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# MONTICELLO ACADEMY

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Middle School Parent & Student Handbook 2023-2024



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



## ***Home of the Mustangs***

### ***MISSION STATEMENT***

At Monticello Academy, our mission is to inspire and empower children to excel in all core and enhancement class subjects by setting high expectations and standards. We aim to foster the holistic development of every child, nurturing their academic, physical, and emotional well-being. Through cultivating self-confidence and resilience, we guide them to confront and embrace challenges. Ultimately, we strive to ignite an enduring passion for knowledge and instill lifelong skills in our students to prepare them for the future.

### ***TEACHING PHILOSOPHY***

Monticello Academy's teaching philosophy revolves around creating an environment that fosters optimal learning and personal growth for each individual student. The dedicated faculty and staff demonstrate a genuine knowledge and care for each student, recognizing their unique needs and abilities. The primary goal of Monticello Academy is to equip students with the skills necessary for success, both academically, intellectually, socially, and emotionally by placing a strong emphasis on cultivating critical thinking, writing, reading, speaking, research, and lifelong skills. These foundational skills are crucial in meeting their schoolwide learner outcomes (ACHIEVE) as well as exceling not only in their academic development but also intellectually, socially, and emotionally.

To ensure personalized attention and support, Monticello Academy maintains manageable class sizes to allow for accommodations in instruction as needed, ongoing encouragement, and guidance in all subjects. By scaffolding learning experience to each student, Monticello Academy promotes a deeper understanding of the materials and creates a supportive environment that encourages students to explore to their full potential.

Monticello Academy offers a well-rounded, stimulating, and creative hand-ons, project-based / STEAM based curriculum designed to engage, collaborate, and think outside of the box. The curriculum encompasses various subjects that inspire our students to learn as well as providing a comprehensive educational experience beyond the classroom. By incorporating a range of activities such as field trips, overnight excursions, and cross-curricular activities, Monticello Academy fosters creativity, critical thinking, and a passion for learning.

In summary, Monticello Academy's teaching philosophy revolves around creating an environment that prioritizes students' learning needs, encourages critical thinking, and emphasizes essential lifelong skills. By fostering a supportive and engaging atmosphere, we aim to provide students with the tools they need to succeed academically and thrive in their personal lives.

**Education is not the learning  
of facts, but the training of the  
mind to think. —Albert Einstein**



# SCHOOLWIDE LEARNER OUTCOMES

Every student who graduates from Monticello Academy will demonstrate:

## **A**cademic 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

## **C**reativity

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

## **H**ealthy individual habits

- Maintain a healthy and active lifestyle
- Understand about balance

## **I**nnovative 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

## **E**motionally strong lifelong learning

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

## **V**irtuous, involved, and responsible citizen

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

## **E**ffective and literate communication

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



## **MIDDLE SCHOOL DAILY SCHEDULE**

### **Teacher's Planning Hours**

Monday through Friday  
7:30AM – 7:50AM

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.

Unless they are registered in the All-Day Program, students are **NOT** to be dropped off before 7:45AM due to no adult supervision. At 7:50AM the students should be in the process of reporting to their classes.

### **Regular School Hours**

Monday through Friday  
8:00AM – 3:15PM

### **Elective Classes**

Monday through Friday  
10:05AM – 10:55AM

### **Collaboration Time**

Monday through Friday  
2:15PM – 3:15PM

### **Advisory Time**

Every Friday  
1:20PM – 2:10PM

### **Morning Break & Snack**

9:45AM – 10:00AM

### **Lunch/Recess**

12:45PM – 1:15PM

## **MEAL SCHEDULE**

AM/PM snacks and lunches are served daily for all children enrolled in the All-Day program and AM snacks and lunch for School-Only Program. Water or juice is offer at snack time. Milk, water, or juice is offered at lunchtime. Snacks are provided at recess time. Hot lunches are provided daily for all existing elementary students. We will accommodate special dietary restrictions. If you do not want your child to eat the school lunch, please let your teachers and us know since lunch count is done daily. Students are allowed to bring their bag lunch if they desire. 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 and snack menus are provided in the front lobby and posted on our website monthly. You can pick one up at the front office lobby or online through our website at [www.monticelloacademy.org](http://www.monticelloacademy.org).



## 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.

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.

