a student, the appropriate hold will be done in a manner that does not impede or inhibit breathing or communication, and does not place excessive pressure on the chest, neck, or back, and does not cause positional asphyxia.

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

CLASSROOM POLICIES AND GUIDELINES

BIRTHDAY PARTIES

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

Invitations to private celebrations should not be delivered at school.

CLASSROOM PASSES

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

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

GUM AND FOOD IN CLASSROOMS

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

LOST AND FOUND

Parents should mark all of their child's belongings with the child's name. The lost and found is available for parents to check for lost items. Parents must check in at the front desk prior to going to

the lost and found area. Lost items not claimed by the end of each quarter will be donated to a local charity.

MOVIES, DOCUMENTARIES, AND OTHER MEDIA

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

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

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

EXTRA CURRICULAR ACTIVITIES

FINE ARTS PERFORMANCES

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

SCHEDULE CHANGES

ELEMENTARY SCHOOL

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

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

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

TECHNOLOGY INFORMATION

INFINITE CAMPUS (IC)

Infinite Campus is an online tool available to parents and students where attendance records, fees, grades, report cards, transcripts, immunization records, and contact information can be checked. IC may be accessed from the IC “quick link” on the MA homepage at www.monumentacademy.net, under *Infinite Campus*. Password and log in questions may be directed to MAHelpdesk@monumentacademy.net

CELL PHONE/ELECTRONIC DEVICE POLICY

Monument Academy administration and faculty understand that personal electronic devices are a part of life. In an effort to accommodate students and parents, the staff will allow students in grades 3-5 to bring their personal electronic devices on campus as long as students and parents agree to the terms found in the [Electronic Device Usage Agreement](#). Parents and students must review and agree to the terms of the online form prior to the student bringing the device on campus.

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

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

PHOTO POLICY

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

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

TECHNOLOGY USER AGREEMENT

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

UNIFORM POLICY

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

APPAREL SELECTION

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

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

Vendor: French Toast

www.frenchtoast.com

Code: QS5QVJI

Educational Outfitters

www.educationaloutfitters.com

Code: CO01086

Lands' End

www.landsend.com

Code: 900030560

Monument Academy West PTO

<https://spiritwear.monumentacademy.net/>

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

EXCESSIVE UNIFORM NOTICE SLIPS

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

WAIVERS

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

FRIDAY DRESS

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

FREE DRESS

Elementary students who do not receive a written uniform notice for an entire month will be given a *Free Dress Day* the first Friday of the following month. The guidelines for allowable clothing on a “Free Dress Day” are described on the last page of the grade-specific guidelines. Casual clothing should always be in good repair. Short and skirt length requirements are the same as Friday Dress Days or any other day; four inches above the knee or longer. Students who are not in compliance with the Free Dress Day Guidelines may be held in the office until a parent/guardian brings in suitable clothing. Students should remember that Free Dress Days are a privilege, not a right, and could be eliminated if casual dress choices become an issue.

SECTION 4: PARENT RESPONSIBILITIES AND COMMUNICATION

ACADEMIC HELP

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

CHANGE OF INFORMATION

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

CLASS LISTS

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

CONFLICT RESOLUTION

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

WITHDRAWAL PROCEDURES

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

COMMUNICATION EXPECTATIONS

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

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

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

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

GENERAL SCHOOL QUESTIONS

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

PARENT/TEACHER CONFERENCES

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

CUSTODY NOTIFICATION

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

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

PARENT PORTAL

Monument Academy parents are required to regularly check [Infinite Campus Parent Portal](#) for updates on grades, assignments, and fees.

POLICY SUGGESTIONS OR NEW PROGRAM IDEAS

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

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

PERMANENT SCHOOL RECORDS

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

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

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

VISITORS AND VOLUNTEER INFORMATION

To ensure the safety and security of our school community, all visitors and volunteers are required to scan their driver's license into our system during each visit. This process helps us maintain a comprehensive record of individuals accessing our premises. By adhering to this practice, we aim to create a secure environment for everyone involved. Please ensure all security measures are obeyed when visiting the school.

PARENT/FAMILY INVOLVEMENT

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

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

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

Parent volunteers are definitely an asset to our school. Monument Academy appreciates the consistency and commitment of parents who volunteer in any capacity. We believe that parent involvement raises student academic achievement. Since our school operates on a more limited budget, MA has volunteer openings beyond the scope of a "typical" public school.

PARENT VOLUNTEER AGREEMENT

Per the charter enrollment agreement, a **16-hour per semester** volunteer commitment is expected from each family. MA prefers the personal involvement of our parents, but we understand there are extenuating circumstances that may prevent this. A complete list of volunteer opportunities is available under the PTO tab of the school website.

VOLUNTEER GUIDELINES

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

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

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

Volunteers working with students separate from the supervision or oversight of Monument Academy employees must have background checks completed before volunteering. Monument

Academy staff will notify the front office so the necessary paperwork/approvals may be processed prior to volunteering. Please contact the school office for further information.

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

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

VISITORS IN THE CLASSROOMS

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

VOLUNTEER HOURS

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

SECTION 5: FORMS

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

[PARENT/STUDENT LETTER OF AGREEMENT](#)

All parents should sign and return this form.

[ELECTRONIC DEVICE USAGE AGREEMENT](#)

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

[TECHNOLOGY USER AGREEMENT](#)

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

SECTION 6: APPENDICES

APPENDIX A: Volunteer Confidentiality Notification and Agreement



Monument Academy

Volunteer Services Agreement

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

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

Volunteer (Print) Name

Phone Number

Volunteer Signature

Date

APPENDIX B: Classroom Visitation Policy



Monument Academy

CLASSROOM VISITATION POLICY Observation of Instructional Program by Parents

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

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

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

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

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

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

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

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

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

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

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

- I am requesting a classroom visit:

My Student's Name: _____

Classroom Teacher's Name: _____

Date: _____ Time: _____

Purpose of Visit: _____

- I have read and understand the CLASSROOM VISITATION POLICY.

Name (please print)

Signature

Date



Monument Academy

PARENT/STUDENT LETTER OF AGREEMENT

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

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

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

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

Student Signature _____ Grade ____ Date _____

Student Signature _____ Grade ____ Date _____

Student Signature _____ Grade ____ Date _____

Student Signature _____ Grade ____ Date _____

Student Signature _____ Grade ____ Date _____

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

Signature _____ Date _____

Name (please print) _____

Signature _____ Date _____

Name (please print) _____



Monument Academy

Board of

Directors Governance and Policy

Policy Area: Governance	Policy #: 1501MS
Title: Uniform Policy	Adopted: April 12, 2018 Revised: June 21, 2018 Revised: August 19, 2021 Revised: September 9, 2021 Revised: January 21, 2022

Middle School (Grades 6-8) UNIFORM POLICY

Monument Academy believes that a safe and disciplined learning environment is an important aspect of a rigorous school. Our uniform policy is intended to promote respect for the learning process, build school identity and community spirit, and to create a safe and orderly school climate.

This dress code applies at school as well as for school-sponsored activities, including events at other locations. Students must comply with the dress code appropriate to their gender.

Please review the styles, fabrics, and fit of items from our approved vendors. Items not purchased from vendors must match style, fabric, and fit as pictured and described on the following websites. Be sure to navigate to the Monument Academy approved items from each vendor.

Educational Outfitters

www.educationaloutfitters.com

Code: C001086

French Toast

www.frenchtoast.com

Code: QS5QVJI

Lands' End

www.landsend.com

Code: 900030560

<p>SHIRTS</p> <p><i>All styles, fabrics, and colors must be consistent with the preferred vendor products. If you purchase from a local store, please compare style, fabric, fit, and color by using the links provided.</i></p>	<p>POLO SHIRTS:</p> <ul style="list-style-type: none"> • Any color solid polo <p>BUTTON-DOWN SHIRTS:</p> <p>Approved colors:</p> <ul style="list-style-type: none"> • white • light blue 	<p>Approved fabrics include</p> <ul style="list-style-type: none"> • interlock knit • pique knit • performance knit <p>-Shirts must be tucked in -Layered clothing is not permissible</p>
<p>PANTS, SHORTS, BELTS</p> <p><i>All styles, fabrics, and colors must be consistent with the preferred vendor products. If you purchase from a local store, please compare style, fabric, fit and color by using the links provided.</i></p>	<p>PANTS:</p> <p>Approved colors:</p> <ul style="list-style-type: none"> • khaki • navy • black <p>SHORTS:</p> <p>Approved colors:</p> <ul style="list-style-type: none"> • khaki • navy • black <p>BELTS:</p> <p>Approved colors:</p> <ul style="list-style-type: none"> • solid brown • solid black 	<p>Approved fabrics include</p> <ul style="list-style-type: none"> • Cotton blend twill • Stretch cotton blend twill • 98/2 Cotton Spandex Blend <p>-Pants/shorts must fit appropriately (not too tight or too loose) and be in good condition</p> <p>- Pants must be uniform pant; this excludes pants with sewn on pockets, rivets, tapered style legs, non-vendor style fit or material, cargo style, etc.</p> <p>-Shorts may not be shorter than 4” above the knee (mid-thigh)</p> <p>-Layered clothing is not permissible</p> <p>-A belt is required at all times</p> <p>- Leggings/Yoga pants are not permissible.</p>

<p>SKIRTS, SKORTS, JUMPERS</p> <p>(girls only)</p> <p><i>All styles, fabrics, and colors must be consistent with the preferred vendor products. If you purchase from a local store, please compare style, fabric, fit and color by using the links provided.</i></p>	<p>Approved colors:</p> <ul style="list-style-type: none"> ● khaki ● navy ● black ● Mayfair Plaid #92 (Educational Outfitters) 	<p>Approved fabrics include</p> <ul style="list-style-type: none"> ● Cotton blend twill ● Polyester ● 60/40 Cotton Polyester Blend ● Polyester/Rayon blend <p>-Skirts or skorts must not be shorter than 4” above the knee (mid-thigh)</p> <p>-Bike shorts recommended under skirts of any length</p> <p>-Other layered clothing is not permissible</p>
<p>SPIRIT WEAR</p> <p><i>Purchased through PTO</i></p>	<p>Fridays only</p>	<p>-Includes t-shirts and sweatshirts purchased through PTO</p> <p>-Includes MA sponsored activity t-shirts and hoodies</p> <p>-Spirit wear from prior years is permitted.</p>

<p>SWEATSHIRTS</p> <p><i>Purchased through Lands' End with MA approved School Crest</i></p> <p><i>Purchased through PTO with MA approved School Crest</i></p>	<p>Lands' End School Uniform Kids Crew Sweatshirt</p> <ul style="list-style-type: none"> ● black ● cobalt ● pewter heather <p>Jerzees 1/4-zip cadet collar sweatshirt</p> <ul style="list-style-type: none"> ● black ● navy ● oxford ● blue 	<p>-May be worn as part of the daily uniform provided a uniform shirt is worn underneath and the collar is showing</p> <p>-The shirt underneath must be tucked in</p> <p>-The sweatshirt must fit appropriately, not oversized</p> <p>-May be worn inside the classroom</p> <p>-Spiritwear and club sweatshirts are only approved for wear on spiritwear and free dress Friday</p>
<p>SWEATERS and MA JACKETS</p> <p><i>Purchased through PTO and/or approved vendor</i></p>	<p>SWEATERS and SWEATER VESTS</p> <ul style="list-style-type: none"> ● navy with Monument Academy Crest <p>MA JACKET</p> <ul style="list-style-type: none"> ● dark grey ● royal blue ● black 	<p>-MA jacket and MA crest sweaters are the only outerwear permitted in class (along with the MA approved Sweatshirt from Lands End) Monday-Thursday</p> <p>-Hoodies are only allowed on spirit wear and free dress Fridays</p>

<p>SHOES, SOCKS, TIGHTS</p>	<p>SHOES: Athletic Shoe: Any color</p> <p>Dress Shoe/Flat:</p> <ul style="list-style-type: none"> ● white ● navy ● brown ● black <p>BOOTS:</p> <ul style="list-style-type: none"> ● free dress Fridays only <p>SOCKS, TIGHTS: Approved colors:</p> <ul style="list-style-type: none"> ● solid white ● solid black ● solid tan/brown ● solid navy 	<p>-Shoes are always required and must be consistent with school safety</p> <ul style="list-style-type: none"> ● Closed toed ● No sandals, Crocs, or flip flops ● No snow boots, slippers, or wheeled shoes <p>-Heel height for dress shoes on uniform days not to exceed 1 inch</p> <p>-Logos on socks are permissible</p>
<p>TIES (boys only)</p> <p><i>All styles, fabrics, and colors must be consistent with the preferred vendor products. If you purchase from a local store, please compare style, fabric, and color by using the links provided.</i></p>	<p>Approved colors:</p> <ul style="list-style-type: none"> ● solid navy ● solid black ● Mayfair plaid #92 (Educational Outfitters) 	<p>-Necktie or bowtie</p> <p>-Must be worn with a button-down shirt only</p>

