



MONTICELLO ACADEMY

Middle School Parent & Student Handbook 2020-2021



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



Home of the Mustangs

MISSION STATEMENT

Our mission is....

-To encourage children to succeed in all areas of the core and enhancement class subjects through our high expectations and standards,*
-To develop the whole child not only academically, but physically and emotionally,*
-To confront and embrace challenges with self-confidence and reliance,*
-And to build an everlasting passion and curiosity for knowledge.*

TEACHING PHILOSOPHY

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

TEACHER INFORMATION



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

To the students:

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

To the families:

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

All Monticello Academy middle school teachers are required to be fingerprinted as well as checked for any possible criminal background. All teachers are required to have their bachelor's degree in order to teach. Some may have their California Credential or an advanced degree in education. All teachers are trained to follow the California Standardized Curriculum with the understanding of how children learn at different paces and levels. New teachers are trained to maintain consistency and continuity in Monticello Academy's code of ethics and philosophy.

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



SCHOOLWIDE LEARNER OUTCOMES

Every student who graduates from Monticello Academy will demonstrate:

Academic competence and motivation

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

Creativity

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

Healthy individual habits

- Maintain a healthy and active lifestyle
- Understand about balance

Innovative technological literacy

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

Emotionally strong lifelong learning

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

Virtuous, involved, and responsible citizen

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

Effective and literate communication

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



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 prior to 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

Breakfast – All-Day Students

7:30AM – 8:00AM

Morning Break & Snack

9:45AM – 10:00AM

Lunch/Recess

12:45PM – 1:15PM

MEAL SCHEDULE

Breakfast, including milk, is served daily for all students enrolled in the All-Day program. Snacks are provided at break time. Hot lunches, including milk, are provided on a daily basis for all existing students. We will accommodate any special dietary restrictions. Students are welcome to bring their own lunch. Please be mindful that Monticello Academy is a nut sensitive school; no nut products are allowed. Lunches are served cafeteria-style. Lunch menus are provided in the front lobby or on the school's website on a monthly basis. Snack menus are provided on a weekly basis at the front lobby.



Welcome to School Loop!

In conjunction with School Loop, a hosted content management system, and Monticello Academy, we proudly present an innovative system that is designed to facilitate strong communication between the school, parents, and students for the betterment of student success in our school. This program will develop strong connections between the school and home by allowing parents and students to monitor their own grades as well as developing a communication network within the school.

To ensure that we maintain a successful and pleasant experience using School Loop, please thoroughly read the following information. If you have any questions or concerns, please contact the administration.

When does registration begin?

- **Student Registration** will occur during their computer classes starting the first week of school. In order for students to properly understand how School Loop functions and to fully utilize the many features offered, this may take a week or more.
- **New Parent Registration** will start one week after student registrations are completed.

Middle School Student Expectations

Appropriate Use of School Loop

School Loop is a tool for students to utilize for academic purposes. It aids students in the ongoing process of organizing, managing, and taking responsibility for their learning. It is not to be used for social chatting, instant messaging, spamming, or emailing friends.

Grades

- Regular assignments and tests will be graded and scores posted according to the following schedule. Grading and posting may vary by teacher.
- Grades will be published on Fridays according to what assignments have been returned to students by core subject teachers. Elective teachers will publish grades when the graded assignment has been handed back in class.
- We recommend that students check their grades when a notification from School Loop has been sent.

Expectations for the posting of grades are as follows: Please be mindful that the score of late submitted work is delayed by the same expectations as above.

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



Homework Assignments

- All homework will be posted on School Loop and reviewed during homeroom as appropriate.
- Students need to listen in class for instructions, notes, and changes to homework assignments and record them in their homework grid or assignment book.
- The grading of cumulative assignments such as binders, reading, and writing notebooks are addressed in the teachers' syllabi.

School Loop Drop Boxes

For some assignments, students are asked to submit their work electronically through a "dropbox" in School Loop. When this is applicable, it is extremely important that the student checks that the assignment was submitted to the correct dropbox - labeled by name and date of the assignment.

