



**K-5 Monticello
Academy
Parent Handbook
2021 – 2022**

***The road to learning
begins at
Monticello Academy.***



**Fully Accredited by
Accrediting Commission for School Western
Association of Schools and Colleges
(ACS WASC)**



Home of the Mustangs

MISSION STATEMENT

Our mission is....

.....*To encourage children to succeed in all areas of the core and enhancement class subjects through our high expectations and standards,*

.....*To develop the whole child not only academically, but physically and emotionally,*

.....*To confront and embrace challenges with self-confidence and reliance,*

.....*And to build an everlasting passion and curiosity for knowledge.*

TEACHING PHILOSOPHY

Monticello Academy is dedicated to providing our students with the environment most conducive to learning and growing. The dedicated faculty and staff know and care for each student. Their goal is to provide the skills necessary for students to be successful not only at school but also throughout life by emphasizing the importance of critical thinking, writing, reading, speaking, research, and organizational skills. The class sizes are small to allow for individual instruction, encouragement, and guidance in every subject. Monticello Academy offers a well-rounded, stimulating, and creative curriculum for all of our students.



SCHOOLWIDE LEARNER OUTCOMES

Every student who graduates from Monticello Academy will demonstrate:

Academic competence and motivation

- Demonstrate knowledge
- Strive to learn and perform progressively throughout the school year
- Work independently
- Integrate and apply the learning effectively
- Work collaboratively

Creativity

- Know and understand about different artists who impact our community and world
- Demonstrate self-expression on assignments

Healthy individual habits

- Maintain a healthy and active lifestyle
- Understand about balance

Innovative technological literacy

- Fluent in current computer technology software
- Understand technology in relation to worldwide communication
- Utilize computers for research
- Develop appropriate interaction with technology in the classroom

Emotionally strong lifelong learning

- Seek new knowledge
- Develop life skills (cultural awareness, conflict resolution, and accept responsibility)
- Accept responsibility

Virtuous, involved, and responsible citizen

- Demonstrate a sense of community
- Respect the rights of others
- Make a difference in society

Effective and literate communication

- Utilize spoken and written communication
- Demonstrate literacy
- Communicate effectively



TEACHER INFORMATION

To properly establish a firm foundation in developing the whole child emotionally and academically, Monticello is very selective in choosing teachers with proper qualifications. We feel it is very important not only to have high expectations in our children but in our teachers as well. Our expectations of our teachers stem from our code of ethics. Upon hiring, every teacher is required to abide by the following code of ethics:

To the students:

- Act as an advocate by keeping updated with current knowledge.
- Accept, appreciate, and respect each student as a unique individual.
- Create and maintain a safe, nurturing environment for all students.
- Support the inclusion of all students.

To the families:

- Establish collaboration between home and school by sharing student's progress and milestones with parents, so they can better understand developmentally age-appropriate practices.
- Build mutual trust.
- Respect and accept each family's culture, language, customs, and beliefs.

All Monticello Academy elementary teachers are required to be fingerprinted as well as checked for any possible criminal background. All teachers are required to have their degree and certification to teach. Most of our teachers not only have expertise in the field of education but in the field of child development. New teachers are trained to maintain consistency and continuity in Monticello Academy's code of ethics and philosophy.

At Monticello Academy, we are passionate about children and teaching.



SCHOOL DAILY SCHEDULE

Teacher's Planning Hours

Monday through Friday
7:45AM – 8:20AM

We ask that you do not disturb the teachers during this time. If you have any questions or concerns, please make an appointment with the teacher through email or phone.

Regular School Hours

Monday through Friday
8:30AM – 3:30PM

Students are expected to be here by 8:20AM daily

Minimum Day School Hours

8:30AM-1:15PM

Morning Recess

Kindergarten – 1st Grade

10:30AM-11:00AM

2nd – 5th Grade

10:00AM-10:30AM

Lunch Recess

Kindergarten – 1st Grade: 12:15PM-1:15PM

2nd – 5th Grade: 12:30PM-1:15PM

MEAL SCHEDULE

Breakfast is served daily for all children enrolled in the All-Day program. Milk is included with the meal. Snacks are provided at recess time. Hot lunches are provided daily for all existing elementary students. Milk is included with the meal. We will accommodate special dietary restrictions. If you do not want your child to eat the school lunch, please notify the front office. Students are allowed to bring their bag lunch if they desire. Lunches are served individually. Due to the different individual food restrictions, please be mindful of what type of food your child brings to school. We are a nut-sensitive school, and we do not allow any nut products at our school. Lunch menus are provided in the front lobby and posted on our website monthly. Snack menus are provided weekly. You can pick one up at the front office lobby.



STUDENT DRESS CODE POLICY

Monticello Academy mandates every student to wear uniform clothing with a school patch sewn on the upper left corner, near the heart, at all times from Monday through Thursday. Wearing a school uniform is an important component in helping build school spirit. The dress code instills a feeling of belonging and acceptance. Hence, students are not judged or discriminated against based on their trendy clothing or social-economic status. School uniform dress code ensures that students will come to school in appropriate clothing. This will avoid distractions, such as fads considered to be outlandish or overly revealing. A school patch can be purchased through our student store for \$3.00 per patch.

GIRL'S UNIFORM DRESS CODE

**** ALL UNIFORM SHIRTS, SWEATERS, AND /OR JUMPERS THAT ARE WORN IN CLASS MUST HAVE THE SCHOOL PATCH ADHERED ON THE UPPER LEFT SIDE OF THE SHIRT****

- **Classic navy blue or khaki** pants, capris, skorts, dresses, jumpers, or skirts.
- **Classic navy plaid** skirts, skorts, or jumpers are permitted.
- **White, classic navy, burgundy, or chambray (light blue)** collared tops (short or long-sleeved).
- **White** turtleneck may be worn under jumper, dress, or **white** collared tops
- **Classic navy blue, burgundy, or plaid** sweater, sweatshirt, vest, jacket, or pullover may be worn over white collared tops.
- Shorts, dresses, skirts, and skort hems must reach the student's longest finger when arms are placed at their sides.
- **Plain navy, white, or black** shorts, leggings, or bike shorts should be worn underneath skirts and dresses.

BOY'S UNIFORM DRESS CODE

**** ALL UNIFORM SHIRTS AND SWEATERS THAT ARE WORN IN CLASS MUST HAVE THE SCHOOL PATCH ADHERED ON THE UPPER LEFT SIDE OF THE SHIRT****

- **Classic navy blue or khaki** pants, slacks, or shorts slacks.
- **White, classic navy, burgundy, or chambray (light) blue**-collared tops (short or long-sleeved).
- **Classic navy blue, burgundy, or classic navy plaid** sweater vest, jacket, sweatshirt, or pullover may be worn over a collared shirt
- **A plain white** undershirt or white turtleneck shirt may be worn under collared tops.
- The cuff of any student's pant slacks must be below the ankle and above the heel.

***Written warnings will be given. After the 3rd warning, students who do not abide by the Monticello Academy dress code will be sent home and cannot return until proper attire is worn.**

FOOTWEAR:

- **Close-toed** shoes are required at all times.
- **Solid colored dress shoes, slip-on shoes (i.e. Toms or Vans), and/or athletic shoes are acceptable. Minimal patterns, such as stripes are allowed.**
- No light-up or character shoes, sandals, flip-flops, or boots are allowed.
- Socks must be **black, white, or navy blue with no designs.**

OUTERWEAR:

- **OUTSIDE** jackets can be a student's choice but must be put away in the locker when in class since it is not uniform code, only a uniform jacket bearing the school patch on the left can be worn.

HAIR:

- Hair must be neatly trimmed and groomed.
- Hair may not impede one's vision or detract from the learning environment.
- Hair coloring must be subtle, with **no neon/bright colors** that can be distracting.



FREE DRESS DAYS

Every Friday is a free dress day. During free dress day's clothes are expected to be neat, clean, and properly fitted. All shorts and skirts should be of the appropriate length.

The following are **not permitted**:

- Tops that are made of mesh, lace, knit, or other fabrics that are transparent or reveal an undergarment.
- Halter tops/ bare midriffs
- Tops with spaghetti straps
- Printed clothing related to drugs, sex, alcohol, tobacco, violence, or other inappropriate language or images.
- Flip flops or sandals without back straps.
- Pants or shorts that have large rips in them.

***Students who do not follow the proper guidelines for free dress days will lose the privilege of having a free dress day and will be required to wear their school uniform on those days.**

PHYSICAL EDUCATION DRESS CODE

All **third grade through middle school students** are required to have a P.E. uniform and tennis shoes for P.E. **Kindergarten through 2nd Grade students are excluded from this dress code.** Students will change before physical education. Students will be graded according to participation and effort. Everyone is expected to participate in our physical education program unless there is a written doctor notice excusing the student.

For boys and girls:

- School P.E. shirts can be ordered through the student store.
- Navy blue school P.E. shorts or sweatpants can be ordered through the student store.
- Athletic shoes are required for class (even on free dress days). Extra shoes can be kept in school lockers.
- For the safety of the children, please make sure that your child's shoe soles are not worn out. Please replace them as they wear thin.

Any student who does not abide by the physical education dress code will be given a written warning. Student's grades will be affected by continual violations.