<p>JEWELRY</p>	<ul style="list-style-type: none"> ● Students may have up to 2 earrings in each ear ● Earring length may be no bigger than 1” length and 1” diameter ● Students may have up to 2 necklaces and 2 bracelets ● No other visible pierced jewelry is allowed 	<p>-Gauge-like earrings are not permitted.</p>
<p>HAIR</p>	<ul style="list-style-type: none"> ● Natural hair color only. ● Hair accessories must be blue, white, black, or a neutral color that matches the hair or uniform. ● Hair styles and accessories must not call unnecessary attention to the student ● No hats or bandanas in the classroom or building during school hours 	<p>- Multi-colored hair is prohibited except for naturally colored highlights consistent across the hair. Students must avoid such things as coloring just the tips of hair or having large sections of hair a different color.</p> <p>- Hair styles and accessories must not be radical and thus avoid distracting the learning environment. Prohibited hairstyles include, but are not limited to, mohawks, unusually or partially shaved hair, and face or eye-concealing cuts.</p> <p>- No designs/patterns, symbols, or shapes of any kind may be shaved on the head.</p> <p>-Novelty headbands are disallowed</p>
<p>HEAD COVERINGS/ SUNGLASSES</p>	<ul style="list-style-type: none"> ● Hats, bandanas, do rag caps, and sunglasses must be removed upon entering the building and are thus prohibited in classrooms. ● Head coverings for religious purposes must be pre-approved by the principal or designee. 	<p>- Headwear can be worn for special programs with principal approval.</p>

ATHLETIC TEAM CLOTHING	<ul style="list-style-type: none"> ● Athletic jersey/jacket may be worn on game/event days ● Team Hoodies may only be worn on Fridays 	
BODY ART	<ul style="list-style-type: none"> ● No intentional created marks or writing on skin is permitted 	
MAKE-UP/NAIL POLISH (girls only)	<ul style="list-style-type: none"> ● Natural and modest make-up is permitted. No unusual or distracting colors (e.g. extensive black eye make-up or black lipstick). ● Up to two nail colors may be worn (ex: accent nails are permitted). Extreme nail decorations are prohibited, such as jewelry or writing. 	

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 8th 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 for Non-Uniform Days, Events and Activities

During the school year, there are days when the uniform requirement is waived. Those times include, but are not limited to, free dress days, school sponsored sports events, fine arts events, school social activities, etc. Clothing in violation of the following requirements will require a phone call home and new clothing brought to campus. Our non-uniform days adhere to the same uniform mission statement: **Monument Academy believes that a safe and disciplined learning environment is an important aspect of a rigorous school. Our uniform policy is intended to promote respect for the learning process, build school identity and community spirit, and to create a safe and orderly school climate.**

- Students are not allowed to wear clothing that contains wording or images that could be interpreted as racial, vulgar or offensive in any way.
- Tops must not be see-through, bare midriff, backless, strapless or spaghetti straps. Tank tops or sleeveless tops must be at least 2” wide at the shoulder. Cold-shoulder style shirts are permitted.
- Bottoms must fit appropriately in accordance with the style of the garment. No undergarments may be visible.
- Shorts and skirts may not be shorter than 4” above the knee (mid-thigh).
- All garments should be neat and clean with no rips, tears, or holes, even by design.
- Leggings/Yoga Pants are not permissible.
- Athletic shorts and joggers are allowed. They must be in good condition and fit appropriately. (No pajama bottoms)
- Shoes may be freely chosen on free dress days if they meet the requirements consistent with school safety: no sandals, snow boots, flip flops, Crocs, open-toe, clogs, light-up shoes, wheelies, open-heel shoes, or slippers. Heel height may not exceed 2”.
- Hats or caps are not to be worn in the building unless it is part of the special program for the day.

Dances, Parties, and Graduation

Special occasions call for special dress. We want our students to enjoy a special time while at the same time dressing appropriately for the occasion. On these occasions, clothing worn by students shall be in good condition, and neat in appearance.

- Dresses may be sleeveless, ‘cold-shoulder’ style, or have spaghetti straps.
- No strapless or backless styles are permitted. A sweater may not be used to cover up a strapless dress.
- Dresses must be no shorter than 4” above the knee (mid-thigh).
- Dress shoes are permissible if the heel is less than 2”.

Staff Handbook



Monument Academy

West Campus: 1150 Village Ridge
Point Monument, CO 80132
(719) 481-1950
(719) 481-1948 Fax

East Campus: 4303 Pinehurst Circle
Colorado Springs, CO 80908
(719) 431-8001
(719) 431-8008 Fax

DISCLAIMER: *“THE MA BY-LAWS AND POLICIES ARE THE FINAL AUTHORITY, NOT THE STAFF HANDBOOK. THIS HANDBOOK CAN BE CHANGED BY MA AT ANY TIME, IS NOT AN EMPLOYMENT AGREEMENT AND DOES NOT CREATE ANY EMPLOYMENT AGREEMENTS RIGHTS.”*

**COLORADO DEPARTMENT OF EDUCATION – REQUIREMENT FOUR:
NOTICE TO CHILDREN, PARENTS, AND EMPLOYEES**

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

Monument Academy does not discriminate on the basis of race, sex, color, religion, ancestry, national origin, sexual orientation, marital status, physical handicap, medical condition, age, disability, or any other status protected by law, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school’s compliance with the regulations implementing Title VI, Title IX, Section 504 of the American with Disabilities Act (ADA), the Age Discrimination Act, Individuals with Disabilities Education Act (IDEA), or Gifted and Talented is directed to contact the administration of Monument Academy.

Privacy and Protection of Confidential Student Information

The Board is committed to protecting the confidentiality of student information obtained, created, and/or maintained by the district. Student privacy and the district’s use of confidential student information are protected by federal and state law, including the Family Educational Rights and Privacy Act (FERPA) and the Student Data Transparency and Security Act (the Act). The Board directs district staff to manage its student data privacy, protection, and security obligations in accordance with this policy and applicable law.

Monument Academy will provide periodic in-service training to appropriate school employees to inform them of their obligations under applicable laws concerning the confidentiality of student education records.

Introduction

Welcome to Monument Academy. We look forward to working with you as a valued member of our team. We appreciate you and the gifts and talents you bring to this school. We are committed to helping you achieve your highest level of service for the families and students at Monument Academy.

This staff handbook applies to all employees and is intended to provide guidelines and summary information about the school's general policies, procedures, benefits, and rules of conduct. It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established.

Please talk with the principals if you have any questions or need additional information. It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every question. As a result, Monument Academy reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

This manual merely presents school policies, practices, and benefits and cannot, therefore, be construed as an Employment Agreement or any other type of legal document, nor is it meant to be all inclusive. If there is a conflict between the provisions, benefits, and policies in this employee handbook and those set forth in the terms of a staff member's Employment Agreement, the terms of the Employment Agreement shall prevail.

Our Mission Statement

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

Table of Contents

Section I: Employee Benefits and Leave	1
I. Insurance Plans	1
II. PERA Retirement Plan.....	1
III. Worker’s Compensation Insurance.....	1
IV. Short-Term Disability	1
V. Long-Term Disability	1
VI. Employee Assistance Plan	1
VII. Employee Discounts	1
VIII. Employee Leave.....	1
IX. Personal Leave	2
X. Sick Leave.....	2
XI. Provisions for Use of Paid Sick Leave.....	4
XII. Requirements for FMLA Leave	5
XIII. Procedures for FMLA Leave	6
XIV. Length of FMLA Leave	7
XV. Intermittent FMLA Leave.....	7
XVI. Benefits During FMLA Leave	7
XVII. Benefit Payment.....	8
XVIII. Paid Leave Provisions.....	9
XIX. Group Insurance Plans	10
Section II: Employment Practices	10
I. Employment At-Will	10
II. Staff Ethics/Conflict of Interest	11
III. Employee Classification	11
IV. Employment Agreement Employees	12
V. Job Descriptions.....	12
VI. Remote Work Policy.....	12
VII. Staff Review and Performance Evaluations.....	12
VIII. Termination.....	13
IX. Conflict Resolution	13

X.	Harassment/Sexual Harassment	13
XI.	Title IX Coordinator	15
XII.	Workplace Accommodations for Pregnant Employees	15
Section III: General Personnel Policies		16
I.	Absence and Late Arrival	16
II.	Access to Monument Academy Property.....	16
III.	Alcohol, Drugs, and Controlled Substances	17
IV.	Arrests of Employees	17
V.	Board of Directors Teacher Representatives.....	17
VI.	Information Updates for Employees.....	18
VII.	Leaving the School Building.....	18
VIII.	Lunch and Break Periods	18
IX.	Media Communications	18
X.	Parking for Employees.....	18
XI.	Normal Reporting Hours.....	18
XII.	Paycheck and Compensation	19
XIII.	Equal Pay for Equal Work	19
XIV.	Wage History and Disclosure of Pay Rate	19
XV.	Job Postings	20
XVI.	Job Opportunities	20
XVII.	Post Hiring Notification	21
XVIII.	Records	21
XIX.	Personal Appearance.....	21
XX.	Personal Property	22
XXI.	Personnel Records.....	22
XXII.	School Closures and Delays.....	22
XXIII.	Staff Lounge.....	23
XXIV.	Technology User Agreement	23
XXV.	Internet/Network Use – Terms and Conditions	24
XXVI.	Rules of Use.....	24
XXVII.	Electronic Mail.....	25

XXVIII. Student Information System.....	25
XXIX. Cancellation of Account.....	25
XXX. Disclaimer	26
XXXI. Phone Usage.....	26
Section IV: Classroom Expectations and Requirements for Teachers	26
I. Attendance Reporting	26
II. Bullying Intervention	26
III. Cyberbullying	26
IV. Classroom Environment.....	27
V. Safety and Operation Staff Obligations	27
VI. Classroom Management.....	27
VII. Physical Intervention	27
VIII. Child Abuse Reporting/Mandatory Reporters	28
IX. Intimate Care Policy	29
X. Classroom Movies	29
XI. Classroom Supervision	29
XII. Curriculum Guidelines.....	30
XIII. Emergency Safety Procedures	30
XIV. Facilities Management Services.....	30
XV. Facility, Materials, Equipment Use.....	30
XVI. Faculty Meetings and In-service.....	30
XVII. Field Trips.....	30
XVIII. Handing Out Materials.....	31
XIX. Lesson Plans and Weekly Plans.....	31
XX. Religious Opinions.....	31
XXI. Report Cards and Progress Reports.....	31
XXII. Teacher/Parent Communications	31
XXIII. Teacher/Student Communication.....	32
XXIV. Personal Devices	32
XXV. Volunteers in the Classroom.....	33
XXVI. Visitors in the Building.....	33

Section I: Employee Benefits and Leave

I. Insurance Plans

- A. An employee who works at least 30 hours per week (salaried and hourly employees) will be eligible for enrollment in group medical, dental, vision, and life insurance plans. These plans become effective the first day of the month following the employee's start date. Detailed information about the plans will be made available at the time of enrollment.

II. PERA Retirement Plan

- A. Monument Academy participates in the Public Employee Retirement Association (PERA). All employees receive this benefit. The employee contributes a percentage of their salary and Monument Academy contributes a percent equal to or more than the employee's contribution. Visit the PERA website at www.copera.org for more optional voluntary retirement plans are also available to the employees. They are a 401(k), 403(b), and 457 plan. More information on these plans is available through the Director of Human Resources.

III. Worker's Compensation Insurance

- A. All full and part-time employees are covered by Worker's Compensation Insurance at the time they are hired. An employee who becomes injured while at work should report their injury to the Director of Human Resources or their principal within 48 hours of the injury. Monument Academy pays 100% of the premiums for this important coverage.

IV. Short-Term Disability

- A. The Public Employee Retirement Association used by MA (Monument Academy) provides short-term disability for employees with five or more years of service. Further information is available from PERA.

V. Long-Term Disability

- A. An employee who meets the full-time eligibility requirements is eligible to participate in our long-term disability plan. Long-term disability is available for qualifying situations after 90 days of absence and after all accrued staff leave has been used. This request must be in writing and must be approved by the appropriate grade level principal. Further information is available upon request. If an employee is on long-term disability and becomes inactive with our current insurance provider, they will be eligible for COBRA through the insurance company.

VI. Employee Assistance Plan

- A. Monument Academy provides full-time employees and their family members access to various types of counseling through our insurance plan. Contact the Director of Human Resources for more information.

VII. Employee Discounts

- A. Paid employees working at Monument Academy are entitled to a 15% discount on Student Academic Fees and Tuition. This discount does not apply to athletic fees, yearbook fees, field trips, or other non-curricular fees.