Email Correspondence

- Before emailing your teacher, try to find the answer to your question by looking through your assignment notebook or homework grid, checking School Loop, talking to a classmate, or checking your notes, etc.
- Please email your teacher when you have an academic concern or need.
- When emailing a teacher, please remember to do the following:
 - Use proper English and formatting; remember that you are writing to an adult.
 - Do not use a text message or IM language.
 - Appropriate tone and etiquette are expected.
- Please note that teachers may not check email after the school day ends.
 - Response to an email (at least an acknowledgment of receiving it) should not exceed 24 hours.



Parent Expectations

Purpose of School Loop for Parents

School Loop is a reference for parents to use to stay informed about their student's learning, school news, and access general school information.

Emailing Teachers

Monticello Academy teachers strive to respond to every email they receive as quickly as possible depending on the allotted time. An abundance of emails can take time away from preparing lessons for students or providing them extra academic assistance.

When to email the teacher?

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

- First asking their child about any questions that they may have.
- Instructing their child to communicate with the teacher(s) directly.
- Checking School Loop for further information or for verification.
- Emailing the teacher if you still have questions or concerns.

How often should parents check grades and assignments on School Loop?

- Please check email on a daily basis since this is the main method of communication with the teachers.
- All comments and notes are written on the grade book for parents to view.
- We suggest that parents check assignments daily and teacher's comments when a score has been posted.
- Relying solely on School Loop for assignments is not recommended. Please, encourage your child to record their assignments in their assignment notebooks during class.



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

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

Administrators

Principal	Mrs. Trinh Trinh	ttrinh@monticelloacademy.org	X101
Assistant Principal / Preschool Admissions Director	Mrs. Evon Melchor	emelchor@monticelloacademy.org	X129
K-8 th Admissions Director	Mrs. Trinh Trinh	ttrinh@monticelloacademy.org	X123
After-School Director	Mrs. Rebecca Leung	rluong@monticelloacademy.org	X100
Accountant	Mrs. Justine Tran	jtran@monticelloacademy.org	X157
Front Office Manager / Yearbook Advisor	Ms. Megan McMahon	mmcmahon@monticelloacademy.org	X100
School Nurse / Front Office Manager	Mrs. Nancy Nguyen	nnguyen@monticelloacademy.org	X158

Middle School Faculty Members

6 th -8 th English Teacher / 7 th Grade Advisor	Ms. Mayra Contreras	mcontreras@monticelloacademy.org	X156	MS RM 4
6 th -8 th Math Teacher / 8 th Grade and High School Advisor	Mrs. Cori Stevenson	cstevenson@monticelloacademy.org	X154	MS RM 2
6 th -8 th History Teacher / 6 th Grade Advisor / Dean of Students	Mr. Matt Tyler	mt Tyler@monticelloacademy.org	X155	MS RM 3
6 th -8 th Science Teacher	Mrs. Suzy Woodley	swoodley@monticelloacademy.org	X153	MS RM 1
P.E. Teacher / Athletic Director	Mr. Lael Fluker	lfluker@monticelloacademy.org	X104	
P.E. Teacher / Athletic Coach	Mr. John Hsu	jhsu@monticelloacademy.org	X104	
Spanish	Mrs. Maria Figueroa	mfigueroa@monticelloacademy.org	X147	
4 th Grade - Middle School Computer Technology Teacher / Technology Director	Mr. Arrash Jaffarzadeh	ajaffarzadeh@monticelloacademy.org	X120	
Art & Drama Teacher / Director	Ms. Lonie Fullerton	lfullerton@monticelloacademy.org	X151	
Music Teacher / Music Director / Band	Mrs. Natalie Haworth-Liu	nhaworth-liu@monticelloacademy.org	X150	
Robotics and Design Thinking	Ms. Ling Lam	llam@monticelloacademy.org	X130	
Yearbook and Photography	Ms. Megan McMahon	mmcmahon@monticelloacademy.org	X100	
Speech/Debate / Awareness Class	Ms. Vanessa Montelongo	vmontelongo@monticelloacademy.org	X126	

After-School Faculty Members

Middle School	Ms. Melissa, Ms. Kiara Hayden, and Juan Herrera	middleschoolasc@monticelloacademy.org	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. 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 – 6th Grade
Mayra Contreras – 7th Grade
Cori Stevenson – 8th 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 pertaining to curriculum beyond our own subject areas or class policies/conduct of other Monticello employees should be directed to the appropriate individual.



