

**August 8<sup>th</sup>, 2024**

**Monument Academy Board of Directors Packet**

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- West Campus Parent/Student Handbook
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- Student Data Security and Privacy Policy
- MS Athletic Handbook
- HS Athletic Handbook
- Draft Major Gifts Officer Job Description
- FY 24-25 Board Meeting Dates



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

August 8, 2024 at 6:30pm MST

**Monument Academy East Campus**

**Mission Statement:**

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

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

**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 July 11, 2024.

**E. 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)

**F. ITEMS REQUIRING BOARD DISCUSSION/ACTION**

- a. Policies
  - i. KECL: Library Materials Parental Review Policy
  - ii. JRN: Non-Legal Name Changes for Students

- iii. JRN-R: Non-Legal Name Changes for Students Procedures
- b. East & West Campus Student/Parent Handbooks
- c. Athletic Handbook for Middle School & High School
- d. Board Technology Purchase Recommendation
- e. Major Gifts Officer Job Description
- f. FY 24-25 Board of Directors Meeting Dates
- g. FY 24-25 Board of Directors Strategic Planning
  - i. SWOT Analysis
  - ii. Strategic Planning Goals
- h. Board of Directors Seat Vacancy and Committee Assignments
- G. BOARD COMMENTS/ANNOUNCEMENTS**
  - a. August Board Cafe Chat Volunteers
- H. NEW BUSINESS**
- I. MOTION TO ADJOURN TO EXECUTIVE SESSION**
  - a. Executive session pursuant to C.R.S. 24-6-402(4)(d) to discuss specialized details of security arrangements.
- J. ITEMS REQUIRING BOARD DISCUSSION/ACTION**
  - a. Action taken on items discussed in executive session
- K. ADJOURNMENT**
- L. 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

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## School Board Update

Executive Director Report  
August 8, 2024

The last month has been very busy and productive. It has been a joy to have the administration staff back in the building and collaborating on several projects to get the school year off to a strong start. Each school held an event to touch base with new families to Monument Academy and to catch up with our current families. The facilities team has worked on each school getting it ready to welcome families to our upcoming events like the New Student Orientation, Meet and Greet, and Secondary Town Hall.

The marketing team has been formed and is now meeting weekly to implement an initial marketing and communications plan. In an attempt to clarify our communication expectations, the team will formulate a letter that will go out to parents of our students. The school leadership will have already vetted the expectations and shared their agreement.

The content of the letter will include:

- Streamline communication from administration, PTO, and athletics twice a month.
- Family *Parent Square* training nights will be provided.
- *Parent Square* groups allow families to opt in for more specific communication.

The marketing team has also been working with an outside partner to help develop our marketing plan. Currently, the team is in the information gathering phase and look forward to taking the next steps in developing a comprehensive marketing plan. We hope to have the plan completed by the end of the first quarter.

Not only is the goal to get the teachers set up for success to start the school year, but we are looking to set up our substitutes for success as well. On August 1st, we held a substitute teacher breakfast to provide support and information. This event had the staff provide the process for substituting in the building, a tour, and answer questions. I was able to attend the first part of the meeting and it was an energetic atmosphere with many returning substitutes. The feedback that was provided on the



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## School Board Update

event was overwhelmingly positive. Our goal is to make sure that Monument Academy is a welcoming place for anybody that enters the building and this is one step in that direction.

The administrative team took time to walk around the other campus to provide a fresh set of eyes on improving the appearance of the campuses. There was an extensive list created to address needs. The new HVAC systems are in place and there is still some work to be done to complete the project, it will be done by the start of school. The construction on West Campus is now complete and a video with directions on the car line will be sent to families with adequate time to review before they arrive on campus.

Respectfully,  
Collin Vinchattle

### **Action Items Addressed from Previous Board Meeting**

- Non-Legal Name Policy - Action Item for August
- Library Policy - First Reading
- Student/Parent Handbook Edits - Action Item for August \*
- Athletic Handbooks Review - Discussion/Action Item for August \*
- Major Gifts Job Description - Submitted
- SWOT Analysis and Suggested Strategic Goals - Discussion/Action item for August \*

\* These documents have been sent early for the purpose of having discussion/thoughts prepared for better efficiency.



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## School Board Update

### MA West Elementary Principal Report - August 1, 2024

Kurt Walker & Laura Sadlon

- **Information of Interest on Highlights and Activities (keep brief)**
  - We've hired a Spanish teacher and in the midst of interviews for a Library Technician position
- **Number of Teacher Observations**
  - None during the summer
- **Areas of Concern**
  - My kindergarten classes are filling up. Currently I have 3 FDK at 23-24 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 at this time. Teacher University will take place the week of the board meeting.
- **School Achievement**
  - No report at this time.
- **Enrollment Report**
  - As of August 1, 2024 at 7:35 a.m.
    - KHD 18 (1 class of 18)
    - KFD 70 (3 classes: 24/23/23)
    - 1st 83 (4 classes: 21/21/21/20)
    - 2nd 86 (4 classes: 22/22/21/21)
    - 3rd 97 (4 classes: 25/24/24/24)
    - 4th 100 (4 classes: 25/25/25/25)
    - 5th 98 (4 classes: 25/25/24/24)
  - Total 552
  - FTE 544.44 Budget set for 546

\*\* If numbers go up, I'd like to open another KFD class to lower the class sizes



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## School Board Update

Angela Duca

August 8, 2024

Previous Board Reports:

[July Board Report](#)

### Information of Interest on Highlights and Activities

- I would like to encourage the Board Members to visit our Campus. We invite you to visit our classrooms and spend time with us.
- I am extremely impressed with our staff! Many teachers have spent hours working over the summer getting ready for the school year.
  - Our middle school Character Education Team has revamped our PEAK time. It is sure to add more school spirit to our middle school teams. They have also spent time talking about how to continue our focus on building character.
  - Our Classical Education Team has worked on ways to bring classical education into the classroom. They focused on how Capturing Kids Hearts, our teacher evaluation system, and classical education work hand-in-hand to create excellence in the classroom.
  - Our high school academy team met to discuss ideas concerning high school Academy Time. The high school team will be reviewing Academy Time during teacher training next week.
  - Many veteran teachers have spent time working with our new teachers to ensure they are prepared for day one. I am continually impressed by how the staff care about each other and are always striving to ensure the best for their students.
- I met with the Student Council student ambassador, and I am very excited to hear about all the fun activities Student Council will be planning over the course of the upcoming year.
- You may have noticed some colorful areas in our parking lot. To carry on the tradition, several seniors came out last week to paint their parking spots. They are very creative!
- We have hired for all positions with the exception of a part-time SPED position. This position remains posted.



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## School Board Update

### Areas of Concern

- 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. Due to the need for supervision at lunch and carline, the teachers also do extra duties during the week.

### Professional Development – results and recap

- On July 18 and 19, 11 staff members attended Capturing Kids' Hearts training. As a whole, the teachers said they enjoyed the training and will use what they learned in the classroom.
- New teacher training will be held on Friday, August 2, and Monday August 5.
- All staff training will be held Tuesday, August 6, through Friday, August 9.

### Beginning of the Year Events

- |                       |   |
|-----------------------|---|
| ● Wednesday, August 7 | Middle School and High School Town Hall |
| ● Monday, August 12   | All student Meet and Greet              |
| ● Tuesday, August 13  | New student orientation                 |
| ● Thursday, August 29 | Back to School Night                    |





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## School Board Update

### **Information of Interest on Highlights and Activities**

- Held summer "Open House". About 50 people showed up. 3 seat offers from the Open House.

### **Number of Teacher Observations**

- Will have 5

### **Areas of Concern**

- Safety-siren or loud speaker for PK playground cannot hear alarms.
- Possible pass through door in room 208 to room 206

### **Professional Development – results and recap**

- All PS/PK staff are completing all required pre-service training prior to the first day with students.

### **School Achievement**

- N/A

### **Enrollment Report**

- Current enrollment -PS 24, PK 26



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## School Board Update

Dear Monument Academy Board of Directors,

I am honored to share the report for our Monument Academy Homeschool Partnership. As you are aware, this program has been in the works since December of 2023. The program was designed with the needs of the community in mind while focusing on partnership/relationship building with homeschool families in Monument and surrounding areas. Our plan was written with a projected part-time enrollment of 21 students. After a town hall and many personalized phone calls with families, I am pleased to report that we currently have 30 fully enrolled students with interested families continuing to contact us each week. We are fully staffed with one part-time program manager (Janyse Skalla), two part-time teachers (Meghan Leach and Jessica Alafat), and one part-time teacher's assistant (to be announced soon). The team brings passion, experience, high energy, and dedication to serving. In conjunction with facilities, the classroom has been repainted and updated with new items for a fresh appearance. The teachers have been busy creating a comfortable and engaging environment for all students that will surely impress our parents at Meet and Greet.

As part of our program, we offer families up to \$250 in curriculum purchases. This summer has been busy with purchasing and distributing the personalized curriculum for each student. I have met with several families for curriculum consultations where assistance on curriculum guidance is provided. We also offer a curriculum library where families are able to check out resources, educational manipulatives, and other items to enhance the educational environment within their home. Many of these items have been purchased and are being inventoried for checkout.

I am very proud of what our school is offering our homeschool community. As an educator for 20+ years with a focus on charter homeschool programs for the past 14 years, it is a genuine pleasure to serve our homeschool community and Monument Academy in its entirety.

In Partnership,  
Janyse Skalla



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## School Board Update

**July 2024**

Marketing and Communications Update

### Community Events

#### West Campus:

-We hosted Popsicles on the playground for Kindergarten students & families on July 19th. We had over 100 in attendance.

-We also hosted Popsicles on the Playground for our 1st-5th grade students and families on July 19th. New families were able to mingle with other new families as well as current families and ask questions. 30 families in total.

#### East Campus:

We hosted Yard games in the Courtyard on July 26th and had 30+ families in attendance. Students enjoyed mingling with friends and parents were able to ask staff questions about athletics, uniforms, and other general questions.

Next community night will be a ParentSquare education evening for all our MA community on Aug. 8th at 5pm at West Campus-MPR.

### Marketing

We are currently working with Monument Living Magazine and Palmer Divide Living on Sponsorships and monthly ads. Yard/Roadside signs have been placed the last 5 weekends to promote that we are now enrolling for the '24-'25 school year.

### Tours

July- 26 Scheduled Tours (Signs/Banners- 15% , Word of Mouth-57% , Google-23% , Social Media- 3%)  
MAHP-1 Elem-14 MS-9 HS-6 We have seen an increased interest in HS tours this summer!

### Volunteer Data for '23-'24 School Year

East- 43 Volunteers with a total of 712 total hours -11% participation

West- 90 Volunteers with a total of 1,743 total hours - 21% participation



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## School Board Update

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### Communications

As we gear up for the new school year we are keeping busy with back to school events for both of our campuses. Working with the registrars on getting communications on events to our new families.

ParentSquare integration will happen on Aug. 8th and Aug. 9th. Accounts will go live with updated information on Aug. 9th.

Looking forward to the '24-'25 School Year!



# Monument Academy

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## School Board Update

**Enrollment Update**  
**August 8, 2024**

**FTE Projections for 2024-25**  
**(As of 5:00 p.m. on 8/1/24)**

	Partially Confirmed Students	Fully Enrolled Students	Budgeted for 24/25
<b>MAHP FTE</b>	<b>15</b>	<b>13.5</b>	<b>10.5</b>
<b>West FTE</b>	<b>550.44</b>	<b>543.44</b>	<b>546</b>
<b>East FTE</b>	<b>560</b>	<b>554</b>	<b>547</b>
<b>FTE Totals</b>	<b>1125.44</b>	<b>1110.94</b>	<b>1103.5</b>

This report outlines our Full-Time Equivalent (FTE) enrollment totals, alongside the figures included in our 2024-25 budget. Although enrollment numbers continue to fluctuate prior to school starting, we still anticipate meeting or slightly exceeding our budgeted FTE of 1103.5. We look forward to welcoming our families back for the 2024-25 school year!



## MA MS Athletics

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

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

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)

### Boys Soccer Camp - Aug. 6th & 7th from 3:00pm-4:30pm.

Location: Kings Deer Park

There is no fee for this camp and no prior registration needed. Show up to camp and be ready to have fun.

### Boys and Girls Cross Country Preseason workouts.

Aug. 5th from 8:30 am to 10:30 am. Location: Limbaugh Park in downtown Monument

Aug 6th from 8:30 am to 10:30 am. Location: Palmer Lake

Aug 7th from 8:30 am to 10:30 am. Location: MA East Campus

### Girls Volleyball Open Gym workouts.

Aug 7th and 8th from 6 pm to 8 pm. Location: MA West Campus

### **Requirements to participate in athletics/tryouts:**

**Registration must be complete with an active Sports Physical before tryouts. NO EXCEPTIONS**

**If your student-athlete makes a team, payment of \$150 is required before the first contest or the student may be held out of competition.**

**Parents, please also register as a parent driver! Even if you do not plan on driving other students it is wise to do this at the beginning of the year just in case you can help out with athletics or school events that require transportation. This can be done through the same link.**

We are excited to announce that Monument Academy, in collaboration with 100% Chiropractic, will be hosting a Sports Physical Clinic for our students and their families. This clinic will take place on August 10th from 10:00 AM to 1:00 PM at our East Campus.

Details of the Clinic:

- **Date:** August 10th
- **Time:** 10:00 AM - 12:00 PM
- **Location:** Monument Academy East Campus
- **Cost:** \$30 per physical (Cash or Check made out to 100% Chiropractic)

This is a fantastic opportunity to get your sports physicals completed conveniently and at a reduced cost. We have limited spots available, so we encourage you to reserve your spot as soon as possible. Walk-ins are welcomed.

If you have any questions, please do not hesitate to contact MA Athletic Director, Mike Svendsen, at [msvendsen@monumentacademy.net](mailto:msvendsen@monumentacademy.net)

The Monument Academy Cheer Team attended the NCA cheer camp at the University of Colorado in Colorado Springs on July 15 through the 18th. During this grueling camp experience, this amazing group of girls bonded as teammates, learned new skills, and earned many awards and recognitions.

Our very own cheer team won the "Herkie Team Award" for exemplifying the qualities on which NCA was founded, including leadership, values, teamwork, and sportsmanship. The team also received the Technical Excellence Award for their stunting abilities and "Top Band Chant" ahead of 2 high school teams!

There were **nine** All-American nominees: Briley Marsh, Gia DiStefano, Kaylee Brethauer, Nevaeh Layman, Katie John, Ryleigh Warren, Sophie Vincent, Kenslee VerSteegt, and Ava Blakemore. Briley Marsh was awarded the All-American Award! Briley and Ryleigh received the "Pin It Forward" pin for demonstrating the positive qualities of a cheerleader.

Coaches Sarah Medearis and Halle Marsh completed the coach credentialing program. These wonderful leaders have worked so hard all summer long to be prepared for the school year and they look forward to bringing spirit and joy to every corner of Monument Academy! Give the cheerleader some much deserved praise and encouragement this year as you see them around school, games, and community! GO LYNX!







## MA HS Athletics

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

<https://monumentacademy-ar.schooltoday.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)

### **Requirements to participate in athletics/tryouts:**

**Registration must be complete with an active Sports Physical before tryouts. NO EXCEPTIONS**

**If your student-athlete makes a team, payment of \$150 is required before the first contest or the student may be held out of competition.**

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# Monument Academy

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## School Board Update

### Facilities Report August

- West HVAC Unit replacement, currently underway, Units were ordered missing a component, the parts have been ordered and will be installed once received. For now units will operate at 100% capacity when operating. Due to be completed 02-Aug-2024
- East HVAC, was found that East campus was receiving in excess of 500 volts which caused all HVAC units to shut off automatically (safety mechanism). Worked with Mountain View to find the cause of over voltage. This has been resolved, an electrician will come out to verify the proper voltage to the HVAC before we attempt turning the units on.
- West and East Campuses mowed
- West Campus assisted with preparing HomeSchool classroom for use
- East Campus, Painted the white walls on lower level around the gym wing
- Cleaned up broken tile behind sheds
- West Multiple emergency exit signs being replaced and several emergency lights
- Continued weed abatement at each campus
- West Campus working on a solution to move the HVAC BAS server from an old server to a new Server
- New automatic lock installed on main entrance of West Campus
- Safety drill scheduled for after school starts
- Kiln still in process of install, need to have proper ducting put in place, working with Long for best solution

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

<b>Instructional and Support Staff</b>							
	<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Pay</b>	<b>Reason</b>
<b>Resignations/Terminations</b>							
	Kelly Collier	Library	1.0	ELEM	7/22/2024	\$48,029.80	Took a job elsewhere
<b>Leave of Absence</b>							
<b>Extension of Leave of Absence</b>							
<b>Return from Leave of Absence</b>							
<b>New Hires</b>							
	Abril, Lorena	Spanish Teacher	1.0	ELEM	8/2/2024	\$50,368.80	Replacement
	Dozier, Brandy	MS Math/Science	1.0	MS	8/2/2024	\$45,116.80	Replacement
	Ritschard, Susannah	MS TA	0.63	MS	8/6/2024	\$14,620.00	New
	Courtney Comer	Homeschool TA	0.45	Homeschool	8/6/2024	\$10,506.00	Offer Pending
	Nelson, Cheryl	Reading Specialist	1.0	ELEM	8/2/2024	\$50,419.40	Replacement
<b>Employees Rehired</b>							
<b>Newly Created Position Proposals</b>							
<b>Need to Hire</b>							
	Library Resource Educator	Library Support	1.0	ELEM	8/2/2024	\$42,000.00	Second Round Interviews 8/8/2024
	Teacher	MS Science	1.0	MS	8/2/2024	\$46,066.40	Replacement
	Special Education	Teacher	0.5	HS	8/2/2024	\$27,000.00	New
<b>Change in Position/Hours/Days/Loca Name</b>	<b>Current Position</b>	<b>New Position/Reclassification</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Salary</b>	
<b>Executive Professionals</b>							
	<b>Name</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Pay</b>	<b>Reason</b>
<b>Resignations/Terminations</b>							
<b>Leave of Absence</b>							
<b>Extension of Leave of Absence</b>							
<b>Return from Leave of Absence</b>							

New Hires							
Employees Rehired							
Newly Created Position Proposals							
Need to Hire							
<b>Change in Position/Hours/Days/Loca Name</b>	<b>Current Position</b>	<b>New Position/Reclassification</b>	<b>FTE</b>	<b>Location</b>	<b>Effective Date</b>	<b>Salary</b>	

**Monument Academy**

**Quarterly Financial Statements (Pre-Audit)**

**Fiscal Year 2023-24**

**June 30, 2024**



Monument Academy  
1150 Village Ridge Pt  
Monument, Co 80132

Collin Vinchattle  
Executive Director

Glenn Gustafson, CPA  
Chief Financial Officer

Laura Polen  
Finance Director

27-Jul-24

**Monument Academy**  
**Quarterly Financial Summary**  
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**6/30/2024**

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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**  
**6/30/2024**

	FY 23-24 FOURTH QUARTER				FY 23-24 YEAR-TO-DATE				FY 22-23 4th Quarter	Footnotes
	4th QUARTER	1/4 x Annual	Variance	%	YTD	Annual	Variance	Percentage	YTD	
	Actual	Budget (1)								
<b>Revenues</b>										
Local Revenue	599,894	442,276	157,618	135.64%	1,909,352	1,769,105	140,247	107.93%	1,662,879	(1)
State Revenue	3,075,197	3,041,745	33,452	101.10%	11,959,751	12,166,979	(207,228)	98.30%	10,972,926	(2)
Federal Revenue	16,979	123,448	(106,469)	13.75%	16,980	493,791	(476,811)	3.44%	754,516	
<b>Total Revenues</b>	\$ 3,692,070	\$ 3,607,469	\$ 84,601	102.35%	\$ 13,886,083	\$ 14,429,875	\$ (543,792)	96.23%	\$ 13,390,321	
<b>Expenditures by Program</b>										
Instructional Services	1,487,231	1,639,343	152,112	90.72%	5,839,864	6,557,370	717,506	89.06%	5,831,109	(3)
Pupil Services	87,558	90,803	3,245	96.43%	339,383	363,212	23,829	93.44%	316,854	(4)
Instr. Staff Support	207,360	158,570	(48,790)	130.77%	691,636	634,278	(57,358)	109.04%	523,849	(4)
General Administration	204,863	157,067	(47,796)	130.43%	711,201	628,266	(82,935)	113.20%	371,017	(5)
School Administration	182,655	256,435	73,780	71.23%	943,846	1,025,739	81,893	92.02%	1,073,440	
Business Services	69,967	75,563	5,596	92.59%	297,737	302,252	4,515	98.51%	540,230	(6)
Maintenance, Operations & Transp	972,315	1,261,617	289,302	77.07%	4,114,965	5,046,469	931,504	81.54%	4,068,241	(6)
Central Services	213,535	165,767	(47,768)	128.82%	738,623	663,068	(75,555)	111.39%	358,620	(6)
<b>Total Expenditures</b>	\$ 3,425,484	\$ 3,805,165	\$ 379,681	90.02%	\$ 13,677,255	\$ 15,220,654	\$ 1,543,399	89.86%	\$ 13,083,360	
<b>Other Financing Uses</b>										
Transfers In/Out		0	0	N/A	60,965	0	0	N/A	103,114	
<b>Total Other Financing Uses</b>	\$ -	\$ -	\$ -	N/A	\$ 60,965	\$ -	\$ (60,965)	N/A	\$ 103,114	
<b>Income (Loss)</b>	\$ 266,586	\$ (197,696)	\$ 464,282		\$ 269,793	\$ (790,779)	\$ 1,060,572	\$ (0)	410,075	(7)
<b>Audited/Estimated Fund Balance, Beginning of Year</b>					2,765,794	3,280,000			2,382,779	
<b>Fund Balance, End of Period</b>					\$ 3,035,587	\$ 2,489,221	\$ 1,060,572		\$ 2,792,854	

Cash in Bank	6/30/23	6/30/24
Cash in Bank - Checking	241,941	77,234
Integrity Money Market	214,566	56,768
FNB Certificate of Deposit #1	651,894	0
ColoTrust	2,512,475	4,020,588
<b>Total Cash in Bank</b>	<b>\$3,620,876</b>	<b>\$4,154,590</b>

**Footnotes:**

- (1) Local Revenues for QTD are above budget (136%) and YTD are high (108%) due to correction of LP#38 4th qtr revenues pending (MLO & Gala)
- (2) State Revenues for QTD are high (101%) but YTD are low (98%) due to LP38 funding corrections, these were caused by the decrease w/enrollment reconciliation.
- (3) Instructional/Pupil Svcs program expenditures are below budget for QTD and YTD.
- (4) Inst Staff program expenses are high for the quarter and slightly greater than the target YTD due to instructional administration costs.
- (5) General Admin program expenditures are high for the quarter and YTD due to legal/compliance costs.
- (6) Business & Central Services expenses are low for the quarter but slightly high YTD due to Payroll conversion costs; Maint & Ops programs are low for QTD & YTD.
- (7) QTD total expenditures are low at 90% of budget and YTD total expenditures are below budget at 89.9% of budget (target = 100%).