Subject	Average	Grade
English 4 (A) 0063001	95.24	A
History 4 (H) 0304001		
Homeroom		
Math 4 (M) 0133001		
PE & Health (L) 0003004		
Reading 4 (R) 0094001		
Writing 4 (W) 0095001		

Description	Date	Score
English 4 - Due April 9	04-09-2020	20.00 / 25.00
English 4 - 2-3 pages double spaced	04-09-2020	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...	06-15-2019	50.00 / 50.00
English 4 - HW 2	07-24-2019	25.00 / 25.00
English 4 - HW 1	01-23-2019	10.00 / 10.00

Attendance Totals	
ABSENCE	1
ABSENCE EX	3
TARDY LIN	1

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
- 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.

## **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.

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



## COMMUNICATION

To keep you informed, we offer the following communication methods and resources.

**The Front Office:** 408-615-9416 X100

**General Information -** [www.monticelloacademy.org](http://www.monticelloacademy.org)

**Reporting Attendance and Tardy:** [attendance@monticelloacademy.org](mailto:attendance@monticelloacademy.org) or 408-615-9416 x100

### Administrators

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

### Educational Enhancement / Elective Faculty Members

Art & Drama Teacher / Director / MS Electives	Ms. Lonie Fullerton	<a href="mailto:fullerton@monticelloacademy.org">fullerton@monticelloacademy.org</a>	X151
Music Teacher / Music Director / Band / Chorale MS Electives	Ms. Natalie Haworth-Liu	<a href="mailto:nhaworth-liu@monticelloacademy.org">nhaworth-liu@monticelloacademy.org</a>	X150
Kindergarten – 3 <sup>rd</sup> -Grade Computer Technology Teacher / Robotics / MS Electives	Mr. Kenneth Glassey	<a href="mailto:kglassey@monticelloacademy.org">kglassey@monticelloacademy.org</a>	X130
4 <sup>th</sup> Grade – Computer Technology Teacher / Robotics and Programming Coach	Mrs. Macy Ward	<a href="mailto:mward@monticelloacademy.org">mward@monticelloacademy.org</a>	X120
5 <sup>th</sup> Grade – MS Computer Technology Teacher / Technology Director / Professional Development / MS Electives	Mr. Arrash Jaffarzadeh	<a href="mailto:ajaffarzadeh@monticelloacademy.org">ajaffarzadeh@monticelloacademy.org</a>	X120
Spanish	Mrs. Maria Figueroa	<a href="mailto:mfigueroa@monticelloacademy.org">mfigueroa@monticelloacademy.org</a>	X147
P.E. Teacher / Athletic Director / Coach	Mr. John Hsu	<a href="mailto:jhsu@monticelloacademy.org">jhsu@monticelloacademy.org</a>	X104
MS Electives Teacher	Ms. Jessica Wickliffe	<a href="mailto:jwickliffe@monticelloacademy.org">jwickliffe@monticelloacademy.org</a>	X126
MS Elective Teacher	Mr. Dylan Truong	<a href="mailto:dtruong1@monticelloacademy.org">dtruong1@monticelloacademy.org</a>	X120
MS Elective Teacher	Rose Debate		

### Middle School Faculty Members

6 <sup>th</sup> -8 <sup>th</sup> English Teacher / 7 <sup>th</sup> Grade Advisor	Ms. Mayra Contreras	<a href="mailto:mcontreras@monticelloacademy.org">mcontreras@monticelloacademy.org</a>	X156	MS RM 4
6 <sup>th</sup> -8 <sup>th</sup> Math Teacher / 7 <sup>th</sup> Grade Advisor	Mrs. Sara Watchko	<a href="mailto:swatchko@monticelloacademy.org">swatchko@monticelloacademy.org</a>	X154	MS RM 2
6 <sup>th</sup> -8 <sup>th</sup> History Teacher / 6 <sup>th</sup> Grade Advisor / Dean of Students	Mr. Matt Tyler	<a href="mailto:mt Tyler@monticelloacademy.org">mt Tyler@monticelloacademy.org</a>	X155	MS RM 3
6 <sup>th</sup> -8 <sup>th</sup> Science Teacher / 8 <sup>th</sup> Grade Advisor	Mr. Mike Norling	<a href="mailto:mnorling@monticelloacademy.org">mnorling@monticelloacademy.org</a>	X153	MS RM 1