Student Dress Code

Monticello Academy mandates every student to wear uniform clothing with 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. Dress code instills a feeling of belonging and acceptance. Hence, students are not judged or discriminated based on their trendy clothing or social-economic status. School uniform dress code ensures that students will come to school in appropriate clothing. This will avoid distractions, such as fads considered to be outlandish or overly revealing. A school patch can be purchased through our student store for \$3.00 per patch.

GIRL'S UNIFORM DRESS CODE

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

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

BOY'S UNIFORM DRESS CODE

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

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

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

FOOTWEAR:

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

OUTERWEAR:

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

HAIR:

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



FREE DRESS DAYS

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

The following are **not permitted**:

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

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

PHYSICAL EDUCATION DRESS CODE

All middle school students are required to have a P.E. uniform and tennis shoes for P.E. Students will change prior to physical education. Students will be graded according to participation and effort. Everyone is expected to participate in our physical education program unless there is a written doctor notice excusing the student.

For boys and girls:

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

Any student who does not abide by the physical education dress code will be given a written warning. Student's grade 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 own 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, it is extremely important that the teacher is contacted first. Complaints that are communicated between parents or directly to the administration without first notifying the appropriate teacher carries 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 you 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 in accordance with 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 there are others that require you to purchase for yourself. Students will also be asked to hand in assessments according to the highest ethical standards. Please read the following guidelines in order to ensure the proper academic conduct.

- Students must have all of the appropriate materials that they need with respect to 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 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 the means by which our students accept responsibility. They share with the administration and faculty responsibility to develop a climate within the school that is conducive to wholesome learning and living.

Authority

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

Three Level of Offenses

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

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

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

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

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

Level 3 Offense: Repetitive noncompliance of Level 1 and Level 2 misbehavior or student's action is endangering the health and safety of the entire school, community, and student body. The student has completely disregarded the school or classroom policies or expectations. The school has exhausted all



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

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



Attendance and Absence Policy

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

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

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

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

The objectives of our attendance policy are to:

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

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

EXCUSED ABSENCES AND DISMISSALS: Parents/guardians must contact the school on the day of the absence or 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 which prevents the student from being physically able to attend school. 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 as unexcused.**



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

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 as 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 a number of days out, students will have that same time 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 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 prior to 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** constitutes as "truancy", which may **result in required K-12 program, summer school, retention, or enrollment termination.**

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

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



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

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

Obtaining an early departure

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



Tardy Policy

A student must be on time and in attendance every day. Students who arrive after (8:00AM or 8:30AM Elementary and Middle School) are considered tardy and must report to the front office for a tardy slip. In order 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 ahead 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 elementary school must stop at the Front Office and obtain a Tardy Slip prior to 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. Students who are tardy will get zero credits for any assignment being done within that timeframe.

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

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

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

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 in order to graduate from our middle school program.

6th Grade

English
Science – Molecules to Organism
Math – Advanced 1
Ancient Civilizations
Foreign Language: Spanish
Applied Computer Technology Education
Physical Education

7th Grade

English
Science – Cycling of Matter, Chemistry, and Ecosystem
Math – Advanced 2
Medieval Times
Foreign Language: Spanish
Applied Computer Technology Education
Physical Education

8th Grade

English
Science – Physics and Genetics
Math – Algebra 1
US Government
Foreign Language: Spanish
Applied Computer Technology Education
Physical Education



ELECTIVE COURSES

Each student is given the choice to take 1-2 elective course, depending on whether the course is yearlong or semester only. Elective courses are designed to allow students to make choices for their learning interest. 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 a middle school, we have created a daily schedule where the students have an opportunity to begin their assignments before they return home. Everyday 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 in the evening 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 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 in order 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, in order 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.

