



MONARCH  
LEARNING ACADEMY

**FAMILY  
HANDBOOK**

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## **About Monarch Learning Academy**

### **Welcome to Monarch!**

School can be your child's most exciting access point to the knowledge and social consciousness necessary to face the challenges of the future. At Monarch Learning Academy, our Christ-centered values and learner-centered classrooms offer students a compassionate, experience-based environment to begin the wonderful journey of discovering who they are.

We cultivate passionate curiosity. This opens children's eyes to the joy that learning can be, guiding them as they grow into independent thinkers and self-motivated citizens.

We live out the concept that it takes a village to raise a child, inviting students, teachers and parents to come together as a family. We are a body life school, believing no member of our community is a spectator, valuing the gifts of each individual as a means to help our children grow.

With the revolutionary love of Christ as our model, we welcome you to the most engaging education our creative and experienced staff can offer.

### **Mission Statement**

Monarch Learning Academy in Orlando is a Christ-centered early childhood and elementary school. We nourish, equip and celebrate the whole child. Our administrators, teachers, parents and students form a loving community, providing a dynamic learning environment which stimulates creative thinking, motivates academic excellence and instills a lifelong desire to learn. At Monarch Learning Academy, we strongly desire our students to thrive academically, love unconditionally, and serve globally. We believe in fostering the whole child, the whole family, and the whole world with as much of influence our community can make.

### **Statement of Faith**

God directs and guides our life and school at Monarch Learning Academy. Our lives and school are not man-centered, but Christ-centered. Monarch Learning Academy was created to be used by God to teach and direct students into learning harmony with God's word.

We believe in one God who is loving, infinite, perfect, harmonious, ever-present and omniscient. We believe in the Father, Son and Holy Spirit. We believe God created us in His image and

likeness and we reflect Him. We believe the Bible is the divinely inspired Word of God in all that it affirms. It is our guide. We believe that Jesus Christ died as a sacrifice for our sins and that through faith in him as Lord and Savior we are declared righteous by God. We believe prayer overcomes all obstacles.

Prayer is the foundation for all we do. Our school was formed on prayer, faith and grace. These qualities are reflected in our curriculum, activities, faculty, parents and alumni. Our faculty asks God for his guidance in all daily activities with the children.

Our Statement of Faith permeates our whole atmosphere. Monarch Learning Academy's faculty, Board of Directors and community is based on these beliefs. It is important that all families respect and appreciate these same core beliefs.

## **Philosophy**

Experience has taught us that a school is much more than a building. Monarch Learning Academy in Orlando, FL stretches beyond its walls. Our faith and our people define us. Our faith is Christ-centered. We believe that opening our arms widely to receive families from all religious backgrounds exemplifies His fearless and welcoming love. As a result, our community is students, families and teachers who come from all walks of life with one common goal: to provide children with a loving environment that allows them the freedom to grow into themselves and the opportunity to excel in knowledge, strength, hope and faith.

At Monarch, freedom acts as a boundary. With our teachers' careful guidance, children learn to handle freedom responsibly. Teachers facilitate active learning and student participation in lesson planning, self-evaluations and rewards systems. Students develop self-discipline and self-confidence within a framework that meets or exceeds state standards for academia, and also promotes character growth.

Small classes allow teachers time to listen to students and take into account individual learning styles. Visual, spatial, musical, and naturalistic experiences hold equal court with traditional analytical and linguistic activities. This learner-centered approach places the spotlight on student development and advancement instead of attempting to fit children into templates for the sake of convenience.

Our community values diversity, gleaned deeper knowledge of ourselves and others through our differences. We examine a variety of viewpoints, equipping our children for interaction with those who may see the world differently than they do. Diversity supports our children's growth into socially responsible, emotionally mature citizens.

Ultimately, we are all made in God's image. We apply our Christian faith not only through study, prayer and worship, but also by recognizing God's love for each of us and acknowledging Him as Creator of all people.

## Ministry

Monarch Learning Academy is here to minister to the child's spirit, mind and body through the love of Jesus Christ.