P.E. Teacher / Athletic Director / Coach	Mr. John Hsu	<a href="mailto:jhsu@monticelloacademy.org">jhsu@monticelloacademy.org</a>	X104
Spanish	Mrs. Maria Figueroa	<a href="mailto:mfigueroa@monticelloacademy.org">mfigueroa@monticelloacademy.org</a>	X147
Middle School Computer Technology Teacher /Technology Director	Mr. Arrash Jaffarzadeh	<a href="mailto:ajaffarzadeh@monticelloacademy.org">ajaffarzadeh@monticelloacademy.org</a>	X120

### **After-School Faculty Members**

Middle School	Ms. Jessica	<a href="mailto:middleschoolasc@monticelloacademy.org">middleschoolasc@monticelloacademy.org</a>	X124
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## **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](mailto: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.

## **MIDDLE SCHOOL ADVISORS**

While middle school students benefit from being taught by core teachers who specialize in particular subject areas, they do not always have the opportunity to develop a strong rapport with a particular teacher in a self-contained classroom. For this reason, three of our faculty members serve as grade level advisors:

Matt Tyler – 6<sup>th</sup> Grade  
Mayra Contreras and Sara Watchko – 7<sup>th</sup> Grade  
Ms. Trinh Trinh and Mike Norling – 8<sup>th</sup> Grade

As advisors, we will aid our group of students in the areas of:

- Binder, locker, and collaboration/advisory management
- Communication with other students, faculty, and parents concerning both social and academic issues
- Tracking assignment deadlines

We can also help parents in the areas of:

- Tracking students overall academic, social, and emotional well being
- Communicating family issues to appropriate faculty that may affect a child's well-being (only with the approval of both parents)
- Communicating grade-level events (celebrations, field trips, etc.)

These guidelines help us maintain a positive environment as we move forward to build a productive and sustainable middle school. Questions about curriculum beyond our subject areas or class policies/conduct of other Monticello employees should be directed to the appropriate individual.



## **ALL GENDER UNIFORM DRESS CODE**

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. The 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.

### **ALL UNIFORM OUTER GARMENTS THAT ARE WORN IN CLASS MUST HAVE THE SCHOOL PATCH ADHERED ON THE UPPER LEFT SIDE OF THE SHIRT**

**School Colors:** Navy, Khaki, Chambray, Maroon, White, and Navy Plaid

**Approved Clothing:** Pants, Slacks, Shorts, Capris, Skorts, Dresses, Jumpers, Collared Shirts, Polos, or Skirts.

- Shirts can be short- or long-sleeved.
- Skirts and shorts must be below the fingertips.

**Approved Inner Clothing:** White turtlenecks and undershirts can be worn underneath the approved clothing. Leggings can be worn underneath skirts or dresses and must be in school colors. **Leggings CANNOT be worn by themselves.**

#### **FOOTWEAR:**

- Close-toed shoes are required at all times.
- **Athletic shoes are recommended.**
- No light-up, backless sandals, or flip-flops are allowed. All shoes must have backings.

#### **OUTERWEAR:**

- Vests, sweaters, jackets, or sweatshirts
- OUTSIDE jackets can be the 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.

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



## **FREE DRESS DAYS**

Every Friday is a free dress day. During Free Dress Day, clothes are expected to be neat, clean, and properly fitted. All shorts and skirts should be at the appropriate length.

The following are **not permitted**:

- Tops that are made of mesh, lace, knit, or other fabrics that are transparent must have 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 backstraps.
- 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 and will be required to wear their school uniform on those days.**

## **PHYSICAL EDUCATION DRESS CODE: MIDDLE SCHOOL ONLY**

All **middle school students** are required to have a P.E. uniform and tennis shoes for P.E.

**Elementary students are excluded from this dress code for the upcoming school year due to COVID and the limited change room.** 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's notice excusing the student.

- 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. Students' grades will be affected by continual violations.





## 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 students will always treat others the way that they want to be treated. Bullying (unwanted, aggressive, and repeated behavior that involves a real or perceived power imbalance.) is unacceptable. This includes actions such as making threats, spreading rumors, attacking someone physically, verbally, or in writing (either digitally or in print), and excluding someone from a social group.
- 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 for 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.

Depending on the circumstances, any misconduct can result in the disciplinary actions of Level 1, 2, or 3. This will be at the teachers' and Administration's discretion based on the details of the situation after an investigation has taken place.