**Monument Academy**  
**Quarterly Financial Summary**  
**General Fund**  
**6/30/2024**

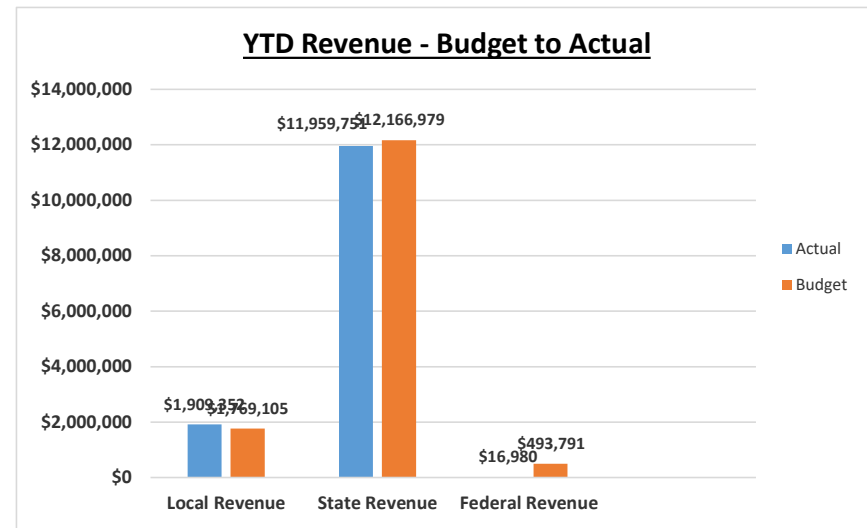
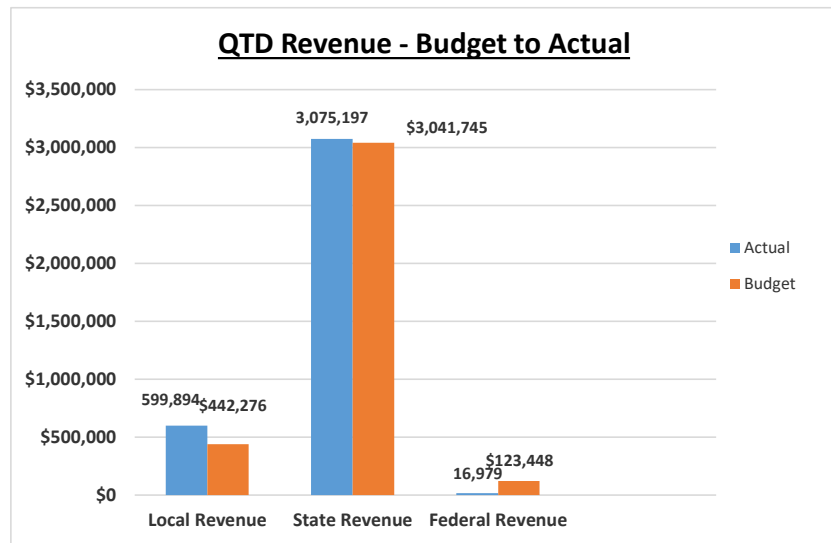
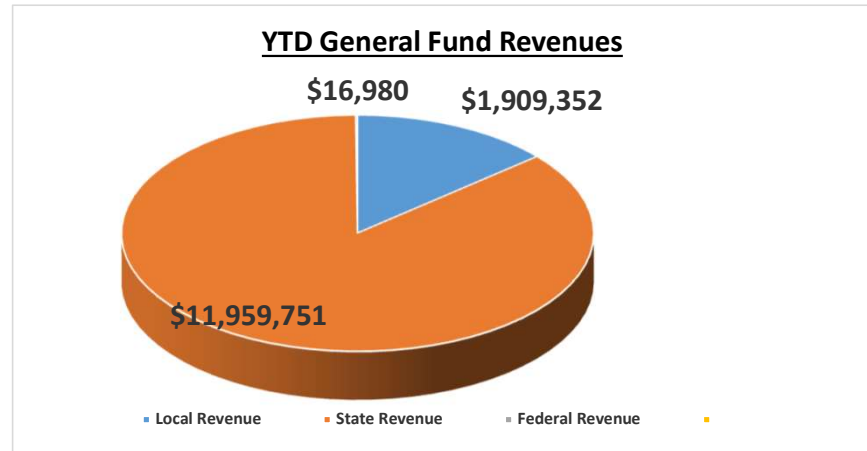
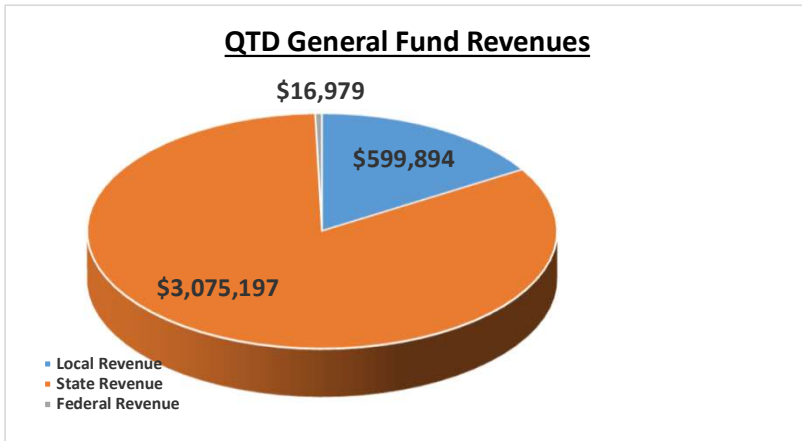
Expenditures by Object	FY 23-24 FOURTH QUARTER				FY 23-24 YEAR-TO-DATE				FY 22-23 4th Quarter	Footnotes
	4th QUARTER	1/4 x Annual	Variance	% Used	YTD	Annual	Variance	Percentage	YTD	
	Actual	Budget			Actual	Budget		Recvd or Used	Actual	
Salaries	1,484,597	1,495,631	11,034	99.26%	5,849,681	5,982,524	132,843	97.78%	5,489,087	(1)
Employee Benefits	528,006	561,312	33,306	94.07%	2,067,554	2,245,247	177,693	92.09%	2,202,267	(2)
Professional Services	361,487	158,505	(202,982)	228.06%	1,006,794	634,021	(372,773)	158.80%	677,326	(3)
Property Services	750,882	839,885	89,003	89.40%	3,391,001	3,359,539	(31,462)	100.94%	3,422,488	
Other Services	195,712	173,720	(21,992)	112.66%	679,909	694,881	14,972	97.85%	456,240	(4)
Supplies & Materials	97,332	158,485	61,153	61.41%	568,602	633,941	65,339	89.69%	694,546	(5)
Capital Outlay	7,468	414,750	407,282	1.80%	101,240	1,659,000	1,557,760	6.10%	130,319	
Other Objects	0	2,875	2,875	0.00%	12,474	11,500	(974)	108.47%	11,087	
Interschool Allocations	0	0	0		0	0	0		0	
<b>Total Expenditures</b>	<b>\$ 3,425,484</b>	<b>\$ 3,805,163</b>	<b>\$ 379,679</b>	<b>90.02%</b>	<b>\$ 13,677,255</b>	<b>\$ 15,220,653</b>	<b>\$ 1,543,398</b>	<b>89.86%</b>	<b>\$ 13,083,360</b>	(6)

**Footnotes:**

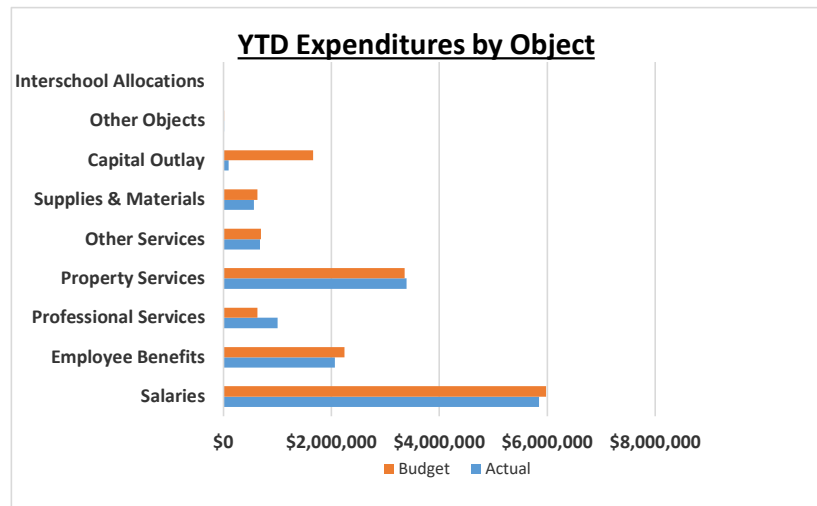
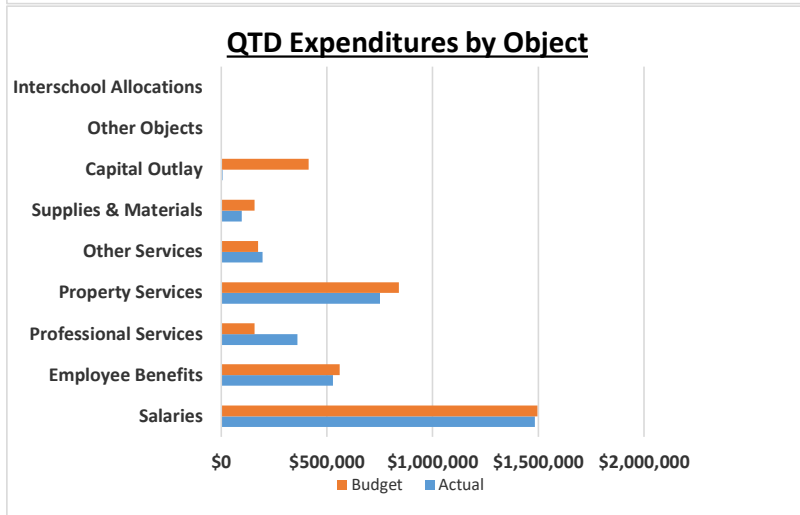
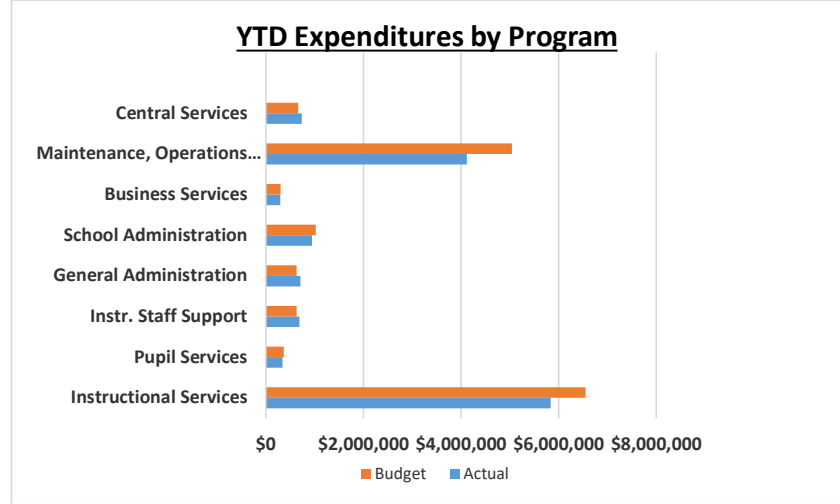
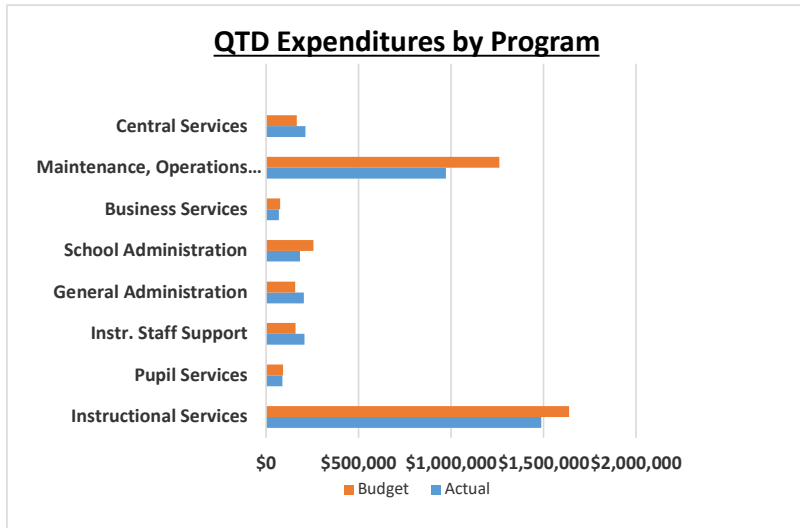
- (1) Salaries expenditures are below budget for both QTD & YTD due to employee hiring levels and vacancies.
- (2) Employee Benefits expenditures are below budget at 94% of the quarterly budget and 92.1% of the YTD budget.
- (3) Purchased/Professional Services expenditures are high for the quarter and YTD due to contractual costs realted to many operational contracts.
- (4) Other Services are high for QTD but right on target for YTD.
- (5) Supplies and Materials expenditures are below budget for the quarter and YTD.
- (6) Overall GF Expenditures are below budget at 90% for QTD and below budget YTD at 89.9%.



**Monument Academy**  
**Quarterly Financial Summary**  
**General Fund**  
**6/30/2024**



**Monument Academy**  
**Quarterly Financial Summary**  
**General Fund**  
**6/30/2024**



**Monument Academy**  
**Quarterly Financial Summary**  
**PreSchool Fund**  
**6/30/2024**

	FY 23-24				FY 23-24				FY 22-23	Footnotes
	FOURTH QUARTER				YEAR-TO-DATE				4th Quarter	
	4th QUARTER	1/4 x Annual		%	YTD	Annual		Percentage	YTD	
Actual	Budget	Variance	Used	Actual	Budget	Variance	Recvd or Used	Actual		
<b>Revenues</b>										
Local Revenue	54,732	134,150	(79,418)	40.80%	474,917	536,600	(61,683)	88.50%	478,005	
State Revenue	0	0	0	N/A	0	0	0	N/A	0	
<b>Total Revenues</b>	\$ 54,732	\$ 134,150	\$ (79,418)	40.80%	\$ 474,917	\$ 536,600	\$ (61,683)	88.50%	\$ 478,005	
<b>Expenditures</b>										
<b>Instruction</b>										
Salaries	40,369	50,094	9,725	80.59%	178,757	200,375	21,618	89.21%	172,887	(1)
Employee Benefits	11,924	19,147	7,223	62.28%	71,286	76,587	5,301	93.08%	45,181	(1)
Professional Services	0	0	0	N/A	0	0	0	N/A	0	
Property Services	11,250	11,250	0	100.00%	40,000	45,000	5,000	88.89%	30,000	(2)
Other Services	0	0	0	N/A	0	0	0	N/A		
Supplies & Materials	3,811	8,000	4,189	47.64%	27,067	32,000	4,933	84.58%	31,678	(3)
Equipment	0	8,250	8,250	0.00%	17,849	33,000	15,151	54.09%	33,152	
Other Objects	450	0	(450)	N/A	450	0	(450)	N/A	5,796	
<b>Total Instruction</b>	67,804	96,741	29,387	70.09%	335,409	386,962	52,003	86.68%	318,694	
<b>School Administration</b>										
Salaries	19,308	7,775	(11,533)	248.33%	75,305	93,300	17,995	80.71%		
Employee Benefits	5,483	2,383	(3,100)	230.09%	19,416	28,599	9,183	67.89%		
Professional Services	0	0	0	N/A	5,307	0	(5,307)	N/A		
Property Services	6,608	0	(6,608)	N/A	6,607	0	(6,607)	N/A		
Supplies & Materials	0	0	0	N/A	0	0	0	N/A		
Equipment	0	0	0	N/A	0	0	0	N/A		
Indirect Costs	11,812	0	(11,812)	N/A	47,250	0	(47,250)	N/A		
<b>Total School Administration</b>	43,211	10,158	(33,053)	425.39%	153,885	121,899	(31,986)	126.24%	0	
<b>Support Services</b>										
Salaries	3,754	0	(3,754)	N/A	13,764	0	(13,764)	N/A		
Employee Benefits	1,346	0	(1,346)	N/A	4,773	0	(4,773)	N/A		
Professional Services		3,938	3,938	0.00%	0	47,250	47,250	0.00%		
<b>Total Support Services</b>	5,100	3,938	(1,162)	129.51%	18,537	47,250	28,713	39.23%	0	
<b>Total Expenditures</b>	\$ 116,115	\$ 110,837	\$ (4,828)	104.76%	\$ 507,831	\$ 556,111	\$ 48,730	91.32%	\$ 318,694	
<b>Other Financing Uses</b>										
Transfers Out	0	0	0	N/A	0	0	0	N/A	0	
<b>Total Other Financing Uses</b>	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -	
<b>Income (Loss)</b>	\$ (61,383)	\$ 23,313	\$ (84,246)		\$ (32,914)	\$ (19,511)	\$ (12,953)	168.69%	\$ 159,311	(4)
<b>Audited/Estimated Fund Balance, Beginning of Year</b>					99,146	100,000			76,600	
<b>Fund Balance, End of Period</b>					\$ 66,232	\$ 80,489	\$ (12,953)		\$ 235,911	

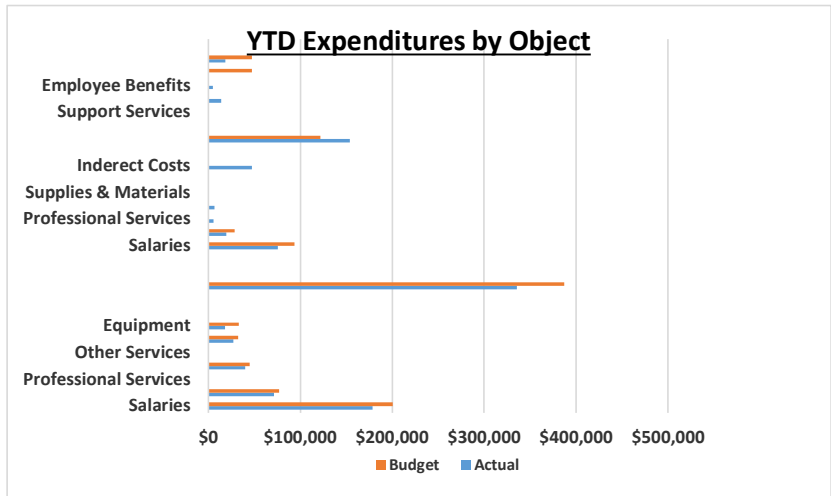
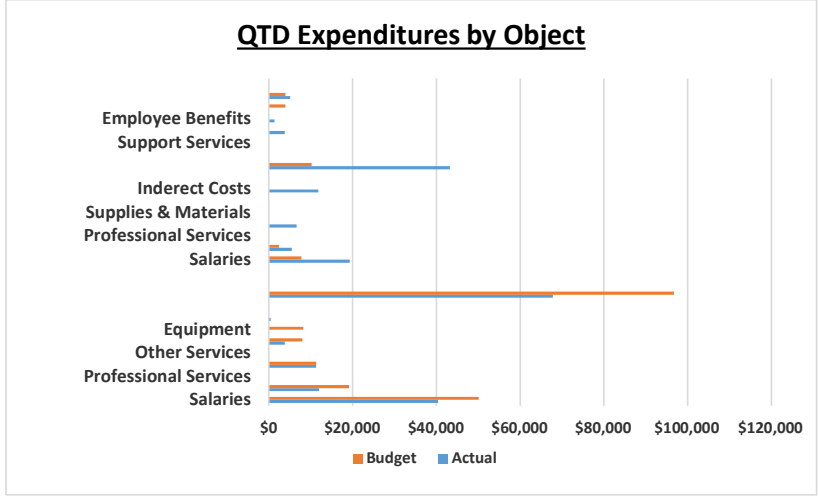
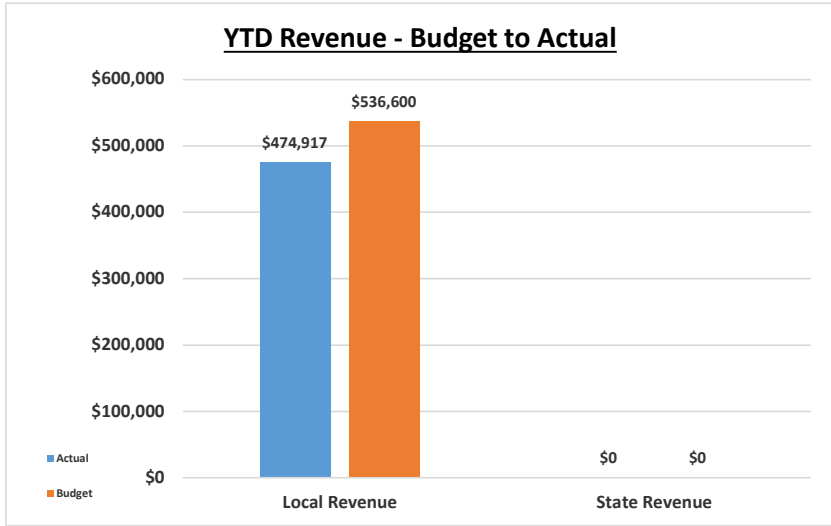
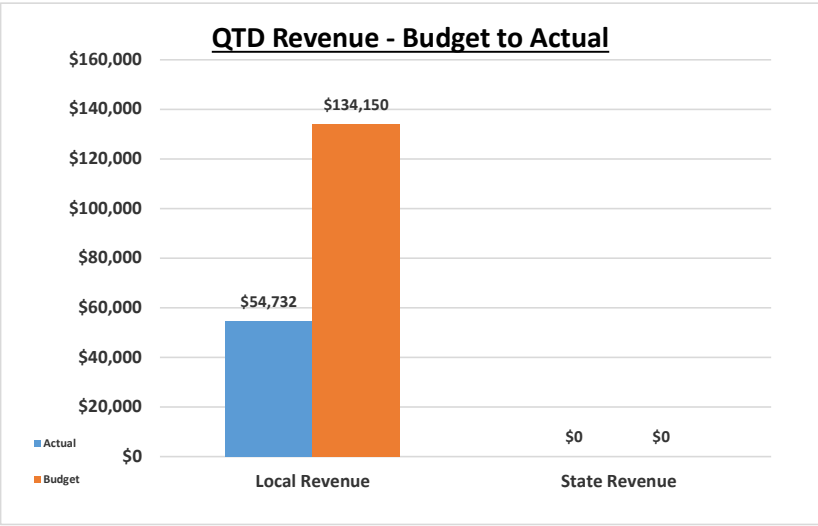
**Cash in Bank - Integrity**      \$      **142,669**

**Footnotes:**

- (1) Preschool Salaries & Benefits are below budget for the quarter and are below budget year to date.
- (2) Property services were high for the quarter due to catch-up on Preschool rent and indirect costs but below budget YTD.
- (3) Supplies & Materials are high for MTD and high YTD due to preschool grant expenditures.
- (4) Total expenditures for the quarter (104.5%) due to the rent and indirect catch-up but YTD (91.3%) are below budget.