VIII. Employee Leave

- A. Paid Leave and Leaves of Absence-Definitions
 1. Sick Leave – Paid leave designated under the Healthy Families Workplace Act (HFWA) for illness, which is accrued at a minimum rate of one hour per thirty hours worked. Employers may request medical verification for sick leave taken

more than four consecutive days. All time off requests for part-time employees must match their typical daily hours worked, half hour increments will be accepted in this case. All employees are eligible for sick leave.

2. Personal Leave – Paid leave taken for non-medical reasons. All time-off requests for full-time employees may be submitted in half hour increments. Employees must round up if time exceeds the half-hour. All time off requests for part-time employees must match their typical daily hours worked. Half-hour increments will be accepted in this case.

IX. Personal Leave

- A. Employee Paid Leave - all personnel shall be entitled to personal leave without loss of salary in accordance with the following provisions:
 1. Employees who have been with Monument Academy since the 2018-2019 school year will be considered grandfathered employees into the following parameters of the personal leave days, compensation upon separation, and accrual plan. Employees with 5 years of service as of the 2023-2024 school year will be given 4 days of personal leave each year with no cap on accrual. The payout upon voluntary separation will be \$50/day for the total number of personal leave days accrued at the time of separation.
 2. Employees who have been with Monument Academy as of the 2023-2024 school year will be considered grandfathered employees into the following parameters of the personal leave days, compensation upon separation, and accrual plan. Employees who were hired as of 2023-2024 school year will be given 4 days of personal leave each year with no cap on accrual. The payout upon voluntary separation after 5 years of service will be \$50/day for up to 20 days of accrued personal leave.
 3. Employees hired for the 2024-2025 school year and beyond will be eligible for 4 days of personal leave each year with no cap on accrual. The payout upon voluntary separation after 5 years of service will be \$50/day for up to 10 days of personal leave accrued.

**This policy can be modified on a yearly basis by the Monument Academy leadership team and governing body. As a government entity, Monument Academy is not legally required to monetarily compensate employees for any accrued personal leave upon voluntary separation.*

X. Sick Leave

- A. In accordance with the Colorado Healthy Families and Workplaces Act, all Monument Academy employees are entitled to sick leave accrued at the rate of 1 hour per 30 hours worked up to a minimum of 48 total hours of paid sick leave.
 1. Employees who have been with Monument Academy since the 2018-2019 school year will be considered grandfathered employees into the following parameters of the sick leave days, compensation upon separation, and accrual limits. Employees with 5 years of service as of the 2023-2024 school year will be given 8 days of sick leave each year with a sixty-day cap on accrual. The payout upon voluntary separation for employees who have 5 years of service and upon voluntary separation will be \$50/day for 10 sick leave days.

2. Employees who have been with Monument Academy as of the 2023-2024 school year will be considered grandfathered employees into the following parameters of the sick leave days, compensation upon separation, and accrual limits. Employees who were hired as of 2023-2024 school year will be given 8 days of sick leave each year with no cap on accrual. The payout upon voluntary separation after 5 years of service will be \$50/day for up to 10 days of accrued sick leave.
3. Employees hired for the 2024-2025 school year and beyond will be eligible for 8 days of sick leave each year with no cap on accrual. The payout upon voluntary separation after 5 years of service will be \$50/day for up to 10 days of sick leave accrued.

**This policy can be modified on a yearly basis by the Monument Academy leadership team and governing body.*

- B. Employees may use paid sick leave hours as soon as they are earned. The allowable reasons for use of paid sick leave are limited to the following:
1. An employee has a mental or physical illness, injury, or health condition that prevents the employee from working.
 2. An employee needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition.
 3. An employee needs to obtain preventative medical care.
 4. An employee needs to care for a family member who has a mental or physical illness, injury, health condition; or who needs to obtain a medical diagnosis, care, or treatment; or who needs to obtain preventative medical care.
 5. An employee or an employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of the leave is to seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment, or for the employee or employee's family member to obtain services from a victim services organization, mental health or counseling, or to seek relocation due to the domestic abuse, sexual assault, or harassment; or to seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment.
 6. Due to a public health emergency in which a public official has ordered the closure of the Employer or the school or place of care of an employee's child and the employee needs to be absent from work to care for the employee's child.
 7. An employee needs to grieve, attend funerals or memorial services, or deal with financial and legal matters related to the death of a family member.
 8. An employee needs to care for a family member whose school or place of care has been closed because of inclement weather, loss of power, heating, or water, or another unexpected occurrence of an event.
 9. An employee needs to evacuate their residence because of inclement weather, loss of power, heating, or water, or another unexpected occurrence or event.
- C. Paid sick leave can be used in as little as half-hour increments. The school will not prohibit use of paid sick leave or retaliate against any employee for their lawful use of paid sick leave, if for a qualifying reason.

1. When the need for leave is foreseeable, employees must make a good faith effort to provide advance notification and make a reasonable effort to schedule leave so as not to be unduly disruptive to their job requirements. If the need for leave is not foreseeable then the employees must provide notice as soon as practicable.
 2. The employee may be required to provide documentation of the reasons for taking paid sick leave for four or more consecutive days, in accordance with the HFWA.
- D. Unexpected paid sick leave will not be counted as an “absence” that may result in firing or another kind of adverse action.
1. An employee will not be required to find a “replacement worker” or job coverage when taking paid sick leave. If an employee separates from employment and is rehired within six months after the separation, the employee will have reinstated any paid sick leave that the employee had accrued but not used during the employee's previous employment.
 2. Employees are not entitled to any financial compensation at any time in exchange for any unused/accrued paid sick leave.
- E. The school will retain records for each employee for a two-year period, documenting hours worked, paid sick leave accrued, and paid sick leave used. The school will provide documentation of the current amount of paid leave employees have:
1. available for use.
 2. already used during the current benefit year. Information may be requested once per month or when the need for paid sick leave arises.
- F. The school will not require disclosure of details relating to domestic violence, sexual assault, or stalking or the details of an employee's or an employee's family member's health information as a condition of providing paid sick leave.
1. Any health or safety information possessed by the school regarding an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information; be treated as confidential medical records; and not be disclosed except to the affected employee or with the express permission of the affected employee.

This policy should be read and understood in conjunction with the entirety of the HFWA. Any definitions, requirements, or details of the HFWA shall supersede this policy.

XI. Provisions for Use of Paid Sick Leave

- A. Supplemental Paid Leave During a Public Health Emergency
1. Upon the date a public health emergency is declared and extending through four weeks after the official termination or suspension of the public health emergency, a full-time employee will be granted up to 80 hours of paid sick leave, including any existing accrued sick leave hours. Part-time employees will be granted the greater of the amount they are scheduled to work in a two-week period, or the average time the employee works in a two-week period, including any existing accrued paid time off.
 2. Employees can use supplemental leave time before using accrued paid sick leave so long as the reason for leave qualifies for supplemental leave under one of the reasons listed below. Employee paid sick leave does not need to be exhausted

prior to using supplemental leave.

3. Employees are eligible for leave because of a public health emergency once during the entirety of the public health emergency, even if such public health emergency is amended, extended, restated, or prolonged.
4. Employees shall notify their employer in writing as soon as possible should they anticipate the need for leave related to the public health emergency. Additional purposes for taking paid sick leave during a public health emergency include an employee who needs paid time off to:
5. Additional Categories of Leave Employees may be eligible for leave, which may coincide with your accrued paid leave, other benefit, or may be unpaid for the following reasons:
FMLA Leave: MA complies with all federal regulations regarding the Family and Medical Leave Act (FMLA). This policy is intended to outline the general procedure and guidelines for obtaining unpaid leave under FMLA for certain specified family and medical purposes. If you have questions regarding this policy, please contact the Director of Human Resources.
6. Employees may be eligible for FMLA if: (a) the employee has been employed by MA for at least 12 months preceding the commencement of a leave of absence which need not be consecutive, but employment prior to a seven year or more gap in employment is not counted towards eligibility period); and (b) the employee has worked more than 1,250 hours during the 12 months immediately preceding the date the leave is sought.
7. FAMLI Leave: The Colorado Family and Medical Leave Insurance Program will begin providing benefits on January 1, 2024. Eligible employees who have opted into the program may take advantage of this paid leave program so long as the employee's need for leave qualifies under the program requirements.

XII. Requirements for FMLA Leave

- A. Employees taking FMLA leave must use their accrued paid leave concurrently (paid personal leave and paid sick leave).
- B. An eligible employee may request a leave of up to 12 weeks within a 12-month period for one or more of the following reasons:
 1. Medical Leave: Employee is unable to perform the functions of his or her position due to a serious health condition.
 2. Family Leave: Employee's incapacity due to pregnancy, prenatal medical care or childbirth; to care for the employee's child after birth, or placement in adoption or foster care, if within twelve (12) months following birth, adoption or placement in foster care; or to care for a spouse, child (under 18 years old or disabled), or parent of the employee who has a serious health condition.
 3. Service member Leave: to care for a covered service member*; or for certain qualifying exigencies related to a spouse, child or parent who is on covered active duty or call to covered active duty in the Armed Forces. Qualifying exigencies may include, for example, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
 - a) Eligible employees who take FMLA leave to care for a covered service

member are entitled to up to 26 weeks of leave during a single 12-month period.

4. A serious health condition is any illness, injury, impairment, or physical or mental condition that involves:
 5. Inpatient care in a medical care facility and any resulting period of incapability and continuing treatment; or
 6. Continuing treatment by a healthcare provider either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Examples may include:
 - a) any incapability that requires an absence from daily activities for more
 - b) than three consecutive calendar days for which the individual receives
 - c) treatment from a healthcare provider on at least two occasions on one occasion followed by a regimen of continuing treatment under the supervision of a healthcare provider:
 - d) any period of incapability due to pregnancy or prenatal care.
 - e) any period of incapability due to a chronic serious condition.
 - f) any period of incapability due to a permanent or long-term condition for which treatment may not be effective.
 - g) any period of absence to receive multiple treatments by a healthcare provider.
- C. A covered service member is:
1. a member of the Armed Forces who has a serious injury or illness that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list:
 2. a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces at any time during the 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. The Armed Forces include the National Guard and Reserves.
 - a) A serious injury or illness means:
 - (1) in the case of a member of the Armed Forces, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty in the Armed Forces and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating
 - (2) in the case of a veteran who was a member of the Armed Forces at any time during the 5 years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy, a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was

aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

XIII. Procedures for FMLA Leave

- A. Supplemental necessity for leave is foreseeable, an employee must request the leave in writing at least 30 days in advance. In any case, notice is required as soon as practicable. If the leave is foreseeable based on a planned medical need, an employee must make a reasonable effort to schedule treatment so as not to unduly disrupt job performance and must follow the procedures for planned absences.
- B. A form will be given to verify qualifying reasons for the leave, and the anticipated timing and duration of the leave. Any request for leave based on a serious health condition, whether it involves the employee or a family member, must be made in a timely manner and supported by appropriate medical certification. Documentation and verification confirming family relationships, adoption, or foster care may also be required.
- C. If the leave stems from an employee's health condition, the medical certificate must specify that the employee is unable to perform the functions of his or her job and must state the duration of such a work restriction. For a leave stemming from the health condition of a family member, the medical statement must specify that the employee is needed to care for the family member. In all cases of leave for a serious health condition, MA reserves the right to request a second medical opinion at MA's discretion and expense.

XIV. Length of FMLA Leave

- A. Each eligible employee may be granted an unpaid FMLA leave period of up to 12 work weeks during a 12-month period. MA uses a "rolling" 12-month period measured backward from the date an employee commences the FMLA leave.
- B. Employees must use all paid or unpaid leave, other than sick leave, to which they are otherwise entitled, when taking leave for any of the reasons allowed under FMLA as stated above. Unused sick leave, if applicable, must be used as part of FMLA leave for the serious health condition of the employee or the employee's spouse, child, or parent. Use of such paid or unpaid time off reduces the eligibility period for FMLA leave on a day-for-day basis.

XV. Intermittent FMLA Leave

- A. Leave may be taken intermittently or on a reduced leave schedule under the following circumstances:
 - 1. For the birth of a child or for placement of an adopted or foster care child, provided MA agrees.
 - 2. When medically necessary for treatment of, or recovery from, a serious health condition.
 - 3. To provide care or comfort to an immediate family member with a serious health condition.
 - 4. For periodic treatment of a serious health condition.
- B. Employees must make reasonable efforts to schedule intermittent leave for planned medical treatment so as not to unduly disrupt student instructional time.
- C. Employees may be required to transfer during the period of intermittent or reduced leave to a position equivalent in pay and benefits, which better accommodates recurring periods

of leave. Upon conclusion of the need for intermittent or reduced hour leave, employees will be returned to their original positions or a position equivalent in pay, benefits and other terms and conditions of employment.