MAKE-UP WORK GUIDELINES

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

- Depending on a number of days out, students will have that same time 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 teacher's discretion.
- Any assessment or presentation will be done upon return or based on teacher's discretion.
- All work must be submitted and assessments took prior to 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.

ACADEMIC ACCOMMODATIONS

As teachers at Monticello, we respect that students are individuals first, each with their own 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 in order to reach to a variety of learners. But, through various assessments, we may find that a student is continually struggling in order 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 in order 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 in accordance to 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). In order 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 8th 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 in order 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. In order 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 you him or her to work with your child on campus, please contact your child's advisor.

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 collaboration period from 2:15PM-3:15PM. By scheduling your appointments at this time, it will not impede on the learning period.



LATE ASSIGNMENTS

Due dates for assignments are regularly posted on School Loop. 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 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.



Writing Standards Across the Curriculum

In order 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.

With regard to 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.

With regard to punctuation, students should:

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

With regard to 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 makes reference 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 the 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.

It is important that the parents subscribe to our philosophical goals of balancing academic strength with the appropriate social and emotional support.

It is important that the appropriate communication guidelines are 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 the director and appropriate administrators
- Parent/Teacher conference
- Prospective student all day visit
- A formal academic assessment in math and language arts.
- Complete records sent directly from the school of at least the previous two years of academic records.
- **Teacher's recommendation**

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

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

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

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

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



MONTICELLO ACADEMY POLICY

TUITION & FEES

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

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

SIBLING DISCOUNT

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

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

LATE FEE

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

PAYMENT PLAN

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

1. 10-Payment plan:

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

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

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

Current Student: Kindergarten – 8 th Grade	
<i>June</i>	<i>August</i>
<i>1st Payment</i>	<i>Total balance due (2nd – 10th payment)</i>

New Student: Kindergarten – 8 th Grade	
<i>Due Upon Acceptance</i>	<i>August</i>
<i>1st Payment</i>	<i>Total balance due (2nd – 10th payment)</i>

WITHDRAW POLICY:

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



IMPORTANT DATES TO REMEMBER

<i>School Hours:</i>	<i>K – 5th - 8:30AM – 3:30PM</i>	<i>Middle School – 8:00AM – 3:30PM</i>
<i>K – 8th Staff Development Days:</i>	<i>Early Dismissal @ 1:15PM</i>	
<i>Performances/Events:</i>	<i>Please refer to the Calendar</i>	