**Monument Academy**  
**Quarterly Financial Summary**  
**Preschool Fund**  
**6/30/2024**

**PreSchool Fund**



**Monument Academy**  
**Quarterly Financial Summary**  
**Facilities Corp Fund**  
**6/30/2024**

	FY 23-24 FOURTH QUARTER				FY 23-24 YEAR-TO-DATE				FY 22-23 4th Quarter	Footnotes
	4th QUARTER	1/4 x Annual	Variance	% Used	YTD	Annual	Variance	Percentage Recvd or Used	YTD	
	Actual	Budget			Actual	Budget			Actual	
<b>Revenues</b>										
Interest Income	18,237	0	18,237	N/A	70,451	0	70,451	N/A	41,323	
Lease Income - Intercept 2019	233,034	231,250	1,784	100.77%	932,092	925,000	7,092	100.77%	930,437	
<b>Total Revenues</b>	\$ 251,271	\$ 231,250	\$ 20,021	108.66%	\$ 1,002,543	\$ 925,000	\$ 77,543	108.38%	\$ 971,760	
<b>Expenditures</b>										
Salaries	0	0	0	N/A	0	0	0	N/A	0	
Employee Benefits	0	0	0	N/A	0	0	0	N/A	0	
Professional Services	0	1,250	1,250	0.00%	0	5,000	5,000	0.00%	0	
Property Services	0	0	0	N/A	0	0	0	N/A	0	
Other Services	0	0	0	N/A	0	0	0	N/A	0	
Supplies & Materials	0	0	0	N/A	0	0	0	N/A	0	
Interest - 2014 Bonds	221,068	112,885	(108,183)	195.83%	451,538	451,538	0	100.00%	469,937	(1)
Principal - 2014 Bonds	0	117,500	117,500	0.00%	470,000	470,000	0	100.00%	450,000	(2)
<b>Total Expenditures</b>	\$ 221,068	\$ 231,635	\$ 10,567	95.44%	\$ 921,538	\$ 926,538	\$ 5,000	99.46%	\$ 919,937	
<b>Other Financing Uses</b>										
Transfers Out	0	0	0	N/A	0	0	0	N/A	0	
<b>Total Other Financing Uses</b>	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -	
<b>Income (Loss)</b>	\$ 30,203	\$ (385)	\$ 30,588		\$ 81,005	\$ (1,538)	\$ 82,543	-5266.91%	\$ 51,823	
<b>Audited/Estimated Fund Balance, Beginning of Year</b>					1,613,136	1,600,000			1,561,374	
<b>Fund Balance, End of Period</b>					\$ 1,694,141	\$ 1,598,462	\$ 82,543		\$ 1,613,197	

Cash in Bank	6/30/23	6/30/24
Bond Principal Fund - 2014	365,055	391,539
Bond Interest Fund - 2014	188,214	242,268
Bond Reserve Fund - 2014	939,040	939,450
Bond R&R Fund - 2014	120,888	120,942
<b>Total Cash in Bank</b>	<b>\$1,613,197</b>	<b>\$1,694,199</b>

**Footnotes:**

- (1) Interest on the 2014 bonds will be paid in October 2023 and April 2024.
- (2) Principal on the 2014 bonds were paid in October 2023.

**Monument Academy**  
**Quarterly Financial Summary**  
**Foundation Fund**  
**6/30/2024**

	FY 23-24 FOURTH QUARTER				FY 23-24 YEAR-TO-DATE				FY 22-23 4th Quarter	Footnotes
	4th QUARTER	1/4 x Annual		%	YTD	Annual		Percentage	YTD	
	Actual	Budget	Variance	Used	Actual	Budget	Variance	Recvd or Used	Actual	
<b>Revenues</b>										
Interest Income	22,341	0	22,341	N/A	79,313	0	79,313	N/A	57,246	
Lease Income Intercept - 2019 Bonds	458,354	462,500	(4,146)	99.10%	1,833,479	1,850,000	(16,521)	99.11%	1,831,609	
<b>Total Revenues</b>	\$ 480,695	\$ 462,500	\$ 18,195	103.93%	\$ 1,912,792	\$ 1,850,000	\$ 62,792	103.39%	\$ 1,888,855	
<b>Expenditures</b>										
Salaries	0	0	0	N/A	0	0	0	N/A	0	
Employee Benefits	0	0	0	N/A	0	0	0	N/A	0	
Professional Services	1,135	750	(385)	151.33%	3,405	3,000	(405)	113.50%	2,594	
Property Services	0	0	0	N/A	0	0	0	N/A	0	
Other Services	0	0	0	N/A	0	0	0	N/A	0	
Supplies & Materials	0	0	0	N/A	0	0	0	N/A	0	
Interest - 2019 Bonds	714,250	357,125	(357,125)	200.00%	1,428,500	1,428,500	0	100.00%	1,451,438	(1)
Principal - 2019 Bonds	405,000	101,250	(303,750)	400.00%	405,000	405,000	0	100.00%	380,000	(2)
<b>Total Expenditures</b>	\$ 1,120,385	\$ 459,125	\$ (661,260)	244.03%	\$ 1,836,905	\$ 1,836,500	\$ (405)	100.02%	\$ 1,834,032	
<b>Other Financing Uses</b>										
Transfers Out	0	0	0	N/A	(60,965)	0	0	N/A	0	
<b>Total Other Financing Uses</b>	\$ -	\$ -	\$ -	N/A	\$ (60,965)	\$ -	\$ 60,965	N/A	\$ -	
<b>Income (Loss)</b>	\$ (639,690)	\$ 3,375	\$ (643,065)		\$ 14,922	\$ 13,500	\$ 123,352	110.53%	\$ 54,823	
<b>Audited/Estimated Fund Balance, Beginning of Year</b>					1,132,396	1,200,000			1,180,688	
<b>Fund Balance, End of Period</b>					\$ 1,147,318	\$ 1,213,500	\$ 123,352		\$ 1,235,511	

Cash in Bank	6/30/23	6/30/24
Integrity Checking MAF	1,758	1,775
Bond Principal Fund - 2019	41,276	45,704
Bond Interest Fund - 2019	172,481	159,240
Bond Reserve Fund - 2019	916,883	940,601
<b>Total Cash in Bank</b>	<b>\$1,132,398</b>	<b>\$1,147,320</b>

**Footnotes:**

- (1) Interest on the 2019 bonds is paid in Q2 & Q4.
- (2) Principal on the 2019 bonds is paid in Q4.

**Monument Academy**  
**Quarterly Financial Summary**  
**Student Activity Fund**  
**6/30/2024**

	FY 23-24 FOURTH QUARTER				FY 23-24 YEAR-TO-DATE				FY 22-23 4th Quarter	Footnotes
	4th QUARTER	1/4 x Annual		%	YTD	Annual		Percentage	YTD	
	Actual	Budget	Variance	Used	Actual	Budget	Variance	Recvd or Used	Actual	
<b>Revenues</b>										
Local Revenue	69,648	75,000	(5,352)	92.86%	276,957	300,000	(23,043)	92.32%	279,226	
State Revenue	0	0	0	N/A	0	0	0	N/A	0	
<b>Total Revenues</b>	<b>\$ 69,648</b>	<b>\$ 75,000</b>	<b>\$ (5,352)</b>	<b>92.86%</b>	<b>\$ 276,957</b>	<b>\$ 300,000</b>	<b>\$ (23,043)</b>	<b>92.32%</b>	<b>\$ 279,226</b>	
<b>Expenditures</b>										
Salaries	0	0	0	N/A	0	0	0	N/A	0	
Employee Benefits	0	0	0	N/A	0	0	0	N/A	0	
Professional Services	0	0	0	N/A	41,872	0	(41,872)	N/A	0	
Property Services	0	0	0	N/A	0	0	0	N/A	0	
Other Services	0	0	0	N/A	0	0	0	N/A	0	
Supplies & Materials	69,217	75,000	5,783	92.29%	215,750	300,000	84,250	71.92%	291,886	(1)
Equipment	0	0	0	N/A	0	0	0	N/A	0	
Other Objects	0	0	0	N/A	0	0	0	N/A	0	
<b>Total Expenditures</b>	<b>\$ 69,217</b>	<b>\$ 75,000</b>	<b>\$ 5,783</b>	<b>92.29%</b>	<b>\$ 257,622</b>	<b>\$ 300,000</b>	<b>\$ 42,378</b>	<b>85.87%</b>	<b>\$ 291,886</b>	
<b>Other Financing Uses</b>										
Transfers Out	0	0	0	N/A			0	N/A		
<b>Total Other Financing Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>	
<b>Income (Loss)</b>	<b>\$ 431</b>	<b>\$ -</b>	<b>\$ 431</b>		<b>\$ 19,335</b>	<b>\$ -</b>	<b>\$ 19,335</b>	<b>N/A</b>	<b>\$ (12,660)</b>	
<b>Audited/Estimated Fund Balance, Beginning of Year</b>					110,484	110,000			123,144	
<b>Fund Balance, End of Period</b>					<b>\$ 129,819</b>	<b>\$ 110,000</b>	<b>\$ 19,335</b>		<b>\$ 110,484</b>	

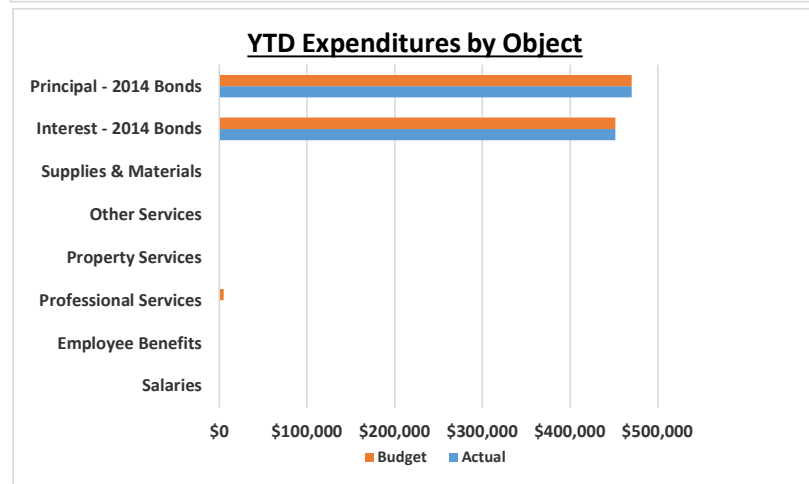
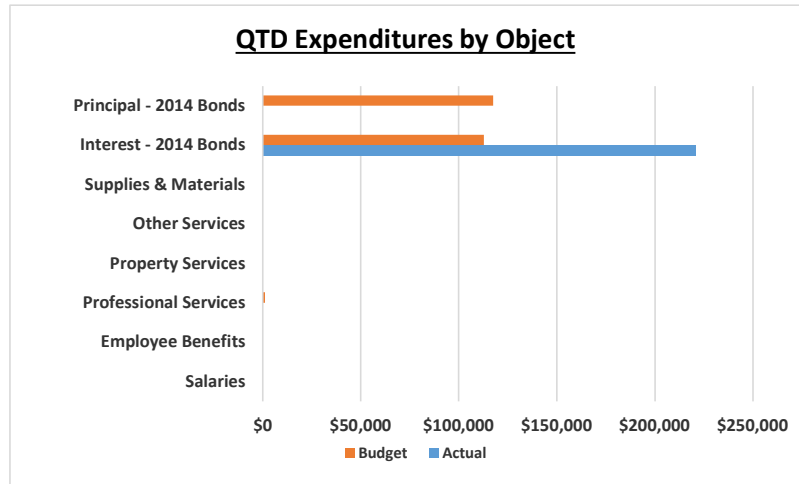
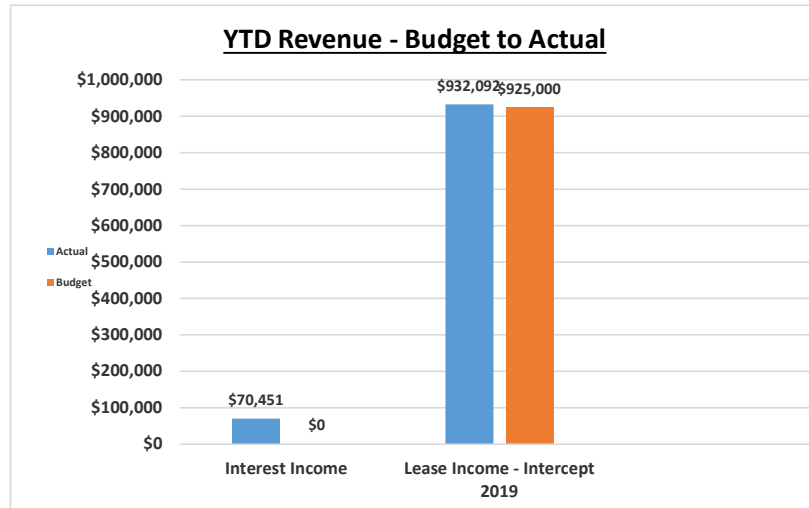
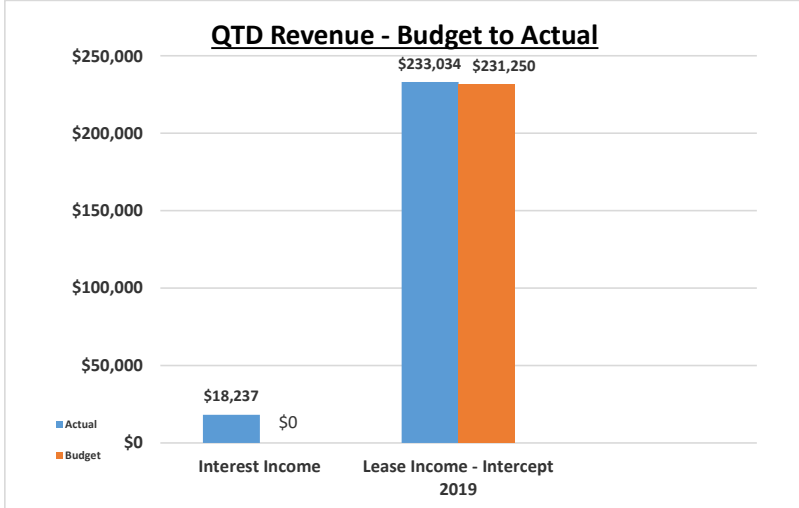
<b>Cash in Bank - Integrity</b>	<b>\$ 173,142</b>
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**Footnotes:**

(1) Expenditures are significantly below budget due to slow summer activity.

**Monument Academy**  
**Quarterly Financial Summary**  
**Special Revenue Funds**  
**6/30/2024**

**Facilities Corp Fund**

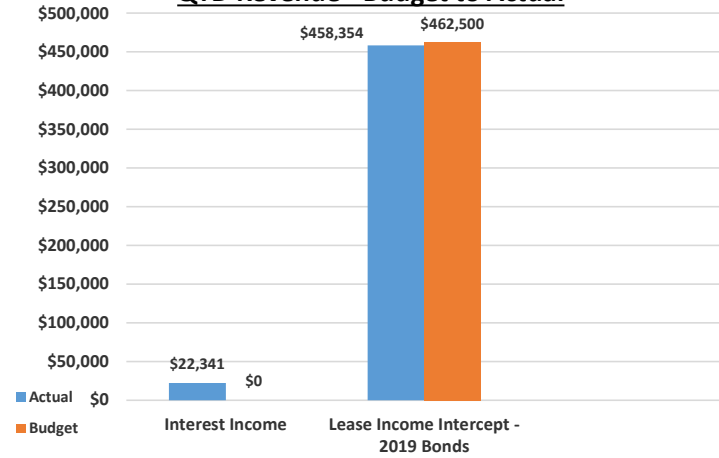




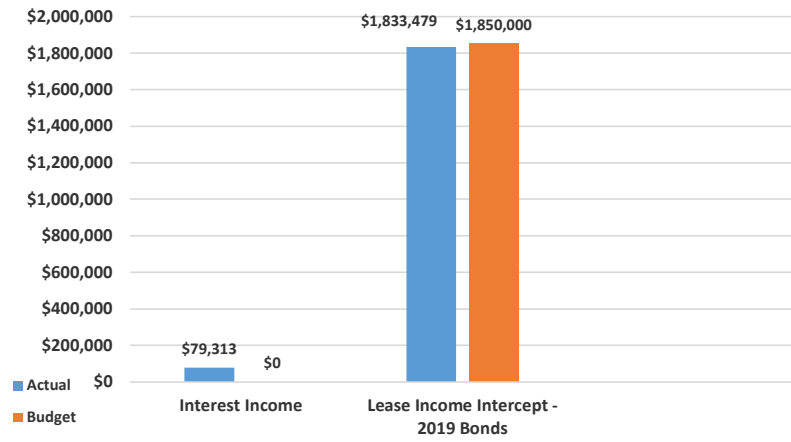
**Monument Academy**  
**Quarterly Financial Summary**  
**Special Revenue Funds**  
**6/30/2024**

**Foundation Fund**

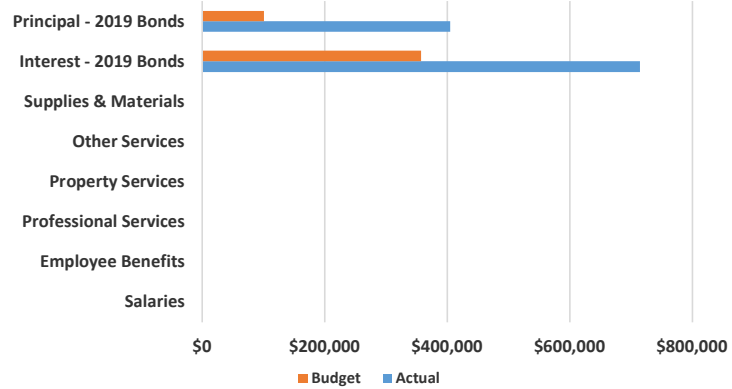
**QTD Revenue - Budget to Actual**



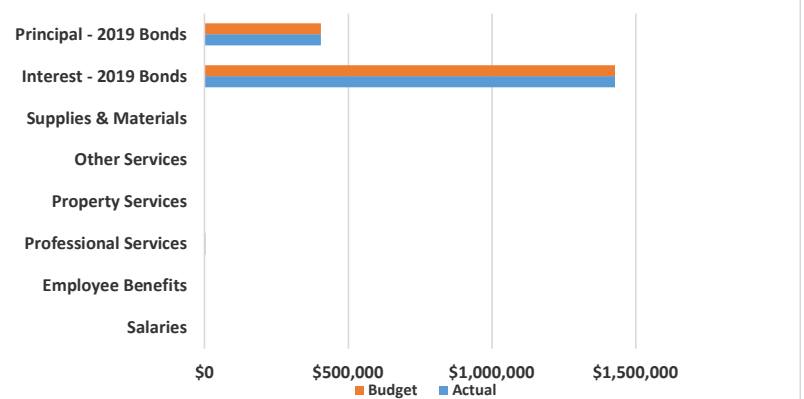
**YTD Revenue - Budget to Actual**



**QTD Expenditures by Object**

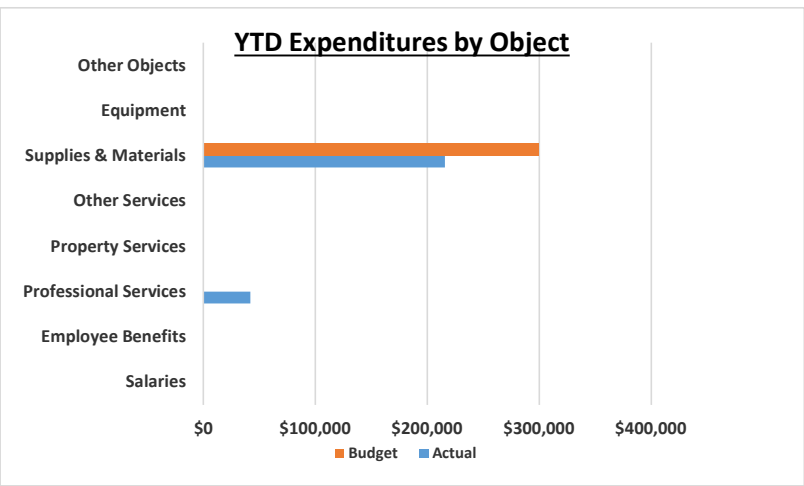
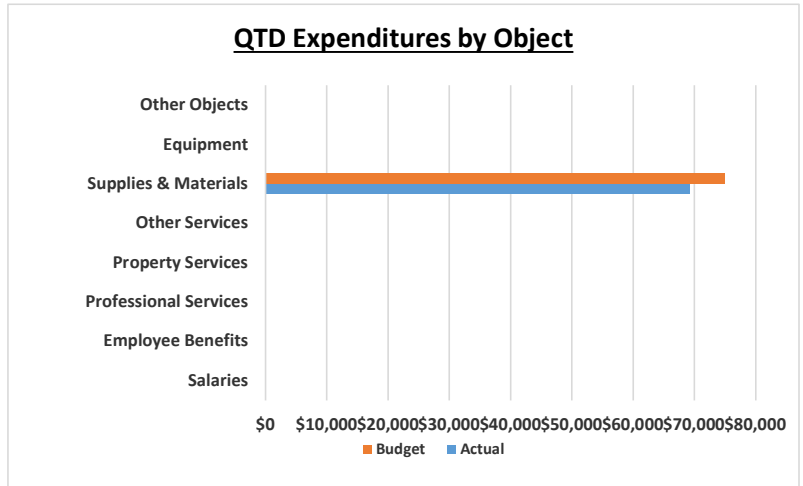
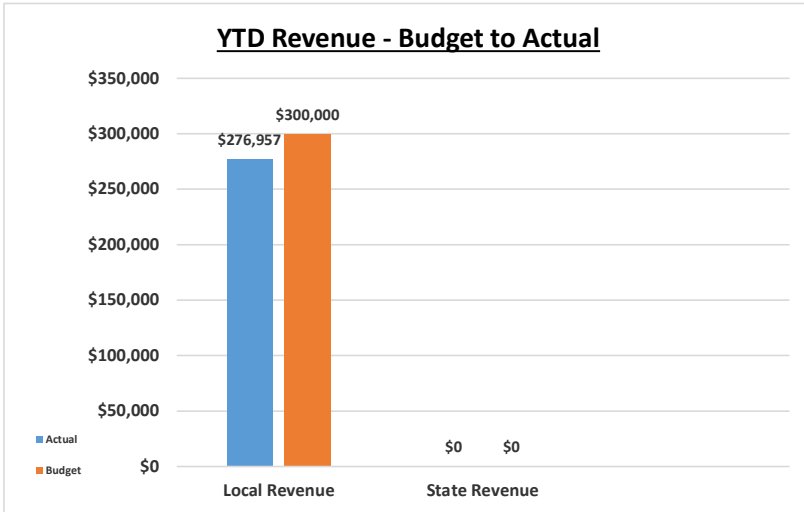
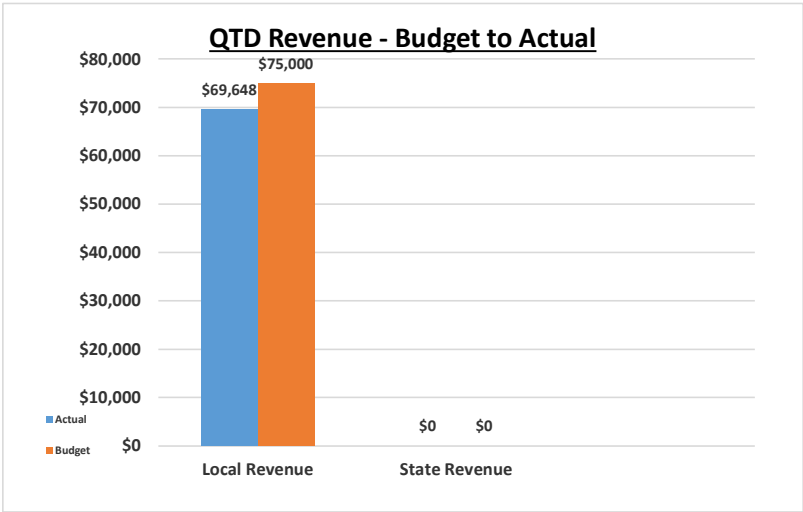