## Academic Conduct

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

- Students must have all of the appropriate materials that they need concerning the class that they are attending.
- The teacher needs to be notified of any materials that they do not have or that they have lost before class begins.
- Students must be seated with the appropriate materials before class begins unless they have notified the teacher otherwise with an adequate reason.
- Looking at the scores or grades of another student unless they 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 a Level 1, 2, or 3.

STUDENT  
EXPECTATIONS



## 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 the 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 Levels 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 the teacher's discretion. All involved parties will be notified of the level of the offense through written communication (email or hardcopy), phone call, and parent-teacher conference.

**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 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 devices (PAD). The 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 non-compliance of a Level 1 misbehavior which could endanger the welfare of the other students or the school as a whole. After multiple student and parent conferences with behavioral intervention, the student continues to repeat the misbehaviors with disregard for the school or classroom policies and expectations. Level 2 infractions do not necessarily follow 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 misconduct or fights, demeaning sexual gestures, comments, or harassment, bullying inof 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: In-school or at-home suspension for up to 3 days, multiple detentions, referral to counseling services, behavioral contract, and/or multiple-day detention. For any at-home suspension, the student will receive a zero for all assignments missed since it is considered an unexcused absence on the attendance record.



**Level 3 Offense:** Repetitive noncompliance with 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 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 the parent/guardian responsible for payment, physical abuse against any student, staff, and/or other people 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: At-home suspension for 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 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](mailto: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 7<sup>th</sup> Grade Day:** Students are allowed to have up to **three** excused shadow days.

**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

**ABSENCES 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 subject 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 took before the end of the semester.
- o The student is expected to meet with teachers to obtain the missed work.
- o Make-up for assessments or any lab work is at the teacher's availability and discretion.

Any students who are out more than **5 days (excused or unexcused)** within a semester must attend a mandatory conference with an administrator and teacher during which a written action plan will be discussed, implemented, and may be 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 (excused or unexcused) 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.

**ATTEND TODAY**  
ACHIEVE TOMORROW





## 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 office 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.



## General Information

### GRADING RUBRIC

Student's grade is determined based on demonstrated performance on tests, quizzes, assignments and projects (home or in-class). Grading scores are based on percentage:

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

### REQUIRED COURSES

Every student is required to take these courses each year to graduate from our middle school program.

#### 6<sup>th</sup> Grade

English

Math – Advanced 1

History - Ancient Civilizations

Science: Weather and Climate Systems (WCS), Earth's Dynamic Systems (EDS), Space Systems Exploration (SSE)

Foreign Language: Spanish

Applied Computer Technology Education

Physical Education

Science: Weather and Climate Systems (WCS), Earth's Dynamic Systems (EDS), Space Systems Exploration (SSE)

#### 7<sup>th</sup> Grade

English

Science – Matter and Its Interactions (MII), Electricity, Waves, and Informational Transfer (EWIT), Energy Forces and Motion (EFM)

Math – Advanced 2

History - Medieval Times

Foreign Language: Spanish

Applied Computer Technology Education

Physical Education

#### 8<sup>th</sup> Grade

English

Science – Structure and Function (SF), Genes and Molecular Machines (GMM), Ecosystems and Their Interactions (ETI)

Math – Algebra 1

History - US Government

Foreign Language: Spanish

Applied Computer Technology Education

Physical Education



## ELECTIVE COURSES

Each student is given the choice to take 1-2 elective courses, depending on whether the course is yearlong or semester only. Elective courses are designed to allow students to make choices for their learning interests. Certain courses are Monday through Friday; Monday, Wednesday, Friday; or Tuesday, Thursday. Elective courses are every day from 10:05AM – 10:55AM.

## COLLABORATION AND ADVISORY PERIOD

While homework is generally unavoidable in middle school, we have created a daily schedule where the students have an opportunity to begin their assignments before they return home. Every day between the hours of 2:15PM-3:15PM, our core teachers are available for teacher-student collaborative assistance. After the students are dismissed at 3:15PM, they are either to be picked up or they will be placed in aftercare for a fee.

**It is our recommendation is that the students work on the most challenging subjects at the school where teacher assistance is available to work on daily homework, study for an upcoming assessment, or work on a long-term project.**

If a student is earning a cumulative score lower than 73.5% (C-) in any subject during any time of the school year, then he or she must meet with the advisor.