ACADEMIC EXPECTATIONS

At Monticello Academy, our schoolwide grading rubric for elementary is a reflection of the importance of academic, social, emotional, and intellectual development. To develop the whole child, we ensure that students are measure based on the different modalities of learning: a visual, auditory, tactile, and kinesthetic preference. The grading rubric is as follow for Kindergarten through 5th Grade:

- Assignments (Homework and Classwork) – 35%
- Projects (Labs, Reports, Group or Individual Projects) and Assessments – 65%

Educational Enhancement Classes grading weight is determined by participation, classwork, homework, and assessment. The grade is scaled according to grade level. Please refer to each teacher's syllabus.

LETTER GRADE EXPECTATIONS

1. Kindergarten – 2nd grade: **O** (Outstanding), **G** (Good), **S** (Satisfactory), **N** (Need Improvement), **U** (Unsatisfactory)

97% - 100%	O+
94% - 96%	O
90% - 93%	O-
87% - 89%	G +
84% - 86%	G
80% - 83%	G-
77% - 79%	S+
74% - 76%	S
70% - 73%	S-
67% - 69%	N+
64% - 66%	N
60% - 63%	N-
59% and below	U

2. 3rd – 5th grade:

97% - 100%	A+
94% - 96%	A
90% - 93%	A-
87% - 89%	B +
84% - 86%	B
80% - 83%	B-
77% - 79%	C+
74% - 76%	C
70% - 73%	C-
67% - 69%	D+
64% - 66%	D
60% - 63%	D-
59% and below	F



POSTING OF GRADES EXPECTATIONS

- o Classwork – 1 week after submission
- o Homework – 1 week after submission
- o Projects: 3-4 weeks after submission
- o Tests: 2 weeks after submission
- o Quizzes: 2 weeks after submission
- o Written Composition: 3-4 weeks after submission
- o Extra Credit: 2 weeks after submission

FRIDAY FOLDER

Any tests, quizzes, classwork, or projects will be sent home each Friday. Students are expected to have their parents sign all the tests and quizzes documents after reviewing them. All signed materials must be returned immediately the next school day.

ACADEMIC ACCOMMODATIONS

As teachers at Monticello, we respect that students are individuals first, each with their particular learning style. Some may comprehend concepts through written composition while others may benefit more from a visual diagram or a hands-on activity. The teachers at Monticello try to use as many avenues as possible to teach to a variety of learners. But, through various assessments, we may find that a student is continually struggling to consistently perform up to satisfactory (C grade) curriculum standards, even when they seek extra help before and after school. At this point, a teacher may recommend that a student be examined by an outside educational specialist to determine whether the student has a learning disability. Through this process, teachers can learn a great deal about both the strengths and weaknesses of a student. More importantly, teachers can modify expectations and assignments as well as make accommodations to better meet the student's needs as much as possible per what is precisely stated in a written report from a professional institution.

HOMEWORK

Homework is given regularly, depending on the teacher. Homework is a reinforcement of what is being taught in class. No untaught materials will be given as homework. Students are expected to know how to do their homework without the assistance of an adult. Monticello Academy's homework guidelines are as follows:

- Kindergarten: 30 to 45 minutes per day
- First - Third Grade: 45 minutes to 1 hour per day
- Fourth – Fifth Grade: 1 to 1 ½ hours per day

Most children can work within the allotted time frame, and some will take longer depending on your child's ability or environment. However, if your child is unable to finish their homework within the estimated time, your child may not fully understand the material. It is your responsibility to discuss the issue with your child's teacher so that we can better assess the situation. With older students, encourage them to seek assistance before school, after-school, or during break time.

CLASSWORK

Classwork is given daily in class and is to be completed in class by the students within an allotted time frame. Any students who do not complete their classwork will have to take it home for completion and to be returned by the next day. Teachers will stamp all incomplete classwork as "Unfinished Work" and reasons for incompleteness will be listed. It is the parents' responsibility to assist their child in the completion of the work and reinforce the responsibility to complete their classwork at school not at home.



REPORT CARDS

A report card will be sent out at the end of each semester. Parents will be asked to schedule a Parent-Teacher Conference with their child's teacher to review the report card. A schedule for conferences will be posted at least two weeks before the date. Please refer to your school calendar for the dates.

CO-CURRICULAR ACTIVITIES AND TEAM SPORTS ELIGIBILITY

Any Monticello Academy students who are not performing at 73.5% or higher are not encouraged to participate in any extra-curricular activities until grades have improved in all subjects for the semester. As for school team sports, it is mandated that all athletes maintain a 73.5% or higher in all subjects to sustain their place on the team.

MIDDLE SCHOOL TRANSITION

When a student graduates from 5th grade at Monticello Academy, we believe that he or she will be well prepared for a variety of middle school academia. Parents may choose to send their children to the local public school and some may choose to find a private middle school.

At Monticello Academy, we have an excellent Middle School Program that provides high academic challenges, as well as social and emotional development in a small classroom size environment that will meet the needs of all students' learning abilities. Students transferring to Monticello Academy Middle School Program will quickly assimilate to challenging academia with the freedom to manage and plan their study schedules as well as being well prepared for high school. Students transitioning to Monticello Academy Middle School Program will be given two "Shadow Days" that will give them the chance to savor what it is like to be in the shoes of a middle school student. They will be partnered up with a middle school student. This will be scheduled by the teachers and administration.



LIFELONG LEARNING SKILLS

Besides academic excellence, at Monticello Academy, we strive to build an environment that promotes and instills lifelong learning skills that students can benefit from as they continue their developmental growth. These skills are the fundamental building blocks that help our students to **ACHIEVE** at Monticello Academy as individuals.

Organization and Preparedness

- Demonstrates punctuality
- Follows school uniform guidelines
- Brings appropriate materials for class
- Submits assignments on time
- Takes care of possessions, school supplies, and school property

Effective Independent and Collaborative Learning

- Actively participates as an engaged learner (eye contact, participation)
- Exhibits successful time management
- Takes initiative and intellectual risks
- Seeks appropriate assistance
- Works independently
- Follows directions
- Demonstrates teamwork and shares responsibility in a small group setting
- Contributes ideas and information

Behavior and Citizenship

- Shows respectfulness to staff, peers, and other students
- Verbally expresses concerns with the appropriate tone
- Demonstrates a sense of community throughout the school environment
- Takes responsibility and accepts consequences for mishaps with honesty and remorse
- Corrects behavior
- Abides by classroom, playground, and field trip rules
- Understands about boundaries and limitations
- Demonstrates self-control



COMMUNICATION

To keep you informed, we offer various ways of communication methods and resources. The school calendars, contact information, links to teacher pages, and announcements are all posted on the school website. All of the elementary and enhancement teachers and administration have e-mail accounts for you to better communicate with the staff. Use them frequently! E-mails will be responded to within 24 hours.

The Front Office: 408-615-9416 X100

General Information – www.monticelloacademy.org

Reporting Attendance and Tardy: attendance@monticelloacademy.org or 408-615-9416 x100

Administrators

Principal / K-8 th Admissions Director	Mrs. Trinh Trinh	ttrinh@monticelloacademy.org	X101
After-School / Preschool Director	Mrs. Rebecca Leung	rleung@monticelloacademy.org	X129
After-School / Preschool Assistant Director / Yearbook Advisor	Ms. Megan McMahon	mmcmahon@monticelloacademy.org	X129
Administrator	Ms. Tarez Joudy	tjoudy@monticelloacademy.org	X100
School Nurse / Administrator	Mrs. Nancy Nguyen	nnguyen@monticelloacademy.org	X158 /100
Accountant	Mrs. Justine Tran	jtran@monticelloacademy.org	X157

Elementary Faculty Members

K1	Ms. Sarireh Nadimi	snadimi@monticelloacademy.org	X102
K2	Mrs. Anca Togan	atogan@monticelloacademy.org	X127
K3	Mrs. Brazill Givens	bgivens@monticelloacademy.org	X114
1 st (A)	Ms. Eren Del Rio	edelrio@monticelloacademy.org	X118
1 st (B)	Mrs. Amanda Loy	aloy@monticelloacademy.org	X119
2 nd (A)	Mrs. Elise Walker	ewalker@monticelloacademy.org	X103
2 nd (B)	Mrs. Reema Chahal	rchahal@monticelloacademy.org	X117
3 rd (A)	Mrs. Kelly Green Mrs. Amelia Fishpaw	kgreen@monticelloacademy.org afishpaw@monticelloacademy.org	X132
3 rd (B)	Ms. Katherine Pampuch	kpampuch@monticelloacademy.org	X125
4 th (A)	Mrs. Carrie Kari	ckari@monticelloacademy.org	X145
4 th (B)	Mr. Nam Vu	nvu@monticelloacademy.org	X133
5 th (A)	Mr. John Freitas	jfreitas@monticelloacademy.org	X108
5 th (B)	Mrs. Caitlyn Wickliffe	cwickliffe@monticelloacademy.org	X105

Educational Enhancement / Elective Faculty Members

Art & Drama Teacher / Director / MS Electives	Ms. Lonie Fullerton	fullerton@monticelloacademy.org	X151
Kindergarten – 3 rd -Grade Computer Technology Teacher / Robotics / MS Electives	Mr. Kenneth Glassey	kglassey@monticelloacademy.org	X130
4 th Grade – MS Computer Technology Teacher / Technology Director / Professional Development / MS Electives	Mr. Arrash Jaffarzadeh	ajaffarzadeh@monticelloacademy.org	X120
Music Teacher / Music Director / Band / Chorale MS Electives	Ms. Natalie Haworth-Liu	nhaworth-liu@monticelloacademy.org	X150
P.E. Teacher / Athletic Director	Mr. Lael Fluker	lfluker@monticelloacademy.org	X104
P.E. Teacher / Athletic Coach	Mr. John Hsu	jhsu@monticelloacademy.org	X104