**YTD Expenditures by Object**



**Monument Academy**  
**Quarterly Financial Summary**  
**Special Revenue Funds**  
**6/30/2024**

**Student Activity Fund**



**Monument Academy**

**Optional Supplemental Information**

**Fiscal Year 2023-24**



**Monument Academy**  
**School Financials**  
**General Fund**  
**9/30/2023**

	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	
<b>Beginning Fund Balance</b>	\$2,143,761	790,778			\$649,094				\$0				\$2,792,855
<b>Revenues</b>													
Property Taxes - MLO	373,182	360,308	(12,874)	103.57%	247,885	245,330	(2,555)	101.04%	78,486	72,553	(5,933)	108.18%	
Earnings on Investments	113,396	100,000	(13,396)	113.40%	73,598	100,000	26,402	73.60%	25,091	25,000	(91)	100.36%	
Instructional Materials Fees	102,020	100,160	(1,860)	101.86%	111,245	113,715	2,470	97.83%	44,007	33,630	(10,377)	130.86%	
Comm Svcs/Athletics Fees	64,242	45,000	(19,242)	142.76%	17,875	46,602	28,727	38.36%	36,504	37,720	1,216	96.78%	
Other Local Revenues	305,481	141,500	(163,981)	215.89%	54,513	71,200	16,687	76.56%	322,792	276,387	(46,405)	116.79%	
<b>Total Local Revenues</b>	<b>958,321</b>	<b>746,968</b>	<b>(211,353)</b>	<b>128.29%</b>	<b>505,116</b>	<b>576,847</b>	<b>71,731</b>	<b>87.56%</b>	<b>506,880</b>	<b>445,290</b>	<b>(61,590)</b>	<b>113.83%</b>	
Per-Pupil Funding	5,969,887	5,910,396	(59,491)	101.01%	3,905,662	4,024,314	118,652	97.05%	1,275,461	1,190,148	(85,313)	107.17%	
Capital Construction Funds	232,176	235,790	3,614	98.47%	158,085	159,871	1,786	98.88%	47,545	47,400	(145)	100.31%	
Education of the Handicapped	135,115	51,488	(83,627)	262.42%	54,475	35,058	(19,417)	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	19,793	25,000	5,207	79.17%	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	44,882	200,000	155,118	22.44%	0	0	0	N/A	54,653	0	(54,653)	N/A	
Other State Revenue	45,337	52,146	6,809	86.94%	12,823	0	(12,823)	N/A	3,857	0	(3,857)	N/A	
<b>Total State Revenues</b>	<b>6,447,190</b>	<b>6,499,820</b>	<b>52,630</b>	<b>99.19%</b>	<b>4,131,045</b>	<b>4,219,243</b>	<b>88,198</b>	<b>97.91%</b>	<b>1,381,516</b>	<b>1,247,916</b>	<b>(133,600)</b>	<b>110.71%</b>	
Other Federal Revenue	8,490	369,486	360,996	2.30%	6,792	242,292	235,500	2.80%	1,698	82,013	80,315	2.07%	
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	
<b>Total Federal Revenues</b>	<b>8,490</b>	<b>369,486</b>	<b>360,996</b>	<b>2.30%</b>	<b>6,792</b>	<b>242,292</b>	<b>235,500</b>	<b>2.80%</b>	<b>1,698</b>	<b>82,013</b>	<b>80,315</b>	<b>2.07%</b>	
	\$7,414,001	\$8,407,052	\$202,273	88.19%	\$4,642,953	\$5,038,382	\$395,429	92.15%	\$1,890,094	\$1,775,219	-\$114,875	106.47%	
									\$13,947,048				
<b>Instruction (1000s)</b>													
Salaries	2,004,558	2,098,290	93,732	95.53%	1,052,480	1,125,027	72,547	93.55%	551,364	500,257	(51,107)	110.22%	
Employee Benefits	764,447	940,590	176,143	81.27%	384,614	385,670	1,056	99.73%	191,414	168,714	(22,700)	113.45%	
Purch Svcs	7,235	0	(7,235)	N/A	1,500	0	(1,500)	N/A	1,550	0	(1,550)	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	101,095	121,300	20,205	83.34%	22,786	37,125	14,339	61.38%	46,696	58,805	12,109	79.41%	
Capital Outlay	29,597	215,000	185,403	13.77%	0	180,000	180,000	0.00%	0	60,000	60,000	0.00%	
<b>Total Instruction</b>	<b>2,908,090</b>	<b>3,377,805</b>	<b>469,715</b>	<b>86.09%</b>	<b>1,461,507</b>	<b>1,731,197</b>	<b>269,690</b>	<b>84.42%</b>	<b>793,267</b>	<b>788,901</b>	<b>(4,366)</b>	<b>100.55%</b>	
<b>Special Education (1700s)</b>													
Salaries	135,582	122,670	(12,912)	110.53%	54,237	79,100	24,863	68.57%	93,918	46,200	(47,718)	203.29%	
Employee Benefits	37,548	46,054	8,506	81.53%	24,615	30,956	6,341	79.52%	35,119	17,279	(17,840)	203.25%	
Purch Svcs	73,259	50,000	(23,259)	146.52%	10	5,000	4,990	0.20%	27,691	10,000	(17,691)	276.91%	
Other Exp	66,749	62,200	(4,549)	107.31%	43,944	38,400	(5,544)	114.44%	14,169	14,440	271	98.12%	
Supplies & Materials	2,676	5,000	2,324	53.52%	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	
<b>Total Special Education</b>	<b>315,814</b>	<b>285,924</b>	<b>(29,890)</b>	<b>110.45%</b>	<b>122,806</b>	<b>153,956</b>	<b>31,150</b>	<b>79.77%</b>	<b>170,982</b>	<b>88,919</b>	<b>(82,063)</b>	<b>192.29%</b>	
<b>Athletics/Co-Curricular (1800s)</b>													
Salaries	0	30,000	30,000	0.00%	36,416	27,000	(9,416)	134.87%	7,000	21,000	14,000	33.33%	
Employee Benefits	0	6,855	6,855	0.00%	8,795	6,170	(2,625)	142.54%	1,601	4,799	3,198	33.36%	
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	
<b>Total Athletics/Cocurricu</b>	<b>0</b>	<b>36,855</b>	<b>36,855</b>	<b>0.00%</b>	<b>51,152</b>	<b>48,815</b>	<b>(2,337)</b>	<b>104.79%</b>	<b>16,246</b>	<b>44,999</b>	<b>28,753</b>	<b>36.10%</b>	
<b>Pupil Support Svcs</b>													
Salaries	139,335	129,500	(9,835)	107.59%	22,925	39,900	16,975	57.46%	98,588	93,300	(5,288)	105.67%	
Employee Benefits	44,930	47,512	2,582	94.57%	5,133	14,719	9,586	34.87%	24,530	33,081	8,551	74.15%	
Purch Svcs	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
Other Exp	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
Supplies & Materials	2,422	2,000	(422)	121.10%	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	
<b>Total Pupil Services</b>	<b>186,687</b>	<b>179,012</b>	<b>(7,675)</b>	<b>104.29%</b>	<b>28,058</b>	<b>54,619</b>	<b>26,561</b>	<b>51.37%</b>	<b>124,638</b>	<b>129,581</b>	<b>4,943</b>	<b>96.19%</b>	

**Monument Academy**  
**School Financials**  
**General Fund**  
**9/30/2023**

	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
<b>Instr Staff Services</b>												
Salaries	274,504	241,950	(32,554)	113.45%	11,725	0	(11,725)	N/A	131,895	145,600	13,705	90.59%
Employee Benefits	102,619	77,688	(24,931)	132.09%	3,900	0	(3,900)	N/A	45,447	45,029	(418)	100.93%
Purch Svcs	73,652	45,000	(28,652)	163.67%	0	0	0	N/A	2,773	0	(2,773)	N/A
Other Exp	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
Supplies & Materials	35,595	63,011	27,416	56.49%	0	0	0	N/A	9,526	16,000	6,474	59.54%
Capital Outlay	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
Interschool Allocations	0	0	0	N/A	144,043	159,468	15,425	90.33%	(144,043)	(159,468)	(15,425)	90.33%
Total Instr Staff Services	486,370	427,649	(58,721)	113.73%	159,668	159,468	(200)	100.13%	45,598	47,161	1,563	96.69%
<b>General Administration</b>												
Salaries	6,250	0	(6,250)	N/A	0	0	0	N/A	4,167	0	(4,167)	N/A
Employee Benefits	2,432	0	(2,432)	N/A	0	0	0	N/A	1,408	0	(1,408)	N/A
Purch Svcs	178,621	120,500	(58,121)	148.23%	0	0	0	N/A	84,868	62,550	(22,318)	135.68%
Other Exp	215,802	214,756	(1,046)	100.49%	0	0	0	N/A	187,428	199,960	12,532	93.73%
Supplies & Materials	14,610	17,000	2,390	85.94%	0	0	0	N/A	9,060	5,000	(4,060)	181.20%
Capital Outlay	0	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 Allocations	0	0	0	81.25%	216,958	206,839	(10,119)	104.89%	(216,958)	(206,839)	10,119	104.89%
Total General Admin	424,215	360,256	(63,959)	117.75%	216,958	206,839	(10,119)	104.89%	70,028	61,171	(8,857)	114.48%
<b>School Administration</b>												
Salaries	312,739	329,780	17,041	94.83%	207,659	250,700	43,041	82.83%	180,533	176,725	(3,808)	102.15%
Employee Benefits	113,027	107,279	(5,748)	105.36%	62,826	79,130	16,304	79.40%	56,471	56,625	154	99.73%
Purch Svcs	892	5,000	4,108	17.84%	10	0	(10)	N/A	665	5,000	4,335	13.30%
Other Exp	929	0	(929)	N/A	0	0	0	N/A	29	0	(29)	N/A
Supplies & Materials	787	5,000	4,213	15.74%	436	2,500	2,064	17.44%	1,749	5,000	3,251	34.98%
Capital Outlay	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
Dues & Fees	0	1,000	1,000	0.00%	0	1,000	1,000	0.00%	5,094	1,000	(4,094)	509.40%
Total School Admin	428,374	448,059	19,685	95.61%	270,931	333,330	62,399	81.28%	244,541	244,350	(191)	100.08%
<b>Business Services</b>												
Salaries	95,493	103,725	8,232	92.06%	0	0	0	N/A	31,525	23,500	(8,025)	134.15%
Employee Benefits	29,244	26,224	(3,020)	111.52%	0	0	0	N/A	10,430	7,611	(2,819)	137.04%
Purch Svcs	79,731	91,285	11,554	87.34%	0	0	0	N/A	51,314	45,407	(5,907)	113.01%
Other Exp	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
Supplies & Materials	0	4,000	4,000	0.00%	0	0	0	N/A	0	500	500	0.00%
Capital Outlay	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
Interschool Allocations	0	0	0	N/A	70,815	59,439	(11,376)	119.14%	(70,815)	(59,439)	11,376	119.14%
Total Business Services	204,468	225,234	20,766	90.78%	70,815	59,439	(11,376)	119.14%	22,454	17,579	(4,875)	127.73%
<b>Facilities &amp; Transportation</b>												
Salaries	83,051	81,800	(1,251)	101.53%	0	0	0	N/A	60,039	58,800	(1,239)	102.11%
Employee Benefits	25,741	28,773	3,032	89.46%	0	0	0	N/A	23,415	25,757	2,342	90.91%
Purch Svcs	93,202	10,500	(82,702)	887.64%	8,294	0	(8,294)	N/A	68,992	14,300	(54,692)	482.46%
Purch Prof Svcs/Utilities	1,214,557	1,217,293	2,736	99.78%	0	0	0	N/A	2,176,444	2,142,246	(34,198)	101.60%
Other Exp	23,510	25,000	1,490	94.04%	0	0	0	N/A	23,425	20,000	(3,425)	117.13%
Supplies & Materials	152,341	122,000	(30,341)	124.87%	0	0	0	N/A	100,620	102,000	1,380	98.65%
Capital Outlay	60,441	1,112,000	1,051,559	5.44%	0	0	0	N/A	893	86,000	85,107	1.04%
Interschool Allocations	0	0	0	N/A	1,850,469	1,890,120	39,651	97.90%	(1,850,469)	(1,890,120)	(39,651)	97.90%
Total Facilities	1,652,843	2,597,366	944,523	63.64%	1,858,763	1,890,120	31,357	98.34%	603,359	558,983	(44,376)	107.94%
<b>Central Services</b>												
Salaries	189,746	188,300	(1,446)	100.77%	0	0	0	N/A	63,952	69,400	5,448	92.15%
Employee Benefits	49,564	63,548	13,984	77.99%	0	0	0	N/A	18,284	25,184	6,900	72.60%
Purch Svcs	122,439	103,044	(19,395)	118.82%	0	0	0	N/A	126,216	42,590	(83,626)	296.35%
Purch Prof Svcs/Utilities	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
Other Exp	62,697	67,000	4,303	93.58%	0	0	0	N/A	37,197	41,000	3,803	90.72%
Supplies & Materials	45,387	42,000	(3,387)	108.06%	0	0	0	N/A	15,832	15,000	(832)	105.55%
Capital Outlay	6,004	5,000	(1,004)	120.08%	0	0	0	N/A	1,305	1,000	(305)	130.50%
Interschool Allocations	0	0	0	N/A	198,312	149,857	(48,455)	132.33%	(198,312)	(149,857)	48,455	132.33%
Total Central Services	475,837	468,892	(6,945)	101.48%	198,312	149,857	(48,455)	132.33%	64,474	44,317	(20,157)	145.48%
<b>Total Expenditures</b>	\$7,082,698	\$8,407,052	\$1,324,354	84.25%	\$4,438,970	\$4,787,640	\$348,670	92.72%	\$2,155,587	\$2,025,961	(\$129,626)	106.40%
									\$13,677,255			
<b>Net Income</b>	\$331,303	\$0	\$331,303		\$203,983	\$250,742	(\$46,759)		(\$265,493)	(\$250,742)	(\$14,751)	
<b>Ending Fund Balance</b>	\$2,475,064				\$853,077				(\$265,493)			\$3,062,648

**Monument Academy**

School Financials

General Fund

9/30/2023

	Monument Academy Elementary				Monument Academy Middle				Monument Academy High			
	FY 23/24	FY 23/24	FY 23/24	%	FY 23/24	FY 23/24	FY 23/24	%	FY 23/24	FY 23/24	FY 23/24	%
	YTD Actual	Budget	Variance	Utilization	YTD Actual	Budget	Variance	Utilization	YTD Actual	Budget	Variance	Utilization
<b>Summary by Object</b>												
Salaries	3,241,258	3,326,015	84,757	97.45%	1,385,442	1,521,727	136,285	91.04%	1,222,981	1,134,782	(88,199)	107.77%
Employee Benefits	1,169,552	1,344,523	174,971	86.99%	489,883	516,645	26,762	94.82%	408,119	384,079	(24,040)	106.26%
Purch Svcs	629,031	425,329	(203,702)	147.89%	12,876	15,645	2,769	82.30%	364,887	193,047	(171,840)	189.01%
Purch Prof Svcs/Utilities	1,214,557	1,217,293	2,736	99.78%	0	0	0	N/A	2,176,444	2,142,246	(34,198)	101.60%
Other Exp	370,845	371,581	736	99.80%	44,071	46,775	2,704	94.22%	264,993	276,525	11,532	95.83%
Supplies & Materials	354,913	381,311	26,398	93.08%	26,026	40,125	14,099	64.86%	187,663	212,505	24,842	88.31%
Capital Outlay	96,042	1,332,000	1,235,958	7.21%	0	180,000	180,000	0.00%	5,198	147,000	141,802	3.54%
Dues & Fees	6,500	9,000	2,500	72.22%	75	1,000	925	7.50%	5,899	1,500	(4,399)	393.27%
Interschool Allocations	0	0	0	N/A	2,480,597	2,465,723	(14,874)	100.60%	(2,480,597)	(2,465,723)	14,874	100.60%
Total Expenditures	<b>\$7,082,698</b>	<b>\$8,407,052</b>	<b>\$1,324,354</b>	<b>84.25%</b>	<b>\$4,438,970</b>	<b>\$4,787,640</b>	<b>\$348,670</b>	<b>92.72%</b>	<b>\$2,155,587</b>	<b>\$2,025,961</b>	<b>(\$129,626)</b>	<b>106.40%</b>
									<b>\$13,677,255</b>	<b>Total All Schools</b>		

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

**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
<b>Totals</b>	<b>\$14,265,000.00</b>	<b>\$8,709,506.88</b>	<b>\$22,974,506.88</b>	<b>\$28,950,000.00</b>	<b>\$9,876,293.51</b>	<b>\$38,826,293.51</b>	<b>\$43,215,000.00</b>	<b>\$18,585,800.39</b>	<b>\$61,800,800.39</b>

**Monument Academy Charter School, CO**

- 1 Public Finance Authority, Education Revenue Bonds (Monument Academy Foundation Project) Series 2019A,BA, \$28,725,000 Dated: July 9, 2019
- 2 Public Finance Authority, Education Revenue Bonds (Monument Academy Foundation Project) Series 2019A,BB (Federally Taxable), \$225,000 Dated: July 9, 2019
- 3 Colorado Educational and Cultural Facilities Authority Charter School Refunding Revenue Bonds (Monument Academy

**Quarterly unaudited financial information, including student enrollment counts and actual income and expenses as compared to the annual budget, within 45 days of the end of each Fiscal Year quarter**

Series 2019A,B, 2014

**Enrollment by Grade**

Quarter Ended Jun 30, 2024

Grade	Oct Certified Pupil Count		As of 6/30/24	
	Head Count	FTE	Head Count	FTE
*   Preschool	56	0	54	0
Kindergarten	93	87.12	89	83.12
1st grade	87	87	85	85
2nd grade	101	101	102	102
3rd grade	97	97	96	96
4th grade	94	94	91	91
5th grade	121	121	120	120
6th grade	119	119	119	119
7th grade	144	144	138	138
8th grade	135	135	136	136
9th grade	38	38	40	40
10th grade	29	29	27	27
11th grade	30	30	27	27
12th grade	21	21	21	21
Total Enrollment	1,109.0	1,103.1	1,091.0	1,085.1

\* Preschool Students are not included for state funding.

Series 2019A,B, 2014

**Actual income and expenses as compared to the annual budget**

Quarter Ended Jun 30, 2024

See Full Report





# Monument Academy

*Board of Directors Governance and Policy*

Policy Name:	Library Material Parental Review Policy
Policy Number:	KECL
Original Date:	
Reviewed:	
Approved	
Category:	School-Community-Home-Relation
Author:	Governance Committee
Approval:	MA Board of Directors

## **Purpose**

This policy outlines a process for reviewing Monument Academy (MA) library/media center materials if a parent/legal guardian of a current MA student has an objection to or concern with the material's content. This includes all material found in the library/media center, digital books, classroom library collections and periodicals. This does not include curriculum or supplemental curriculum materials.

## **Staff Education**

All staff shall receive education on this policy. The Executive Director shall be responsible for administering the staff education, and the Executive Director shall have full discretion to design and implement the content of the staff education. The Executive Director's administering of the staff education shall align and support the MA Board's resolutions and policies.

## **Procedures for Reviewing Material:**

1. In the event a MA parent/legal guardian has a concern or objection to library/media center materials, they should fill out a "Review Form" found on the library page of MA's website. The librarian shall raise awareness of the Review Form to the parent community at the beginning of each academic year. The librarian shall collect Review Form submissions and present them to the Library Review Committee (LRC, as defined in this policy).
2. The material in question will be made unavailable to students (removed from the shelf or digitally blocked) while under review.

3. Any submissions will trigger a notification to the LRC providing time to review the material in preparation for the committee meeting.
4. The LRC will set the committee's meeting schedule annually based on Review Form submissions and other tasks.
5. The LRC will address the material at the next available meeting.
6. A parent/legal guardian may submit no more than three selections for review annually.
7. After submission has been reviewed by the LRC, the submitted material will not be reviewed by the LRC for a five-year period.

**LRC Members:**

1. Members of the Library Review Committee shall be comprised of the following:
  - i. Three parents/legal guardians of a current MA student. This shall not include a current board member. The parent members shall be appointed by the Executive Director after soliciting volunteers. Parent volunteers shall serve on the committee for a two-year term. Parent volunteers can serve multiple terms. The Executive Director is responsible for ensuring that the LRC meets membership requirements at the beginning of each academic year.
  - ii. The MA librarian
  - iii. One teacher. An aligning teacher will serve the committee correlating to the grade-level of the material under review. For example, if the material is designated for the middle school reading level, then a middle school teacher will serve on the committee for that selection. Interested teachers at each school level can submit their interest to serve on the LRC to their principal. When a vote is called on a reviewed submission, the teacher position shall have one vote.
  - iv. An appointed admin member (dean, assistant principal, principal, or director of academics) chosen by the Executive Director. This person shall be appointed each academic year by the Executive Director. The appointed admin member shall serve as the committee chair but will not be a voting member of the committee.

**Tasks of the LRC:**

1. Set the meeting schedule of the committee.
2. Create and maintain the "Library/Media Materials Review Form" for parents/guardians.
3. Read the material under review in its entirety.
4. Utilize M.A.'s mission, vision, values, resolutions, policies, and educational philosophies as a guide to assess the material.
5. Meet to discuss their findings and make a final recommendation on the material by a motion and conducting a vote

6. The LRC shall report to the board at a regular session on their recent activity. In so doing, the LRC shall be prepared to apprise the board of the following:
  - i. The titles of the materials they have reviewed, and the outcome reached on each submission whether by unanimous consent or by a vote.
  - ii. Submissions pending review by the LRC.
  - iii. NOTE: Pursuant to CRS 22-32-110 (1, f.5, r) the Monument Academy Board reserves the right to exclude from each school and school library any books, magazines, papers, or other publications which, in the judgment of the board, are of immoral or pernicious nature.

**Library/Media Center E-mail Notification System:**

1. To maintain parental involvement with their child's library selections, the librarian shall implement a system that alerts parents of the selections that their child checks out/accesses. This system will include a notice on titles/selections that have undergone an LRC review process. This will allow the parent to be aware that the selection may contain content that others in the MA community have found to be objectionable.
2. Furthermore, a library-selection profile may be established by the parent for each child at the beginning of each school year. This system will allow parents to select parameters or restrict certain selections for their child when checking out books from the library. This system shall be publicized each academic year to the parent/guardian community and maintained by the librarian.

**Legal References**

CRS 22-32-110



# Monument Academy

*Board of Directors Governance and Policy*

Policy Name:	Non-Legal Name Changes for Students
Policy Number:	JRN
Original Date:	August 8, 2024
Reviewed:	
Approved	
Category:	Students
Author:	Governance Committee
Approval:	MA Board of Directors

Monument Academy will honor a student’s request to use a chosen name, as defined in JRN-R [1], “Regulation,” if the student and his or her parent/guardian follow the request procedure in the Regulation based on this policy.

Once a student has properly complied with the request procedure in the Regulation school employees, educators, and contractors as defined in the Regulation shall address a student by the student’s chosen name and use the student’s chosen name in school and during extracurricular activities.

## **Appeal procedure**

Should a request for a non-legal name change be denied, the parent/guardian will be advised by the principal that he/she may appeal the denial by contacting the Executive Director.

The receiving principal shall submit the reason for denial of the request, and the parent/guardian's request, to the Executive Director who will review the parent/guardian request and the principal's decision, and then make a determination.

The Executive Director’s decision shall be final.

## **Notice of Nondiscrimination**

The School is committed to a policy of nondiscrimination in education and employment. The School prohibits discrimination on the basis of disability, need for special education services (whether actual or perceived), race, creed, color, sex, marital status, sexual orientation, transgender status, gender identity, gender expression (including the use of student’s chosen name), national origin, religion, ancestry, age, genetic information, or protected activity in its programs and activities.