## HOMEWORK

Homework is an important part of the Monticello learning experience for various reasons. First, it expands the learning environment and allows students the opportunity to demonstrate their learning independently. It also creates habits of self-discipline and organization while fostering academic confidence and responsibility. Homework can also offer parents a window from which to view their child's education.

The completion of homework at the middle school is regarded as “a given.” Between daily collaboration periods with the teachers, which is embedded within the daily schedule, the majority of students have little trouble completing homework. When there is a problem in completing the homework outside of the specified times, we ask that the student communicate this with the teacher via email before 8:00PM when the homework was assigned **or** the next day in person before the beginning of the class period. When there has been no attempt to complete a homework assignment, the student may be asked to complete it outside of the classroom while the assignment is being discussed during the class period. This policy is exercised on a case-by-case basis and is in place out of fairness to the students who have made a responsible effort in completing the homework.

At the middle school level, we would like students to use homework as a self-assessment tool to develop questions that they may have about a particular concept or lesson. Therefore, we hope that one of the most common questions at home can change from “Are you *done* with your homework?” to “Are you *prepared* for tomorrow's classes?”

## REPORT CARDS

Parents will receive two report cards, one at the end of each semester, to track their child's progress in all classes. In addition to receiving letter grades for performance, there is also an “Effort” grade (“O” for outstanding, “G” for Good, “S” for satisfactory, and “U” for unsatisfactory) next to the core class letter grades. Furthermore, there is a list of “Life Skills” on the report card which are assessed using the “O, G, S, U” system.

## PERSONAL APPOINTMENTS

If you are planning to make any doctor, dentist, or personal appointments, please try to make it any day from Monday through Friday during the collaboration period from 2:15PM-3:15PM. Scheduling your appointments at this time, will not impede the learning period.



## MAKE-UP WORK GUIDELINES

Students who have excused or unexcused absences are expected to do the following:

- Depending on the number of days out, students will have that same period (out for one day, one day) to complete.
- 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.
- Any assessment or presentation will be done upon return or based on the teacher's discretion.
- All work must be submitted and assessments taken before the end of the semester.
- The student is expected to meet with teachers to obtain the missed work.
- Make-up for assessments or any lab work is at the teacher's availability and discretion.

## LATE ASSIGNMENTS

Due dates for assignments are regularly posted on School Loop. The late assignment penalty is up to each teacher's discretion, which you can find in the class syllabus. Any assignment not received within the semester will receive a 0.

Whether the assignment is handed in late as a hard copy (in the appropriate hand-in box), or electronically (via School Loop Dropbox), **the student must send an email to the teacher notifying him or her of the late hand-in.** If there is no email sent, then it is at the teacher's discretion to determine the consequence. When the student has sent the email and the assignment has been collected by the teacher, that student should expect to see the score reflected on School Loop within the allotted time according to the policy set forth under "Grades" within the "Middle School Student Expectations" (page 7). Assignments are not to be sent as an attachment in an email unless the teacher specifically requests it in that manner.

## 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 reach 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 an outside educational specialist examine a student 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 much as possible per what is precisely stated in a written report from a professional institution.

**If any accommodation is made, it will be noted in the comment section of the School Loop Gradebook as well as on the student's report card at the end of each semester.**

## PARENT CONFERENCES

Because of the communication that is provided through School Loop and the availability of our core teachers on the shortened days throughout the week, there are no scheduled "conference weeks" within our academic calendar. At any time of the year, you may schedule a conference with a teacher or teachers at a mutually convenient time. If a student has earned a C- (<73.5%) at the end of either semester, then a parent conference must be scheduled within two weeks of the published grade (unless a previous conference has already addressed the issue). To maintain clear communication and proper documentation, we ask that parents and teachers avoid impromptu "check-ins" about the progress of a student.



## **SCHOOL TRANSITION**

When adolescent graduates from the 8<sup>th</sup> grade at Monticello Academy, we believe that he or she will be well prepared for a variety of high school academia. Parents may choose to send their children to the local public school and some may choose to find a private high school. Our middle school staff feels that it is important for us to know what is available in the bay area so that we may be of help if requested. Besides such counseling, we may be asked to write a personal recommendation to a private school or fill out an advanced placement (AP) form for a public school.

Two weeks before the form is due, the student must request a meeting with a teacher to first discuss why he or she wishes to receive a recommendation to accompany an application. Depending on the student's academic and behavioral record at Monticello, the teacher will decide whether such a recommendation has been earned. All recommendations will be sent directly and confidentially to the appropriate school campus.