**Spirit:** We explore God's Word and our relationship to Him in a variety of active, contemplative, and expressive means. Daily readings and devotionals start our days off with a focus on God. Weekly chapel time allows for more formal Christian learning and worship. Prayer is incorporated into every day learning and conflict resolution. We also use movement, music, and visual art as expressive means to worship and understand God.

**Mind:** Monarch Learning Academy offers a dynamic learning environment that recognizes individual students' abilities in order to stimulate creative thinking and academic excellence. Building on a Christian foundation, we foster a life-long desire to learn and a respect for God's creation.

We combine a hands-on liberal arts approach with our Christian faith to promote a complete understanding of academic concepts and the arts. We give children an academic experience that excites a love of learning and an appreciation for excellence. Students will approach information through real-life problem solving situations, giving them ownership of knowledge and skills.

Monarch Learning Academy fearlessly examines different views of information so that students are equipped to provide an answer for their faith and learning (*I Peter 3:15 But in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect*). While we teach and promote a Christ-based understanding of knowledge and creation, we believe in preparing students for other views they may face in the world. For this reason, alternative interpretations may be examined with careful guidance from our Christian teachers and staff.

**Body:** At Monarch Learning Academy we teach that God made our bodies. Our bodies are temples to the Lord as well as His gift to us. Through science, physical education, and art we learn to be responsible for our physical beings in order to honor God. Monarch children have the opportunity to exercise every school day, either through recess or through organized physical activities. Art history gives us an opportunity to understand appropriate appreciation for the body, as well as a window into the Gospel.

## Community Standards

At Monarch Learning Academy, we believe in a balance between preserving the innocence of childhood and offering honest, real-life communications to equip our students for the next step. We ask that children leave materials and words with “adult” themes outside the boundaries of our campus. This will help us to foster a safe, loving environment with productive attitudes and inclusive social relationships.

With this outlook, we are more prepared to apply Jesus’ commandment that we love our neighbors as ourselves (*Mark 12:30-31*). We can approach interpersonal conflict with responsibility and love for each other. We can approach academics that highlight conflict, such as history and literature, with a receptive willingness to use the information to become more Christ-like in our own lives. We can approach ourselves as citizens of the world, applying what we learn to our relationships with people who may not always agree with us so that we become tools of Christ’s ministry to all we meet.

Our community includes our environment as well as ourselves. At Monarch Learning Academy we strive to teach and practice the utmost respect for God through our care of His creation, which He gave into the charge of people in *Genesis 1:28* to look to God’s example in exercising dominion. We see that God is a gentle and loving ruler, and so we seek to be gentle and loving caretakers of the earth He has given us.

## Honor Statement

To accomplish our mission statement and ministry, the discipline system at Monarch Learning Academy is designed to create a safe environment for our Monarch community that nurtures the spiritual, academic, physical, and social growth of our students. We seek to establish a clear standard of behavior based upon Biblical truth.

The Monarch community believes this safe and nurturing environment is best achieved within an atmosphere of clear consequences for unacceptable behavior tempered with grace and mercy. Our students must understand that their choices produce consequences, positive consequences for honorable behavior and negative consequences for dishonorable behavior. Students should understand they will be held accountable for their actions.

### *Honor Code*

Out of a desire to honor God,  
I commit to a lifestyle  
which reflects trust,  
honesty, and respect for  
my peers, authority,  
and all property.  
I acknowledge this lifestyle  
does not condone lying,  
cheating, stealing, and other dishonorable acts.  
Committing to this code demonstrates my respect for



Monarch Learning Academy  
as we strive to glorify  
God and love others.

The Honor Code begins with a commitment by each student to personal integrity, is expanded by a refusal to condone dishonorable behavior, and is strengthened by support of appropriate consequences for those who violate the Honor Code. Honor Code's success relies on the willingness of faculty and students to hold one another accountable to the Code.

Monarch Learning Academy's Honor Code is founded upon Jesus Christ's two greatest commandments. The first is "to love the Lord your God with all your heart and with all your soul and with all your mind." The second is "to love your neighbor as yourself." Monarch Learning Academy views these two commands as the inspiration and core of an honorable lifestyle.