Legal C.R.S 22-1-143 (Definition of public school employee, educator, and contractors)  
C.R.S. 22-1-143(2) (Reporting requirements for reports of harassment or discrimination)  
C.R.S. 22-1-143(1)(d)(IV) (Definition for harassment or discrimination)  
C.R.S 22-1-145(1)(d)(2) (Public school employees shall use student's chosen name)  
C.R.S. 22-1-145(1)(d)(3) (Knowingly or intentionally using a name other than the student's chosen name is discriminatory)  
C.R.S. 22-1-145(1)(d)(4) (Student who is subject to discrimination may file a report)  
C.R.S. 22-1-145 (Definitions)  
C.R.S. 22-2-117(1)(b)(IX) (State board shall not waive requirements specified in (1)(b)(IX), (X), or (XI))  
C.R.S. 22-30.5-104(6)(c) (Charter School - State board may not waive rule relating to (6)(c)(VIII), (XI), or (X))  
C.R.S. 22-30.5-507(7)(b) (Institute Charter School - State board may not waive rule relating to (7)(b)(VIII), (IX), or (X))  
20 U.S.C. SECS. 1681 ET SEQ., AS AMENDED. (Policy adopted pursuant to Title IX of the Federal "Education Amendments of 1972")

Cross References



# Monument Academy

*Board of Directors Governance and Policy*

Policy Name:	Non-Legal Name Changes for Students Procedures
Policy Number:	JRN-R
Original Date:	August 8, 2024
Reviewed:	
Approved	
Category:	Students
Author:	Governance Committee
Approval:	MA Board of Directors

## NON-LEGAL NAME CHANGES FOR STUDENTS

### Definitions:

**Employee** – means any employee of Monument Academy, including teachers, teacher aides, bus drivers, cafeteria workers, custodial staff, athletic staff, administrative and clerical staff, school medical staff and security staff, and contractors.

**Contractor** – means a person who has direct contact with or supervision over students pursuant to a contract with Monument Academy

**Chosen Name** – means any name that a student requests to be known as that differs from the student’s legal name, to reflect the student’s gender identity

**Gender Identity** – pursuant to HB24-1039, means an individual’s innate sense of the individual’s own gender.

### Non-legal name change request procedure

A student who wants to request a non-legal name change shall comply with the following request procedure.

To properly request a non-legal name change, students:

1. Must submit a written request to the principal [using the non-legal name change form].

1. The written request must be signed by both student and the parents/guardians of the student, or just the parents/guardians if the student is too young to sign for him/herself.
2. The written request must clearly identify the student's chosen name and any permitted variations of the chosen name.
3. The written request must be sincere and in good faith.
2. Must not have requested a non-legal name change within the current semester.
3. Must be approved by the principal of the school.
4. Must be for indefinite duration or until the student submits a subsequent non-legal name change written request.
  1. A student may not submit a subsequent non-legal name change written request until the following semester.
5. Must have the mental capacity and intent to forgo their legal name and be referred to only by their chosen name by public school employee, educator, and contractors.

### **Grounds for denying a non-legal name change request**

Reasons used by the principal to accept or reject a non-legal name change request shall be limited to any of the following:

1. The chosen name is inappropriate, indecent, threatening, violent, or crude.
2. The student failed to file a written request.
3. The student failed to comply with the requirements for a valid written request.
4. The written request is not signed by a parent/guardian or the student forged the signature of their parent/guardian.
6. The student did not have the requisite mental capacity and intent to forgo their legal name and be referred to only by their chosen name by public school employee, educator, and contractors.

### **Appeal procedure**

Should a request for a non-legal name change be denied, the parent/guardian will be advised by the principal that he/she may appeal the denial by contacting the Executive Director.

The receiving principal shall submit the reason for denial of the request, and the parent/guardian's request, to the Executive Director considering the appeal. The Executive Director considering the appeal will review the parent/guardian request and the principal's decision and then make a determination. The Executive Director's decision shall be final.

Must comply with the Federal "Family Educational Rights and Privacy Act of 1974."

Legal	C.R.S 22-1-143 (Definition of public school employee, educator, and contractors)
	C.R.S. 22-1-143(e) (Definition of local education provider)
	C.R.S. 22-1-145 (Definitions)



2024-2025  
Elementary  
Student/Parent Handbook

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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 is subject to interpretation and modification at any time by Monument Academy. The policies contained in this handbook are intended to be a guide and summary and are not necessarily all-inclusive of the School's policies, procedures, or practices. As a public charter school, Monument Academy is subject to the policies of its authorizing school district, unless those policies are not applicable or are waived. If a parent is uncertain about the applicability of a district policy, he or she may contact Monument Academy to inquire. 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***

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## 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](mailto:kpelley@monumentacademy.net) or 719-431-8001.

Please contact Monument Academy Administration with any questions or concerns.

## FERPA NOTIFICATION

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

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school Principal/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.
2. The right to request an amendment of the student's education record if the parent believes there is inaccurate or misleading information. Parents may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school Principal/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.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

Parents may restrict the release of directory information or other information as stated above, except to school officials with legitimate educational interests and others, as indicated. To do so, a parent must make the request in writing to the Principal/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.

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

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

## **MISSION and VISION:**

### **Monument Academy Mission**

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

### **Monument Academy Vision**

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

#### Security:

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

#### Character:

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

#### Connections:

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

#### Growth:

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

#### Excellence:

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

## SECTION 1: SCHOOL OPERATIONS

### OFFICE HOURS

Monday – Thursday 7:30 a.m. – 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](http://www.monumentacademy.net) for the current school year calendar.

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

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

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

### CONTACT INFORMATION

**Attendance Email:** [attendance-west@monumentacademy.net](mailto: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](mailto: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](mailto: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](mailto: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.

## 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.

## 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.*

## MCKINNEY VENTO ACT – STUDENTS EXPERIENCING HOMELESSNESS

The McKinney-Vento Act was enacted to address the numerous barriers homeless children face in obtaining an education. The Act ensures educational rights and protections for children and youth experiencing homelessness. Students may qualify for certain rights and protections under the federal McKinney-Vento Act if they lack a fixed, regular, and adequate nighttime residence, which include without limitation if a student lives in any of the following situations: In a shelter ; In a motel or campground due to the lack of an alternative adequate accommodation; In a car, park, abandoned building, or bus or train station; Doubled up with other people due to loss of housing or economic hardship.

Eligible students have certain rights, including without limitation, the ability to enroll in school immediately, even if lacking documents normally required for enrollment; the ability to attend classes while the school gathers needed documents; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference and in their best interests, and receive transportation to and from the school of origin, if requested.

If you believe you may be eligible, contact the D38 Director of Student Services at (719) 488-4700 to find out what services and supports may be available.

## 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*.

## 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*

Early release pick-up of students must be completed prior to 2:45 p.m. Please notify the school at [attendance-west@monumentacademy.net](mailto:attendance-west@monumentacademy.net) or call 719-481-1950, ext. 0.

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

### *Late Student Pick-up*

Carpool is from 3:15 p.m. – 3:35 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) - 5<sup>th</sup> 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.

### GANG ACTIVITIES PROHIBITED

Pursuant to C.R.S. 22-32.109.1(2)(a)(F), Monument Academy is committed to keeping the School free from the harmful influence or effects of street gangs or similar organizations that advocate or promote illegal drugs, violence, or other criminal activity. The presence of any apparel, signs, symbols, activity, accessories, appearances, colors, or any other attribute that denotes membership in street gangs or that advocate or promote illegal activities are prohibited on school grounds, in school vehicles, and at school activities or sanctioned events.

### NOTIFICATION OF RIGHTS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Monument Academy develops and adopts policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Monument Academy will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Monument Academy will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Monument Academy will make this notification to parents at the beginning of the school year if Monument Academy has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202

## 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.

<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 (*LITBETH Educational Services, 2009*). This method of writing helps strengthen the child's reading skills. By joining letters together, cursive writing reinforces the blending of sounds within words.

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](http://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](http://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. Students will not be prohibited from participating in any School activities, extra-curriculars, or similar; or from receiving any other form of reward that the School provides to students for participating in the state assessment. The School will not impose an unreasonable burden or requirement on a student that would discourage the student from taking a state assessment or encourage the student's parent to opt-out the student from taking the state assessment.

## 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”.

### **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.

### **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.

### **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**

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 through the non-legal name change process 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 of 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 supports a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable. Bullying and other behaviors as defined below are prohibited on School property, School vehicles, or School sponsored events or activities or off school property when such conduct has a sufficient nexus to or causes a substantial disruption at school, on School vehicles, or any School sponsored events or activities. Prohibited Behaviors include bullying; retaliation against those reporting bullying and/or other behaviors prohibited by this policy; or making knowingly false accusations of bullying behavior.

### Definitions

Bullying means the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including, but not limited to a student’s disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, the need for special education services, weight, height, or body size; whether such characteristic(s) is actual or perceived.

Retaliation means an act or communication intended as retribution against an individual who reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

False accusations of bullying means statements or allegations made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

### Prevention and Intervention

Monument Academy will develop a comprehensive program to address bullying at all school levels and that the program is consistently applied across all students and staff. This program will be designed to accomplish the following goals:

1. To send a clear message to students, staff families, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train school staff on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through reteaching on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bullying-free environment across settings.
6. To support targets of bullying through a layered continuum of supports that includes, but is not limited to, individual and peer counseling.
7. To help develop peer support networks, social skills, and confidence for all students.
8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.
9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents, and students.
10. To survey students' impressions of the severity and frequency of bullying behaviors in their school.
11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.
12. To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

### Reporting and Investigation

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor or teacher. The school staff person must report it to the proper administrator for investigation and remediation. Monument Academy will immediately intervene and investigate in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy.

### Remediation



A student who engages in any act of bullying, retaliation and/or other behaviors prohibited by this policy is subject to appropriate disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment will be subject to investigation and discipline under related School policies and procedures. Students targeted by bullying will be provided with reasonable and appropriate supports to ensure they can safely continue to access their education. When such bullying behavior constitutes unlawful discrimination or harassment also have additional rights and protections under School policies and procedures regarding unlawful discrimination and harassment.

### Bullying of Students with Disabilities

If bullying of a student is based on a student's disability, Monument Academy will take immediate and appropriate action to address the bullying. If it is determined that the bullying has created a hostile environment—i.e., the conduct was sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the services, activities, or opportunities offered by a school—the school will take prompt and effective steps reasonably calculated to end the bullying, eliminate the hostile environment, prevent it from recurring, and, as appropriate, remedy its effects. If the student has an IEP, as part of a school's appropriate response to bullying on any basis, the school will as necessary convene the IEP team to determine whether, as a result of the effects of the bullying, the student's needs have changed such that the IEP is no longer designed to provide a meaningful educational benefit. If the IEP is no longer designed to provide a meaningful educational benefit to the student, the IEP team must determine the extent to which additional or different IDEA FAPE services are needed to address the student's individualized needs and then revise the IEP accordingly.

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.

## NON-LEGAL NAME CHANGES FOR STUDENTS

### **Definitions:**

**Employee** – means any employee of the public school or school district, including teachers, teacher aides, bus drivers, cafeteria workers, custodial staff, athletic staff, administrative and clerical staff, school medical staff and security staff, and contractors.

**Contractor** – means a person who has direct contact with or supervision over students pursuant to a contract with a school or local education provider

**Chosen Name** – means any name that a student requests to be known as that differs from the student’s legal name, to reflect the student’s gender identity

**Gender Identity** – pursuant to HB24-1039, means an individual’s innate sense of the individual’s own gender.

### **Non-legal name change request procedure**

A student who wants to request a non-legal name change shall comply with the following request procedure.

To properly request a non-legal name change, students:

1. Must submit a written request to the principal of their school using the non-legal name change form.
  - a. The written request must be signed by both the student and the parents/guardians of the student, or just the parents/guardians if the student is too young to sign for him/herself.
  - b. The written request must clearly identify the student’s chosen name and any permitted variations of the chosen name.
  - c. The written request must be sincere and in good faith.
2. Must not have requested a non-legal name change within the same school semester.

3. Must be approved by the principal of the school.
4. Must be for indefinite duration or until the student submits a subsequent non-legal name change written request.
  - a. A student may not submit a subsequent non-legal name change written request until the following school semester.
5. Must have the mental capacity and intent to forgo their legal name and be referred to only by their chosen name by public school employees, educators, and contractors.

### **Grounds for denying a non-legal name change request**

Reasons used by the principal to accept or reject a non-legal name change request shall be limited to any of the following:

1. The chosen name is inappropriate, indecent, threatening, violent, or crude.
2. The student failed to file a written request.
3. The student failed to comply with the requirements for a valid written request.
4. The written request is not signed by both parent/guardian or the student forged the signature of their parent/guardian.
5. The student did not have the requisite mental capacity and intent to forgo their legal name and be referred to only by their chosen name by public school employees, educators, and contractors.

### **Appeal procedure**

Should a request for a non-legal name change be denied, the parent/guardian will be advised by the principal that he/she may appeal the denial by contacting the Executive Director.

The receiving principal shall submit the reason for denial of the request, and the parent/guardian's request, to the Executive Director considering the appeal. The Executive Director considering the appeal will review the parent/guardian request and the principal's decision and then make a determination. The Executive Director decision shall be final.

Must comply with the Federal "Family Educational Rights and Privacy Act of 1974."

Legal C.R.S 22-1-143 (Definition of public school employee, educator, and contractors)

C.R.S. 22-1-143(e) (Definition of local education provider)

C.R.S. 22-1-145 (Definitions)

## **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](http://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.

## CROWN ACT

In compliance with the Colorado Crown Act, any references in any handbooks or policies of the School or practices related to prohibiting discrimination on the basis of an individual's race shall include a person's hair texture, hair type, hair length, or a protective hairstyle that is commonly or historically associated with race. Specifically, without limitation, such hairstyles as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps.

## APPAREL SELECTION

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

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

### Vendor: French Toast

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

Code: QS5QVJI

### Educational Outfitters

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

Code: CO01086

### Lands' End

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

Code: 900030560

## SPIRIT WEAR

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

## **Monument Academy West PTO**

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

### **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.

## STUDENT DATA SECURITY AND PRIVACY POLICY

Monument Academy adheres to its student data security and privacy policy which can be found here: [\[INSERT LINK TO POLICY\]](#).

## 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) \_\_\_\_\_



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

# Student/Parent Handbook

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## Monument Academy

Grades 6th through 12th  
A Public School of Excellence

4303 Pinehurst Circle, Colorado Springs, CO 80908  
719-431-8001  
[www.monumentacademy.net](http://www.monumentacademy.net)



# Monument Academy

It is our distinct honor to **welcome** you to the ~~2023-2024~~ 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. This handbook is subject to interpretation and modification at any time by the Monument Academy. The policies contained in this handbook are intended to be a guide and summary and are not necessarily all-inclusive of the School's policies, procedures, or practices. As a public charter school, Monument Academy is subject to the policies of its authorizing school district, unless those policies are not applicable or are waived. If a parent is uncertain about the applicability of a district policy, he or she may contact Monument Academy to inquire.~~

~~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](mailto:kpelley@monumentacademy.net) or 719-431-8001.

Please contact Monument Academy Administration with any questions or concerns.

## **FERPA NOTIFICATION**

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

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

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

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

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

Monument Academy may publish information relating to students in a school directory that includes name, address, school email address and telephone number. Other publications may also include students'

gender, email, activities, class standing, date and/or place of birth, dates of attendance, disciplinary records and additional information as decided by Monument Academy administration.

Parents or eligible students may restrict the release of directory information or other information as stated above, except to school officials with legitimate educational interests and others as indicated. To do so a parent or eligible student must make the request in writing to the Principal/~~COO~~ 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.

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**MISSION and VISION:**

**Monument Academy Mission**

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

**Monument Academy Vision**

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

Security:

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

Character:

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

Connections:

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

Growth:

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

Excellence:

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



## SECTION 1: SCHOOL OPERATIONS

### Office Hours

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

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

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

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

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

### Contact Information

<b>Attendance Email:</b>	<a href="mailto:attendance-east@monumentacademy.net">attendance-east@monumentacademy.net</a>
<b>Main Office:</b>	719- 431-8001
<b>Fax:</b>	719- 431-8008

### Messages For Students

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

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

### SCHOOL HOURS

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

### Bell Schedule

For the current bell schedule, please refer to your student’s Infinite Campus page under schedule.

### Carline Hours –

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

### Delayed Start School Hours

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

### ATTENDANCE POLICY

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

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

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

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

Students enrolled at Monument Academy must attend class with the following exceptions:

- A student who is temporarily ill or injured. Parent should notify the school @ [attendance-east@monumentacademy.net](mailto:attendance-east@monumentacademy.net) or call 719-431-8001, ext. 0
- Pre-arranged absences need to be pre-approved. To pre-arrange an absence, email [attendance-east@monumentacademy.net](mailto:attendance-east@monumentacademy.net).
- A student who is absent for an extended period of time due to physical, mental, or emotional disability.
- A student who is attending any school sponsored activity of an educational nature with advance approval by the administration.
- Absences due to being in the custody of the court or law enforcement authorities.

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

### Reporting An Absence

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

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

Please call the office before the start of school to report absences. When your student is absent, reach out to the teacher through email to find assignments your student will be missing. This can also be completed by checking the student's Canvas page for assignments. Extended pre-arranged absences of four or more days must be approved by the principal by submitting a pre-arranged absence form five 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.

### **McKinney-Vento Act – Students Experiencing Homelessness**

The McKinney-Vento Act was enacted to address the numerous barriers homeless children face in obtaining an education. The Act ensures educational rights and protections for children and youth experiencing homelessness. Students may qualify for certain rights and protections under the federal McKinney-Vento Act if they lack a fixed, regular, and adequate nighttime residence, which include without limitation if a student lives in any of the following situations: In a shelter ; In a motel or campground due to the lack of an alternative adequate accommodation; In a car, park, abandoned building, or bus or train station; Doubled up with other people due to loss of housing or economic hardship.

Eligible students have certain rights, including without limitation, the ability to enroll in school immediately, even if lacking documents normally required for enrollment; the ability to attend classes while the school gathers needed documents; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference and in their best interests, and receive transportation to and from the school of origin, if requested.

If you believe you may be eligible, contact the D38 Director of Student Services at (719) 488-4700 to find out what services and supports may be available.

### **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.

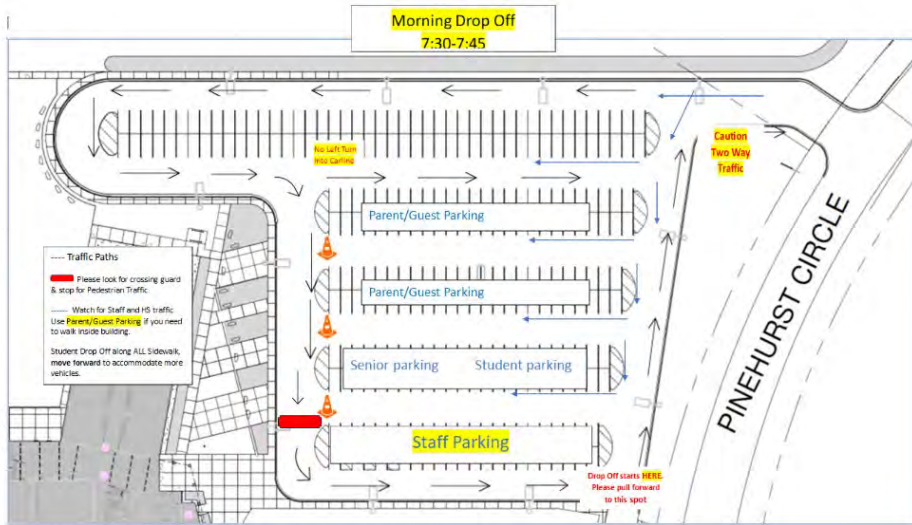
## **CARLINE AND PARKING INFORMATION**

### **General Guidelines**

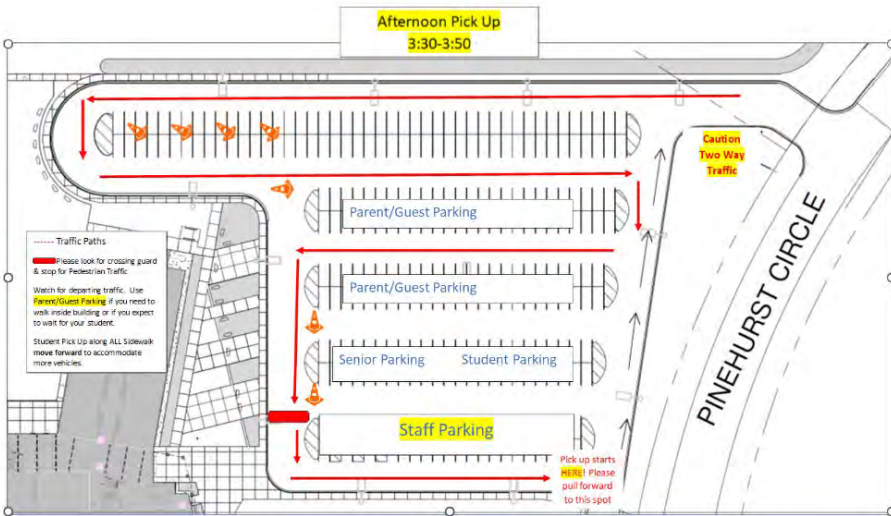
- **Cell phones** must **not** be used during carline.
- Speed limit is 10 M.P.H.
- Right side only loading and unloading.
- Change lanes only according to carline map.
- Do not exit your vehicle during carline at any time.
- Please refrain from conferencing with MA staff during carline.
- No electronic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



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

#### **Athletic Fees**

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

#### **Extracurricular/Elective Course Fees**

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

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

#### **Lost or Damaged Books or School Property Fees**

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

#### **Collections**

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

## **HEALTH OFFICE**

Monument Academy employs a school nurse and health aides to staff the health office at East campus. The health office is open during school hours.

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

The objectives of the school health program are:

- To promote good health habits among students.
- To stimulate a sanitary and healthy environment in school.
- To ensure the health needs of students are addressed during the school day.

- Manage communicable disease outbreaks.
- Direct the immunization program.
- Develop and implement health care 504 plans.
- Serve as liaison among teachers, administrators, parents, and community health care providers.
- Provide for the care of acute health care needs, including emergencies.

A MEDICAL INFORMATION FORM MUST BE COMPLETED ON EACH STUDENT AT THE BEGINNING OF EACH SCHOOL YEAR. This should be done during the online registration annual update. The purpose of this form is to ensure that MA staff is up to date on changes in the student's health plan.

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.

### **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.

### **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.

### Gang Activities Prohibited

Pursuant to C.R.S. 22-32.109.1(2)(a)(F), Monument Academy is committed to keeping the School free from the harmful influence or effects of street gangs or similar organizations that

advocate or promote illegal drugs, violence, or other criminal activity. The presence of any apparel, signs, symbols, activity, accessories, appearances, colors, or any other attribute that denotes membership in street gangs or that advocate or promote illegal activities are prohibited on school grounds, in school vehicles, and at school activities or sanctioned events.

**Notification of Rights Under Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;



2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Monument Academy develops and adopts policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Monument Academy will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Monument Academy will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Monument Academy will make this notification to parents at the beginning of the school year if Monument Academy has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

### **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.

**K-9 searches may be conducted on school grounds at any time by school officials and by law enforcement agencies. Anything found in a search which is a violation of the student conduct standards may be: seized and admitted as evidence, turned over to law enforcement, or destroyed.**

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

### Report Cards

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

### Cheating/Academic Dishonesty

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

**Promotion**

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

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

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

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

**Field Trips**

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

**NWEA**

Monument Academy Middle School schedules Northwest Evaluation Association (NWEA) testing three times per year for all students in grades 6-8. NWEA testing evaluates a student's growth within the school year. These computer-based, multiple-choice assessments include math, reading, language usage, and science. To find out more about NWEA testing, please contact the school, your student's teacher, or visit the website at [www.nwea.org](http://www.nwea.org). We strongly encourage parents to allow their students to participate in NWEA assessments.