## HIGH SCHOOL SHADOW DAYS

We want to encourage parents and students to do their research concerning high schools that may be a good fit for them, including having your child “shadow” (half-day visit) at those schools. To accommodate these students, we will excuse three absences during their first semester; **anything after THREE is considered an unexcused absence**. Please note that all homework or projects that are due on the day of your child’s shadow will be expected to be turned in that same day. Any in-class assessments will be granted a one-day make-up period. **When a student returns to Monticello during school hours, he or she is expected to be in uniform.**

## 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** (pg.3) at Monticello Academy as individuals. Skills that we emphasize are:

### 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 an 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

## COUNSELING SERVICES

Middle School is a time of many changes. Academic success is often directly related to emotional health. Students can benefit from having a safe place to talk to someone about problems related to home or school. Monticello Academy has no counselor on campus, but your student’s advisor is an excellent resource to acquire a list of certified counselors. If you have contracted with an outside counselor and you would like him or her to work with your child on campus, please contact your child’s advisor.



## 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/>





## Student Admission Procedures

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
- Prospective student shadow day.
- A formal written academic assessment in math and language arts.
- Complete records sent directly from the school of at least the previous two years of academic records.
- Complete all necessary paperwork

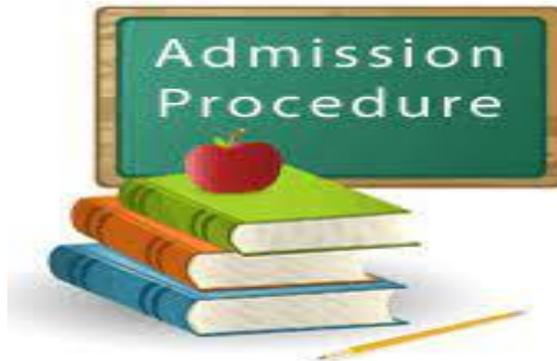
After the completion of this process, a candid discussion about any transitional experience while transitioning into our school.

### **NEW SCHOOL YEAR RE-REGISTRATION OF 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 1<sup>st</sup> tuition payment for the new school year. The 2<sup>nd</sup> 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 1<sup>st</sup>**; 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](mailto: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.**





## General Policies

### **PAD (Personal Access Devices) – Cell Phone, Tablets, Laptops, Smart Watch, and etc.**

- **Tablets, Laptops, Smart Watch, etc.** – They are not allowed on campus.
- **Cell Phones**
  - They are not allowed during school hours (8:00AM-3:30PM) and in the after-school program (3:30PM-6:00PM).
  - They will need to drop it off at the front office before school starts. It must be labeled with your name.
  - Students who are caught with their cell phone will be sent to the front office.
  - Repeated offenses will result in level 1.
  - Students can contact parents by using the front office's phone.

### **MORNING ARRIVALS**

Students, who are not in the All-Day Program, are allowed on the school campus at 7:45AM. They can enter the classroom once permission is granted by the teacher. **Any students who are not in their classroom, sitting at their seat by 8:00AM, are considered late. If a student knowingly arrives at school late, he or she must report to the front office for a tardy slip before entering the classroom.**

### **LATE PICKUP PENALTIES**

School ends at 3:15PM. If no parent or guardian is present to pick up the student within 10 minutes after the dismissal time, or at the end of homework club, then the student will be sent to the after-school program, and a charge will be applied automatically on your bill.

### **AFTER-SCHOOL CARE**

Monticello will provide optional before and after school care for those enrolled in the all-day program. Please check with Ms. Rebecca at [rleung@monticelloacademy.org](mailto:rleung@monticelloacademy.org) for availability. Any student not in the after-school program must be picked up by 3:15PM.

### **AFTER-SCHOOL SELF DEPARTURE**

Any students who are authorized to walk home by themselves must have written parental permission on file. Otherwise, they will not be allowed to walk home. Once school ends, the students must leave the campus. There are **NO** on and off-campus privileges.

### **AFTER-SCHOOL OFF-CAMPUS TRIPS**

At times, our after-school program will have off-campus activities which are available to students who are registered in our after-school program. If your child is not in our after-school program, and they would like to attend the event, you will need to do the following:

1. Contact our After-School Director and Accountant via email requesting extended care service on an hourly basis in which you are charged hourly for the time that your child is under the school supervision.
2. Sign a permission slip for them to attend.
3. Submit payment for any charges and/or fees in your next tuition invoice.