<i>Wednesday, August 13, 2020</i>	<i>Last Day of Camp Monticello</i>	
<i>Friday, August 14, 2020</i>	<i>Middle School Student Orientation</i>	<i>8:30AM-12:30PM</i>
<i>Friday, August 14, 2020</i>	<i>Kindergarten Back to School Night</i>	<i>3:00PM-6:00PM</i>
<i>Monday, August 17, 2020</i>	<i>First Day of School</i>	
<i>Tuesday, August 18, 2020</i>	<i>Middle School Back to School Night</i>	<i>3:30PM-6:30PM</i>
<i>Wednesday, August 19, 2020</i>	<i>Elementary Back to School Night</i>	<i>3:30PM-6:30PM</i>
<i>Friday, August 21, 2020</i>	<i>After-School Extra Curricular Sign Up</i>	<i>3:30PM-6:00PM</i>
<i>Sunday, November 7, 2020</i>	<i>Daylight Saving Time Ends</i>	<i>Adjust your clock back 1 hour</i>
<i>Saturday, November 7, 2020</i>	<i>Fall Open House</i>	<i>10:00AM-12:00PM</i>
<i>Friday, December 18, 2020</i>	<i>Priority Registration for 2021 - 2022 opens</i>	
<i>Friday, December 18, 2020</i>	<i>End of First Semester</i>	
<i>Monday, January 11, 2021 - Friday, January 15, 2021</i>	<i>Elementary School Parent's Conference</i>	<i>Elementary school ends at 1:15PM, and extended care is available.</i>
<i>Friday, January 15, 2021</i>	<i>Last day of priority registration</i>	
<i>Saturday, January 23, 2021</i>	<i>Open House</i>	<i>10:00AM-1:00PM</i>
<i>Monday, January 25, 2021</i>	<i>Summer Camp Registration opens</i>	
<i>Sunday, March 14, 2021</i>	<i>Daylight Saving Time Begins</i>	<i>Adjust your clock forward 1 hour.</i>
<i>Friday, May 14, 2021</i>	<i>End of Second Semester</i>	
<i>Monday, May 17, 2021 - Friday, May 21, 2021</i>	<i>SAT Testing</i>	<i>Minimum Days: K-8th Dismissal @ 1:15PM. Extended care is available.</i>
<i>Monday, May 24, 2021 - Thursday, May 27, 2021</i>	<i>Elementary School Parent's Conference</i>	<i>Minimum Days: K-8th Dismissal @ 1:15PM. Extended care is available.</i>
<i>Friday, May 28, 2021</i>	<i>Last Day of School</i>	<i>School ends at 12:00PM</i>
<i>Tuesday, June 1, 2021</i>	<i>First Day of Camp Monticello</i>	



HOLIDAY AND BREAK SCHEDULE

<i>Monday, September 7, 2020</i>	<i>Labor Day</i>	<i>School will be closed</i>
<i>Wednesday, November 11, 2020</i>	<i>In Honor of Veteran's Day</i>	<i>School will be closed</i>
<i>Monday, November 23, 2020 - Wednesday, November 25, 2020</i>	<i>Thanksgiving Break</i>	<i>No School - In-Service Care Available</i>
<i>Thursday, November 26, 2020 - Friday, November 27, 2020</i>	<i>Thanksgiving Holiday</i>	<i>School will be closed</i>
<i>Monday, December 21, 2020 – Wednesday, December 23, 2020</i>	<i>Winter Break</i>	<i>In-Service Care Available</i>
<i>Monday, December 24, 2020 - Friday, January 1, 2021</i>	<i>Winter Break</i>	<i>School will be closed</i>
<i>Monday, January 4, 2021</i>	<i>Teacher In-Service Day</i>	<i>No Classes - In-Service Care Available</i>
<i>Tuesday, January 5, 2021</i>	<i>School resumes</i>	
<i>Monday, January 18, 2021</i>	<i>Martin Luther King Jr. Holiday</i>	<i>School will be closed</i>
<i>Monday, February 15, 2021</i>	<i>President's Holiday</i>	<i>School will be closed</i>
<i>Tuesday, February 16, 2021 - Friday, February 19, 2021</i>	<i>Mid-Winter Break</i>	<i>No Classes - In-Service Care Available</i>
<i>Monday, April 5, 2021 - Friday, April 9, 2021</i>	<i>Spring Break</i>	<i>No Classes - In-Service Care Available</i>
<i>Monday, May 31, 2021</i>	<i>Memorial Day</i>	<i>School will be closed</i>



General Policies

PAD (Personal Access Device)

- Personal devices are not allowed during school hours (8:00AM-3:30PM) and in the after school program (3:30PM-6:00PM).
- Cell phone can only be used between 3:30PM – 3:40PM.
- If you bring a cell phone to school, you will need to drop it off at the front office before school starts. Cell phone must be labeled with your name. It will be locked and stored in a cabinet located at the front office.
- Students who are caught with a cell phone will be sent to the front office.
- Repeated offenses will result in a level 1 and loss of cell phone privileges.
- Students can use the office phone to contact parents.

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.

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

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

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

For Monticello Academy Students:

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

For Monticello Academy Parents:

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

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 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. It is important that students learn to maintain and use their locker on a daily basis 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 prior to usage. This is contingent on locker availability. If a student is assigned another locker, they will need to bring their own lock and combination must be given to the front office prior to authorization.