XVI. Benefits During FMLA Leave

- A. An employee on leave of absence under FMLA or Parental Leave will be retained on MA's medical and dental insurance plan for the duration of the leave. The employee must make arrangements with the administration for payment of spouse/domestic partner/dependent premiums, if applicable.
- B. In the event that an employee fails to return from FMLA leave, the employee will be liable for the premiums paid by the employer to maintain insurance coverage unless:
 - 1. The employee's failure to return to work stems from the continuation, recurrence, or onset of a serious health condition of the employee or a family member.
 - 2. The failure to return stems from circumstances beyond the control of the employee.
- C. Return from FMLA Leave
 - 3. When an employee returns to work, he/she will be restored to his/her position or an equivalent one, subject to the provisions of the Family and Medical Leave Act. An equivalent position is one with the same pay grade, benefits, work schedule, proximate geographic location, and other terms and conditions of employment. This does not apply if the employee's employment would have otherwise been terminated had he/she not taken family/medical leave, such as lay off or disciplinary termination.
- D. Jury Duty – a leave of absence for jury duty.
 - 1. Employees who are called to serve on a jury will be paid in full for the first three days of jury duty. After the three days, Monument Academy will no longer pay the employee's daily rate. However, jury duty compensation may be available from the court office.
 - 2. Employees who are required to serve for more than five working days may take time off, without pay, or use accrued personal leave time, for the balance of the time. Upon completion of jury duty, a Verification of Attendance Form must be presented to Monument Academy. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.
 - 3. If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal educational and business operations, the employee may request a one-time postponement of jury duty. Please consult local laws regarding the rules and processes of jury duty postponement.
 - 4. Employees will be required to use ReadySub to request jury duty leave. Please refer to ReadySub instructions for further information. Employees must also submit time-off requests for jury duty in SDS.
- E. Military – a leave of absence for required military service. Monument Academy complies with applicable state and federal law concerning leaves for military service.
- F. Worker's Compensation – a leave of absence for a work-related illness or injury
- G. Use of Short-Term Disability
 - 1. The short-term disability benefit provided by Monument Academy is an

employer-funded plan providing income replacement for employees unable to work due to illness, pregnancy, or injury.

- a) Eligibility
- b) A regular, full-time employee who is unable to work due to illness, pregnancy or injury is eligible. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work.

H. Medical Certification

1. The employee must provide medical certification of the disability that includes the start and expected end date of the disability. This certification must be submitted to the office manager.

I. Return from FMLA Leave

1. When an employee returns to work, he/she will be restored to his/her position or an equivalent one, subject to the provisions of the Family and Medical Leave Act. An equivalent position is one with the same pay grade, benefits, work schedule, proximate geographic location, and other terms and conditions of employment. This does not apply if the employee's employment would have otherwise been terminated had he/she not taken family/medical leave, such as lay off or disciplinary termination.

J. Jury Duty – a leave of absence for jury duty.

1. Employees who are called to serve on a jury will be paid in full for the first three days of jury duty. After the three days, Monument Academy will no longer pay the employee's daily rate. However, jury duty compensation may be available from the court office.
2. Employees who are required to serve for more than five working days may take time off, without pay, or use accrued personal leave time, for the balance of the time. Upon completion of jury duty, a Verification of Attendance Form must be presented to Monument Academy. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.
3. If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal educational and business operations, the employee may request a one-time postponement of jury duty. Please consult local laws regarding the rules and processes of jury duty postponement.
4. Employees will be required to use ReadySub to request jury duty leave. Please refer to ReadySub instructions for further information. Employee must also submit time-off requests for jury duty in SDS.

K. Military – a leave of absence for required military service. Monument Academy complies with applicable state and federal law concerning leaves for military service.

L. Worker's Compensation – a leave of absence for a work-related illness or injury

M. Use of Short-Term Disability

1. The short-term disability benefit provided by Monument Academy is an employer-funded plan providing income replacement for employees unable to work due to illness, pregnancy, or injury.

- a) Eligibility
- b) A regular, full-time employee who is unable to work due to illness, pregnancy or injury is eligible. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work.

N. Medical Certification

- 1. The employee must provide medical certification of the disability that includes the start and expected end date of the disability. This certification must be submitted to the office manager.

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XVII. Paid Leave Provisions

- A. The following general provisions apply to all leaves of absence and paid time off except paid sick leave.
1. All requests must be submitted electronically to ReadySub.
 2. Ideally, requests are submitted 1 week or more prior to requested leave.
 3. Requests must also be submitted to SDS.
 4. Teachers are required to submit lesson plans for all leaves of absence and/or paid leave.
 5. Teachers shall maintain 2 days of unused emergency lesson plans in the Monument Academy Office. These emergency plans are to be used only in emergency situations where the teacher is unable to prepare a more current lesson plan reflective of units being studied.
 6. Any request for an extension of a medically related leave of absence must be made in writing prior to the expiration date of the original request, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
 7. Failure to return to work on the first day following the expiration of an approved leave of absence may be considered a voluntary resignation.
 8. Coverage under the school's group insurance plans will be continued on the following basis:
 - a) Employee's insurance will continue during the remainder of the month that leave begins; after this time insurance coverage will be available to non-employees on a COBRA basis.
 - b) Employees must make arrangements with Monument Academy to pre-pay their share of group insurance premiums before going on a leave of absence.
 - c) Employees will not accrue length of continuous service for the portion of a leave of absence in excess of 30 days.
 - d) Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
 - e) Employees on leave of absence must communicate with Monument Academy on a regular basis, at least once each month, regarding their status and anticipated return to work date.
 9. Employees on leave of absence who seek or accept other employment without Monument Academy's prior written approval will be subject to disciplinary action up to and including termination.
 10. Employees who falsify the reason for their leave of absence will be subject to disciplinary action up to and including termination.
 11. All school holidays and breaks are reflected annually on the school calendar.

XVIII. Group Insurance Plans

A. Benefits

1. All Monument Academy employees that work a minimum of 30 hours per week are eligible for health, dental, vision, short/long term disability, and life insurance coverage. Costs for selected coverage are the responsibility of the employee. Monument Academy contributes a stated amount to employee benefits annually to help offset costs. The Governing Board will determine the school contribution each year and it is subject to change year to year. All eligible employees who decline health coverage may be required to provide proof of insurance from another carrier or a signed waiver.

B. PERA (Public Employee Retirement Association)

1. Monument Academy will contribute the required percentage of employee's salary less employee's Section 125 contributions monthly into employee's PERA account. This percentage is subject to change and is dictated by PERA.
2. Monument Academy employees contribute the required percentage of their salary less their Section 125 contributions monthly into their PERA account. This percentage is dictated by PERA and is subject to change.
3. Contributions to PERA in the state of Colorado are in lieu of contributions to Social Security.
4. [Life Insurance](#)
5. You may be eligible for coverage provided through PERA. Please contact PERA for additional information 1-866-277-5125.
6. [Disability and Survivor Benefit](#) You may be eligible for coverage provided through PERA. Please contact PERA for additional information 1-866-277-5125.
7. [401\(k\)](#) You may be eligible to elect to contribute to a 401K through PERA. Please contact PERA for additional information 1-866-277-5125.

C. Worker Compensation Insurance

1. Worker's Compensation Insurance covers all eligible employees who sustain a covered, work-related injury, as required by law. Monument Academy pays 100% of the premiums for this important coverage.
2. If you are injured on the job, you must provide written notice of your injury as soon as possible, usually within 24 hours, or prior to seeking medical services (except in the case of an emergency where medical attention should be sought immediately) to a supervisor, so you can be directed to complete the appropriate paperwork, or the Director of Human Resources via the Employee Injury Form.
3. If you require medical attention, you must be treated by the school's designated provider to be eligible for benefits. If you seek medical treatment other than the designated provider for your work-related injury, the costs of that treatment may not be covered by workers' compensation, and you may be required to pay for those expenses. For specific information about Worker Compensation coverages employees may inquire with Human Resources.

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Section II: Employment Practices

I. Employment At-Will

- A. Employment is determined by the mutual consent of the employee and Monument Academy. Consequently, both the employee and Monument Academy have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at-will relationship will remain in effect throughout the employee's employment with Monument Academy unless it is specifically modified by an express written agreement signed by the employee and the Executive Director. This employment at-will relationship may not be modified by any oral or implied agreement. Monument Academy does not discriminate in the hiring process on the basis of any protected class. All candidates shall be considered on the basis of their merits, qualifications, and the needs of Monument Academy.

II. Staff Ethics/Conflict of Interest

- A. No Monument Academy employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with or raises a reasonable question of conflict with their duties and responsibilities in the school system. All employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and district policies and regulations.
- B. In general, and for purposes of this policy, a conflict of interest is any involvement in a matter of personal or financial interest that is incompatible with the employee's assigned duties and responsibilities. A potential conflict of interest is a relationship or situation that tends to influence, or appear to influence, an employee to advance interests other than the district's interests in fulfilling the employee's duties and responsibilities.
- C. It shall be understood that all confidential information an employee is privy to as a result of employment shall be kept confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the school district. This includes information concerning potential customers, clients, or employers.
- D. More than one member of an employee's immediate family may be employed by the district. However, no employee may be under the direct supervision of, or be evaluated by, or in a position that may create a conflict of interest, a member of the employee's immediate family. For purposes of this policy, an employee's "immediate family" includes his or her spouse, partner in a civil union, children, and parents.
1. A violation of this policy shall subject the employee to appropriate disciplinary action up to and including termination.

III. Employee Classification

- A. Monument Academy classifies employees as follows:
1. Full-time employee (both exempt and non-exempt)
 - a) At least 30 hours worked on average, per week,
 2. Part-time employee
 - a) Less than 30 hours worked on average per week,
 3. Nonexempt employee
 - a) Nonexempt employees are eligible to receive overtime pay (for hours worked more than 40 hours per week), if applicable, in accordance with

the provisions of state and federal law. Overtime work is not permitted unless it has been approved in advance by the employee' supervisor.

- b) One hour of overtime is permitted each week.
- c) Substitute teachers, teacher assistants, and hourly employees are nonexempt employees.
- d) Exempt employee, Exempt employees are not covered by the overtime provisions of state and federal law and are therefore not eligible for overtime pay.
- e) Administrators, teachers, and other professional staff are classified as salaried, exempt employees.

B. On occasion, Monument Academy will employ people as contracted work or consultants to perform specific tasks or duties. These people will be held accountable for the guidelines set forth in this handbook as well as MA policies and procedures.

IV. Employment Agreement Employees

- A. Employment Agreement employees sign an at-will Employment Agreement, which expires each year if not earlier terminated.
- B. This Employment Agreement then becomes a commitment made between Monument Academy and the employee.
- C. This Employment Agreement does not imply or warrant another Employment Agreement in the future.

- 1. Employment at-will supersedes all agreements, while the Employment Agreement outlines many of the conditions and arrangements of employment.

- A. Hourly Employees

- 1. Hourly employees receive an hourly wage employment agreement that includes a projected monthly gross income and projected gross salary paid out over a 12-month period.

- B. Hourly Time Records

- 1. Non-exempt employees are required to accurately record their time each day.

V. Job Descriptions

- A. Monument Academy reserves the right to revise and update position descriptions from time to time as deemed necessary and appropriate.

VI. Remote Work Policy

- A. Employees who are not student-facing or supervising staff/students may work remotely occasionally as needed with approval from his/her supervisor. All remote work must be documented. Supervisor may request proof that work was completed while the employee works remotely.

VII. Staff Review and Performance Evaluations

- A. All staff evaluations will be ~~conducted~~ reviewed yearly by administrative staff.
 - 1. The purpose of the performance evaluation is to:
 - a) serve as the basis for improvement of instruction,
 - b) enhance the implementation of curriculum,
 - c) serve as a measurement of the professional growth and development of personnel, and
 - d) serve as the measurement of satisfactory performance for individual personnel or serve as documentation of an unsatisfactory performance.

- B. Evaluations and expectations will be decided upon by the administrative team overseeing their respective staff. If an employee is unsure of these expectations, please see supervising administrator.
- C. Remediation for Unsatisfactory Performance
 - 1. Appropriate action will be taken to remedy an unsatisfactory review. The direct supervising administrator will work with the teacher or staff member to set proper expectations of the level of performance, along with a written plan to reach that performance level in most circumstances. In extreme cases, the principals can relieve a staff person of their duties. In all cases, the well-being and safety of the students will be of utmost importance.
 - 2. All performance evaluations will be documented.

VIII. Termination

- A. A voluntary termination is a termination that is initiated by the employee.
 - 1. As a courtesy, Monument Academy requests employees give at least 10 working days prior written notice before leaving the job.
 - 2. Written notice should include the reason for leaving and the proposed last date of employment.
 - 3. Monument Academy reserves the right to conduct an exit interview.
- B. An involuntary termination is a termination initiated by Monument Academy for reasons other than changing business conditions.
 - 1. If an employee does not call in or report to work for two consecutive workdays, that person may be considered to have abandoned their employment; therefore, will be involuntarily terminated.
 - 2. A layoff is a termination of employment resulting from changing business conditions, necessitating a staff reduction. Whenever Monument Academy determines, at its sole discretion, that a layoff should occur, the following factors will be among those considered:
 - a) versatility
 - b) qualifications
 - c) skill
 - d) ability
 - e) performance
 - f) efficiency
 - g) attitude
 - h) dependability.
 - 3. If an employee resigns or is terminated from Monument Academy, they are not to communicate with the staff, students, or parents using school records, including email or phone unless approved by MA.
 - 4. Upon separation of employment, access to Monument Academy email, IC, EduClimber, ParentSquare, and any other school related accounts will be disabled and any use of these accounts after separation is a violation of policy.