Spanish	Mrs. Maria Figueroa	mfigueroa@monticelloacademy.org	X147
Awareness and Speech/Debate MS Electives	Vanessa Montelongo	vmontelongo@monticelloacademy.org	X126

After School Faculty Members

Kindergarten	Ms. Jessica, Ms. Lucy, and Ms. Kiara	kindergartenasc@monticelloacademy.org	X121
First Grade	Ms. Desiree and Ms. Anna	firstgradeasc@monticelloacademy.org	X148
Second Grade	Ms. Tazia and Ms. Surey	secondgradeasc@monticelloacademy.org	X107
Big Kids (3 rd -5 th Grade)	Ms. Shireen, Ms. Danielle, Mr. Juan, and Ms. America	bigkidsasc@monticelloacademy.org	X126

CONCERNS

If you have any concerns or questions in any of the classes, you are welcome to make an appointment with the teacher directly through phone or via e-mail. Due to the child confidentiality policy, please avoid discussing issues or concerns openly during morning greeting time. This time is reserved strictly for the teacher to greet the children.

If you have any questions or concerns regarding general school issues, please address them to the school administrators. Discussing with teachers and school administrators about concerns and issues is a more effective way to provide a positive environment for all students, teachers, and parents. Addressing any concerns through social media or to other parents is deemed unacceptable and can result in the termination of your child's school contract.

ADDRESSING CONCERNS

Regarding a Class:

If you have questions about a class, homework, or assignments, we ask that you speak to the teacher first. Questions can usually be addressed more efficiently when discussed with the appropriate teacher. Questions about social/emotional issues should be addressed with the appropriate teacher, Advisor, and/or Dean of Students.

Regarding non-academic issues:

If you have questions about tuition, please contact Ms. Justine at jtran@monticelloacademy.org. For school-wide events, please direct questions to the front office, where our staff or administration will be happy to assist you.



STUDENT ADMISSION PROCEDURE

The admission procedure is an important process for students, parents, teachers, and administrators.

- It is important to first evaluate the student to make sure that he/she has the academic, social, and emotional skills that we deem to be vital for success within our campus.
- The parents must subscribe to our philosophical goals of balancing academic strength with the appropriate social and emotional support.
- The appropriate communication guidelines must be established between the student's household and the employees of Monticello Academy.

Aspects of the admissions process which are vital before a child is fully enrolled in Monticello Academy:

- Parent Interview – with director and appropriate administrators
- Parent/teacher conference
- Prospective student all-day visit.
- A formal academic assessment in math and language arts.
- Complete records sent directly from the school of at least the previous two years of academic records.

After the completion of this process, a candid assessment can be made about the level of difficulty a student may experience while transitioning into our school.

NEW SCHOOL YEAR RE-REGISTRATION CURRENT STUDENTS AND REGISTRATION OF NEW STUDENTS

Re-registration of current students or registration of new students for the new school year begins in January at the open house. Current parents will have priority over new registration. To secure any student's re-registration or registration, a non-refundable, non-transferable, and non-prorated enrollment fee must be submitted upon registration, **AND** in June, all parents will be billed the 1st tuition payment for the new school year. The 2nd tuition payment will not be billed again until August.

If you happen to make any changes in your registration or decide to withdraw, a written notice must be given before **MAY 1st**; otherwise, **PARENTS WILL BE RESPONSIBLE FOR THE FIRST TUITION PAYMENT IN JUNE.** The written notice must be submitted to Ms. Justine at jtran@monticelloacademy.org.

Please note that a 30-day written notice (before the next month's billing cycle) is required for any changes to your billing, school plans, or withdrawals. Otherwise, you are responsible for the charges.



MONTICELLO ACADEMY POLICY

TUITION & FEES

- Elementary, Middle School, and Summer Camp: The fees below are Non-Refundable, Non-Prorated, and Non-Transferable.

➤ Application fee	➤ Before and After School Care	➤ Drop-In Childcare fee	➤ Enrollment fee
➤ Field Trip fee	➤ Extended Care	➤ Overnight excursion trip	➤ Tuition

SIBLING DISCOUNT

- To receive a sibling discount, all children **MUST BE** on one Smart Tuition account or if there are two accounts, the discount will be split evenly between the two separate accounts. If one decides to forfeit their discounts, a written notice is required before making any changes.

➤ 2 Students: 10% off the Lowest Tuition Rate.	➤ 4 Students: 15% off the Total Tuition Cost.
➤ 3 Students: 10% off the Total Tuition Cost.	

LATE FEE

- A \$50.00 late fee will be applied if Smart Tuition **DOES NOT** receive your payment by the 6th of every month.
- A \$15.00 late fee for every 15 minutes is applied when you pick up your child after 6:00PM.
- A \$10.00 per hour fee will be applied if any students stay beyond the regular school hours.
- A \$30.00 penalty fee will be applied for any failed payment or returned check.

PAYMENT PLAN

- Tuition payment is due on the 6th of each month. Any advance payment **WILL NOT BE** refunded if you withdraw.
- There is **NO** switching between program options or payment plans once school commences, and the last day to switch is June 30th.

1. 10-Payment plan:

Current Student: Kindergarten – 8 th Grade									
June	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April
1st Payment	2nd Payment	3rd Payment	4th Payment	5th Payment	6th Payment	7th Payment	8th Payment	9th Payment	10th Payment

New Student: Kindergarten – 8 th Grade									
Due Upon Acceptance	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April
1st Payment	2nd Payment	3rd Payment	4th Payment	5th Payment	6th Payment	7th Payment	8th Payment	9th Payment	10th Payment

2. Full Year plan: A 5% full-year discount will be applied to your August invoice for K-8th grade or September for Preschool. If you decide to withdraw for any reason during the school year, your tuition **WILL NOT BE** refundable, transferable, or prorated. Please do not pick this plan if you are not able to commit for the entire school year.

Current Student: Kindergarten – 8 th Grade	
June 1st Payment	August The total balance due (2 nd – 10 th payment)

New Student: Kindergarten – 8 th Grade	
Due Upon Acceptance 1st Payment	August The total balance due (2 nd – 10 th payment)

WITHDRAW POLICY:

- A **30-day written notice** is required for any changes or withdrawal before the next billing cycle and submitted to accounting at jtran@monticelloacademy.org.



GENERAL SCHOOL INFORMATION

TRAFFIC AND PARKING

To ensure the safety of students and their families, and to allow for the smoothest possible traffic flow, please adhere to the following guidelines.

- Students may be dropped off at the designated zone in the school parking lot.
- **THE SCHOOL PARKING LOT SPEED LIMIT IS 5 MPH.** There is a 25 MPH local speed limit on Lochinvar Avenue.
- 'If you must leave your car for any reason, park your car in a designated marked parking spot. **Do not stop or park your car at the loading zone at any time.**
- Please follow the same procedure when picking up your child as dropping off your child.
- **NO PARKING IN THE HANDICAPPED AREA UNLESS YOU HAVE THE APPROPRIATE PERMIT.**
- The school front parking lot is designated strictly for Monticello Parents between the hours of 7:00AM-6:00PM. However, we do share the parking lot with the school district. At times, there may be soccer parents parking in our lot. If they are occupying too many spaces, please let us know, and we will let them know that school is in session.
- All Monticello Faculty will park in the Church parking lot. **NO PARENTS** are allowed in the employee parking lot.
If for any reason you are unable to abide by Monticello Academy's traffic and safety rules, you will lose your privilege to park in the school parking lot.

MORNING ARRIVALS

- Begins at 8:00AM-8:25AM
- Parents remain in the car and do not get out. **NO PARENTS ARE ALLOWED ON CAMPUS DUE TO COVID RESTRICTIONS.**
- Students are expected to sit on the passenger side in the front or back.
- Have your daily Fever IQ (Health Survey) ready to show attendee.
- A temperature check will be done.
- Students will enter school and wash their hands before going to class or engaging with others.

SCHOOL ACTIVITIES

At Monticello Academy, we believe in creating opportunities for families to socialize together and for students to conduct performances or socialize with other families. It is the responsibility of parents to ensure that children behave respectfully while participating in after-hours events at school so that everyone can enjoy themselves and feel safe. Parents are responsible for their child (ren) once they are picked up.

PAD (Personal Access Device)

- Personal devices are not allowed during school hours (8:00AM-3:30PM) and in the after-school program (3:30PM-6:00PM).
- If you bring a cell phone to school, you will need to drop it off at the front office before school starts. Cell phone must be labeled with your name. It will be locked and stored in a cabinet located at the front office.
- Students who are caught with a cell phone will be sent to the front office.
- Repeated offenses will result in a level 1 and loss of cell phone privileges.



LATE PICKUP PENALTIES

School ends at 3:30PM. If you are not here by 3:30PM and are not enrolled in the after-school program, your child will be sent to the front office. We will attempt to contact you, but if we are unable to contact anyone, your child will be sent to the after-school program. A late charge will be applied automatically to your bill. **At times, classrooms may run late, but parents are still expected to be here by 3:30PM.**

Certain days are scheduled for early dismissal, and students must be picked up at the appropriate times indicated on your calendar.