**CMAS**

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

**COGAT**

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

**Accommodations**

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

**Refusals to Test**

Parents may refuse standardized testing for their student for state mandated tests. Specific paperwork documenting a parent's reason for testing refusal must be submitted to the testing

administrator. Please see “Section 5: Forms” for further information. MA policy #1525 outlines the procedures. Students will not be prohibited from participating in any School activities, extra-curriculars, or similar; or from receiving any other form of reward that the School provides to students for participating in the state assessment. The School will not impose an unreasonable burden or requirement on a student that would discourage the student from taking a state assessment or encourage the student’s parent to opt-out the student from taking the state assessment.

### **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,

**Commented [KH2]:** Why is this section Grades K-3 included in the East handbook?

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 through the non-legal name change process 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](mailto: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;

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;

5. 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

6. 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**

Monument Academy supports a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable. Bullying and other behaviors as defined below are prohibited on School property, School vehicles, or School sponsored events or activities or off school property when such conduct has a sufficient nexus to or causes a substantial disruption at school, on School vehicles, or any School sponsored events or activities. Prohibited Behaviors include bullying; retaliation against those reporting bullying and/or other behaviors prohibited by this policy; or making knowingly false accusations of bullying behavior.

#### Definitions

Bullying means the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including, but not limited to a student’s disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, the need for special education services, weight, height, or body size; whether such characteristic(s) is actual or perceived.

Retaliation means an act or communication intended as retribution against an individual who

reports an act of bullying. Retaliation can also include knowingly making false accusations of bullying or acting to influence the investigation of, or the response to, a report of bullying.

False accusations of bullying means statements or allegations made knowingly by an individual or group of individuals with the purpose of causing harm to another individual and which are false.

### Prevention and Intervention

Monument Academy will develop a comprehensive program to address bullying at all school levels and that the program is consistently applied across all students and staff. This program will be designed to accomplish the following goals:

1. To send a clear message to students, staff families, and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train school staff on an annual basis in taking proactive steps to prevent bullying from occurring, which includes but is not limited to, training on the bullying prevention and education policy, how to recognize and intervene in bullying situations, and positive school climate practices.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through reteaching on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bullying-free environment across settings.
6. To support targets of bullying through a layered continuum of supports that includes, but is not limited to, individual and peer counseling.
7. To help develop peer support networks, social skills, and confidence for all students.
8. To support positive school climate efforts that clearly define, teach, and reinforce prosocial behavior. This includes intentional efforts to promote positive relationships between staff and students as well as students with other students.
9. To designate a team of persons at each school who advise the school administration on the severity and frequency of bullying. The team of persons at the school may include, but need not be limited to, school resource officers, social workers, school psychologists, health professionals, mental health professionals, members of bullying prevention or youth resiliency community organizations, counselors, teachers, administrators, parents,

and students.

10. To survey students' impressions of the severity and frequency of bullying behaviors in their school.

11. To include students in the development, creation, and delivery of bullying prevention efforts as developmentally appropriate.

12. To provide character building for students that includes, but is not limited to, age-appropriate, evidence-based social and emotional learning as well as information on the recognition and prevention of bullying behaviors.

#### Reporting and Investigation

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor or teacher. The school staff person must report it to the proper administrator for investigation and remediation. Monument Academy will immediately intervene and investigate in response to reports of students engaged in bullying and/or other behaviors prohibited by this policy.

#### Remediation

A student who engages in any act of bullying, retaliation and/or other behaviors prohibited by this policy is subject to appropriate disciplinary action including but not limited to suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior will be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment will be subject to investigation and discipline under related School policies and procedures. Students targeted by bullying will be provided with reasonable and appropriate supports to ensure they can safely continue to access their education. When such bullying behavior constitutes unlawful discrimination or harassment also have additional rights and protections under School policies and procedures regarding unlawful discrimination and harassment.

#### Bullying of Students with Disabilities

If bullying of a student is based on a student's disability, Monument Academy will take immediate and appropriate action to address the bullying. If it is determined that the bullying has created a hostile environment—i.e., the conduct was sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the services, activities, or opportunities offered by a school—the school will take prompt and effective steps reasonably calculated to end the bullying, eliminate the hostile environment, prevent it from recurring, and, as appropriate, remedy its effects. If the student has an IEP, as part of a school's appropriate response to bullying on any basis, the school will as necessary convene the IEP team to determine whether, as a result of the effects of the bullying, the student's needs have changed such that the IEP is no



longer designed to provide a meaningful educational benefit. If the IEP is no longer designed to provide a meaningful educational benefit to the student, the IEP team must determine the extent to which additional or different IDEA FAPE services are needed to address the student's individualized needs and then revise the IEP accordingly.

~~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.

### **Non-Legal Name Change Request**

#### **Definitions:**

**Employee** – means any employee of the public school or school district, including teachers, teacher aides, bus drivers, cafeteria workers, custodial staff, athletic staff, administrative and clerical staff, school medical staff and security staff, and contractors.

**Contractor** – means a person who has direct contact with or supervision over students pursuant to a contract with a school or local education provider.

**Chosen Name** – means any name that a student requests to be known as that differs from the student’s legal name, to reflect the student’s gender identity.

**Gender Identity** – pursuant to HB24-1039, means an individual’s innate sense of the individual’s own gender.

**Non-legal name change request procedure** - A student who wants to request a non-legal name change shall comply with the following request procedure.

To properly request a non-legal name change, students:

1. Must submit a written request to the principal of their school using the non-legal name change form.

- a. The written request must be signed by both student and the parents/guardians of the student, or just the parents/guardians if the student is too young to sign for him/herself.
- b. The written request must clearly identify the student's chosen name and any permitted variations of the chosen name.
- c. The written request must be sincere and in good faith.
2. Must not have requested a non-legal name change within the same school semester.
3. Must be approved by the principal of the school.
4. Must be for indefinite duration or until the student submits a subsequent non-legal name change written request.
5. legal name change written request.
  - a. A student may not submit a subsequent non-legal name change written request until the following school semester.
6. Must have the mental capacity and intent to forgo their legal name and be referred to only by their chosen name by public school employees, educator, and contractor.

Grounds for denying a non-legal name change request:

Reasons used by the principal to accept or reject a non-legal name change request shall be limited to any of the following:

1. The chosen name is inappropriate, indecent, threatening, violent, or crude.
2. The student failed to file a written request.
3. The student failed to comply with the requirements for a valid written request.
4. The written request is not signed by both parents/guardians or the student forged the signature of their parents/guardians.
5. The student did not have the requisite mental capacity and intent to forgo their legal name and be referred to only by their chosen name by public school employee, educator, and contractors.

#### Appeal procedure

Should a request for a non-legal name change be denied, the parent/guardian will be advised by the principal that he/she may appeal the denial by contacting the Executive Director.

The receiving principal shall submit the reason for denial of the request, and the parent/guardians request, to the Executive Director considering the appeal. The Executive Director, considering the appeal will review the parent/guardian request and the principal's decision and then make a determination. The Executive Directors decision shall be final.

Must comply with the Federal "Family Educational Rights and Privacy Act of 1974."  
Legal C.R.S 22-1-143 (Definition of public school employee,

educator, and contractors)

C.R.S. 22-1-143(e) (Definition of local education provider)

C.R.S. 22-1-145 (Definitions)

## CLASSROOM POLICIES AND GUIDELINES

**Classroom Passes**

Students will use a classroom pass when traveling outside of the classroom during class time. A teacher may not keep a student beyond the end of a classroom period without the permission of the next period teacher. If a teacher causes a student to be delayed in getting to the next class, that teacher should write the student a pass to excuse the tardy.

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

**Gum and Food in Classrooms**

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

**Lockers**

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

Students are expected to utilize their lockers for the storage of backpacks, binders, and textbooks during the day, carrying only what is necessary for class. Backpacks are not permitted in classrooms.

Lockers should be kept neat and organized. Papers, books, clothing, or other items may not hang out of the lockers. Students may only use their assigned lockers during the day. Students are encouraged not to bring expensive items to school, especially items not related to learning. Students are allowed to utilize a personal lock for their locker. The school may cut the lock at the student's expense, if there is a need to access the locker.

**Lost and Found**

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

**Movies, Documentaries, and Other Media**

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

- movie name and MPAA rating,

- rationale for showing the movie
- administrative signature

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

## **EXTRA CURRICULAR ACTIVITIES**

### **Athletics**

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

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

### **Fine Arts and Performances**

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

### **Eligibility**

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

### **Homeschool Participation**

Homeschooled students within District 38 boundaries can participate in all MA extracurricular activities. Separate registration paperwork is required through our registrar and participation fees will apply. All students must try out for sports teams according to the coach's schedule and are not guaranteed a spot. Please contact the school registrar at [registrar@monumentacademy.net](mailto:registrar@monumentacademy.net).

## **SCHEDULE CHANGES**

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

## **TECHNOLOGY INFORMATION**

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

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

### **Canvas**

*Canvas* is the student’s learning management system. The *Canvas* login link may be accessed from the “Quick Links” side of the MA website at [www.monumentacademy.net](http://www.monumentacademy.net), under *Canvas Student Login*. Students and parents should regularly access their *Canvas* accounts to check on assignments, grades and class information for each course. Password and account questions may be directed to [the main office, which will be forwarded to the technology services](#).

### **Cell Phone/Electronic Device Policy**

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

All student personal electronic devices must be turned off during the school day, and they need to be secured in their backpacks. Students may only utilize their devices for messages before and after school, during school hours is not allowed. Personal electronic devices that create a distraction during the school day are subject to confiscation and parents will be asked to retrieve the confiscated devices. MA is not responsible for lost, stolen, misplaced, or damaged valuables that students bring to school.

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

### **Photo Policy**

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

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

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

### **Technology User Agreement**

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

### **UNIFORM POLICY (MIDDLE SCHOOL)**

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

### **Apparel Selection**

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

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

**Vendor: French Toast**  
[www.frenchtoast.com](http://www.frenchtoast.com)  
Code: QS5QVJI  
Online only.

**Educational Outfitters**  
[www.educationaloutfitters.com](http://www.educationaloutfitters.com)  
CO01086  
Online or in-store shopping.  
Store located in Centennial, CO.

**Lands' End**  
[www.landsend.com](http://www.landsend.com)  
900030560

**MA East PTO**  
[PTO Homepage](#)

**Spirit Wear**

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

**Logos on Clothing**

School-approved logos may be added to polo shirts, oxford shirts and sweaters by special order through French Toast and Lands' End. Go to the store's website for pricing and ordering information. Brand specific logos must not be visible on uniform polo shirts. To personalize uniform items locally, please contact marketing at [kkuhlmann@monumentacademy.net](mailto:kkuhlmann@monumentacademy.net) to receive logo specifications and artwork file.

**Enforcement**

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

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

**Student Dress Code Violation Protocol**

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

**Informal Violation**

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

**Formal Violation**

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

**Waiver**

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

**Friday Dress**

Each Friday, students in grades 6 and 7 will have a "Friday Dress" day. Students may wear MA spirit wear tops and denim bottoms. Spirit wear can be purchased through PTO. Casual clothing



must always be in good repair. Students who are not in compliance with the “Friday Dress” day guidelines may be held in the office until a parent/guardian brings in suitable clothing. Students should remember that “Friday Dress” days are a privilege, not a right and could be eliminated if casual dress choices become an issue.

### **Free Dress**

The first Friday of each month is a “Free Dress” day for all students and every Friday is a “Free Dress” day 8<sup>th</sup> grade students. The guidelines for allowable clothing on a “Free Dress” day are described on the last page of the grade-specific guidelines. Casual clothing should always be in good repair. Students who are not in compliance with the “Free Dress” day guidelines may be held in the office until a parent/guardian brings in suitable clothing. Students should remember that “Free Dress” days are a privilege, not a right and could be eliminated if casual dress choices become an issue.

### **DRESS CODE POLICY (HIGH SCHOOL)**

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

### **CROWN Act**

In compliance with the Colorado Crown Act, any references in any handbooks or policies of the School or practices related to prohibiting discrimination on the basis of an individual’s race shall include a person’s hair texture, hair type, hair length, or a protective hairstyle that is commonly or historically associated with race. Specifically, without limitation, such hairstyles as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps.

### **Enforcement**

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

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

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

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

#### **Informal Violation**

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

**Formal Violation**

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

**Waiver**

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

## SECTION 4: PARENT RESPONSIBILITIES AND COMMUNICATION

### Academic Help

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

### Change of Information

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

### Conflict Resolution

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

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

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

- Level 1** Any concern will first be discussed between the parent(s) and school employee with the objective of resolving the matter informally at the lowest level within a few days of the onset of the issue/event.
- Level 2** If level one does not bring resolution, the parent(s) must submit in writing the nature of the conflict within one work week following the discussion at level one to the employee's supervisor and the employee, the supervisor will then request a joint meeting with the persons in conflict. The supervisor shall make his/her decision in writing within one week following the meeting and communicate the decision to the parent and employee. Additional level two meetings may be necessary if additional supervisors are in place between the original supervisor

and the Executive Director. A supervisory level may not be passed over in this process.

- Level 3** If level two does not bring resolution, the parent(s) must submit the nature of the grievance within one work week following the decision at level two in writing to the Executive Director. The Executive Director will then request a joint meeting with the persons in dispute and the supervisor(s) who were involved in the level two meeting. Clear written notes from the level two meeting will be submitted along with the level three meeting request. The Executive Director shall make his/her decision in writing within one week following the level three meeting.
- Level 4** If resolution is still not achieved at level three and the parent(s) or employee is not satisfied with the decision of the Executive Director, the conflict may be presented in writing to the Board of Directors at least seven (7) days prior to the next regularly scheduled board meeting. The Board of Directors will hear the issue at the next regularly scheduled board meeting to resolve the conflict, provided the request is submitted at least one week before the board meeting. All parties involved in previous levels will be invited participants to this level four meeting. Decisions rendered at level four will be in writing, setting forth the decision. Once approved by quorum by the Board of Directors the decision will be transmitted promptly to all parties involved. Decisions made at this level are final.

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

#### **Withdrawal Procedures**

If 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.

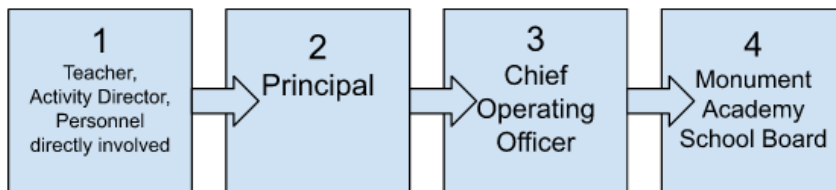
### Healthy Communication

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](mailto:kmcclelland@monumentacademy.net)

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

MA Board of Directors: [MABoard@monumentacademy.net](mailto:MABoard@monumentacademy.net)

### Communication Channels

MA communicates with our learning community in multiple ways. Reading these digital communications will provide you with the most up-to-date information. This information can be found on the MA app, as well.

- Monthly Lynx News-emailed on Wednesdays to all parents.
- School Website [www.monumentacademy.net](http://www.monumentacademy.net) updated with monthly Lynx News, upcoming calendar events, and breaking news.
- Emails and text messaging sent with breaking news and timely communication updates needed prior to Lynx News weekly publication.

### Middle School/High School

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

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

## **STUDENT DATA SECURITY AND PRIVACY POLICY**

Monument Academy adheres to its student data security and privacy policy which can be found here: [\[INSERT LINK TO POLICY\]](#).

## **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) \_\_\_\_\_

# **Student Data Security and Privacy Policy for Monument Academy (“School”)**

## **1. Overview**

Student data security and privacy, and public confidence in the same, is a critical component of School ability to make informed, data-supported educational decisions that impact the lives of students. The safe collection, use, protection, and management of the various types of student Personally Identifiable Information (PII) or other sensitive data is critical to School operations. School information collecting systems should generally only collect and record student data for purposes related to student education, school management, reporting, or other appropriate, school-related purposes. Student PII or other sensitive data requested, collected, captured, generated, stored, or otherwise entrusted to and maintained by the School should be shared only for legitimate educational purposes with those who are authorized, or as required by law. Reasonable care must be taken to ensure that Student PII or other sensitive information is never disclosed to unauthorized individuals.

## **2. Definitions**

For purposes of this policy, the following definitions apply:

“Aggregate data” means data collected and reported at the group, cohort, or institutional level that is aggregated using protocols that are effective for preserving the anonymity of each individual included in the data.

“Data” means any student or family information collected, captured, stored, generated, or otherwise entrusted to and maintained by the School, its employees, contractors, agents, systems, storage devices, or other means. This includes systems and devices involved in the transmission and storage of video and voice data.

“Data Security Breach” or “Breach” is any occurrence that results in the School or an SSCP being unable to put in place controls or take other action to reasonably prevent the unauthorized disclosure or misuse of sensitive data or student PII. A Data Security Breach or Breach is also any occurrence of unauthorized disclosure or misuse of sensitive data or student PII, whether it be internal or external and/or unintentional or intentional.

“Destroy” means to remove student personally identifiable information so that it is permanently irretrievable in the normal course of business.

“Parent” means a student's biological or adoptive parent or the student's legal guardian.

“Student Personally Identifiable Information” means any data that, alone or in combination, would allow a reasonable person to determine or infer the personal identity of a student or the student's parents or family in relation to the other information contained in the data.

“School service” means an internet website, online service, online application, or mobile application that is designed and marketed primarily for use in a preschool, elementary school, or secondary school; is used at the direction of teachers or other employees of a local education provider; and collects, maintains, or uses student personally identifiable information. “School service” does not include an internet website, online service, online application, or mobile application that is designed and marketed for use by individuals or entities generally, even if it is also marketed to a United States preschool, elementary school, or secondary school.



“School service contract provider” (SSCP) means an entity, other than a public education entity or an institution of higher education, that enters into a formal, negotiated contract with a public education entity to provide a school service.

“School service on-demand provider” (SSODP) means an entity, other than a public education entity, that provides a school service on occasion to a public education entity, subject to agreement by the public education entity, or an employee of the public education entity, to standard, non-negotiable terms and conditions of service established by the providing entity.

“Sensitive” or “Confidential” means data that is deemed confidential by law, or any data for which the student or family to whom the data relates would have a reasonable expectation of privacy, and the unauthorized sharing of which would reasonably be considered an invasion of privacy or harmful.

“Student Data Transparency and Security Act” (SDTSA) refers to the law as it now exists or may be amended in Colorado Revised Statutes 22-16-101, et. seq.

“Targeted advertising” means selecting and sending advertisements to a student based on information obtained or inferred over time from the student's online behavior, use of applications, or personally identifiable information. “Targeted advertising” does not include advertising to a student at an online location based on the student's current visit to that location or in response to the student's request for information or feedback, and without the collection and retention of a student's online activities over time; adaptive learning, personalized learning, or customized education; or with the consent of a student or the student's parent, using the student's personally identifiable information to identify for the student institutions of higher education or scholarship providers that are seeking students who meet specific criteria.

### **3. Purpose**

This policy establishes requirements and guidelines for the School to follow with regards to student data privacy and security. This policy attempts to be as comprehensive as possible, but it is not intended to cover every situation or to be an adequate replacement for developing additional procedures and practices for carrying out the requirements and guidelines of this policy on a day-to-day basis.

This policy is designed to meet the requirements of Colorado's Student Data Security and Transparency Act, as delineated in C.R.S. 22-16-107(4)(a).

### **4. Policy**

#### **A. General Statement**

Using data effectively and responsibly is foundational to making the best decisions in today's schools and improving student performance. School has an interest in ensuring that it is a trusted partner when collecting data from students and families. At all times the School will follow all applicable federal and state laws related to data privacy, including the federal Family Educational Rights Privacy Act (FERPA) and Colorado's Student Data Transparency and Security Act (SDTSA).

School student data privacy procedures and practices must be designed to adhere to requirements set forth in applicable federal and state law. In general these procedures and practices should include additional safeguards as follows:

- A specific review of out-of-the-ordinary requests for student PII or sensitive data by the School Executive Director and legal counsel;
- Regular review of student data privacy policies, procedures, processes and practices by the School Executive Director and Board of Directors, with input from legal counsel and other experts in the field of data security to ensure that it remains current and adequate to protect student PII in light of advances in applicable law, as well as data technology and dissemination;
- Specific language must be included in vendor/contractor agreements that bind them to follow applicable laws, and also the policies, procedures, and processes developed by the School to protect student data privacy;
- The School must undergo regular, independent security audits;
- A record must be maintained for out-of-the-ordinary requests and releases of student data.

## **B. Uses of Student PII**

Student PII or other sensitive data may be collected, used, maintained, disclosed, and reviewed by the School and staff only for legitimate educational purposes related to educational decisions, legal compliance, reporting, or other lawful purposes.

In general, no Student PII or other sensitive data will be shared with third parties outside of legally compliant activities or as specifically authorized by law, unless that release of data is authorized by the parent, guardian, or student of majority age.

The School will only provide student PII to the Colorado Department of Education as required by state or federal law; except that it may provide student PII not mandated by state or federal law if it is associated with a grant proposal, or as a condition of receiving a benefit, such as grant funding or special designations. Unless required by state or federal law, the School will not provide the following: juvenile delinquency records; criminal records; medical and health records; student social security numbers; student biometric information; and information concerning the political affiliations or the beliefs or attitudes of students and their families.

To ensure clarity, this policy is not intended to prohibit the use of student PII to: use adaptive learning or design personalized or customized education; maintain, develop, support, improve, or diagnose an SSCP's website, online service, online application, or mobile application; provide recommendations for school, educational, or employment purposes within a school service, so long as the response is not determined in whole or in part by payment or other consideration from a third party; respond to a student's request for information or for feedback so long as the information or response is not determined in whole or in part by payment or other consideration from a third party; identify for the student, only with the written consent of the student or the student's parent, institutions of higher education or scholarship providers that are seeking

students who meet specific criteria, regardless of whether the identified institutions of higher education or scholarship providers provide consideration to the SSCP; in accordance with the terms of a contract between the SSCP and School, produce and distribute, free or for consideration, student class photos and yearbooks only to the public education entity, students, parents, or individuals authorized by parents; or provide for the student, only with the express written consent of the student or the student's parent given in response to clear and conspicuous notice, access to employment opportunities, educational scholarships or financial aid, or postsecondary education opportunities, regardless of whether the SSCP receives consideration from one or more third parties in exchange for the student personally identifiable information, so long as the SSCP provides a nationally recognized assessment that postsecondary institutions of higher education use in making admissions decisions.

Further, this policy is not intended to: impede the ability of a student to download, export, or otherwise save or maintain his or her own student personally identifiable information or documents; limit internet service providers from providing internet connectivity to the School or to students and their families; prohibit an SSCP from marketing educational products directly to parents so long as the marketing does not result from the use of student PII obtained by the SSCP as a result of providing its website, online service, online application, or mobile application; or impose a duty on a provider of an electronic store, gateway, marketplace, or other means of purchasing or downloading software or applications to review or enforce compliance with this article on that software or those applications.

### **C. Maintaining, Retaining and Destroying Student PII**

The School will post and regularly update on its website clear information that is understandable by a layperson listing the data elements of student PII it collects and maintains in its data system, except it will not include the student PII it collects and transmits to the Colorado Department of Education. The list will explain how the School uses and shares the student PII. The School will also include a link to the data inventory and dictionary or index of data elements that the Colorado State Board of Education is required to publish.