IX. Conflict Resolution

- A. Please see [Board Policy 1518](#).

X. Harassment/Sexual Harassment

- A. It is the policy of Monument Academy that all employees are responsible for ensuring

that the workplace is free of sexual and other unlawful harassment among or between employees or students. Monument Academy refuses to tolerate offensive or inappropriate sexual behavior at Monument Academy or any school-related functions on or off the property.

- B. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:
1. A Monument Academy employee conditioning the provision of an aid, benefit, service or term of employment of the Monument Academy on an individual's participation in unwelcome sexual conduct (often described as "quid pro quo" harassment); Unwelcome conduct that is so severe or pervasive that it effectively denies a person equal access to Monument Academy's education program or adversely affects the terms and conditions of employment.
 2. Sexual assault, dating violence, domestic violence, or stalking as defined under relevant law.
- C. Sexual harassment between people of the same or different genders as defined above may include but is not limited to:
1. Sex-oriented verbal "kidding" or abuse.
 2. Pressure for sexual activity.
 3. Repeated remarks to a person with sexual implications.
 4. Unwelcome touching, patting, pinching, or repeated brushing against another's body.
 5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.
 6. Sexual violence
- D. Any hostile or offensive behavior that has a sexual component might constitute sexual harassment if unwelcomed.
1. The standard for sexually harassing behavior may differ depending on the age and the positions of the people involved.
- E. Other forms of illegal harassment include:
1. conduct which is directed at an individual based on race, color, national origin, religion, age, sex, sexual orientation, gender identity, gender expression, or marital status or disability.
 2. has the purpose or effect of unreasonably interfering with the individual's work performance.
 3. creates an intimidating, hostile, or offensive working or educational environment.
- F. Any employee who has a complaint of harassment at work by anyone, including supervisors, coworkers, or visitors, shall bring the complaint to the attention of one of the following:
1. Principals
 2. Director of Human Resources
 3. Executive Director
 - a) Monument Academy Board of Directors may be contacted; however, this contact is best made after the previous three options have been notified.

- (1) All employees have a duty to immediately report any information they might have of sexually harassing behavior to one of the aforementioned people.
 - (2) Complaints shall be promptly investigated, and special privacy safeguards shall be applied in handling harassment complaints.
- G. All employees should be aware that the privacy of the victim and the accused will be kept as confidential as reasonably possible, recognizing that Monument Academy must respond effectively and appropriately to stop any harassment and prevent such conduct from occurring in the future.
- H. Monument Academy shall retain confidential documentation of all allegations and investigations and shall take all appropriate, corrective action, including but not limited to paid/unpaid administrative leave and disciplinary action up to and including termination, when justified, to remedy all violations of this policy. Monument Academy will notify school district officials of harassment allegations as and when appropriate.
- I. *In addition, conduct of a sexual nature directed toward students may be reported as child abuse for investigation by appropriate authorities.*
- J. Non-retaliation
 1. Persons who make good faith claims of discrimination or harassment under these policies or who provide evidence related to such claims shall not be subject to reprisal or retaliation.
 2. Good faith sexual harassment complaints or reports shall not reflect upon an individual's status or affect future employment or work assignments.

XI. Title IX Coordinator

- A. The Executive Director's designee shall serve as Monument Academy's Title IX Coordinator.
 1. The Executive Director can appoint deputy coordinators.
 - a) The deputy coordinators can perform the investigation but cannot make a final decision regarding the outcome of the investigation without the overview and approval of the coordinator and the Executive Director.
 - b) The coordinator and the deputy coordinators have the obligation to adhere to the Academy's efforts to comply with its Title IX responsibilities.
- B. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or harassment), in person, by mail, by email, or by telephone, using this contact information, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
 1. Such a report may be made at any time, including during non-business hours, by using the Title IX Coordinator's contact information.

XII. Workplace Accommodations for Pregnant Employees

- A. The School will provide reasonable accommodation to pregnant staff members for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA).
- B. Examples of potential reasonable accommodations include:
 1. Seating

2. Closer parking
 3. Leave or time off to recover from childbirth
 4. Limitations on strenuous activities
 5. Limitations on strenuous activities or those that involve exposure to compounds not safe for pregnancy
- C. If you require an accommodation, notify your Supervisor. If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as:
1. The reason you need an accommodation
 2. A description of the proposed accommodation
- D. How the accommodation will address limitations caused by pregnancy, or related medical conditions. The School will not require you to accept any accommodations without engaging in the interactive process to accurately understand your limitations and explore potential accommodations.
- E. The School is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the School.
- F. If leave is provided as a reasonable accommodation, it will run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law.
- G. The School will comply with state or local laws that provide additional protections beyond the PWFA.
1. The School will not retaliate against an employee who requests or receives an accommodation under this policy.

Section III: General Personnel Policies

I. Absence and Late Arrival

- A. It is imperative that employees work their assigned schedules as consistently as possible. Regular attendance and punctuality are two especially important considerations in reaching our objectives.
- B. Excessive absenteeism and late arrivals are grounds for disciplinary action up to and including termination.
- C. If an employee is unable to report to work, leave time must be entered in the ReadySub online system and SDS.
 1. If an employee needs a substitute, they MUST use the ReadySub substitute system. Please refer to the ReadySub online instructions for further information. This system is available 24/7.
 2. If there is an emergency and a substitute is required for the day, employees must log into the system no later than 6:00 AM in order for a substitute to be located.
- D. DO NOT leave a message on the school's voicemail.
- E. Personal leave absences should be approved by a supervisor.
- F. It is the employee's responsibility to keep Monument Academy informed on a daily basis during a short-term absence.
- G. A late arrival or absence is considered "excused" only when the school administration is

contacted ahead of time, the late arrival or absence is for compelling reasons, and the employee has obtained supervisor approval (except for paid sick leave).

- H. Monument Academy reserves the right, at its sole discretion, to determine what constitutes a compelling reason. A late arrival or absence for a non-compelling reason, and failing to call in according to school policy, will be considered "unexcused."
- I. Monument Academy considers "unexcused" late arrivals and absences to be a serious problem due to the impact on student and staff safety and well-being.
 - 1. Employees who are late or absent excessively or show a consistent pattern of absence, whether "excused" or "unexcused," will be subject to disciplinary action up to and including termination.

II. Access to Monument Academy Property

- A. It is important that the administrative office staff and the board president have access at all times to Monument Academy property as well as other records, documents, and files in accordance with Monument Academy Bylaws. Monument Academy reserves the right to access teacher classrooms, workstations, filing cabinets, computer files, desks, and any other school property at its discretion, with or without advance notice or consent.

III. Alcohol, Drugs, and Controlled Substances

- A. The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on Monument Academy property, at school sponsored activities, or in school vehicles is prohibited. "Under the influence" for this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition that creates a risk to the safety and well-being of the affected employee, other staff, students, the public, or school property.
- B. For the avoidance of doubt, marijuana and cannabis/THC related products are considered an illegal drug under federal law and for purposes of this policy.
- C. Violation of this policy will result in disciplinary action up to and including termination.
 - 1. Employees who report to work and are suspected to be under the influence of alcohol or of an illegal drug, narcotic, or controlled substance will be subject to further testing/investigation and disciplinary action, including immediate discharge.
 - 2. An employee taking prescription medicines as prescribed for that employee by a licensed medical doctor will not be in violation of this policy, so long as the medication does not render them unable to meet the essential functions of the job.

IV. Arrests of Employees

- A. The arrest of an employee- whether on or off-duty, may result in the employee being placed on non-punitive administrative leave until such time the case has been adjudicated by the courts and/or investigated by the school.
- B. Employees may be required to provide relevant documentation (e.g. case dispositions, police reports, written explanations, etc.) and must provide this information as soon as possible.
 - 1. Failure to provide requested information in a reasonable timeframe may result in corrective action up to and including termination.
- C. If an employee is convicted of a criminal offense while employed at the school, he or she may be terminated. The ultimate disposition of the issue will depend upon the nature of the offense and the employee's work duties.
- D. Any employee who is arrested for or convicted of a misdemeanor or felony shall notify

his or her supervisor of such arrest as soon as possible thereafter.

1. Any employee must update/report on any subsequent disposition(s) - including conviction(s), pleas of guilty or nolo contendere, and deferred or suspended sentences - to his/her supervisor as soon as possible.
 2. Failure to timely inform the supervisor subjects the staff member to corrective action up to and including termination.
- E. Nothing in this section is intended to disrupt the at-will nature of employment and MA reserves the right to terminate the employment relationship at any time for any lawful reason, including an arrest or charge for a crime.

V. Board of Directors Teacher Representatives

- A. At Monument Academy, we value and honor the opinions of our teachers. We desire to promote and keep open and honest communication between the Board and the teachers without circumventing proper channels of communication between administrators and teachers. Proper communication in the school is critical to our success. To accomplish this objective, our policy is to invite non-voting Teacher Representative(s) to participate in Board of Directors' meetings.
- B. The Teacher Representatives should abide by the duties as set forth in the [Teacher Representative to the Board, Policy 1515](#).

VI. Information Updates for Employees

- A. It is important that Monument Academy has up to date information on each employee. The Director of Human Resources must be informed as soon as possible of any changes in name, address, phone number, marital status, or bank information required for direct deposit, etc. If, for some reason, a change is made in an employee's name and/or Social Security Number, they will be asked to provide original documentation authorizing the change.

VII. Leaving the School Building

- A. All staff must sign out when they leave the building during school hours and sign in upon their return. If there were an emergency, it is imperative to know who is missing so rescue workers do not perform unnecessary searches.
- B. Periodically, administration will consult the sign in/out sheet to make certain the privilege is not abused. Should long breaks away from campus be a repeated occurrence, the issue will be handled by the appropriate principal.

VIII. Lunch and Break Periods

- A. Nonexempt employees who work at least four hours in a workday will receive a 10-minute paid break period for each four hours worked, or major fraction thereof. Break periods will be scheduled as close to the middle of each four-hour work period as possible. If an employee works 6 hours or more during the day, they are entitled to two (2) 10-minute paid break periods.
- B. Nonexempt employees who work more than five hours in a workday will receive an unpaid meal period of at least 30 minutes. However, employees who do not work more than six hours in a workday may voluntarily agree to waive their right to a meal period.

IX. Media Communications

- A. Any inquiries or communications to or from the media are to be directed to the Executive Director, principal, or designee.
1. Please notify the Executive Director or principal immediately of any media contact. Unappointed staff may not serve as a spokesperson for MA.

B. The Board and school administration have systems in place for media coverage.

X. Parking for Employees

A. Monument Academy has designated parking spaces for employees. Employees of Monument Academy will park their vehicles at their own risk. MA will not be responsible for theft or damage to any vehicles parked on or near school property. MA will not be responsible for personal property left in vehicles that are lost, damaged, stolen, or destroyed.

XI. Normal Reporting Hours

A. Reporting hours vary depending on job classification and duties. Hourly employees must coordinate their time and reporting with their direct supervisors. Hourly employees are on their honor to report their time accurately. Breaks and lunch will be given in accordance with labor statutes.

1. Salaried employees are paid to fulfill the functions of their job. Teaching staff should be at school thirty minutes before the start of class and should leave when all of their responsibilities requiring their presence are complete. It is understood that teachers take work home with them; therefore, a time will not be set for the end of the day.

2. If a teacher habitually leaves early and it becomes a problem for students, parents, colleagues, or administration, the absence will be handled on an individual basis.

B. Mandatory reporting hours for student-facing full-time employees are scheduled for the following reporting times: (These times are subject to change during the year.)

1. West Campus: 7:30 am to 4:00 pm

2. East Campus: 7:20 am to 3:50 pm

C. Hourly employees have designated report times and should stay within those hours unless otherwise approved by their supervisor.

D. Administrative salaried employees will also work to fulfill the functions of their job. Administrative reporting hours may vary depending upon the campus and the position. There are times when administration conducts meetings, work, and activities off-site.

1. There may be some additional administration responsibilities for after-hours and evening activities. Schedules should be coordinated with a supervisor.

E. All salaried exempt employees will coordinate their breaks and lunch, so it does not conflict with their primary responsibilities.

XII. Paycheck and Compensation

A. Payday is once a month on the 20th of each month. If the 20th falls on a weekend or holiday, paychecks will be issued on the Friday preceding the 20th.