LOCKERS

Care of an assigned locker is the sole responsibility of the students. They are expected to keep their lockers neat and clean. All lockers must be cleaned out by the last day of school. Items left behind will be thrown away or donated. Tampering with any locker other than the one given is prohibited. Students can use carabineers to lock their lockers.

AFTER SCHOOL CARE

After-school care is between 3:30PM-6:00PM. If you are not enrolled in this program and would like to do drop-in care, please e-mail our accountant at jtran@monticelloacademy.org and After School Director at rleung@monticelloacademy.org for space availability.

PLAYS AND PRODUCTIONS

Throughout the year, students will have the opportunity to conduct plays or other performances. We promote music, drama, and art as a part of our effort in developing the whole child. Parents will be invited to watch performances, as well as, volunteer for things such as set building, set up, or contribute to props.

VISITORS

Due to the pandemic, we do not allow any visitors. If there is any, all visitors are mandated to check in at the front office for COVID screening.

PHOTOGRAPHY AND/OR VIDEO

Part of our daily activity is to take pictures and videos of the students for school purposes such as school yearbooks, cards, advertisements, or any school related classroom activities or social media. Actual pictures and/or of the students help to enhance our curriculum and allow the children to capture special moments in time. Pictures and/or videos are typically posted for parents, family, and friends to enjoy and share on our school website. All photographs and/or videos are **PASSWORD** protected when posted on the school website.

However, if you do not wish your child's pictures and/or video to be posted on our school's website, Social media, or used for advertisement, please notify the Administration of your concerns and request. Otherwise, every student is required to have a signed photo waiver form on file that will authorize Monticello Academy to photograph and/or video your child/children.

LIBRARY RULES

Library hours are 9:30AM – 5:30PM. Materials can be checked out by the librarian if she is available or at the front office. Books can be checked out for three weeks. Videos/DVD's/CD's can be checked out for two weeks. **There will be a fifteen-cent per day library late charge for overdue materials. Any lost**



materials will be charged at the ongoing rate for replacement plus a \$10.00 fee. Any materials not returned three weeks after the due date will be considered LOST. Extensive damage will result in the cost of the material plus a \$10.00 fee. Minimal damage to the material such as a page tear and or light markings will result in the cost of .25 cents per page.

The library drop-off box is located in the hallway in front of the lower elementary library. All returned Monticello Academy library materials can be dropped in this box. Please make sure you do not drop off any Santa Clara Library books.

SCHOOL LOST AND FOUND

Since every student is in uniform, and the clothing is the same, you must label everything with your child's first and last name. Regardless of age, children will misplace their personal belongings. If your child happens to misplace their belongings, they can look for them in the lost and found box located at the front office.

STUDENT STORE

You can purchase any items (patches, PE uniform, Sports Uniform...) through your Smart Tuition account by going to our website. There are a few things you need to know about Smart Tuition's Shopping Cart (Smart Cart):

1. All sales are final.
2. No Refunds. For any exchanges, you must contact the front office at attendance@monticelloacademy.org. All items exchanged must be in the same condition as when parents receive them.
3. All items must be paid for at the time of ordering. There is no deferring of payment.
4. All items can be paid by debit from your Checking or Savings account, Visa, Master Card, American Express, or Discover. A 2.65% convenience fee will be applied to all credit/debit card payments.
5. Smart Tuition will manage all orders and payments.
6. Monticello Academy will manage items distributed to the parents within 48 hours.

MEDICAL RECORDS

Parents are responsible for updating their child's immunization records and submitting them to the school nurse as needed. All incoming kindergarten and transfer students must submit a school-entry health record before the school entrance. Before entering 7th grade, all students must submit their required T-Dap Booster and submit their updated immunization records to the school nurse.

MEDICATION

If your child requires medication, you will need to fill out a medication form. It can be obtained from the front office. All medications must be taken home daily unless they are life-threatening such as asthma medicines, food allergy epi-pens, or special needs medicine. These medications must have a doctor's note with specific instructions and descriptions before administering. Medicines are stored in the school nurse's office, and they need to be in their original container for us to administer them. Over-the-counter medicine can only be given for seven days. Prescription medicine must have your child's name and can be administered for 10 days or until the medicine has expired. All medication must be labeled with your child's first and last name.

All prescription and over-the-counter medications (cough drops, Vaseline, sunscreen, etc.) must have written authorization before applying. All lip balms do not need a medication form BUT will need to be submitted to the school nurse for storage. Students can come and use it as needed during the transition.



Any life-threatening medication (asthma, epi-pens, Benadryl, or daily injections) must abide by the following procedures:

- Complete and submit the Special Medication Form from the physician
- Provide an action plan (FARE – Food Allergy and Anaphylaxis Emergency Care Plan)
- School medication form
- Meet with school nurse and Administration

ACCIDENT REPORTS AND INJURIES

If your child is injured as a result of an accident, the school nurse will write up an accident report for you to sign at the end of the day. Parents will only be contacted if it is a medical emergency, head injuries, bumps and bruises that appear, or any injuries that bleed. If we feel that the child may need a physician's assistant, parents will be contacted immediately or 911 will be called.

MEDICAL EXCUSES

For any students to be excused from any classes, such as physical education for medical reasons, a doctor's note is needed. The note should indicate the duration of the excuse and when students can return to class without any medical restrictions. A DOCTOR'S NOTE IS NEEDED FOR ANY PHYSICAL OR CLASS RESTRICTIONS. A parent's note does not constitute a doctor's note.

FOOD RESTRICTION

If your child has any food restriction, please indicate it on the application and notify the school nurse and Administration upon registration. Parents are responsible for updating the records as needed by notifying Ms. Evon at ejoudy@monticelloacademy.org.

Students are allowed to bring in their lunches or snacks. It is encouraged that parents bring healthy food choices for their children. Candies are not allowed. Due to unknown food allergies, there is absolutely no food sharing and nut products. We are a nut-sensitive school.

AFTER SCHOOL DEPARTURE

School ends daily at 3:30PM. No parents are allowed on campus at this time.

CLASSROOM VISITS

Due to the pandemic, classroom visits are not allowed unless you are a volunteer and have shown proof of vaccination and testing cadence.

FIELD TRIPS

To further enhance our academic program, every classroom will participate in various field trips throughout the school year. The trips are extensions of what is being taught in the classrooms. The cost of the trips is included in the enrollment fee **EXCEPT** for the **Fifth Grade Science Camp, Fourth Grade Gold Rush Overnight, and Eighth Grade East Coast** trip. With the pandemic, field trips are not scheduled until the 2nd semester or when students are vaccinated. No field trips can be done unless students are vaccinated.

VOLUNTEERS

Monticello Academy strongly believes in parent participation. All volunteers must show proof of vaccination and be tested every two weeks. There are various ways to volunteer in your child's classroom:

- Room Parent
- Field Trip Chaperone



- ABC Reader
- Parking Lot Monitor
- Classroom Volunteer

NOTE: If you would like to be a classroom volunteer, please email us at attendance@monticelloacademy.org with your name, child's name, contact information, and what volunteer position you are interested in. If you would like to volunteer on a field trip as a chaperon, please indicate your request on the permission slip. It is first come first serve, and only one family per trip since we can only have two chaperons on each trip. There are a total of approximately three field trips each year.

SCHOOL SUPPLIES

All school supplies (pencils, paper, notebook, graph paper, textbook, reading materials, or any school necessities) are provided by Monticello Academy each year. On the first day of school, students will receive their school supplies and reading materials. Students are welcome to bring their own; however, it is not necessary.

TECHNOLOGY USE ON CAMPUS

Monticello Academy strives to maximize educational technologies to promote a learning environment that is filled with meaningful and personalized learning experiences for our students. Our goal is to provide the necessary resources and guidance for learners to develop in areas of collaboration, critical thinking, citizenship, creativity, and innovation to better prepare them for the world they enter. All Monticello Academy students are expected to follow the rules and expectations as indicated in the Monticello Academy Technology Acceptable Use Agreement, which must be signed at the beginning of the school year by the student and parents.

STUDENT LIFE ON CAMPUS

After 3:30PM, Monticello Academy comes to life with a wide selection of team sports, clubs, and educational activities that will allow students to expand their creativity as well as their physical and mental challenges. Students are encouraged to participate in at least one student life activity. Information will be passed out at the Extra-Curricular Fair during the first week of school or parents can go directly to the school website and click on the "Student Life" tab to view all the extra-/co-curricular activities available for all ages.

BACK TO SCHOOL NIGHT

Every year parents will get an opportunity to meet the teachers and view the classrooms to learn more about each class. It is an adult-only event to give parents a question-and-answer session. Due to the pandemic, all large gathering is now done through Zoom.

SOCIAL MEDIA

To maintain a professional and impartial environment for our parents and students within our community, Monticello Academy faculty members and administration are not allowed to befriend any parents or students personally on any social media unless they are school related social media. It's important to establish great relationships with students and parents offline that are not necessarily 'friend' relationships online.