## 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.

A permission slip link will be sent to all parents once all the trips are reserved. These permission slips must be completed within TWO weeks after the link is sent.

On certain trips, parent volunteers are needed. It will be first come first served. Please indicate on the permission slip if you want to volunteer. There will be no cost to parents for volunteering. If plans change, and you need to cancel, a **two-week notice** is required so we can find a replacement.

If you have been selected as a parent chaperone, you will be required to arrive 30 minutes before the field trip for a parent meeting to discuss the field trip, photography rules, and assist in field trip preparation. Every parent is required to wear a field trip shirt and abide by the field trip rules. Please use your cell phone as a camera only, not for work during the trip. We need your undivided attention on the students at all times to better supervise the children. Pictures taken during the field trip are not to be posted on social media unless it is your own child. Please submit all your pictures to [attendance@monticelloacademy.org](mailto:attendance@monticelloacademy.org) to be shared with other parents.

If you are not comfortable to have your child attend the field trip, you will need to keep your child home on field trip days or during the duration that we are on the field trip.

**For all overnight excursions, there is NO refund once you register for ANY reasons. Once we confirmed the numbers, the excursion will not reimburse us for the fees. Please do not register if you are unsure.**

## 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.

## LOCKERS

Each middle school student has **ONE** assigned locker and combination lock. The lock is to be kept and used throughout the student's attendance in the middle school program. Lockers are rotated and changed each year. It is the student's responsibility to keep their locker organized and clean. The locker is a standard locker with enough room to store a regular size backpack without wheels and other personal belongings. **No backpacks with wheels are allowed.** Students must learn to maintain and use their locker daily in preparation for high school.

If a lock is lost or misplaced, it will be the responsibility of the parents to pay for a replacement. It is the student's responsibility to notify the front office and ask for a new lock. Parents will be charged **\$10.00** for the new lock on their tuition invoices. Monticello Academy Administrators will have all locks' combinations and reserve the right to access any of the lockers at any time for inspection. Tampering with any locker other than the one given is prohibited.



Those who wish for an extra locker needed to store sports/music equipment must get authorization from the Administration before usage. This is contingent on locker availability. If a student is assigned another locker, they will need to bring their lock and a combination must be given to the front office before authorization.

### **SOCIAL MEDIA**

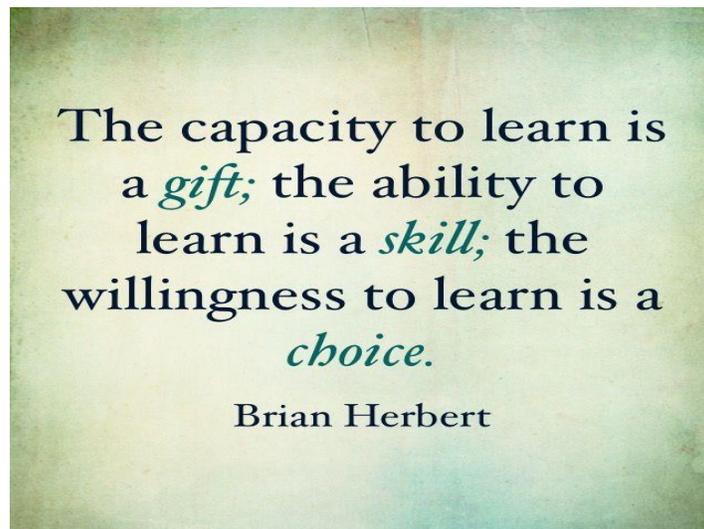
To maintain a professional and impartial environment for our parents and students within our community, Monticello Academy faculty members and administration are not allowed to befriend any parents or students personally on any social media unless they are school related social media. It's important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

### **VISITORS**

All visitors must check in at the front office.

### **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 and adhere to proper school conduct 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.**





## **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.

### **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 the homework club. Here are some likely items:

1. Pencils
  - Regular
  - Mechanical (they need special care, so running out of graphics during class can lead to a penalty on one's daily points)
  - 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.

**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 at 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.

## **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.

## **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

## **MEDICAL RECORDS**

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

## **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 your child may need a physician's assistance, parents will be contacted immediately or 911 will be called.

## **A DOCTOR'S NOTE IS NEEDED FOR ANY PHYSICAL OR CLASS RESTRICTIONS**

A parent's note does not constitute a doctor's note.