1. All standard deductions are taken.

2. We honor garnishment orders.

3. Direct deposit is required.

4. Contact the Director of Human Resources for more information.

XIII. Equal Pay for Equal Work

A. The School will not discriminate between employees on the basis of sex, or on the basis of sex in combination with another legally protected class status, by paying an employee of one sex a wage rate less than the rate paid to an employee of a different sex for

substantially similar work, regardless of job title, based on a composite of skill; effort, which may include consideration of shift work; and responsibility, unless the basis for such disparity is one of the following, reasonably applied reasons, which account for the entire wage differential:

1. The school's seniority system.
2. The school's merit system.
3. The school's system that measures earnings by quantity or quality of production.
4. The geographic location where the work is performed.
5. Education, training, or experience to the extent that they are reasonably related to the work in question; or
6. Travel, if the travel is a regular and necessary condition of the work performed

XIV. Wage History and Disclosure of Pay Rate

- A. In determining an employee's pay the school will not inquire about or rely on the wage history of the prospective employee. The school will not discriminate or retaliate against prospective employees for failing to disclose their wage history. The school will not discharge, discipline, discriminate against, coerce, intimidate, threaten, or interfere with an employee or other person because the employee or person inquired about, disclosed, compared, or otherwise discussed the employee's pay rate.

XV. Job Postings

- A. The school will disclose in all job postings, including but not limited to promotional opportunities, a good faith description of the hourly rate or salary compensation (or a range thereof, with lower and upper limits) that the school plans to pay for the position.
- B. General descriptions of any bonuses, commissions other forms of compensation that are being offered for the job; a general description of all employment benefits the School is offering for the position, including health care benefits, retirement benefits, any benefits permitting paid days off (including sick leave, parental leave, and paid time off or vacation benefits), and any other benefits that must be reported for federal tax purposes, but not benefits in the form of minor perks.
- C. The school may ultimately pay more or less than the posted range, so long as the posted range was the school's good-faith and reasonable estimate of the range of possible compensation at the time of the posting.

XVI. Job Opportunities

- A. The school will make reasonable efforts to announce, post or otherwise make known, in writing, any job opportunities to all current employees (even if they aren't eligible or qualified) on the same calendar day and prior to making a decision. Applications may only be open to employees who meet the minimum qualifications.
- B. A "job opportunity" means a current or anticipated vacancy for which the school is considering a candidate or candidates or interviewing a candidate or candidates or that the school externally posts, except it does not include "career development" or "career progression." A "vacancy" means an open position, whether as a result of a newly created position or a vacated position.
- C. "Career development" means a change to an employee's terms of compensation, benefits, full-time/part-time status, duties, or access to further advancement in order to update the employee's job title or compensate the employee to reflect the work performed or contributions already made by the employee. "Career progression" means a regular or automatic movement from one position to another based on time in a specific role or

other objective metrics.

- D. These posts will include the job title, compensation and benefits, means by which employees may apply for the position, and the anticipated closing date for applications. These posts will be made for a minimum period long enough that employees can reasonably access it, and will be made, at a minimum available internally to employees, in the following manner:
- E. Employees (A) can access within their regular workplace, either online or in hard copy, and (B) are told where to find required postings or announcements. If a particular method reaches some but not all employees, such as an online posting not accessible to those lacking internet access, an alternative method must be used for such employees.
- F. The promotional opportunities posting requirement will be subject to the following exceptions (which are subject to change as new rulemaking from the CDLE takes effect):
- G. A job opportunity need not be posted to all employees if the school has a compelling need to keep a particular opening confidential because the position is still held by an incumbent employee who, for reasons other than avoiding job posting requirements, the School has not yet made aware they will be separated. However, if any employees are told of the opportunity, all other employees must be told who either
 - 1. meet the minimum qualifications or
 - 2. have a job "substantially similar" to any employees being told of the opportunity. If the need for confidentiality ends before any deadline to apply for the job, the school will then promptly comply with typical posting requirements.
- H. No immediate job posting is required to fill a position on a temporary basis (i.e. "acting" or "interim" positions) for up to six months where the hiring is not expected to be permanent. If the hire may become permanent, the required posting must be made in time for employees to apply for the permanent position.

XVII. Post Hiring Notification

- A. The school shall make reasonable efforts to announce, post, or otherwise make known, within 30 calendar days after a candidate selected begins working the following information to, at a minimum, the employees with whom the employer intends the selected candidate work with regularly:
 - 1. The name of the candidate selected.
 - 2. The selected candidate's former job title if selected while already employed by the School.
 - 3. The selected candidate's new job title;
 - 4. Information on how employees may demonstrate interest in similar job opportunities in the future, including identifying individuals or departments to whom the employees can express interest in similar job opportunities.
- B. For positions with career progression, the school will disclose and make available to all eligible employees the requirements for career progression, in addition to each position's terms of compensation, benefits, full-time or part-time status, duties, and access to further advancement.
- C. Nothing in this policy will be construed to require a violation of a selected candidate's privacy rights under applicable local, state, or federal law or in a manner that would place the candidate's safety at risk.

XVIII. Records

- A. The school will keep records of job descriptions and wage rate history for each employee for the duration of the employment plus two years after the end of employment.

XIX. Personal Appearance

- A. Monument Academy employees must remember that we are role models for our students and their families, and we must dress professionally. Monument Academy expects its employees to take pride in their appearance and strive to achieve a positive educational and business-like image when representing the school.
- B. Professional, neat, and clean business attire appropriate to the employee's position, while keeping modesty and safety in mind is required.
- C. In compliance with the Colorado Crown Act, any practices or references in any handbooks or policies of MA related to prohibiting discrimination on the basis of ~~an individual's~~ an individual's race shall include a person's hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race. Specifically, without limitation, such hairstyles as braids, locks, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps.
- D. Monument Academy's current policy is "business casual." The following guidelines illustrate the definition of business casual: General for Men and Women
 - 1. No hats or bandanas may be worn in the building. Shoes may be open toed but must be safe for all surfaces. Tennis shoes may only be worn on Fridays unless authorized by a physician for medical purposes.
 - 2. Employee Dress Code
 - a) Blouses and Shirts – Modest blouses and shirts. No blouses that have undergarments or midriff showing are too tight or have low necklines. Shirts must have either a collar or be a business-appropriate shirt. No tank tops, spaghetti straps or T-shirts with advertising, inappropriate writing, or pictures.
 - b) Dresses and Skirts – Dresses and skirts should be no shorter than four inches above the knees. Slits on dresses or skirts must be modest.
 - c) Pants – Dress and casual slacks. No sweatpants, denim jeans, casual shorts, leotards, spandex, hip huggers, or painter's pants. Women may wear a professional Bermuda length loose-fitting short. Leggings may be worn only under appropriate length top, tunic, dress, or sweater, no shorter than 4" above the knee. Men may wear professional knee-length shorts.
 - d) Teachers are allowed to wear denim jeans on Fridays.
 - e) PE teachers may dress in professional looking, clean, and appropriate sports attire. T-shirts must not read any profanity, inappropriate sayings, and/or logos.
- E. Casual Days for Men and Women
 - 1. On casual days, the following are acceptable: T-shirts, sweatshirts, and denim jeans. Clothing shall not be frayed or have holes.
 - 2. Occasionally teachers and other Monument Academy staff will find themselves engaged in duties and activities in which business casual attire is inappropriate.
 - a) Examples of such duties and activities include an art class using paint or other such medium, a physical education class, outdoor field trips, or

some form of cleaning project.

- b) In these cases, clothing that is appropriate for the activity and falls under Casual Days guidelines above is permitted.

XX. Personal Property

- A. Employees should not bring large sums of money, jewelry, or other valuables to work. Monument Academy will not be responsible for individual property that is lost, damaged, stolen, or destroyed on school property.

XXI. Personnel Records

- A. Upon request, any employee will be allowed to review their employee personnel records which have been used to determine their qualifications for employment, promotion, compensation, termination, or other disciplinary action up to and including termination. Please contact the Director of Human Resources for more information.
- B. The personnel records of Monument Academy employees are confidential pursuant to the Colorado Public Records Act. Records may not be removed from the Administration office and must be viewed in the presence of the Director of Human Resources.

XXII. School Closures and Delays

- A. MA may be closed unexpectedly or canceled due to severe weather, power failure, heating/cooling issues, or other reasons. MA school closings due to weather will be in conjunction with District 38 as much as possible. Due to the fact that MA families travel from many directions and distances, there may be occasions when the Executive Director would make a different call than the district. If this happens, check the MA website, ParentSquare, or refer to the local broadcast stations.
- B. A delayed start is possible in the event of questionable weather. In the event of a delayed start, there will be no A.M. preschool classes. Full day preschool classes will start at 10:00 am. AM Kindergarten will report at 10:10 am. All other students will report to school two hours later than the normal start time for the day unless a cancellation is subsequently announced. If a delayed start occurs on Fridays, school will be canceled for the day.
- C. Monument Academy administration will make a determination on a case-by-case basis if there will be remote learning on a snow day or canceled school day.
- D. If there is a delayed start, after school activities may remain as scheduled at the discretion of administration.
- E. When schools are closed because of the weather, some school-related activities on that day may also be canceled. Late afternoon athletic events may still be held should travel conditions be deemed safe. The athletic director will make this decision and communicate to parents via the head coach in sufficient time to allow athletes to arrive in time for the event.

Commented [3]: Monument Academy administration will determine the use of remote learning days for snow day or canceled school day. This decision will be based off how many additional instructional hours are left before the required instructional hours are met.

XXIII. Staff Lounge

- A. Space is provided in the staff lounge for lunch and/or breaks for staff members and appropriate volunteers.
- B. Staff will work cooperatively to ensure this area is neatly maintained. Students are not allowed in the staff lounge unless they are conducting school business as a teacher's assistant.
- C. Staff children are not permitted in the lounge at any time.

XXIV. Technology User Agreement

- A. General Information

1. Internet, school local area, and wide area network access are available to students, teachers, and employees of Monument Academy. Our goal in providing these services to students and teachers is to support a vigorous and rich curriculum by facilitating information access, resource sharing, innovation, and communication.
 2. Students, parents, teachers, and school employees may have access to:
- B. Electronic mail communication with people worldwide;
- C. The Library of Congress, university libraries, and other resource databases;
1. Unfiltered sources of information (no filtering system is 100% effective).
 2. Students, parents, and teachers with a legitimate educational interest may have access to that student's online grades, attendance, and other student information.
 3. Staff and teacher created web pages.
 4. Other resources as they are developed.
- D. The information accessed through network services, including wireless services, should reflect the educational mission and goals of Monument Academy. The school, in compliance with the Children's Internet Protection Act, has taken precautions to monitor and limit access to materials not in line with Monument Academy's mission and goals. The following guidelines are provided so that you are aware of your responsibilities. They encompass the efficient, ethical, and legal utilization of the school's network service resources.

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XXV. Internet/Network Use – Terms and Conditions

- A. Privileges
1. The use of network services at Monument Academy is a privilege and not a right. Inappropriate use may result in cancellation of network privileges and the disclosure to a supervisor or guardian. The system administrators reserve the right to monitor activity on the school network services. The system administrators may close an account at any time should inappropriate activity be detected. In addition, the administration, faculty, and staff of Monument Academy may request system administrators deny, revoke, or suspend specific user accounts and access when it is determined that a user has inappropriately used school technology.

XXVI. Rules of Use

- A. The school network will not be used to "cyber bully" or publish, access, download, store, and/or distribute any material (text, graphic, photo, audio) which contains anything classified as defamatory, abusive, untrue, obscene, profane, threatening, or sexually explicit, or otherwise "offensive" as determined by Monument Academy.
- B. The school network may not be used in any fashion which results in the violation of school rules, school policies, or city, county, state, or federal law. Federal copyright regulations must be followed. All communication and information accessible via the network should be considered copyrighted unless otherwise stated. Plagiarizing the works of others is illegal and violates this agreement.
- C. Sharing or allowing another individual to use your password is not permitted. Staff may not log on and allow students access to staff resources. Staff may not log on to the network and allow other adults/staff to access network resources. Users shall not attempt to use a password, email name, or Internet address which has been assigned to another person. Users found abusing this privilege may be denied continued access to the

network.