AFTER SCHOOL PROGRAM HOMEWORK CLUB

Every day after school, our dynamic after-school program provides for the all-day students a quiet place for them to do their homework before participating in Monticello Academy student life activities. To conduct a productive and successful homework club, below are some rules and tips for success:

HOMework CLUB GUIDELINES

1. No food or drinks in the school library. Snack is eaten outside.
2. **SILENCE IS GOLDEN!** There is NO talking during homework club. This applies to ANY ADULTS AND STUDENTS. Students are expected to do their work independently. Help can be explained by the teacher. Any two students who are caught talking will be asked to leave and NOT allowed to be a part of the Homework Club for the day. Parents will get a notice.
3. When picking up your child, please enter and leave quietly, so we can limit the amount of distraction and noise level.
4. If your child is in 3rd grade through Middle School, they can start their homework in the Middle School/Upper Elementary Library as early as 3:30PM if they are overloaded with homework or extra-curricular activities. **A written parent authorization is required.** Please submit it to your teacher. We do not recommend this daily since students are in school from 8:30AM-3:30PM. It is nice to have some downtime for students to eat and relax. If students are not able to complete their homework by 5:15PM, they can continue to stay in the library to complete their homework. There will be someone to supervise the children.

Tips for Homework Success

Many challenges and excuses for not getting homework done can be solved by ensuring your child has the necessary materials in his/her backpack, locker, or cubby. Additionally, periodically checking their supplies with them will teach them to be more self-reliant and teach them better organizational skills. After learning 'what type of homework your child will be assigned, you will figure out what supplies they will need to do their homework in homework club. Here are some likely items:

1. Pencils- regular, colored (and they now make erasable colored pencils!)
2. Erasers
3. Crayons
4. Ruler
5. Scissors and glue

You can keep all the homework supplies in a pencil case or box with your child's name labeled on it.

Lockers: If your child shoves everything in their locker, show them ways to make access to their supplies. Show them how their PE clothes, lunch, and jacket can fit best in their locker without losing everything every time they open the door.

Cubby: You can do many of the same things above and use shoeboxes for things you want to be contained (like an extra pair of clothes). You can involve your child in the action by covering the box or letting them decorate it with stickers, markers, or crayons.

Index Cards: Bought or homemade flashcards for spelling, vocabulary, and math facts are great. If practicing Spanish words, use pink and blue ones to help remember feminine and masculine words! These are great for review in the car, or on the go. Discount stores sell rings or cases to protect index cards from getting destroyed in the bottom of a backpack.

Dictionary: Many of the teachers prefer the Scholastic Student Dictionary. Copies are available for use in school in the library, but you will likely want to purchase one for use at home or for older kids to have one in their backpack.



Rediker PlusPortals System

Monticello Academy uses the Rediker student information system (SIS) which includes PlusPortals, an innovative system that is designed to facilitate strong communication between the teachers, parents, and students for the academic success of our learners and families. The PlusPortals system provides parents and students the ability to monitor grades, attendance, and communication with teachers and administrators.

To ensure that everyone is on the same page here is some very important information. Please read through it thoroughly, and if you have any questions, please contact the administration.

WHEN TO REGISTER

Student and Parent Registration begins on the first week of school. Parents will receive registration instructions and identification numbers via e-mail. Any registration done before this date will be invalid. Students will register with their Computer Technology teacher in the first week of school.

HOW TO USE

Once you have registered for your account, you can log in to your PlusPortal account by visiting <https://www.monticelloacademy.org> and clicking the PlusPortals to sign in.

Once you have access to your child's Student Portal, you can view their overall grades in each class in the "Overview" tab. Parents can email their teacher by clicking the Email and Messages link which gives you access to all of your child's teachers and administrators in one place.

1. Progress Section – This shows you an overview of your child's grade in each class. Parents and students should click the letter grade link which will take you to the details page which gives you access to graded assignments and important comments and feedback from the teacher. The overview is meant as a starting point, be sure to view the individual class pages at least once a week for updates and changes to your child's progress.

Subject	Average	Grade
English 4 (A) 036301	95.24	A
History 4 (D) 038401		
Homeroom		
Math 4 (F) 010301		
P.E. 4 - Health (E) 000204		
Reading 4 (G) 009401		
Writing 4 (C) 009101		

Description	Date	Score
English 4 - Due April 0	04-05-2020	20.00 / 25.00
English 4 - 2-3 pages double spaced	04-08-2020	95.00 / 100.00
English 4 - Read chapters: 4 through 6 by ...	04-03-2020	35.00 / 35.00
English 4 - Complete incomplete work to...	08-10-2019	50.00 / 50.00
English 4 - HW 2	07-24-2019	25.00 / 25.00
English 4 - HW 1	07-23-2019	10.00 / 10.00

Attendance Totals	
ABSENCE	1
ABSENCE EX	3
TARDY LTN	1

2. Recent Scores Section – A list of the most recent assignments graded by teachers. This is an additional tool to help parents and students keep track of posted grades.

3. Attendance Section – Displays attendance information including tardies and absences for your child.

To learn more about how to use PlusPortals, this video shows you how to keep track of grades in PlusPortals and monitor any issues such as missing assignments and/or zeros: <https://youtu.be/ysJNvZ8dsvE>

Additional information can be found by clicking this link to the [ParentPlus Portal Documentation](#) page. Please read the information on this page thoroughly for additional information on how to use PlusPortals.



STUDENT EXPECTATIONS

1. Appropriate Use of PlusPortals

PlusPortals is a tool for students to use to take responsibility for their learning. PlusPortals and any technology resource at Monticello Academy should be reserved for **academic purposes only**. It is not to be used for chatting, messaging, spamming, and e-mailing your friends. For additional details, please refer to the [Technology Acceptable Use Agreement](#) which you are required to sign and agree to each academic year.

2. Grades

- Regular assignments and tests typically take one week for teachers to grade and publish on PlusPortals. Quizzes and tests may take up to two weeks to appear in your PlusPortals account, while long-term projects and written compositions may take up to four weeks. Grades are posted based on the following schedule:
 - Classwork and Homework - 1 week after submission
 - Tests and Quizzes: 2 weeks after submission
 - Projects and Written Compositions: 3-4 weeks after submission
 - Extra Credit: 2 weeks after submission
- Grades are mostly published on Friday evenings according to what is in the Friday Folders that are sent home by the core subject teachers. Educational enhancement teachers will publish grades when the graded assignment has been handed back in class.
- Because assignments and updates are posted to PlusPortals, we recommend that PlusPortal grades and upcoming assignments are checked daily in each of their classes and subjects.
- The “Recent Scores” area displays the latest assignments posted and grades.
- In addition to the overall grades and recent scores on the PlusPortals student home page, students and/or parents should view the individual subject/class pages for a more detailed breakdown and valuable comments left by the teachers.
- Please note that teachers give priority to work turned in on time when updating grades. Assignments that are turned in late may take extra time to update in the grade book.

3. Homework Assignments

- All homework will be posted on PlusPortals. Some teachers may also post assignments to Google Classroom, however, these assignments will be mirrored in PlusPortals. These assignments can be found in the Coursework section of the PlusPortals student home page.
- The grading of cumulative assignments such as binders, reading, and writing notebooks are addressed in the teachers’ syllabi.

4. E-mail Correspondence

- Before you e-mail your teacher, try to find the answer to your question by looking through your assignment book, homework grid, PlusPortals, talking to a classmate, check notes, etc.
- Please e-mail your teacher when you have an academic concern or need.
- When students are e-mailing a teacher, they should remember to do the following:
 - ✓ Use proper English and remember that you are writing to an adult.
 - ✓ Do not use text messages or IM language.
 - ✓ Do not forget to say Please and Thank You.
- Please note that teachers may not check e-mail after the school day ends. Emails are typically responded to within one business day.

5. Attendance Information

- Absences and tardy information can be found in PlusPortals in the Attendance section
- Information may take up to 24 hours to reflect in your child’s PlusPortals account.



PARENT EXPECTATIONS

1. Purpose of PlusPortals for Parents

PlusPortals provides parents the opportunity to stay informed about their child's learning, attendance, academic performance, upcoming assignments, and access general school information. It is also a communication center for parents and teachers in that teachers will note any concerns on assignments or assessments.

2. When to e-mail the teacher?

We encourage parents to give their teacher's support by:

- First, ask their child any questions that they may have.
- Instruct their child to communicate with their teacher directly.
- Check PlusPortals for further information or verification.
- E-mail the teacher if you still have questions or concerns.

3. E-mailing Teachers

- Monticello Academy teachers strive to respond to every e-mail they receive as quickly as possible depending on the allotted time. An abundance of e-mails can take time away from preparing lessons for students or providing them extra academic assistance. Emails are typically responded to within one business day.

4. How often should parents check grades and assignments on PlusPortals?

- We suggest that parents check grades and assignments **every 2-3 days** and encourage their children to record their assignments in their assignment sheet or homework grid during class.
- Please encourage your student to check PlusPortals once daily for assignments and weekly on Friday evening for grades.
- Special events or extenuating circumstances could postpone Friday Folders from going home and therefore postponing the publishing of grades until Monday.

TIPS FOR SUCCESS

PlusPortals can be an excellent tool for students and parents to communicate with their teachers and keep track of their academic performance at school. Checking it regularly throughout the semester can help learners stay on track and get the most out of their education.