A student's parent, upon request, must be allowed to inspect and review his or her child's student PII maintained by the local education provider. A student's parent, upon request, must be provided a paper or electronic copy of his or her child's student PII, including student PII maintained by an SSCP. If a parent requests an electronic copy the School shall provide an electronic copy unless the School does not maintain that student PII in electronic format and reproducing the student PII in an electronic format would be unduly burdensome.

A student's parent may request corrections to factually inaccurate student PII maintained by the School. After receiving a request for correction that documents the factual inaccuracy, the School must determine if a factual inaccuracy exists and, if it does exist, it must correct the factual inaccuracy and confirm the correction to the parent within a reasonable amount of time. If a parent disagrees with the decision not to correct a factual inaccuracy it may file a complaint pursuant to section G of this policy.

The School uses the School Districts Records Management Manual published by the Colorado state archivist as a guideline for determining the length of time for retaining student records and PII. Once it is determined that a student record or PII will no longer to be retained, it must be immediately and thoroughly destroyed, as that term is defined in this policy.

During the term of a contract between an SSCP and the School the SSCP must contractually agree to destroy, as soon as practicable, a student's PII collected, generated, or inferred as a result of the contract, at the request of the School, unless the SSCP obtains the consent of the student or the student's parent to retain the student's PII, or the student transfers to another public education entity and the receiving public education entity requests that the SSCP retain the student's PII.

Any SSCP must contractually agree to, following the termination or conclusion of the contract, destroy all student PII collected, generated, or inferred as a result of the contract. If the contract does not specify a period for destruction of the student PII, the SSCP must destroy the information when the information is no longer needed for the purposes described in the contract.

The contract provider shall notify the School of the date upon which all of the student PII is destroyed.

The transfer or disposition of data processing equipment, such as computers and related media, shall be controlled and managed according to [Insert Appropriate Standards] guidelines. Data remains present on any type of storage device (whether fixed or removable) even after a disc is "formatted", power is removed, and the device is decommissioned. Simply deleting the data and formatting the disk does not prevent individuals from restoring data. Sanitization of the media removes information in such a way that data recovery using common techniques or analysis is greatly reduced or prevented.

The School will follow these data disposal procedures:

All computer desktops, laptops, hard drives, and portable media must be processed through the IT department for proper disposal. Paper and hard copy records containing student PII or other sensitive data shall be disposed of in a secure manner (shredding, incineration, etc.).

The Executive Director will work with the IT Department to ensure procedures exist and are followed to:

1. Address the evaluation and final disposition of student PII or other sensitive data found on hardware or electronic media regardless of media format or type.
2. Specify a process for making sensitive information unusable and inaccessible. These procedures should specify the use of technology (e.g. software, special hardware, etc.) or physical destruction mechanisms to ensure sensitive information is unusable, inaccessible, and unable to be reconstructed.
3. Determine the authorized personnel who will be responsible to dispose of student PII or sensitive data found on equipment of electronic media.

#### **D. Student PII Security Breaches**

If it is determined that a student data security breach has occurred, the School will immediately notify those students and parents who are known to be affected by the breach. If the full scope of the breach is not certain, the School will notify all students and parents who are potentially affected by the breach. The School must take immediate measures to contain the breach and remedy, to the extent possible, the impact of the breach on those parties affected, including the possible notification of law enforcement officials, as appropriate.

If the breach involves an SSCP, then the School must follow the procedure identified in section J of this policy.

All data security breaches must be recorded and reviewed for future prevention.

#### **E. Use of and Disclosure to School Service Contract Providers**

The School may only disclose information to an SSCP for a legitimate educational purpose or with permission of the student's parents or student of majority age. The School shall require, by contract, that each SSCP maintains a comprehensive information security program that is reasonably designed to protect the security, privacy, confidentiality, and integrity of student PII. The information security program must make use of appropriate administrative, technological, and physical safeguards. The SSCP must contractually agree to, following the termination or conclusion of the contract, destroy all student PII collected, generated, or inferred as a result of the contract.

The School must ensure that the terms of any contract entered into with an SSCP on and after August 10, 2016 includes, at a minimum and in addition to other requirements found in this policy, the following requirements:

1. The SSCP must agree to comply with the requirements of this policy applicable to SSCPs, including use and destruction of data, and the ability for the School to terminate the contract pursuant to section J of this policy.
2. The SSCP must agree to only collect, use, and share student PII as authorized by the contract or with the consent of the student who is the subject of the information, if student has reached majority age, or the student's parent;
3. The SSCP must agree to provide, and update as necessary, clear information that is understandable by a layperson explaining the data elements of student PII that the SSCP collects, the learning purpose for which the SSCP collects the student PII, and how the SSCP uses and shares the student PII. The information must include all student PII that the SSCP collects regardless of whether it is initially collected or ultimately held individually or in the aggregate. The SSCP must provide the information to the School in a format that is easily accessible through a website, and the School will post the information on its website, in accordance with this policy;
4. The SSCP must agree to provide clear notice to the School before making material changes to its privacy policy for school services;

5. The SSCP must agree to facilitate any correction of factually inaccurate student PII at the request of the School;
6. The SSCP must agree to immediately inform the School upon its discovery of any misuse, data security breach, or unauthorized release of student PII held by the SSCP, a subcontractor of the SSCP, or a subsequent subcontractor of the SSCP, regardless of whether the misuse, data security breach, or unauthorized release is a result of a material breach of the terms of the contract;
7. The SSCP must agree to not sell student PII; except in instances of purchase, merger, or other type of acquisition of a SSCP, or any assets of an SSCP, by another entity, and so long as the successor entity continues to be subject to the provisions of the contract with respect to student PII;
8. The SSCP must agree to not use or share student PII for purposes of targeted advertising to students;
9. The SSCP must agree to not use student PII to create a personal profile of a student other than as authorized by the School for supporting the purposes of the contract or with the consent of the student, if student has reached the age of majority, or the student's parent;
10. Notwithstanding the other requirements of this policy, the SSCP contract will include a provision allowing the SSCP to use or disclose student PII to ensure legal or regulatory compliance or to take precautions against liability; to respond to or participate in the judicial process; to protect the safety of users or others on the school service contract provider's website, online service, online application, or mobile application; or to investigate a matter related to public safety, so long as the SSCP informs the School of its use or disclosure as soon as possible.
11. The SSCP must agree to only share student PII with any subcontractor, or sub-subcontractor, that is providing a school service if the subcontractor, or sub-subcontractor, providing the school service is bound by the same requirements of this policy and the contract.

If an SSCP refuses to agree to those contractual requirements, the School will not enter into a contract with that SSCP for school services, as that term is defined in this policy.

If it is determined by the School that an SSCP, or a subcontractor or sub-subcontractor providing a school service, has committed a material breach of its contract that involves the misuse or unauthorized release of student PII, the School Board of Director will determine whether to terminate the contract in accordance with section J of this policy.

The School will post and regular update on its website a list of the SSCPs with which the School contracts, and a copy of each contract.

#### **F. Use of and Disclosure to School Service On-demand Providers**

The School will, at the beginning and mid-point of each school year, request a list of the SSODPs being used by each staff person. The School will, to the extent practicable, post to its website and regularly update a list of the SSODPs being used by the School or its staff.

The School will, at the request of a parent, assist in obtaining the data privacy policy of an SSODP being used by the School or its staff.

The School will post a notice on its website to SSODPs that explains the following:  
If the School chooses to cease using the SSODP pursuant to this policy then the School will post on its website the name of the SSODP, with any written response that the SSODP may submit, and that the School will notify the Colorado Department of Education, which will also post on its website the SSODP's name and any written response.

If the School has evidence that, in the estimation of the School, demonstrates that an SSODP does not substantially comply with the SSODP's privacy policy or does not meet the requirements of this policy, the School may choose to cease using the SSODP and prohibit employees from using the SSODP. If the School chooses to cease using the SSODP it must notify the SSODP, and the SSODP will be asked to submit a written response.

The School will post and regularly update on its website a list of any SSODPs that it chooses to cease using for the reasons described in this policy, and will include any written responses that it receives from the SSODP.

The School will notify the Colorado Department of Education if it ceases using an SSODP for the reasons described in this policy and will provide a copy of any written response the SSODP.

## **G. Parent Notifications and Complaint Processes**

The School will make copies of this policy available upon request to the parent of a student and will post this policy on its website.

If a parent has a complaint, specific to the parent's child, regarding student data security and privacy the parent may submit a description of his or her complaint, including any relevant attachments or information to the Executive Director of the School, who may attempt to remedy the parent's complaint. If the parent's complaint cannot be remedied, or if the parent desires to have his or her complaint heard by the Board of Directors, the Executive Director must forward the complaint to the School Board of Directors and schedule a hearing within 45 days of receipt of the original complaint. At the hearing the Board of Directors will provide the parent an opportunity to be heard and may, in its discretion, ask questions of the parent or staff. The Board of Directors will render a decision or instruct the Executive Director on how to respond within 60 days of the date from which the Executive Director received the complaint from the parent. Any decision made by the Board of Directors shall be final.

If a parent has evidence demonstrating that an SSODP being used by the School or its employees does not substantially comply with the SSODP's privacy policy or does not meet the requirements specified in this policy, the parent may notify the School and provide the evidence for consideration by the School.

## **H. Staff Training**

The School will ensure that, at least annually, all staff who have access to student data, PII, or other sensitive information are trained to understand School policies and practices for proper collection, use, disclosure, and maintenance of student data, PII, or other sensitive information.

## **I. Data Security Audits**

A regular and proactive audit policy helps to manage and reduce risks to the School's information systems. Audits will be performed on a regular basis as required by law or executive management protocol.

The security auditor will be an external/independent third party (or at a minimum someone who is not operationally responsible for the area being audited), who evaluates systems for best practices and ensures compliance within an established set of requirements and controls.

The Executive Director will consider the following when determining the scope of the audit:

1. Security Vulnerabilities – Identify security vulnerabilities using reputable outside sources, and assign risk rankings (for example, as “high,” “medium,” or “low”) to newly discovered security vulnerabilities.
2. Risk Evaluation – Identify methods for evaluating vulnerabilities and assigning risk ratings to systems. Risk rankings should, at a minimum, identify all vulnerabilities considered to be a “high risk” to the environment. Vulnerabilities are considered “critical” if they pose an imminent threat to the environment, impact critical systems, and/or result in a potential security compromise or breach if not addressed. Examples of critical educational systems include premise security, pupil accounting, learning management, general financial, and personnel systems. It also includes any public-facing system, database, or transmission mechanism around sensitive information or PII.
3. Automated Tools – Evaluates and recommends automated assessment tools and external resources that are suitable in identifying vulnerabilities including weak passwords, configuration issues, improper access controls, network penetration testing, and patch management issues.
4. Administrative Safeguards – Define protocols, policies, procedures, training plans and other administrative security controls useful to an auditor in comparing against a standard of operation.
5. Penetration Testing – Evaluate whether penetration testing may be used to identify system vulnerabilities. Examples of penetration testing include evaluations of firewalls and other external network entry points, analysis of



software applications and websites, review of logging and account procedures, social engineering tests of staff.

Access to audit tools must be controlled and restricted to prevent possible misuse or compromise resources and log data. Audit requirements and activities involving verification of operational systems shall be carefully planned and agreed to minimize disruptions to normal business operations.

Where possible, the Executive Director should use Certified Information Systems Auditors to audit the security controls of School systems.

The auditor's report will include the project scope, findings, and recommendations to enhance security. The Executive Director shall:

- Review the security auditor's report to confirm the findings and verify the security recommendations are sufficient and effective.
- Convey the findings to the appropriate personnel so that the findings and resolutions can be reviewed, understood, and remedied.

The Executive Director shall provide necessary reporting to the Board of Directors.

## **J. Enforcement**

School must adequately train its employees and enforce its data privacy and security policies, procedures, processes, and practices to protect the privacy of every student and family from whom it collects data. School employees found to be in violation of this policy, in the sole discretion of the School, may be subject to disciplinary action, up to and including termination.

In accordance with the SDTSA, any School Service Contract Provider, as that term is defined in the SDTSA, with a contract entered into after August 10, 2016 found to be in material breach of that contract or the requirements of the SDTSA involving the misuse or unauthorized release of student PII will be subject to having its contract with the School terminated. The School board, within a reasonable time after it is determined that a material breach occurred, shall hold a public hearing that includes discussion of the nature of the material breach, provides an opportunity for the contract provider to respond concerning the material breach, and any other public testimony, after which the board will render a decision to terminate or continue the contract.



Monument Academy  
Student-Athlete Handbook

# Philosophy

- Our mission in athletics is to teach students about the importance of discipline, hard work, commitment, and perseverance. This is accomplished through daily structured practice with attention to fundamentals and details.
- The athletics program shall be directed so that the welfare of all participating students will be the primary concern. Fundamental emphasis shall be placed on the philosophy that athletic activities are an extension of the educational program, and are justifiable only to the extent that they are desirable learning experiences.
- Sportsmanship will be the top priority of Lynx Athletics. Commitment to fair play, integrity, and genuine empathy for others must be taught, and practiced, if we are to make a difference. Athletics assist in the development of fellowship and goodwill. Athletics will play an important role in developing a healthy self- image as well as a healthy body. Athletics will also contribute to school/community spirit and pride.
- Lynx Athletics uses tiered programs to promote the concept of winning, while inspiring development of athletic skill for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade student athletes. This concept supports a successful transition of the student- athlete to high school sports should the student choose to pursue such opportunities.

# CCAL Program Details:

Monument Academy is a full member school in the Central Colorado Athletic League (CCAL) and will directly support the participation of student-athletes in this program. CCAL provides a competitive environment with a playoff structure for a school's A-Team (where multiple team levels exist), and coaches will attempt to field the most competitive team possible to represent our school in A-Team contests. Competitive events are also held for a school's B-Team and C-Team (if available), but the league does not keep a record of season standings, and there is no playoff structure for these teams. The B-Team and C-Team are designed to be developmental programs for student-athletes that are still learning fundamentals, and perhaps not prepared for the A-Team competitive environment. In B-Team and C-Team games, coaches will focus on getting all players ample opportunities to compete and develop. CCAL League events often consist of both A and B team competition. **Occasionally a school may be short athletes and forego having a B-Team. Some schools will also have C-Teams when there are enough interested student-athletes. Occasionally CCAL League rules may differ slightly for A-Team, B-Team and C-Team competition.**

CCAL rules prohibit "swing" players from participating in both A-Team and B-Team contests on the same day unless it is necessary to field a full team and agreed upon in advance by the Athletic Directors from each school. Some mixing of players between B-Teams and C-Teams can be appropriate to ensure appropriate levels of competition, and these decisions are left to the discretion of the coaches from both teams. Competition time for student-athletes participating in programs that do not feature multiple teams is left to the discretion of the coaches.

CCAL Programs are offered to all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade student-athletes, with the exception of CCAL Football which is limited to 7<sup>th</sup> and 8<sup>th</sup> grade students only. It is a privilege for any student-athletes to represent Monument Academy in the CCAL Athletic League, and we will hold these student-athletes to a high standard in all regards.

## Expectations

### Expectations of CCAL Student-Athletes

- Athletics ARE A PRIVILEGE, and Monument Academy is a school of character. Student-athletes are expected to exhibit exemplary behavior, always, as they represent their team, coach, and school. Should a student athlete receive detentions, disciplinary action reports (DARs) during class, and/or behave inappropriately while participating in any other school related functions, they may temporarily, or permanently lose their athletic privileges. The Athletic Director will investigate any behavior issues immediately, and reserves the right to suspend the student-athlete from competitive events, or revoke these

privileges outright. Should this occur there will be no refund of program fees.

Student-athletes must understand that they will be held accountable for their actions, and that actions they take are NOT the fault of others. They must learn to take responsibility for their actions and understand that there will be negative consequences for inappropriate behavior.

- STUDENT-athlete means student responsibilities come first. Should a student-athlete receive a grade of 2 “Ds” or 1 “F”, the Athletic Director will open an investigation into the circumstances surrounding the classroom performance. Should the poor grade(s) be an accurate reflection of poor performance in the classroom, parents will be notified of the investigation, and the Athletic Director will determine whether the student- athlete will remain eligible to participate in Monument Academy Athletics/Activities. Any student-athlete that becomes ineligible will only be reinstated once the Athletic Director determines that the classroom challenges have been sufficiently addressed.
- Players should come to practice on time, ready to listen and learn. They should always show respect to their coaches, teammates, opponents, fans, and officials. Sportsmanship is an important component of a successful program.
- Athletes learn many skills to play their chosen sport, but teamwork is an essential skill that all athletes of team sports need to excel at. For the team to be successful, each member of the team must work together to help all others grow.
- Athletes are expected to safely store their equipment in designated areas prior to the start of school each day.
- Student-athletes must be at school for no less than half of the school day on game days. This is a common- sense rule meant to highlight that if a student-athlete is healthy enough to play in a game, they should be able to attend school. If not, then the student-athlete may not participate in, or attend games. Exceptions may be made with the Athletic Director, in advance, by a PARENT for personal scheduling conflicts, or for student-athletes whose parents have made the personal decision to opt their child out of standardized testing.
- Monument Academy must have an Assessment Refusal Form, completed, and submitted to the office, before any student-athlete will be released to participate in athletic events that may conflict with standardized testing.

## Expectations of CCAL Parents

- Model good sportsmanship at all times.
- Support, and encourage all team members.
- Focus on the goals of the team.
- Extend courtesy to the coaches by NOT interfering with their instructions to the student-athletes, please do not coach from the sideline/stands.
- Display courteous behavior towards referees, and the opposing team. Kids feed off of negative behavior from coaches and parents, and lose focus on playing the game, ultimately affecting their performance negatively. We will not subject our student-athletes to behavior from parents that is aggressive, or in conflict with the core virtues that we teach here at Monument Academy. Any parent that cannot abide by this expectation will be asked to leave immediately, and at the discretion of the Athletic Director may be prohibited from attending future games/events. Continued abuses may result in expulsion of the student-athlete from the team, in which case team fees will not be refunded.
- All required athletic forms and fees, as well as school fees, must be submitted before a student-athlete will be allowed to participate in Monument Academy Athletic events/activities. ANY student wishing to try out for, or participate on a CCAL League team MUST have a valid physical form on file with the school before they will be allowed to participate. This will be STRICTLY ENFORCED. Should a family find financial hardship, they must contact the Monument Academy Business Office to make other arrangements.

## Tryout Expectations

- While broad participation is to be encouraged, it is a privilege to compete as a team member for Monument Academy. We participate in a competitive league, and numerous teams have tryouts for coaches to assess player performance. Each coach has a unique style, but generally, athletes are evaluated on skill, work ethic, “coachability”, teamwork, and attitude. Cuts are a necessary part of the process, and a valuable learning experience for student-athletes. We encourage players who have been cut to discuss any questions with the coach a day or so after tryouts, to see where improvements can be made. Any student-athlete that wishes to try out for a CCAL Athletic Program must have a valid physical on file with the office, no exceptions.
- Results of any tryout will be communicated via e-mail to the parents of the student-athletes that participated. Coaches may also choose to speak with student-athletes individually at the end of a tryout session. We will avoid simply posting tryout results on a wall or door. For programs that have an A/B/C structure, the initial tryout may not determine the final A/B/C roster configurations.

# Procedures

## Registration/Preseason Information Meeting

- Registration will begin about 4 weeks prior to the tryout date/1st practice
- All athletes will need an up to date Sports Physical on file before they are allowed to participate in tryouts and/or practices. Any student athlete without an up to date sports physical on file may have to sit out of tryouts or practices until said document is uploaded to our registration site.
- All teams will have an informational meeting at the beginning of the season. These meetings will focus on coach expectations, practice and game schedules, venue locations, necessary athletic forms, carpool organization, and other aspects of the Student-Athlete Handbook.

## Practices

- Practices are held after school most days of the week, sometimes immediately after school ends, and other times later, this depends on the availability of our coaches. Although not typical, students may occasionally practice during the morning, on weekends, vacations or holiday breaks. Practice will most often be canceled when school is canceled unless circumstances allow for practices to occur safely later in the day. Cancellations may be the result of weather, major leaks, or a power outage to name a few. It is expected that students will be in attendance at each practice. Students must be in school at least 50% of the day to participate in practice unless previous arrangements have been made with the Athletic Director by the PARENT.

## Games/Matches/Meets

- Most contests are scheduled during weekdays, and usually start at 4:00 PM, although there can be exceptions to the start time. Some sports have two or three contests each week, and occasionally a contest will occur on a Saturday. There are also occasionally tournaments a coach may want to compete in that take place on weekends. Playing time will be determined by the coaches in agreement with the information contained in the CCAL Program Details section of this handbook, and the distribution of playing time will vary by program. Although not mandatory, our coaches will generally attempt to get all student-athletes some time in contests.

## Gate Fees

- Monument Academy is now part of the Central Colorado Athletic League, which consists of 12 member schools, and a handful of associate member schools. Some member schools may charge admission to league-sanctioned activities/contests, admission prices will always be as follows: Adults \$2.00, Students (K-12) \$1.00, and senior citizens (60 and older) will be admitted free. PLEASE BE PREPARED TO PAY THESE FEES AS SOME CCAL MEMBER SCHOOLS RELY ON THESE FUNDS AND WILL COLLECT THEM.

## Equipment and Uniform Care

- Equipment and uniforms will only be issued to the student-athlete upon receipt of all athletic forms and fees, as well as school fees, or an acknowledgement of financial hardship from the Monument Academy Business Office. THIS WILL BE STRICTLY ENFORCED. Equipment and uniforms are disseminated, and tracked, and it is the responsibility of the student-athlete to care for them properly. If a student-athlete loses or damages uniforms or equipment beyond repair, the replacement cost will be billed to the student-athlete's school account. It is our goal to collect clean uniforms and equipment within one week of the final day of competition, or at an "end of season banquet" so that they can be inventoried and stored.



## Transportation

- Parents/coaches will often be required to drive players to and from contests held away from Monument Academy. Unless the school can provide transportation, a player may only leave Monument Academy to attend school sanctioned athletic contests with a family member, an emergency contact authorized for pick-up in Infinite Campus, or an adult that is an approved driver registered in our electronic registration system. The link to register can be found here: <https://monumentacademy-ar.schooltoday.com/>. Any student-athletes that will be riding to Monument Academy sanctioned athletic events with a driver other than a family member, must also have on file a signed “Consent to Rideshare” form. All necessary forms are found on our link provided above and will be submitted electronically. The transportation restrictions cited for departure from Monument Academy do not apply to student-athletes leaving school sanctioned athletic events and traveling home. Once away from school property, parents can arrange rides home however they choose.
- Some of our athletic programs like to use electronic services to ORGANIZE carpool, but this is different from registering with the school. We are happy to support any secondary software program that makes organizing carpool easier, but to participate, you must be approved by the school as a Volunteer Parent Driver, and to do that you must register with the electronic registration system found on the Monument Academy website.

## Communication

Our Monument Academy Website is one source for some of the information you will need. Visit us at [www.monumentacademy.net/athletics](http://www.monumentacademy.net/athletics)

You can also navigate to any sport specific webpage from the [www.monumentacademy.net](http://www.monumentacademy.net) homepage, or by hovering your mouse over the “Athletics” tab, and then selecting any sport specific web page from the sub-menus.

MA will also be using Parent Square to communicate with families about practice/game schedules and important updates as the season progresses.