- D. Gaming, or any form of gaming, is not permitted on the Monument Academy network, unless approved by a system or school administrator.
- E. The school accepts no liability or other responsibility for costs related to commercial services accessible on the Internet, flat or metered surcharges, or any other costs which might be related to the use of the Internet. Individual users may not incur charges which may be billed to the school.
- F. Using network services for product advertising, personal websites, or political lobbying is prohibited.
- G. MA network security is a priority. If you feel you can identify a security issue/threat on the network or the Internet, you must notify an administrator or Monument Academy Technology Services technician immediately. Do not demonstrate/discuss the problem to others.
- H. Bypassing, or using applications designed to bypass, Internet firewalls or web-filtering is strictly prohibited and will result in immediate account suspension. This action may also result in suspension, expulsion, or other appropriate disciplinary action up to and including termination. Installing any applications on a computer must be done with extreme caution. If there are any questions or concerns about an application, please bring it up to the Technology Department. If your computer gets any kind of malware from downloading and installing software, your computer will be taken off the network and reimaged. Reimaging will wipe all files, documents, pictures, etc. from your computer, so be sure to frequently save data to network or external drives.
- I. Vandalism is a direct violation of this agreement. Vandalism is defined as any attempt to harm or destroy data or equipment of Monument Academy, another system or entity on the Internet, or to disrupt services to others. This includes, but is not limited to, the creation or uploading of computer viruses. Hacking or exploring unauthorized and sensitive areas of the network system will also be considered vandalism and will result in the cancellation of network privileges and/or other appropriate disciplinary action up to and including termination. Such action may also include suspension, expulsion, monetary compensation, and notification to legal authorities. In the case of an employee, further personnel actions may result.
- J. Connecting personal electronic devices to Monument Academy technology is not permitted, unless approved by a system or school administrator. This includes but is not limited to computers, telephones, or network equipment.

XXVII. Electronic Mail

- A. Electronic mail is a communications tool provided to active school employees and current middle school and high school students. Access to other third-party email services is also available.
- B. Do not reveal personal information about yourself or others in any email message. This includes your home address, phone number, Social Security Number, birth date, or any other personally identifiable information.
- C. Employees should only use their Monument Academy email to communicate with students, staff, or parents regarding school related information. Employees are not permitted to use any email distribution list obtained from their position at Monument Academy for personal use.
- D. Employees should not use their Monument Academy email for personal mass mailings

such as chain letters, garage sales, advertising, etc.

- E. Employees should inform the appropriate school staff member or supervisor immediately if they receive any inappropriate/improper email messages.
- F. Students should use the school-provided email for school purposes only.
- G. Employees should be aware that any form of electronic mail may be a public record under the public records law and may be subject to public inspection under section 24-72-203.
- H. School provided email accounts are subject to monitoring and search by the school at any time for any reason.

XXVIII. Student Information System

- A. Students, staff, and parents may access student information online. This is a secure, password protected privilege. All Monument Academy network and Internet terms and conditions must be followed.

XXIX. Cancellation of Account

- A. Any user who has graduated or is otherwise not associated with the school will have his or her account terminated. This includes but is not limited to the following accounts: Network, electronic mail, student database (Infinite Campus), and the school's website. Termination of the account will occur on the final day of association with Monument Academy. Access to these accounts, after termination by the user, is unauthorized and specifically forbidden by the school.

XXX. Disclaimer

- A. Monument Academy makes no warranties of any kind, whether expressed or implied, for the network services it provides. Monument Academy will not be held responsible for any damage suffered through such usage. This includes loss of data or service interruptions caused by hardware or software problems, user errors, or omissions. Monument Academy will not be held responsible for financial obligations arising from the unauthorized use of school network services. Monument Academy respects the law as it applies to any use of computer services on or off campus. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- B. Monument Academy reserves the right to change its procedures and rules at any time.

XXXI. Phone Usage

- A. Employees should have their personal cell phones charged, turned on, and with them always for access to emergency notifications. However, during direct student supervision times for all staff, employees are prohibited from using their cell phones to talk, text, browse the internet/social media, or post on social media.
- B. Cell phone use of any kind during formal meetings and parent meetings is prohibited.
- C. It is strongly discouraged to use cell phones during professional training sessions.
 - 1. Exemptions can be made on a case-by-case basis.

Commented [6]: This is something that is true for West with the RAVE app, but something that isn't utilized at East. Thoughts on this?

Section IV: Classroom Expectations and Requirements for Teachers

I. Attendance Reporting

A. The classroom teacher will take attendance daily as directed by administration.

II. Bullying Intervention

- A. Monument Academy does not tolerate bullying, harassment, or violence of any kind. Teachers have to be watchful, sensitive, and vigilant at all times. Teachers or staff observing this type of behavior will report any such act to the administration immediately.
- B. Bullying is a form of harassment that involves repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another.
- C. Online programs are held to the same standards and expectations as in-person classes and any harassment that occurs in the context of online instruction will be addressed by Monument Academy.
- D. Online harassment includes, but is not limited to, remarks, gestures, communications, or writings displayed on school IT systems or programs used for instructional purposes. Harassment may also occur in display or circulation of written materials or pictures.

III. Cyberbullying

- A. Cyberbullying is defined as using technology to deliberately and repeatedly harass or intimidate. It may include but is not limited to actions such as verbal taunts, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct is disruptive to the educational process and, therefore, bullying is not acceptable behavior at Monument Academy and is prohibited.
- B. Any form of verbal, physical or online intimidation of any student can result in suspension. Intimidation of staff members will warrant a suspension and consideration for expulsion. Intimidation includes verbal threats, physical gestures, electronic threats, or written words intended to physically or mentally harm others. Threats of any type of violent activity will be taken seriously and disciplinary action up to and including termination, along with legal consequences, may result.
- C. Many issues that arise involve more than one party. The teacher and/or an administrator will make every effort to notify parents (whether offender, offended, or bystander) on the same day at the earliest possible opportunity by telephone or email as soon as reasonably possible.

IV. Classroom Environment

- A. Teachers are responsible for the entire environment in their classroom. Rooms must be kept clean, safe, and a productive learning environment.
- B. Teachers are required to keep all exits accessible in case of emergencies.
- C. Teachers must also provide a safe space that can accommodate all students in case of a lockdown.
 - 1. If there are any issues, the teacher is responsible for contacting the building facilities manager to ensure adherence to this policy.

V. Safety and Operation Staff Obligations

- A. Rules and Expectations Supporting the Orderly Operation of the School and the Educational Process
- B. Rules and expectations covered in this section are designed to meet the following goals:
 - 1. Maintain an orderly school operation.
 - 2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.

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3. Help students develop skills and behaviors necessary for healthy social interactions, both present and future.
4. Help students learn how their decisions affect the quality of theirs and others' lives.
5. Help students develop responsibility and character.

VI. Classroom Management

- A. The role of the principals/assistant principals in classroom management is to support teachers in maintaining authority in their students' "school" lives.
- B. Document interactions with students brought about by misbehavior. This documentation may occur in any form that suits the teacher's style. It is appropriate to share this documentation with other teachers who work with the student and the appropriate principal/assistant principal for problem solving, devising possible consequences, and plugging holes in possible consequences. Documentation options include, but are not limited to, using the office referral in the classroom without sending the document to the office, using a paper tracker, spreadsheet, or app.

VII. Physical Intervention

- A. In accordance with C.R.S. 26-20-101, et. seq., and other related state and school policies, staff members who have been properly trained may restrain students in an emergency situation after attempting a less restrictive alternative such as de-escalation; or determining such measures would be ineffective and that prompt restraint is necessary to protect other students. A teacher should not restrain a student without proper [CPI](#) training. Any hold that is performed that goes beyond a level one hold, must be thoroughly documented.
- B. The use of chemicals or sedatives will not be used by staff members to restrain a student. Mechanical devices will not be used by staff to restrain students, except by trained and certified school security officers who are holding the student until law enforcement arrives.

VIII. Child Abuse Reporting/Mandatory Reporters

- A. Monument Academy complies with the Child Protection Act. As a part of this Act, any Monument Academy employee who has reasonable cause to know or suspect that a child has been submitted to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect as defined by Colorado Revised Statutes, shall immediately report or cause a report to be generated to the appropriate county department of social services or local law enforcement agency. Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.
- B. To report suspected child abuse or neglect, call The Colorado Child Abuse and Neglect Hotline, 1-844-CO-4-Kids or 1-844-264-5437. The hotline serves as a direct, immediate and efficient route to the counties which are responsible for accepting and responding to child abuse and neglect inquiries and reports. All hotline calls will be routed to the county where a child resides.
- C. Employees may inform the Crisis & Behavior Management team when they file a report at: crt@monumentacademy.net
 1. Reports should include the following information, some of which may be found in Infinite Campus.
 - a) Name of Child

Commented [8]: Is this still a thing and who manages this account?

- b) Age
- c) Gender
- d) Ethnicity
- e) Grade
- f) Date of Birth
- g) Father Name
- h) Mother Name
- i) Address
- j) Home Phone
- k) Cell Phone
- l) Other household members
- m) Siblings at home
- n) Narrative of incident

D. Reports of child abuse or neglect, along with the name and address of the child, family, or informant, and any other identifying information in the report, are confidential and will not be made public.

IX. School employees may not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. Intimate Care Policy

- A. Monument Academy is committed to ensuring staff who are responsible for the intimate care of students will perform their duties in a professional manner. The student's dignity and privacy will always be preserved.
- B. Definition: "Intimate Care" is defined as tasks of an intimate nature associated with bodily functions and personal hygiene, such as toileting and/or incontinence care, which require direct or indirect contact with or exposure of the genitals. Partnership with parents, including the knowledge and understanding of any religious or cultural sensitivity is a vital principle when providing intimate care to students. Each student's right to privacy will be respected.
- C. Careful consideration will be given to each student's situation to determine how many staff need to be present when a student requires help with intimate care. Where possible, one student will be cared for by two adults, but this is not mandatory.
- D. When it is anticipated that a child will require regular intimate care, an individual intimate care plan will be created and signed by the parent. The intimate care plan will provide detailed information for all staff providing care for that student. This plan should be agreed after discussions with the parents, school staff, and any appropriate health personnel. The plan should include phrases used for bathroom functions at home and routine assistive measures that are required by the student. (See attached template for ease of plan creation.)
- E. Individual autonomy will be encouraged for students in relation to toileting and/or cleaning up after bowel or bladder accidents. Staff will encourage students to do as much for themselves as they can.
- F. Staff who provide intimate care to students will receive annual universal precautions training by the school nurse.
- G. Bowel and/or bladder hygiene care will be provided in the health office bathroom.
- H. Non-latex gloves and appropriate wet wipes will be made available to staff for use when providing intimate care to students. Staff will wear a new pair of disposable gloves each

time bowel or bladder hygiene is conducted.

- I. The student's body will be cleaned wherever necessary.
- J. Soiled underwear and clothing will be replaced with clean underwear and clothing. If the student does not have a clean change of clothes, staff will check with the health office supply. If no clean clothing is available from the health office, staff will contact the student's parent(s) and request a change of clothes be brought from home. Students who have an individual intimate care plan are encouraged to keep at least one change of clothes at school.
- K. Once the students have cleaned, their hands will be washed.
- L. Staff will wash their hands.

Resources: Bilton Community Primary School Intimate Care Policy, United Kingdom, Colorado Department of Public Health and Environment, Division of Environmental Health and Sustainability, Rules and Regulations Governing Schools in the State of Colorado, 6 CCR 1010-6., St. Thomas Primary School Intimate Care Policy, United Kingdom.

X. Classroom Movies

- A. Board Policy will determine this portion of the handbook.

XI. Classroom Supervision

- A. All classrooms must be supervised by a school staff member. Individual teachers are responsible for ensuring effective classroom supervision. Students are to be held accountable for their cooperation with teachers and other supervising adults. Only school employees may supervise students in the classroom. At no time will a teacher or school employee be left alone with a student in a room with a closed door. Teachers and staff must assist one another with accountability.

XII. Curriculum Guidelines

- A. Please refer to Monument Academy's Vision for general philosophical information regarding the academic program.
- B. Monument Academy will encourage and provide growth in basic skills, subjects, and methodologies, and will use the Core Knowledge Sequence to enable students to become productive citizens and analytical thinkers, as well as lifelong learners. The curriculum will allow teachers to exercise personal giftedness and judgment in applying the curriculum, methods, and materials while teaching students the joy of learning and achieving.
- C. Teachers are expected to follow Monument Academy Frameworks which incorporates Core Knowledge scope and sequence.
- D. Teachers are accountable to their students, parents, and team members to stay on pace with the entire curriculum outline.
- E. Any new curriculum purchases must be approved by the Curriculum Committee. This would include material purchased by a teacher.

XIII. Emergency Safety Procedures

- A. Refer to the current version of the Emergency Operations Plan. Employees are responsible to be prepared for emergencies.
- B. Teachers are responsible for contacting the School Resource Officer and administration if they witness any suspicious behavior or become aware of illegal activity.

XIV. Facilities Management Services

- A. For facilities emergencies, please contact the front desk and they will contact the

appropriate Facilities team member.

- B. Facilities Request for Other D-38 Schools
- C. Contact the Business Office for information on how to arrange the use of other D-38 facilities. Please do not contact District 38 directly.

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XV. Facility, Materials, Equipment Use

- A. There will be no use of materials, facilities, or equipment for activities outside of Monument Academy's educational program without specific written approval of the Operations Manager.

XVI. Faculty Meetings and In-service

- A. It is imperative for staff and teachers to stay informed of current educational practices.
- B. Professional development training will occur on Friday afternoons during in-service time. This in-service time was designated at the onset of the school.
- C. The principals and/or instructional coach will schedule Friday afternoons in advance for teachers and teams to properly plan.
 - 1. Each designated Friday afternoon, attendees are expected to have lunch prior to and be ready for in-service training at the communicated time/location.