What to strive for	What to avoid
The student and/or parent checks PlusPortals regularly	The student does not check their PlusPortal regularly
The student and/or is on top of their assignments	The student neglects their assignments and is allowing things to pile up
The student is striving to be organized and responsible	The student does not check in with their teacher
When they are checking-in with their teachers regularly and making use of collaboration time	



HEALTH AND ILLNESS POLICY

The incidence and severity of the illness can be greatly reduced if we work cooperatively together to prevent the rapid spread of communicable infections among the children at our center. A daily health assessment will be made by you and by the staff upon arrival at the school if your child was sick the **day before or if you have notified us that your child was sick the previous night**. If a child shows signs of illness or infection while at school, the parent will be contacted. **Parents will be asked to pick up their children within one hour**. Children must be **free of symptoms for 24 hours** before returning to school. Parents are required to notify the school if they or their children have contracted a communicable disease, so notification of exposure can be posted. All children must be immunized to attend school. Parents are required to provide updated immunization as a child becomes of age.

Since the pandemic is not fully under control, any students with out-of-the-ordinary COVID symptoms are required to be tested immediately.

- Fever or chills
- Cough
- Nasal congestion or runny nose with other symptoms
- New loss of taste or smell
- Sore throat
- Shortness of breath or difficulty breathing
- Diarrhea
- Nausea or vomiting
- Stomachache
- Tiredness
- Headache
- Muscle or body aches

Test results must be negative and symptoms subside before students can return. If testing is not required by the physician, a proper doctor's note must include:

1. Verification that student was seen by the physician
2. The date of the appointment
3. The doctor's diagnosis and that the doctor doesn't require COVID-19 testing and may return to school.

CRITERIA FOR CHILD STAYING HOME OR SENT HOME – SYMPTOM LIST

1. Fever:

Any temperature above the normal temperature could be considered as a symptom of illness and parents will be notified to pick up their child within one hour. The child must be **fever-free for 24 hours before returning to school**. If a child requires medication because of fever, he/she will not be allowed to return to school until fever-free for 24 hours **without** medication. The child can only return to school if and only if there is a written doctor's note stating that your child is not contagious.

2. Diarrhea:

- Children will be sent home immediately following diarrhea.
- Diarrhea with fever will have to be out for 24 hours or until fever-free.
- The child cannot return until the following day when there are no occurrences of diarrhea.

3. Colds and Runny Nose:

Criteria for a child staying home or sent home:

- Runny nose with fever, lack of appetite, lethargy, or irritability.
- Runny nose plus vomiting.
- If an allergy is suspected, a note from the Physician is required.

4. Ear Infection:

An ear infection is not contagious, and the child may return to school the following day if the child is on **medication, has no fever and with a Physician's note**; otherwise, the child will remain home 24 hours after constitutional symptoms are gone. If there is drainage from the ear, it is considered to be contagious and the child will have to remain at home until constitutional symptoms are gone.



5. Eye Infection:

Redden eye, and/or yellow or green drainage must have a Physician's note stating that the child is not infectious to return to school. If it is conjunctivitis or pink eye, the child will have to remain at home for 24 hours after application of medication and no drainage is occurring.

6. Vomiting:

If your child is vomiting and showing symptoms of illness any time throughout the day, we will notify you to pick up your child. The child may return to school the **following day** if there is no more occurrence of vomiting and the child has regained full appetite.

7. Lice, Scabies, etc.:

The child may return to school after appropriate treatment with NIX shampoo and are completely lice-free (no live eggs lice). **If a child is sent home during the school day, he/she may not return that same day but may come back the following day if all the live ones have been removed. The school must be notified immediately.**

8. Skin Infection or Rash:

Rashes resulting from allergies and antibiotics are acceptable if identified as such by the child's physician's note. If your child has any unidentified skin rash, he/she will be sent home until it is identified as non-contagious by your child's physician in a written note. Otherwise, your child will not be able to return to school the following day.

9. Other Communicable Infections:

Other communicable diseases are abided by the health department's regulations.



FIELD TRIPS EXPECTATIONS

To enrich our educational program and further enhance our students' knowledge of their community, individual classrooms will be attending field trips relating to the class curriculum. Field trips allow the students to have supplemental hands-on learning about the subjects being discussed in class. For any student to attend the field trips, permission slips will have to be signed and returned to the teacher.

Transportation for field trips will be by bus or parent drivers, depending on the classroom.

As a reminder to all parents, here are some important field trip rules:

For Monticello Academy Students:

1. Students displaying inappropriate behaviors (emotional outbursts, hitting, hiding, running away, defiant behaviors, etc.) will result in immediate loss of upcoming trips. Parents will be notified.
2. Students are expected to wear green Monticello Academy shirts.
3. Appropriate dressing is required on field trip days, such as pants, shorts, and comfortable shoes.
4. Students are not allowed to go to the bathroom by themselves. There is a buddy system.
5. Any late students will remain at the school.
6. Students picked up at the field trip are required to have their parents sign a release of liability form. You can obtain one from the teacher.
7. Students are responsible for applying their sunscreen.
8. Students are responsible for their personal belongings.

For Monticello Academy Parents:

1. No inappropriate behaviors while on a field trip (smoking, drinking, etc.).
2. The usage of cell phones is strictly for emergencies.
3. Never allow students to go to the bathroom by themselves. Use the buddy system.
4. If you are late, you will not be able to attend the field trip.
5. Photographs can only be taken of your child or in groups. No posting of photographs of other students on any social media. You are welcome to post your child(ren).
6. Any photographs taken can be submitted to the school for posting to Monticello Community only with password protection.



SCHOOLWIDE PARENT EXPECTATIONS

A parent's attitude towards teachers, administrators, and school policies and procedures will affect their child's emotional and academic stability. As parents, you are expected to support and uphold the standards of the school as well as cooperate with teachers and administrators.

- Believe in the school's philosophy.
- Be positive and supportive of the school and its policies.
- Always be available for the child's needs or be ready to help your child whenever needed. This can be done by attending all parent/teacher conferences and as many school functions as possible, and assisting your child in the completion of all classwork and homework, and return them on time.
- Teach children a sense of responsibility for his/her actions such as understanding that your child is held accountable for any damage done to school property, encourage cleanliness and neatness, and accomplishing any given task.
- Make your child aware of his/her environment through awareness of current events and have open communication at all times.
- Parent participation is encouraged and important for supporting your child's education. See your child's teacher for opportunities to help in the classroom, or see the administration and read the weekly newsletters for opportunities to volunteer with the school.
- When confusion or disagreement arises between you and/or your child and the teacher, the teacher must be contacted first. Complaints that are communicated between parents or directly to the administration without first notifying the appropriate teacher to carry the risk of heightened confusion and unnecessary tension between parent and teacher.



CONDUCT EXPECTATIONS FOR STUDENTS

Personal Conduct

At Monticello Academy Middle School, we will strive to maintain an atmosphere of pride, respect, and support for students and adults alike. We are confident that the students are here to learn in a pleasant atmosphere. To ensure that both parents and students know these responsibilities at Monticello, we ask that you read the following guidelines and understand that they will be enforced by all of our staff.

- It is expected that your behavior will be acceptable at all times. Bullying (unwanted, aggressive, and repeated behavior that involves a real or perceived power imbalance.) The behavior that is repeated, or has the potential to be repeated, over time is unacceptable. This includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a social group. Any academic club must have a staff sponsor to oversee any boundaries of exclusion.
- Any disrespect is shown towards either a student or staff member based on race, culture, or sexual orientation will not be tolerated.
- Dignity is a very high priority at Monticello Academy. Such indiscretions as bad manners, rudeness or a lack of respect for property (either personal or that which belongs to the school) will not be tolerated.
- Students have a great responsibility to be good citizens of their schools. Their responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations.
- Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. It is the responsibility of each student to respect the rights of teachers, administrators, students, and all others who are involved in the educational process. It is the responsibility of students to be aware of all rules and regulations for student behavior and conduct themselves by them.
- Students are responsible for their actions, and they must assume responsibility for developing personal behaviors that are conducive to a positive learning environment. Students should assume that until a rule is waived, altered, or repealed, it is in full effect and must be obeyed at all times during school functions.
- If students want a rule considered for either change or elimination, they need to work through the proper channels available in school. Such changes may be accomplished by working through the student government program at our school.

Academic Conduct

Academic preparedness and integrity are extremely important at Monticello Academy. Many of the necessary materials are given to you during orientation, but others you may need to purchase yourself. You will also be asked to hand in assessments according to the highest ethical standards. Please read the following guidelines to ensure your proper academic conduct.

- You must have all of the appropriate materials that you need concerning the class that you are attending.
- The teacher needs to be notified of any materials that you don't have or that you have lost before class begins.
- You must be seated with the appropriate materials before class begins unless you have notified the teacher otherwise with an adequate reason.



- Looking at the scores or grades of another student unless you have received that individual's consent.
- Cheating is not tolerated at any time. This means:
 - ✓ Getting assistance from another student on a formal independent assessment. Getting assistance from another student on homework is fine, and sometimes recommended.
 - ✓ Simply copying someone else's homework unless it concerns class notes following an absence.
 - ✓ Plagiarism (see "Writing Across the Curriculum" section)
 - ✓ Discussing an assessment with another student who has not yet taken the same assessment.
 - ✓ Taking home an assignment that has been classified as "in-class" work.
 - ✓ Receiving an inappropriate degree of assistance from a parent or guardian on a take-home project.