- *Coach Information:* Coach names and contact information can be found on sport specific webpages. Links to each program’s web page can be found at [www.monumentacademy.net/athletics](http://www.monumentacademy.net/athletics).
- *Season Information:* Season dates, tryout schedules, and general practice information can be found on sport specific webpages. Links to program web sites can be found at [www.monumentacademy.net/athletics](http://www.monumentacademy.net/athletics).
- *Game Schedules:* The official game schedules for all athletics programs can be found on sport specific webpages. Links to each program’s web page can be found at [www.monumentacademy.net/athletics](http://www.monumentacademy.net/athletics). Game times and locations (clickable Google maps) will also be available. Teams may choose to set up “team-share” sites to help aid

communication, but the Athletic Director does not control the flow of information to these sites, and it is possible that there will be discrepancies as a result. The schedules on the Monument Academy website are correct, updated before any secondary sites, and should be your default source for this information. Additional, specific information such as best places to park will be relayed by the head coach.

- *Practice Schedules:* Coaches will be the primary disseminators of practice information, and will make every effort to keep students informed about daily practice times and locations. In the case of poor weather, we will try to make cancellation decisions as early as possible.
- *Results/Standings:* Results will be posted promptly on the Monument Academy website, on the sport specific team page. The Central Colorado Athletic League (CCAL) website is linked from our main “Athletics” tab, and will contain both game results, and league standings for your particular sport/activity. Please note that the Athletic Director does not maintain the CCAL website, so at times the results and/or updated standings may be a bit delayed.
- *Game Cancellations:* Games may be canceled due to weather, facility conflicts, and possibly other unforeseen circumstances. In the case of poor weather conditions, the Athletic Director will consult with Athletic Directors from opposing schools within the Central Colorado Athletic League, Monument Academy Administration, coaches, and parents before determining whether to cancel a game/contest. It is possible that on a day school is closed due to weather, we will still participate in a late afternoon game/match, should the Athletic Directors deem that conditions have improved sufficiently for the team to travel safely. These communications are most quickly disseminated by the coach via the usual daily communications they use. The Athletic Director will get cancellation information on the website as soon as possible, but in this situation you may hear directly from the head coach first.
- *Student-Athletes:* If student-athletes have concerns about their role, position, or status on a team, it is important that they initiate a conversation with the coaching staff at that time. This is a great time in the developmental process for the student, rather than a parent, to initiate a discussion.

# CCAL Program Participation Fees and Equipment

- The creation of, and our involvement in the Central Colorado Athletic League has contributed significantly to the growth, and quality of our athletics program. With rapid growth in both our student body, and in the number of programs we offer, comes necessary investment in uniforms, equipment, coach training, and annual league fees. Official fees and facility fees also tend to rise, so on occasion we will need to increase team fees to keep up with the additional costs. Team fees vary as each program has different costs associated with it. Please see the list below for current fees associated with each program.

## Fall/Winter Sports (August – February)

- 7<sup>th</sup> & 8<sup>th</sup> Boys Football: Students must provide football cleats, mouthpiece, and practice clothes. The school will provide game uniforms and footballs. There is a \$150 fee for this sport.
- 7<sup>th</sup> & 8<sup>th</sup> Girls Volleyball: Students must provide court shoes and knee pads. The school will provide game uniforms, volleyballs. There is a \$120 fee for this sport for A & B-Teams, and C-Team.
- 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Cross Country: Students must provide running shoes. The school will provide uniforms. There is a \$120 fee for this sport.
- 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Boys Basketball: Students must provide basketball shoes and practice clothes. The school will provide game uniforms and basketballs. There is a \$120 fee for this sport for A & B-Teams, and the C-Team.
- 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Girls Basketball: Students must provide basketball shoes and practice clothes. The school will provide game uniforms and basketballs. There is a \$120 fee for this sport for A & B-Teams, and the C-Team.
- 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Cheerleading: Cheerleading is a part of Monument Academy Athletics, but is organizationally different. Information is available on the Monument Academy website. Look under the Athletics tab for the link to Cheerleading. More information can be obtained by contacting Head Coach Sarah Thompson at [sthompson@monumentacademy.net](mailto:sthompson@monumentacademy.net)

## Winter/Spring Sports (February - May)

- 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Track and Field: Students must provide proper track and field shoes. The school will provide track and field equipment, as well as uniforms. There is an \$120 fee for this sport.
- 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Girls Soccer: Students must provide cleats, shin guards, and practice shoes. The school will provide game uniforms and equipment. There is an \$120 fee for this sport.

## Other Activities (October - March)

- 7<sup>th</sup> & 8<sup>th</sup> Matchwits/Brain Bowl: The school will provide practice space and competition buzzers, as well as uniforms where necessary. There is a \$50 fee for this activity.

## Showing School Spirit

- Student-Athletes may wear their game jerseys or school appropriate warm up tops on game days so long as they have appropriate, uniform attire underneath.

# MONUMENT ACADEMY HIGH SCHOOL: ATHLETIC HANDBOOK



Athletic Director: Michael Svendsen

MONUMENT ACADEMY HIGH SCHOOL 4303 Pinehurst Cir, Colorado  
Springs

# Monument Academy High School Athletic Handbook

## MISSION, PURPOSE, AND VISION STATEMENTS:

**MA 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.

**Athletic Purpose Statement:** To provide a variety of education-based activities that enhance the mission of our district and the development of our students.

Within this context, it is the purpose of the Monument Academy Activities Program to foster and promote:

1. The ideals of competition, teamwork and sportsmanship while achieving success and participation.
2. The development of self-confidence, self-discipline, organization, decision-making skills, and goal orientation.
3. The concept of an integral relationship between a sound mind and a sound body leading to a lifetime appreciation for physical fitness and good health habits.
4. A positive feeling of school loyalty and pride which can be shared by all participants, other students, parents, coaches, and the community.

**Athletic Vision Statement:** Our athletic programs are a natural infrastructure for the development of the character traits we value here at Monument Academy. We will focus as much on teaching our student-athletes good character as well as teaching them the technical skills necessary to compete in their respective athletic programs. We have partnered with Positive Coaching Alliance to develop better athletes, and better people. Our coaches will work diligently to create this culture in all our programs.

**Contact Information:** If you have any questions or other needs, feel free to contact the AD with the information below, or reach out to your coach.

**Mike Svendsen:**

Athletic Director

(719)431-8001 ext. 1034

msvendsen@monumentacademy.net

## **CHSAA BYLAWS:**

It is the responsibility of the parents/guardians and students to be aware of the CHSAA Bylaws. More specifically surrounding the areas of:

1. Academic Eligibility
2. Grade Checks (weekly at MA)
3. Make-Up Work (Summer School)
4. Semesters of Attendance
5. Athletic Eligibility
6. Transfer Rules
7. International Students
8. Outside Competition
9. Home Schooled Athletes
10. Schools without an athletic program

The CHSAA Bylaws can be found at [www.chsaanow.org](http://www.chsaanow.org)

## **STUDENT ACTIVITIES PARTICIPANT RESPONSIBILITIES:**

1. Attitude and Effort: Bring a positive attitude and maximum effort every day in the classroom, during practice and in competition.
2. Sportsmanship: Demonstrate good sportsmanship towards teammates, coaches/advisors, opponents, officials, and fans. Good sportsmanship reflects positively on every participant, team/group, our school/district, families, and community.
3. Be a good teammate: Demonstrate care for each other by striving to build strong relationships. Relationships are built on trust, respect and caring for each other. All participants are important to the team/group and play a vital role in its success.
4. Be a good citizen: Citizenship standards of honesty, respect, compassion, and responsibility are set high. Participants should strive to be role models for peers, younger students, and our community. Behavior can and does affect a team/group's success.

## **PARENT/GUARDIAN RESPONSIBILITIES:**

1. Encourage your student to get involved.
2. Encourage your student to demonstrate respect and compassion for their teammates, show good sportsmanship, make good decisions, accept their role on the team/group and give their best effort every day.
3. Be a good listener. Being involved in activities is emotional and involves great dedication. Help your student to navigate the many experiences they will have while in activities.
4. Know and understand the goals and purpose your student has in participating and supporting them in their efforts towards meeting their goals.
5. Become familiar with and review the team and activities department rules and regulations with your student.
6. Treat all coaches/advisors with courtesy and respect and insist your student does the same. Acknowledge and support the ultimate authority of the coach/advisor to determine strategy and placement/role on team.

7. Make every effort to accompany your student to informational meetings offered by coach/advisor and activities department.
8. Assure that your student attends all scheduled practices and events.
9. Attend as many events as possible to show support for your students, the team, and the school.
10. Work closely with coaches, guidance counselors, and school personnel to identify a reasonable and realistic future for your student after high school.

#### **COACH/ADVISOR RESPONSIBILITIES:**

1. Be hired and approved using current district practices (application process, interview, etc.).
2. Complete a criminal background check.
3. Help every participant reach their full potential and develop a positive environment for this growth.
4. Grow personally and professionally in the areas of organization, positive relationship development, and program vision.
5. Develop high expectations for all involved in the program. Self-esteem is important but is enhanced when something difficult is achieved.
6. Effectively communicate expectations, rules and schedule with participants and parents/guardians.
7. Provide parents/guardians with practice times and a cumulative list of events.
8. Provide supervision of classrooms, weight room and while traveling to away events.
9. Abide by the National Federation of State High School (NFHS) Coaches Code of Ethics:
  - a. Educate students through participation in interscholastic competitions. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his/her welfare should be considered in decisions by the coach/advisor.
  - b. The Coach/advisor shall be aware that he/she has a tremendous influence, for either good or ill, on the education of the student and thus shall never place the value of winning above the value of instilling the highest ideals of character.
  - c. The coach/advisor shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
  - d. The coach/advisor shall take an active role in the prevention of drug, alcohol, and tobacco abuse.
  - e. The coach/advisor shall avoid the use of alcohol and tobacco products when in contact with players.
  - f. The coach/advisor shall promote the entire interscholastic program of the school and direct his/her program harmony with the total school program.
  - g. The coach/advisor shall master the contest rules and shall teach them to student participants. The coach/advisor shall not seek an advantage by circumvention of the spirit or letter of the rules.



- h. The coach/advisor shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials and participants is unethical.
- i. The coach/advisor should meet and exchange cordial greetings with the opposing coach/advisor to set the correct tone for the event before and after the contest.
- j. The coach/advisor shall not exert pressure on faculty members to give student participants special consideration.

**COMMUNICATION PROTOCOL:** The following protocol ensures direct communications between participants, coaches/advisors, and parents. No issue/concern should be discussed during or immediately following an event or practice. All meetings need to be pre-arranged. The event site, practice venue, lobby or locker room are not appropriate places to handle concerns. The communications protocol we will proceed in this order:

1. Participant and coach/advisor will discuss concerns. Students are encouraged to express their concerns directly with their coach/advisor.
2. If necessary, participant, parent/guardian and coach/advisor will meet to discuss concerns.
3. If necessary, the participant, parent/guardian, coach/advisor, and Activities Director will meet to discuss concerns.
4. If necessary, the participant, parent/guardian, coach/advisor, Activities Director, and Building Principal will meet to discuss concerns.

**FAN/SPECTATOR RESPONSIBILITIES:**

1. Be supportive of participants and follow the rules of good sportsmanship as reviewed at the beginning of every event. Fans/spectators represent our community, school district and self with their actions.
2. Support participants, cheerleaders, and coaches/advisors by refraining from derogatory comments about participants, coaches/advisors, and officials. Activities are designed so students can learn and have fun!
3. Recognize that good sportsmanship is more important than a victory. Applaud good team play/participation and individual skill and acknowledge outstanding examples of sportsmanship and fair play.
4. Treat visiting participants and officials as guests, extending to them every courtesy.
5. Respect school property. We are proud of our facilities so let us help keep them in top condition.
6. Respect the game/event. Under no condition shall anyone other than the members of the official team enter a playing surface.
7. Noise makers and laser lights are strictly prohibited.
8. Fans/spectators must wear clothing that covers their entire torso. Those that do not comply will be removed.
9. Handheld signs, which do not obstruct the view of others, will be permitted provided they are in good taste. Signs, message boards, "white" boards, or other related items event/tournament officials deem to be in poor taste will be removed.
11. Show respect for your country and its flag by standing for the national anthem.
12. The school and activities department reserves the right to refuse admission or remove persons who exhibit such behaviors including, but not limited to what is listed below. Violations of this

policy by a fan will result in suspension from the next scheduled home or away event. A second violation of this policy will result in suspension from the next four scheduled home or away events. A third violation will result in suspension for one calendar year from all district events (sports and fine arts). Violations are cumulative, regardless of who is involved. School administration reserves the right to restrict access as necessary in extreme situations.

- a. Berating, humiliating or taunting coaches/advisors, participants, or spectators when in attendance at an event or at any time in a public forum, including social media.
- b. Berating, humiliating, or taunting of coaches/advisors, players, or spectators of an opposing community.
- c. Berating and/or harassment of game officials. Officials should be treated with respect during and after contests. Any physical confrontation may be considered assault.
- d. Racist, sexist, or profane remarks directed at any team, coach/advisor, participant, official, or spectator.

13. Follow CHSAA League guidelines 2270 ([CHSAA BYLAWS](#))

**CONCUSSION PROTOCOL:** [A Parents Guide to Concussions in Sports](#) (Link to Concussion Doc)

[Concussion Fact Sheet for Coaches: Return to Play](#)

After suffering a concussion, **no athlete should return to play or practice on that same day. The athlete must be seen and cleared by an appropriate health-care professional before he or she are allowed to return to play in games or practices.**

Once an athlete no longer has symptoms of a concussion and is cleared to return to play by health care professional knowledgeable in the care of sports concussions he or she should proceed with activity in a step-wise fashion to allow the brain to re-adjust to exertion. On average the athlete will complete a new step each day. The Return To Play schedule should proceed as below following medical clearance:

1. *Step 1:* Light exercise, including walking or riding an exercise bike. **NO WEIGHT-LIFTING**
2. *Step 2:* Running in the gym or on the field. No Helmet or other equipment.
3. *Step 3:* Non-contact training drills in full equipment. Weight-training can begin.
4. *Step 4:* Full contact practicing or training.
5. *Step 5:* Game Play

**If symptoms occur at any step, the athlete should cease activity and be re-evaluated by their health care provider.**

#### ACTIVITIES DEPARTMENT POLICIES/PROTOCOL:

1. CHSAA Bylaw 1710: General Eligibility Requirements
  - a. Monument Academy will do weekly grade checks (pulled every Thursday). Students who earn one or more failing grades may not participate in competition at any level during the ineligibility period.
  - b. Ineligibility will start the following Monday and it will go until the next Monday, depending on the next grade report check.
  - c. Ineligible athletes may not dress for competition on the sidelines and may not travel with the team to away contests. Ineligible athletes who are restricted to sub-varsity level may not dress for competition on the sidelines for any varsity game.

2. Must be enrolled in courses with a minimum of 2.5 Academic units of credits per semester and must not be failing more than the equivalent of one-half Academic unit of credit.
  - a. If students fail more than 1 class and are not up to date with their credit count towards graduation, they may be ineligible for a longer period of time (until credits are made up).

On Track Credit Requirements		
	End of Semester 1	End of Semester 2
9 <sup>th</sup> Grade	3.25	6.5
10 <sup>th</sup> Grade	9.75	13
11 <sup>th</sup> Grade	16.25	19.5
12 <sup>th</sup> Grade	22.75	26

3. All athletes will need to submit an up to day Sports Physical to their registration or to the Athletic Director before they are able to participate in any physical activity. Fees also need to be paid prior to their first game.
  - a. Fees are refunded ONLY if an athlete does not make the team during the tryout period, the participant drops and requests a refund within 10 days from the start of the season, an injury prevents further participation (fees will be prorated) or extenuating circumstances arise and are discussed with the Athletic Director
  - b. Only students (including managers) cleared by the Athletic Director are allowed to participate.

#### **ATTENDANCE REQUIREMENTS:**

1. Attendance at Practice: Participants are expected to be in attendance at all practices unless a valid excuse is given to the coach/advisor. The coach/advisor should be notified prior to practice taking place. Coaches/Advisors will develop and communicate attendance requirements. Participants may be dismissed from an activity due to poor attendance.
2. Attendance at School: To participate in practices/contests/events/games participants must be in attendance all day. Exceptions must be approved in advance by the Activities Director (if a medical or dental appt. is needed, a doctor's note is required).
3. Attendance to out-of season practices: Teams that conduct practices during the off-season or during the summer cannot require students to attend. All out-of-season practices are voluntary, and participation may in no way directly affect the following season's placement.
4. Early Dismissal: Students needing to leave early for an event, will be excused through the attendance office.
5. Attendance at State Competitions: Participants competing in a state competition will be excused from school by the Activities Director. Students who attend a state competition must have a parent excuse them through the attendance office.
6. Skipping Practice: If a participant skips practice, parents/guardians will be contacted and informed by the coach/advisor. If such behavior continues, participant may be dismissed from the activity.
7. Suspension from School (ISS or OSS): Students suspended from school will be ineligible for practices/contests/events/games the day of the suspension and until they return to school. Additionally, the student will miss the next event to follow their suspension.

#### **TEAM CAPTAIN ELIGIBILITY:**

In order to be eligible to be a team captain and remain a captain, a student cannot be found in violation of any CHSAA rule prior to the start of or during the season. Additionally, the student must be performing captain duties as outlined by their coach/advisor in a satisfactory manner.

#### **LETTERING:**

1. The head coach/advisor of the activity sets the lettering requirements, and these requirements are reviewed annually with the Activities Director. Coaches will set these expectations before the season begins and will be addressed at the Team/Parent meeting.
2. Coaches/Advisors reserve the right to withhold letters from participants who display conduct and attitudes detrimental to the team, regardless of participation.
3. A Consistent, regular contributor: Coaches discretion (this would benefit a kid who is on the varsity all year but didn't play that much. However, "contributed" in practice and doing other things)
4. Students must remain in the activity for the duration of the entire season.
5. Students who earn a CHSAA violation during the season are not eligible to letter or receive post season honors/awards.

#### **DRESS CODE:**

The Activities Department expects all activity participants to maintain a clean, neat appearance, meet or exceed all expectations in the student handbook and meet requirements set forth by coaches/advisors.

#### **PARTICIPATION IN MULTIPLE ACTIVITIES:**

Students must understand when they are involved in multiple activities that conflicts may arise where practices or rehearsals will be missed. Missing a practice or rehearsal may directly affect participation.

1. Students should coordinate their schedules between activities and note the conflicts that may occur before becoming involved or trying out for multiple activities in a season.
2. If a conflict arises/exists, the participant is responsible for communicating with the coach/advisor involved to discuss conflicts and possible resolutions.

#### **SOCIAL MEDIA GUIDELINES:**

1. As an educational institution, Chisago Lakes High School supports and encourages the rights of individuals' free speech. However, student athletes should be concerned with behavior that might embarrass themselves, their families, their teams, their community and or Chisago lakes high School. This includes activities conducted online through social networking sites.
2. Participation in activities is a privilege, not a right. As a student athlete, you are a representative of the school and the community, and as such, you are always in the public eye. This fact places certain additional demands upon how you must live your life.
3. If you participate in any public media, please be aware of the following guidelines relating to your involvement in extracurricular activities:
  - a. You should not post information, photos, or other items that could embarrass you, your family, your team, the Activities Department, or Chisago Lakes High School. This includes items that may be posted on your page by others.

- b. Disparaging remarks about teammates, coaches/advisors, of school officials can serve as grounds for suspension from competition or dismissal from teams as well as possible legal ramifications.
- c. Student athletes may face disciplinary measures for violation of team policies, athletic department policies, MSHSL guidelines and/or state and federal laws. Any admissions of conduct in violation of any of these policies or laws found on a student athlete's social media site may subject him/her to disciplinary measures. Any depictions of conduct in violation of any of these policies or laws found on a student athlete's social media site will be subject to a full investigation.

**SUBSTANCE AND OTHER VIOLATIONS:**

Activity participants will abide by the bylaws of the CHSAA (CHSAA Handbook). These rules are 24/7, 365 days, and NOT just during an activity season. "Possession" is considered having it on your person, in your locker, in a vehicle, or in the presence thereof. The first violation will result in the loss of two events or two weeks, whichever is greater. The second violation will result in a loss of six events or three weeks whichever is greater. A third violation will result in a loss of 12 events or four weeks whichever is greater. A student involved in a violation of criminal code or vandalism of school property shall be subject to the same disciplinary actions specified for alcohol/drugs. This policy applies to personal and/or group involvement. Appeals of suspensions may be made to the MSHSL.

**TICKET PRICES:**

Athletic High School Games: Adults \$8 and Students/Senior Citizens \$5 (Black Forest League Bylaws).

**TRANSPORTATION:**

Monument Academy does not have consistent access to bus service to transport students to offsite, school sponsored activities/events, so we rely on our parent volunteers and MA staff members to help us get our students where they need to be. In order to transport student-athletes to their events, parents need to register to be a [volunteer parent driver](#) (2023-2024 school year) and the form can be found at the East Campus.

High school students who have their driver's license can only transport siblings off of school grounds to MA events (practices and/or games). MA Students CANNOT transport other students to MA events that are away from our East Campus if they are leaving our MA Campus.



## Monument Academy Major Gifts Officer Description

<b>Title:</b>	<i>Major Gifts Officer</i>	<b>Date and Calendar Days</b>	<i>TBD</i>
<b>Reports to:</b>	<i>Operations Manager</i>	<b>FLSA Classification:</b>	<i>Exempt</i>
<b>Department:</b>	<i>Operations and Finance</i>	<b>Pay Range:</b>	<i>\$55,000 - \$75,000</i>

**Job Summary:** Monument Academy is seeking a dynamic and motivated individual to join our team as a Major Gifts Officer. The primary responsibility of this role is to raise funds for our organization by reaching out to potential donors, attracting and sustaining major gifts, and creating effective fundraising campaigns. This position is ideal for someone who is passionate about our cause, has excellent communication skills, and is driven by results.

**Supervisory Responsibilities:** *None*

### **Duties & Responsibilities:**

- 1. Donor Outreach:**
  - Identify and engage potential donors through various channels including phone calls, emails, social media, and face-to-face meetings.
  - Build and maintain relationships with existing donors, ensuring they feel valued and informed about our work.
  - Create a donation system that encourages ongoing donations from donors.
- 2. Fundraising Campaigns:**
  - Develop and execute creative fundraising campaigns that align with the organization's goals and mission.
  - Utilize online platforms and social media to promote campaigns and reach a wider audience.
- 3. Reporting and Analysis:**
  - Track and report on fundraising progress and campaign effectiveness.
  - Analyze data to identify trends and areas for improvement.

**Experience, Required Skills & Abilities:**

- Proven experience in fundraising, sales, or a related field.
- Excellent communication and interpersonal skills.
- Strong organizational and time management abilities.
- Ability to work independently and as part of a team.
- Proficiency in using fundraising software and CRM systems.
- Passion for Monument Academy’s mission and a commitment to making a difference.

***Signatures - This job description has been approved by:***

Employee: \_\_\_\_\_

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

Hiring Manager: \_\_\_\_\_

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

HR Manager: \_\_\_\_\_

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

***An Equal Opportunity Employer***

*We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.*



# Board of Directors Calendar 2024-2025

Monument Academy East Campus Gym 6:30 p.m.

<b>MONTH</b>	<b>DATE</b>	<b>TYPE</b>	<b>STATUS</b>
August	8	Regular	
September	12	Regular	
October	10	Regular	
	24	Work Session	
November	14	Regular	
December	12	Regular	
January	9	Regular	
January	10	Retreat	
February	13	Regular	
	27	Work Session	
March	13	Regular	
April	10	Regular	
	24	Work Session	
May	8	Regular	
June	12	Regular	
June	13	Retreat	
July	10	Regular	