XVII. Field Trips

- A. Prior to planning a field trip, contact the administration and business office to seek approval. The teacher is responsible for communicating all details regarding the field trip to parents. Overnight field trips are limited to secondary students unless otherwise approved by the principal/assistant principal. If there is an overnight trip, there will be a minimum student-to-chaperone ratio of 5:1, with a same sex adult chaperone in the room or adjacent room with the door open. There will never be unsupervised students in a room. Overnight field trips are considered optional.
- B. Extra-curricular activities which are school sponsored must follow field trip guidelines.
- C. Teachers are responsible for maintaining student safety. The teacher(s) is/are responsible for every student present on a field trip.
- D. Any misconduct will result in disciplinary action up to termination. All volunteers must be background checked by the Colorado Bureau of Investigation.

XVIII. Handing Out Materials

- A. Any flyers, pamphlets, or other written materials that contain information not related to Monument Academy's educational program, including those that are religious in nature, may only be handed out before or after school hours, so as not to cause disruption during the school day. Only students may hand materials on the MA school campus.

XIX. Lesson Plans and Weekly Plans

- A. All teachers will be responsible for planning lessons at least one week in advance. All new teachers may be asked to submit plans on a weekly basis and send them to the Principal/Assistant Principal by Sunday evening. The Principal/Assistant Principal will provide details on the format and how to turn them in.
- B. Secondary teachers will update their Canvas homepage Weekly Snapshot table by every Sunday evening.
- C. Grades must be posted weekly. No assignment should remain ungraded in Infinite Campus or Canvas for longer than one week.

XX. Religious Opinions

- A. To ensure Monument Academy remains a safe learning environment and maintains

neutrality for all students, staff members are not to represent their personal religious opinions with students on the school campus or during school-sponsored activities (Roberts v. Madigan, 702 F. Supp. 1505 (D. Colo. 1989)).

- B. Teachers faced with unsolicited religious questions by students should redirect students to their parents or others and make it clear that teachers do not speak for Monument Academy. MA does not promote or endorse any type of religion.

XXI. Report Cards and Progress Reports

- A. Report cards are issued prior to these conferences. Teachers will post their grades within the parameters given by the administration.
- B. Teachers should call the parents of any student receiving a grade below “C.”

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XXII. Teacher/Parent Communications

- A. To fully realize and appreciate our parents’ support, it is imperative we make communications a priority. It is important to speak with parents directly regarding issues and positive aspects of their child’s progress. A computer-generated grade report does not constitute parent contact.
- B. Regular communication is critical to the educational process. Frequent communications will take place to keep families well informed of classroom activities, academic progress, and any other information important to the child’s success.
- C. Appropriate methods of communication include, but are not limited to, class webpage, daily planners, phone calls, and academic status reports. Grades must be entered into the school software system weekly. Personal phone calls must be made to parents immediately when a student fails a test and/or any grade becomes a “D” or “F”. Student behavior issues must be communicated to the parents on the day of occurrence.
- D. Monument Academy business phones, not personal cell^s, should be used to call parents. Teachers should not use their personal cell phones to communicate with parents via text.
- E. The appropriate grade level principal/assistant principal may be available to attend any parent conferences.
- F. Parent-generated communication must be answered within 48 working hours during the school week. Friday emails should be addressed the following Monday. If communication may be of a controversial or confrontational nature, please “carbon copy” the principal. Reminder: All school emails are subject to CORA.
- G. 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. Teacher assistants 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 proper, orderly communication.
- H. All parent requests for student documentation during custody disputes must go through administration. Monument Academy does not have the authority to provide such data unless directed by a court order. If a teacher receives a request, they must contact the appropriate grade level principal.

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XXIII. Teacher/Student Communication

- A. Any communication that is not school related or appropriate classroom conversation between staff and students must be avoided. Personal, one on one communications with students must be avoided. The teacher/student relationship must always remain

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professional. Teachers may not share any form of social media with students. Teachers and other staff will refrain from posting school-related pictures or other information about students, parents, or staff on their personal social media sites. Exceptions may be made on a case-by-case basis.

- B. Employees and parents should only take pictures of their own students/children when in the building or at school-related functions and not post pictures of other people's children to social media sites. There can be no expectation of privacy at any MA public activity, such as sporting events, class parties, or concerts.
- C. Class videos/presentations can be created for end-of-year parties and award ceremonies. The video creator must check photo waivers in the office to ensure that students who do not have a waiver are NOT included in the presentation. presentations should only be shown at the respective party/ceremony and not shared with others, unless permission slips are obtained from each parent of each child included. Copyright free music must be used if the video is shared.

XXIV. Personal Devices

- A. Faculty and staff are permitted to bring personal printers and electronic devices to work; however, Monument Academy is not responsible for any loss or damage to these devices. Monument Academy is not responsible for any loss or destruction of data on a personal device and Monument Academy does not guarantee the privacy of data using the school network. Monument Academy does not provide any supplies for personal printers, other than paper. Paper provided by Monument Academy should be used for work purposes only. Monument Academy does not provide technical support for personal devices and printers.

XXV. Volunteers in the Classroom

- A. Please see [Lewis Palmer D-38 Volunteer Guidelines](#)
- B. Volunteers are welcome at Monument Academy. All volunteers must read and sign a Confidentiality Notification and Agreement form prior to volunteering. In order to maintain a safe, secure, and smooth-running school, teachers are asked to follow the guidelines below when using volunteers:
- C. Teachers will provide the front office with their volunteer schedules and include names/dates.
- D. Scheduled volunteers must sign in at the front office to receive a visitor badge, then proceed directly to the classroom.
- E. Do not ask volunteers or room moms/dads to purchase classroom or curriculum supplies.
- F. Never ask a parent to file or in any way handle confidential student information (e.g., assessment scores, report cards, etc.). This is a breach of confidentiality.
- G. Volunteers working with students separate from the supervision or oversight of a Monument Academy employee must have background checks completed before volunteering. Monument Academy staff will notify the front office so that the necessary paperwork/approvals may be processed prior to volunteering. Please contact the Director of Human Resources for further information.
- H. When volunteers are present, be very judicious of conversations that may contain any confidential information.
- I. Volunteers who want coaching or leadership positions requiring them to oversee students without teachers or other staff members present, must be fingerprinted and have background checks completed prior to leading, supervising, or chaperoning

students during these activities. Please see Administration for clarification.

XXVI. Visitors in the Building

- A. All school visitors are required to sign in at the front office and wear a "Visitor" name tag.
- B. If at any time, a parent or visitor becomes disruptive to the learning environment, a staff member will notify the front office immediately so that the administration can assist with the situation.
- C. All Monument Academy staff will be vigilant to ensure that adults have a visible badge on their person while in or around the school building. Any adult without a badge should be escorted to the front office to obtain a badge. Volunteers who work directly with children must be background checked through the Colorado Bureau of Investigation.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I have received my copy of the Handbook which outlines the personnel policies of the School. I will familiarize myself with the information in the Handbook and agree to observe these policies in all aspects. I also agree to familiarize myself with and abide by all policies and resolutions of the MA school board.

I recognize that the Handbook does not constitute a contractual agreement and that either the School or I may terminate my employment at any time for any reason, with or without cause, and I understand that no manager or representative of the School, other than the Executive Director, has any authority to enter into any employment agreement for a specified period of time or to make any promises or commitments contrary to the foregoing. Further, any such agreement, if made, shall not be enforceable unless it is in writing and signed by both the Executive Director and me.

I understand that the information contained in the Handbook represents guidelines only, and that the School may change, rescind or add to any policies, benefits, or practices described in this Handbook at any time at its sole and absolute discretion with or without prior notice.

Employee's Signature

Date

Employee's Printed Name

Menu of College and Career-Ready Demonstrations



High school graduation requirements are set by local school boards. They must align with the Colorado Graduation Guidelines, which are designed to help all students and families in Colorado plan for success after high school.

Local school boards and districts select from this menu to create a list of options that their students must use to show what they know of can do in order to graduate from high school. School districts may offer some or all of the state menu options, may raise a cut score on an included assessment and may add graduation requirements in other content areas.

Graduation Guidelines begin with the implementation of Individual Career and Academic Plans (ICAP); 21st Century Essential Skills; and Colorado Academic Standards for all content areas, including: one course in Civics, and by July 2023, one course that incorporates Genocide and Holocaust studies.

Students must demonstrate readiness for college and career based on at least one measure in Reading, Writing and Communicating, and one measure in Mathematics ¹.

Districts have the authority to provide accommodations to students in meeting the college and career demonstrations necessary to earn a standard high school diploma for: English learners, gifted students and students with disabilities.

MENU OF OPTIONS: This menu lists the minimum scores required.

ACCUPLACER

CLASSIC	Reading, Writing and Communicating 62 on Reading Comprehension OR 70 on Sentence Skills	Mathematics 61 on Elementary Algebra	ACCUPLACER is a computerized test that assesses reading, writing, math and computer skills. The results of the assessment, in conjunction with a student's academic Background, goals and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.
	Reading, Writing and Communicating 241 on Reading OR 236 on Sentence Writing	Mathematics 255 on Arithmetic (AR) OR 230 on Quantitative Reasoning, Algebra, and Statistics (QAS)	

ACT

Reading, Writing and Communicating 18 on ACT English	Mathematics 19 on ACT Math	ACT is a national college admissions exam. It measures four subjects – English, reading, math and science. The highest possible score for each subject is 36.
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ACT WorkKeys - National Career Readiness Certificate

Reading, Writing, Communicating, and Mathematics Bronze or higher	ACT WorkKeys is an assessment that tests students' job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce. Students must score at the bronze level (a score of at least 3) in all three assessments- Applied Mathematics, Graphic Literacy and Workplace Documents - and they will earn the ACT's National Career Readiness Certificate.
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¹ In order to match the language in statute for Colorado Academic Standards, and to better reflect the skills necessary for success in life after high school, "English" and "Math" have been more clearly defined as, "Reading, Writing, and Communicating" and "Mathematics."

Menu of College and Career-Ready Demonstrations, Page 2

Advanced Placement

Reading, Writing and Communicating 2	Mathematics 2	AP exams test students' ability to perform at a college level. Districts choose which AP exams will fulfill this menu option. Scores range from 1 to 5 (highest).
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ASVAB

Reading, Writing, Communicating, and Mathematics 31 on the AFQT	The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 on the AFQT are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military.
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Concurrent Enrollment

Reading, Writing and Communicating Passing grade per district and higher education policy	Mathematics Passing grade per district and higher education policy	Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. School districts and institutions of higher education each determine passing grades for credit and concurrent enrollment. An eligible concurrent enrollment course is 1) the prerequisite directly prior to a credit-bearing course or 2) a credit-bearing course, and 3) governed by a district-level cooperative agreement or MOU. Districts choose which courses will fulfill the option.
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District Capstone

Reading, Writing and Communicating Individualized	Mathematics Individualized	A capstone is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. Capstone projects are district determined and often include a portfolio of a student's best work.
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Industry Certificate

Reading, Writing and Communicating Individualized	Mathematics Individualized	Industry certificates are credentials recognized by business and industry. They are district determined, measure a student's competency in an occupation, and they validate a knowledge base and skills that show mastery in a particular industry.
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International Baccalaureate (IB)

Reading, Writing and Communicating 4	Mathematics 4	IB exams assess students enrolled in the official IB Diploma Programme. Districts choose which IB exams will fulfill this option. Scores range from 1 to 7 (highest).
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SAT - Scores updated for SAT (2016)

Reading, Writing and Communicating 470	Mathematics 500	The SAT is a college entrance exam. The SAT includes sections on reading, writing and math. The highest possible score for each section is 800.
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Collaboratively developed, standards-based performance assessment

Reading, Writing and Communicating State-wide scoring criteria	Mathematics State-wide scoring criteria	For this option, students use an authentic demonstration of academic knowledge and Essential Skills through the creation of a complex product or presentation.
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Monument Academy

School Board Committees

Building/Facility Committee – This committee oversees the building and school grounds, as well as assist with school safety and security.

Curriculum Committee – This committee reviews all changes to curriculum and coordinates recommendations made by faculty and staff.

Finance Committee – This committee is responsible for the financial oversight of the school's budget and expenses.

Governance Committee – This committee reviews, recommends and creates Board policies.

Resource Development Committee (RDC) – This committee is responsible for all fundraising efforts within the community. Subcommittee of the RDC - Grant Committee – This committee provides research and writes grants to further the vision and mission of MA.

School Accountability Advisory Committee (SAAC) – The purpose of the MA SAAC is to represent the Monument Academy (MA) community, including parents, legal guardians, students, and faculty, with regard to MA grade level academics, student achievement, budgetary and safety matters, and to make recommendations to the Executive Director and Principal regarding these topics. The MA SAAC is an advisory body only.