Any staff member at Monticello Academy has the authority to administer consequences based on his or her discretion. This includes removal from class, contacting parents, losing class points, or meeting with the Dean of Students. Any habitual misconduct could lead to detention, suspension, or expulsion.



Student Discipline Code

Purpose

If learning is to prevail, guidance is essential. It sets the stage for learning, and it seeks to educate toward self-discipline. Our schools must generate how our students accept responsibility. They share with the administration and faculty responsibility to develop a climate within the school that is conducive to wholesome learning and living.

Authority

The School Administration and Faculty Members have the authority to make reasonable and necessary rules governing the conduct of students in school and at all school-sponsored events and activities. Their goal is to develop positive, constructive student behavior. Discipline is administered to modify unacceptable behavior, not merely to punish. Preventative and remedial help is sought with behavioral problems. The School Administration and Faculty Members intend to implement and enforce the rules, regulations, and procedures outlined in this discipline policy during the school day and at all school-sponsored events and activities.

Three Level of Offenses

At Monticello Academy under the Student Disciplinary Code, there are three levels of offenses. Depending on the student's age, developmental level, and/or severity of the behavior or action, students can advance to a higher level. The levels do not have to follow in sequence. These disciplinary options and responses are at the school's or teacher's discretion. All involved parties will be notified of the level of the offense through written communication (email or hardcopy) or phone call.

Level 1 Offense: Repetitive misbehavior on the part of the student which impedes classroom procedures or the learning environment. Students have been given multiple verbal or written warnings but continue to disregard the classroom or school policies. Examples of offenses are excessive tardiness, breach of the Student Technology Acceptable Use Agreement, cheating (including plagiarism), multiple dress code violations, or misuse of Personal Access Device (PAD). Record of a Level 1 Offense will be discarded and removed from the student's file at the end of the school year.

At this level, disciplinary options at the discretion of the Administration, Teacher, or Advisor can be as follows: personal talk with the student, suspension of classroom privileges not related to academics, parent-student conference, special assignment, taking a break from the activity or event, verbal reprimand, detention, loss of recess, behavioral contract, parent's signature on violation notice returned to school, and/or supervised study.

Level 2 Offense: Repetitive noncompliance of a Level 1 misbehavior which could endanger the welfare of the other students or school as a whole. After multiple student and parent conferences with behavioral intervention, the student continues to repeat the misbehaviors with disregard to the school or classroom policies and expectations. Level 2 infractions do not necessarily follow a Level 1 in cases of severe misbehaviors, and the written report of the level 2 offense will be in the student's permanent record. Examples of offenses are: defacing of school property, flagrant and deliberate insubordination, written or oral abusive language or threats, disrespectful or obscene language, cursing and/or inappropriate gestures, physical misconducts or fights, demeaning sexual gestures, comments, or harassment, bullying of any kind (cyber, verbal, or physical - where there must be clear evidence that the victim has been repetitively targeted by the aggressor to make them feel defenseless), theft, or leaving school without permission.

At this level, disciplinary options at the discretion of the Administration, Teachers, or Advisor can be as follow: Suspension up to 3 days, multiple detentions, referral to counseling services, behavioral contract, and/or multiple-day detention. For any suspension, the student will receive a zero for all assignments missed since it is considered as an unexcused absence on the attendance record.



Level 3 Offense: Repetitive noncompliance of Level 1 and Level 2 misbehavior or student's action is endangering the health and safety of the entire school, community, and student body. The student has completely disregarded the school or classroom policies or expectations. The school has exhausted all avenues of resources to assist the student in improving the behavior, but misbehavior has not been corrected but instead escalated to a higher degree of inappropriateness or insubordination. Level 3 infractions do not necessarily follow a Level 1 or Level 2, and the written report of the level 3 offense will be in the student's permanent record. Examples of offenses are the destruction of private and/or school property, depending on the degree of damage incurred with parent/guardian responsible for payment, physical abuse against any student, staff, and/or other person not employed by the school, possession and/or transmission of objects or substances considered potentially dangerous to the health, safety, and welfare of students and/or school personnel, or throwing of potentially dangerous objects with the intent to harm.

At this level, disciplinary options at the discretion of the Administration, Teachers, or Advisor can be as follow: Suspension up to 5 days, referral to outside counseling services or professional psychologist, notification and/or requested intervention of law enforcement agencies, and/or expulsion. For any suspension, the student will receive a zero for all assignments missed since it is considered as an unexcused absence on the attendance record.



Attendance and Absence Policy

At Monticello Academy, we strongly believe that regular and punctual attendance at school is imperative for academic success and development. Students are expected to be in school each day unless they are ill or unable to attend due to an unavoidable reason. To promote good attendance and punctuality, we encourage the following:

- o **When possible medical and dental appointments should be scheduled after school hours.**
- o **Family vacations should be taken during school vacation and recess periods.**

Attending rehearsals, performances, games, or tournaments that are not Monticello Academy-supported events during school hours will be considered unexcused. Prior notification must be given to the attendance office.

At Monticello Academy, we also believe that poor attendance will disrupt the continuity of instruction. Time lost from the classroom is essentially irretrievable. The experiences, the discussions, the classroom participation, and the uniqueness of the classroom learning process are important facets of the educational process and cannot be reconstructed. Establishing good attendance habits early will better equip our students toward being productive members of our society.

The objectives of our attendance policy are to:

- ✓ Encourage maximum classroom attendance.
- ✓ Encourage students to apply their time and attention toward obtaining the maximum benefit for their education.
- ✓ Place the primary responsibility for school attendance upon students and parents.
- ✓ Eliminate excessive absenteeism.
- ✓ Provide alternative consequences for excessive absences.
- ✓ Provide teachers and administrators more time to accomplish their primary responsibilities as educators.

****If your child is going to be absent you are required to contact our attendance line at either 408-615-9416 ext. 100 or email attendance@monticelloacademy.org.**

EXCUSED ABSENCES AND DISMISSALS: Parents/guardians must contact the school on the day of the absence of confirmation of absence must be secured upon the student's return to school.

The following constitute excused absences/dismissals:

1. **Illness or Injury:** Illness or Injury prevents the student from being physically able to attend school. A doctor's note is required after **THREE consecutive** days of absences.
2. **Quarantine:** When isolation of the student is ordered by the local health department.
3. **Death in the immediate family of the student:** Grandparents, parents, brothers, & sisters.
4. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student. **A note is required upon return. If the note is not given within the week, the absences will be considered unexcused.**



5. The court or Administrative Proceedings: Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. Religious Observance: An observance that requires the student's presence at home to participate in religious or cultural instruction.
7. School Sponsored Activities: This includes athletic sports, field trips, and interscholastic competitions.
8. High School Shadow Days and 7th Grade Day: Students are allowed to have up to three excused shadow days.

EXCUSED ABSENCE EXPECTATIONS:

- o Depending on the number of days out, students will have that same period (out for one day, one day) to complete.
- o All work must be completed and submitted within the number of days allotted; otherwise, late submission of work will be subjected to a 10% deduction for each day that it is late. Extension of time will be based upon the teacher's discretion.
- o Any assessment or presentation will be done upon return or based on the teacher's discretion.
- o All work must be submitted and assessments have been taken before the end of the semester.
- o The student is expected to meet with teachers to obtain the missed work.

UNEXCUSED ABSENCES: All other absences NOT listed above in the excused reasons with or without written explanation shall be considered as unexcused:

- Family vacations and events are considered unexcused.
- Not attending school because of the lack of required immunization.
- A student's willful absence from school with or without the knowledge of the parent/guardian.
- Shadow days at other schools other than the ones listed above.
- Passport renewal
- Attendance of non-Monticello sports, events, or performances

Unexcused absence n K-5th will result in no credits for tests, quizzes, homework, and classwork that is missed during the unexcused absences and will affect the final grades.

Any students who are out more than **5 days within a semester** must attend a mandatory conference with Administration and teacher during which a written action plan will be discussed, implemented, and added to the student's record. This pertains specifically to but is not limited to, any absence not related to or associated with a medically induced condition or death in the immediate family.

Any students who are out more than **10 days within a school year** constitute "truancy", which may **result in required K-12 program, summer school, retention, or enrollment termination.**

Students who consistently miss enhancement classes within a semester must refer to individual Educational Enhancement teachers' class orientation packet.

ILLNESS DURING SCHOOL: If a student becomes ill during the school day, he/she will be sent to the school nurse. The school nurse will follow health procedures set forth by the school illness policy to determine if a child should return to class or be sent home for the day. If it is deemed necessary for a child to leave school, a parent or guardian will be contacted to come to school to pick up their child. The parent or guardian will need to sign their child out in the front office, as well as receiving an early departure excused slip. Depending



on the nature of the illness, a child cannot return to school unless he/she is fever-free without medication for 24 hours from the time the fever breaks. Parent or guardian is required to pick up their child within two hours of the sick call.

EARLY DEPARTURE: Once a student gets to school, he/she is required to stay the entire day or until that student is dismissed. Each student leaving school property during school hours will be required to have a note signed by the parent or guardian.