## **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 RESTRICTIONS**

If your child has any food restrictions, please indicate them on the application and notify the school nurse and Administration upon registration. Parents are responsible for updating the records as needed by notifying our Administrative Team at [attendance@monticelloacademy.org](mailto:attendance@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.

### **VOLUNTEERS**

Monticello Academy strongly believes in parent participation. There are various ways to volunteer in your child's classroom:

- **Room Parent** - Please fill out the forms below and submit to the front office.
- **Field Trip Chaperone** - Please indicate this on the permission slip link.
- **ABC Reader** - Please fill out the forms below and submit to the front office.
- **Parking Lot Monitor** – Please fill out the forms below and submit to the front office.
- **Classroom Volunteer** – Your classroom core teacher will let you know.
- **Library Helper** – Please fill out the forms below and submit to the front office.

NOTE: If you would like to be a classroom volunteer, please email us at [attendance@monticelloacademy.org](mailto: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.

### **SCHOOL LOST AND FOUND**

Since every student is in uniform, and the clothing is the same, you must label every item 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 ask the front office for assistance.

### **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.

### **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):

2. All sales are final.
3. No Refunds. For any exchanges, you must contact the front office at [attendance@monticelloacademy.org](mailto:attendance@monticelloacademy.org). All items exchanged must be in the same condition as when parents receive them.
4. All items must be paid for at the time of ordering. There is no deferring of payment.



5. 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.
6. Smart Tuition will manage all orders and payments.
7. Monticello Academy will manage items distributed to the parents within 48 hours.

### **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.

### **STUDENT ORIENTATION**

To help students become acclimated to our middle school program, every year we host a student orientation event the Friday before school starts. From 8:00AM-12:30PM, students will get the opportunity to visit their core and elective classes and meet their teachers as well as the Administrative team to get an insight into what it is like to be a middle school student. On this day, they will gather all their school supplies and materials for the new school year. To end the event, the children will engage in an ice-cream social with their friends and teachers.

### **ELECTIVE CLASS FEES**

To maintain the quality of our specialized elective classes, there is a small fee as shown in the class description upon registration time. The fees will be charged to your Smart Tuition account at the beginning of the school year, depending on what you selected.

### **TECHNOLOGY FEE: \$300.00**

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. These technologies include 3D printers and materials for the students, electronics resources and projects, robotics, computers, and other access devices such as Chromebooks and iPads, software licenses, maker tools, laser cutters, and other STEM-related resources for our middle school program. To support this state-of-the-art learning, there will be a \$300.00 technology fee each year.

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.

### **SCHOOL SUPPLIES**

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

Students are welcome to bring their school supplies, but Monticello Academy provides all the necessary school supplies and materials for the students. This includes textbooks, reading novels, and school supplies (pencils, pens, paper, notebook, etc.)



## 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 the 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 a fever, he/she will not be allowed to return to school until fever-free for 24 hours **without** medication. A 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 after following diarrhea.
- Diarrhea with fever will have to be out for 24 hours or until fever-free.
- A 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:

- A runny nose with fever, lack of appetite, lethargy, or irritability.
- A runny nose plus vomiting.
- If the 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 at 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.

**Feelin Sick?  
Stay Home**





## 2023-2024 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 <sup>th</sup>	<input type="checkbox"/> 7 <sup>th</sup>	<input type="checkbox"/> 8th	.	

**Parent's Name:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Child's Classroom:** \_\_\_\_\_



## 2023-2024 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 2023-2024 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.**



## LIBRARIAN VOLUNTEERS

Parent's Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Child's Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Child's Classroom: \_\_\_\_\_

Days Available: \_\_\_\_\_ Time Available: \_\_\_\_\_

I, \_\_\_\_\_, would like to volunteer as a school librarian volunteer for Monticello Academy for the 2023-2024 school year. Being a Librarian volunteer, I understand my responsibilities are:

1. Work with Ms. Vivian, our head school librarian.
2. Library duties – checking in/out books, overdue notices, cataloging books fixing books, reshelving, and other duties to ensure the daily operation of the library.
3. If you are absent on any scheduled days, a 2-hour notification is required.  
Please email Ms. Vivian at [library@monticelloacademy.org](mailto:library@monticelloacademy.org).
4. Conduct library tours with students if you are comfortable.
5. Read in the preschool classroom if you are comfortable.