DAILY SIGN IN AND OUT

Any students who are registered in the "All-Day Program" are required to sign in and out at the school computers located at the front office. This will help us maintain a log of who is currently at the school or not in our after-school program. **"Middle School Only" students do not have to sign in and out.** If you are doing curbside drop-off, please make sure you remind your child to sign in and out at the front office or give us a call and we will assist your child.

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 are mandated to check-in at the front office. Any person besides parents will need a visitor badge when on the school campus.

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 responsibilities of parents to ensure that children behave respectfully while participating in after-hours events at school so that everyone can enjoy themselves and feel safe. Parents are responsible for their child(ren) once they are signed out.

ID CARDS

Students will be issued a Monticello Academy student identification (ID) card in the fall of each new academic year. Students will be responsible for having it with him/her at all times while at school. ID cards are required for checking out library books, for checking your child in the morning care program, for picking up your child in the afternoon program, or for entrance to the computer lab. There will be a **\$10.00 charge** for any replacement card if ID card is lost. New cards can be replaced at the front office.

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 prior to participating in Monticello Academy student life activities. In order 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 in order 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 graphic 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 home-made 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 on-going 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.**



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 instruction and descriptions before administering. Medicines are stored in the school nurse's office, and they need to be in their original container in order 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 prior to applying.

All lip balms do not need a medication form BUT will need to be submitted to the school nurse for storage. Students are able to 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 it to the school nurse as needed. All incoming kindergartners and transfer students must submit a school-entry health record prior to the school entrance. Prior to entering 7th 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 as a doctor's note.

MEDICAL EXCUSES

In order 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 are able to return to class without any medical restrictions.



FOOD RESTRICTIONS

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

Students are allowed to bring in their own lunches or snacks. It is encouraged that parents bring healthy food choices for their child. 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. We require all volunteers to log in their visit at the front desk in the notebook labeled "Volunteer Log for Any time that you are doing something for the school, you are required to log in.

There are various ways to volunteer in your child's classroom:

- Room Parent
- Field Trip Chaperon
- Parking Lot Monitor
- Classroom Volunteer
- Fundraising or Social Event Volunteer

NOTE: If you would like to be a classroom volunteer, please contact your teacher directly. 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 exactly the same, it is essential that you label every item with your child's first and last name. Regardless of the 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):

1. All sale are final.
2. Absolutely No Refunds. For any exchanges, you must contact the front office at attendance@monticelloacademy.org. All items exchanged must be in the same condition as when parents receive them.
3. All items must be paid for at the time of ordering. There is absolutely no deferring of payment.



4. All items can be paid by debit from your Checking or Savings account, Visa, Master Card, American Express, or Discover. A 2.65% convenience fee will be applied to all credit/debit card payments.
5. Smart Tuition will manage all orders and payments.
6. Monticello Academy will manage items distributed to the parents within 48 hours.

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.

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 8:30AM-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 on 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.

TECHNOLOGY FEE

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 cutter, and other STEM-related resources for our middle school program. To support these 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 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 own 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 the school, the parent will be contacted. **Parents will be asked to pick up their child 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 in order to attend school. Parents are required to provide updated immunization as the child becomes of age.

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 the 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 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 antibiotic 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 in accordance to the health department's regulation.



2020-2021 Room Parent Volunteer Form

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.
 - Provide assistance to the teacher, regarding any Monticello Academy sponsored functions.
- Duration: School year (September through June)
- Responsibility can be shared with other parents. **NO MORE THAN TWO ROOM PARENTS PER ROOM.**

School and Classroom Events

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

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

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

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

Parent's Name: _____

Contact Number: _____

Child's Name: _____

E-mail Address: _____

Child's Classroom: _____



2020-2021 PARKING LOT VOLUNTEERS

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 2019-2020 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 any scheduled days, 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 prior to the first day of school.
Parking lot monitoring will begin on the first day of school.**