Obtaining an early departure

- ✓ A written explanation from a parent or guardian is to be turned into the front office or an email is sent on the morning of the early departure.
- ✓ If a student is granted an early departure, the parent must sign the student out in the front office at the designated time.
- ✓ Even though the student is excused, it will be recorded on his/her attendance record as an absence since the student is not present in school.
- ✓ Upon return from an early departure (same day), the parent will be expected to sign the student back into the office.
- ✓ Telephone requests to excuse a student to leave the campus will not be honored due to safety and security concerns.
- ✓ If a student is gone for the day due to a health appointment/procedure, a health note will be required upon return or the next school day.
- ✓ Early departure for ANY personal reasons will not be excused.



Tardy Policy

A student must be on time and in attendance every day. Students who arrive after (8:00AM or 8:30AM Elementary and Middle School) are considered tardy and must report to the front office for a tardy slip. To align our attendance/tardy policy with the State Education Code and Santa Clara Unified School District, parents will not be able to clear tardies for personal reasons (business phone calls, late carpools, oversleeping, traffic, rain, vacations, etc). According to the State, **“legal” absence/tardy reasons are limited to illness, medical/dental appointments, religious holidays, and funerals.** Therefore, tardies resulting from personal (illegal) reasons will remain unexcused.

As always, disciplinary actions will be taken after 4 unexcused tardies. In addition, any student arriving more than 30 minutes late without a valid, legal reason will incur a tardy slip with a note indicating that the tardy was very late. More than three “Very Late Tardy” in **ONE SCHOOL YEAR** could result in a **TWO DAY SUSPENSION** that will be recorded on your child’s permanent record.

We understand that traffic is bad and overly crowded in various counties and even worse when it rains. We know that a lot of you have more than one child to deliver each day and that carpools are late sometimes. We realize that shoes get lost, car keys get misplaced, and alarms don’t always go off. **However, NONE of these reasons are “legal” in the State’s eyes so tardies resulting from them will remain unexcused.** Please plan and allow extra time for unexpected delays as excessive tardies will lead to disciplinary action.

In addition, there is a misconception that students are not tardy if they are arrived on the school campus or in the hallway rushing to class at 8:00AM or 8:30AM. The rule is that **IF STUDENTS ARE NOT IN THEIR SEATS by 8:00AM for Middle School or 8:30AM for elementary school, THEY ARE CONSIDERED TARDY!** Tardies interrupt the classroom environment and interfere with the learning of other students.

Students arriving after or at 8:00AM for Middle School or 8:30AM for the elementary school must stop at the Front Office and obtain a Tardy Slip before going to class. If your child goes to class without obtaining a tardy slip, your child’s teacher will report the tardy, and parents will receive a tardy slip in their child’s binder.

Excessive Unexcused Tardies will be recorded on your child’s permanent record. Tardy students will get zero credits for any assignment being done within that timeframe.

Discipline Action for Excessive Unexcused Tardies per Semester: The consequences for repeated tardiness to school within a semester are as follows.

- ✓ 2-4 unexcused tardies = A written warning
- ✓ 5-10 unexcused tardies = 1 (30 minute) detention for each unexcused tardy. Parent conference to discuss possible resolutions.
- ✓ 11-15 unexcused tardies = Parent Conference and Mandatory Parent Volunteer hours (2 hours weekly) for each tardy.
- ✓ 15+: Level 1 violation
- ✓ 20+: Level 2 and suspension

Detention Procedure: Students will report to the front office immediately after school. Detention will be held in the student government meeting room for 30 minutes (3:30PM-4:00PM). During detention, students are not allowed to do any homework. Instead, they will use this time to reflect; after which they will write about how they will problem solve the tardy issue with their parents.



Writing Standards Across the Curriculum

To encourage uniformity as well as consistency in all written composition assignments, we ask students to follow MLA standards according to <http://owl.english.purdue.edu/owl/resource/747/01/>. Since many of these standards are for mainly high school and college students, those that apply to our middle school students will be taught within the first month of the English curriculum, and additional formatting assistance will be given in the Computer Technology classes.

Concerning grammar and spelling, students should:

- Correctly spell the following words on these basic grade-level lists (K – 5)
<http://www.readingrockets.org/article/22366>
- Correctly spell any vocabulary that is on an exam or within the directions of a project.

Concerning punctuation, students should:

- End sentences with proper punctuation
- Place commas between items on a list

Concerning sentence structure, students should:

- Answer all written responses without using sentence fragments, unless instructed otherwise (i.e. note-taking or listing)
- Answer all written responses without using run-on sentences

If specifically directing a response in paragraph form, the students should:

- Be given an extra piece of paper for some form of required prewriting exercise
- Indent each paragraph **without** skipping extra lines between paragraphs
- Begin with an introductory statement that refers to the question that was asked
- Include at least 3 details, each with a minimum of one sentence for each detail
- Conclude all paragraphs with a general summation of their details, or a transitional statement for the paragraph that follows. This statement cannot begin with redundant or elementary phrases such as “This/That is why/how...” or “Those/These are the reasons for...”

Plagiarism – definition, and avoidance: <http://plagiarism.org/>



2021-2022 ABC (Asset Building Champion) READER VOLUNTEER FORM

All volunteers must show proof of vaccination and be tested every two weeks.

Parent's Name: _____

Contact Number: _____

Child's Name: _____

E-mail Address: _____

Child's Classroom: _____

I, _____, would like to volunteer as a Project Cornerstone ABC Reader for Monticello Academy for the 2021-2022 school year. Being an ABC reader, I understand my responsibilities are:

- Prepare and read once a month using chosen picture books to discuss conflict resolution, self-esteem, empathy, and assets building.
- Commitment is from September 2021 to May 2022.
- Attend an Asset 101 Training (one and half hours long) provided by our Project Cornerstone lead at Monticello or with the Project Cornerstone office (sign up on their website). If you decided to do the 6 weeks Taking Assets Personally, you don't have to do this Asset 101.
- Fill out a short online volunteer application with Project Cornerstone.
- Responsibilities can be shared with another parent- 2 per classroom.
- Send out an ABC pre-written letter to parents after reading regarding the topic discussed for the month.
- Lesson plans will be provided with lists of activities that can be done during or after the lesson. Materials can be obtained at the front office.

I further know that each lesson is about 30-45 minutes and arrangements can be made with my core teacher.

Parent Signature

Date

Grade level you would like to read for:

<input type="checkbox"/> K1	<input type="checkbox"/> K2	<input type="checkbox"/> K3	<input type="checkbox"/> 1A	<input type="checkbox"/> 1B	<input type="checkbox"/> 2A
<input type="checkbox"/> 2B	<input type="checkbox"/> 3A	<input type="checkbox"/> 3B	<input type="checkbox"/> 4A	<input type="checkbox"/> 4B	<input type="checkbox"/> 5A
<input type="checkbox"/> 5B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.	



2021-2022 Room Parent Volunteer Form

All volunteers must show proof of vaccination and be tested every two weeks.

What is a Room Parent?

Room Parents are parents that assist Monticello Academy and their classroom teachers by coordinating school events and classroom activities with parents in their class.

Role Description

- Liaison between Monticello Academy and parents in your classroom on events and activities, which includes the following:
 - Sending reminder notices to parents.
 - Recruiting volunteers for events and activities.
 - Providing feedback from parents to Monticello Academy regarding school functions.
- Assist teacher in the coordination and implementation of any classroom functions, which includes the following:
 - Recruit and coordinate parent volunteers.
 - Help out in the classroom if necessary.
 - Assist the teacher, regarding any Monticello Academy-sponsored functions.
- Duration: School year (September through June)
- Responsibility can be shared with other parents. **NO MORE THAN TWO ROOM PARENTS PER ROOM.**

School and Classroom Events

Some of the events that you will be coordinating with parents in your classroom during the year are:

- Walk-a-Thon
- Halloween Party
- International Potluck
- Thanksgiving Feast
- Holiday Festivities
- Valentine's Party
- St. Patrick's Day Party
- Teacher Appreciation
- Family Fun Day

I, _____, would like to be the room parent for the following classroom:

<input type="checkbox"/> K1	<input type="checkbox"/> K2	<input type="checkbox"/> K3	<input type="checkbox"/> 1A	<input type="checkbox"/> 1B	<input type="checkbox"/> 2A
<input type="checkbox"/> 2B	<input type="checkbox"/> 3A	<input type="checkbox"/> 3B	<input type="checkbox"/> 4A	<input type="checkbox"/> 4B	<input type="checkbox"/> 5A
<input type="checkbox"/> 5B	<input type="checkbox"/> 6 th	<input type="checkbox"/> 7 th	<input type="checkbox"/> 8 th	.	

Parent's Name: _____

Contact Number: _____

Child's Name: _____

E-mail Address: _____

Child's Classroom: _____



2021-2022 PARKING LOT VOLUNTEERS

All volunteers must show proof of vaccination and be tested every two weeks.

Parent's Name: _____ Contact Number: _____

Child's Name: _____ E-mail Address: _____

Child's Classroom: _____

I, _____, would like to volunteer as a Parking Lot Volunteer for Monticello Academy for the 2021-2022 school year. Being a Parking Lot Volunteer, I understand my responsibilities are:

1. Greet parents and students.
2. Ensure that students enter the school safely and on time.
3. Commitment is from 8:00AM - 8:30AM for the days you sign-up for.
4. If you are absent on any scheduled days, a 1-hour notification is required.
5. Please call if you are running late.
6. Notify the office of any driving violations in the school parking lot.

***Please return the form to the front office before the first day of school.
Parking lot monitoring will begin on the first day of school.**