## **Code of Conduct**

Understanding that each child is loved by God, and made in His image and likeness, Monarch Learning Academy views discipline as *a process of developing appropriate behaviors*. Positive reinforcement for "good" behavior in a loving, supportive environment promotes the child's self-confidence and leads to increased desirable behaviors. A challenging environment that allows experimenting, learning, physical activity and quiet times, prevents boredom and promotes good behavior.

### **Behavior Management Policy**

Guidance consists of direct and indirect actions used by the adults to help children develop socially acceptable behavior. The long-term goal of guidance is *inner self-control*.

Monarch Learning Academy uses both indirect and direct guidance techniques.

#### **Indirect Guidance Techniques:**

- We give previous warnings: "You have five more minutes to play before it's time to clean up."
- We give choices: "You may paint with the other children or you may read a book in a quiet spot."
- We have regular routines: "We always have clean up time before our snack. After snack is playground time."
- We are consistent. We do things the same way each day so the children know what to expect, learn to trust, and feel safe in their environment.

#### **Direct Guidance Techniques:**

- We use affirmative statements: "We use walking feet indoors" rather than "Don't run!" or "Use your words to tell us when you are angry" rather than "Don't hit!"
- We get the child's attention by crouching down to his/her level, making eye contact, speaking quietly and asking the child to repeat the directions.
- We try very hard to be fair. We examine our expectations to make sure they are age appropriate and we do not make new rules just because an activity is too noisy or messy.

- We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: “You can choose a quiet place to calm down or I can choose one for you.”

If a child in the Pre-School program is unable to demonstrate self-controlling behavior, a brief moment to refocus, collect their thoughts and calm down for the child to regain control. This calm down time occurs only when other measures fail and is used as an opportunity for the child to re-group, not as a punishment.

If a child in the Upper School Program has a student to student conflict, Monarch uses SODAS (A Social Bridges tool in the format of a form, used for problem solving). For disruptive behaviors that are not demonstrative of conflicts between students, teachers will issue after the third warning a Classroom to Office connection form to the student detailing the offense. The student will connect with a school administrator to determine the course of action- either a predetermined amount of time in the office (15 minutes), a call home, or both. Our teachers’ approach is one of grace.

At Monarch Learning Academy we believe the purpose of *discipline* is educating and redirecting children and realizing consequences. It emphasizes cooperation. In contrast, *punishment* has as its goal hurting, shaming or scaring children. Punishment is an inappropriate form of discipline and has no place in our school. However, appropriate guided consequences are seen as a powerful form of reinforcing appropriate choices and Monarch Learning Academy’s expectations. The ultimate goal in redirecting is to benefit the child.

By law, and by Monarch Learning Academy’s program philosophy and policy, the following forms of discipline are forbidden: spanking, shaking, scolding, shaming, isolating, labeling (words such as bad, naughty, etc.) or any other negative reaction to the child’s behavior. All forms of corporal (physical) punishment are strictly forbidden.

If a child is unable to gain control and requires more individual attention than can be given within child-to-staff ratios, we may need to contact a parent. Repeated uncontrollable behavior can lead to removal from Monarch Learning Academy program.

## **Anti-Bullying Policy**

### **Purpose**

Monarch Learning Academy believes in respecting the dignity of every student and expects everyone to show respect for all other students. Respectful, courteous conduct furthers Monarch’s Christ-centered mission, promotes productivity, minimizes disputes and enhances the school’s reputation. Accordingly, this policy and our Code of Conduct forbids any bullying or offensive conduct based on an individual’s race, color, religion, sex, national origin, age, disability, handicap, veteran, or citizenship status and which is not consistent with our Mission. Monarch is committed to providing an educational and work environment that is free of unlawful discrimination. Monarch will not tolerate any form of bullying (including cyber bullying), harassment, discrimination, or retaliation which violates this policy.

This policy is designed to assure that awareness, intervention and follow-up training components are in place with the goal of establishing and maintain a safe learning and working environment.

### **Coverage**

This policy forbids any student from engaging in any conduct which bullies, harasses, discriminates, or retaliates against any other Monarch student or student's family members, Monarch employee, teacher, administrator, principal, vendor, applicant, or agent. This policy shall apply at all times and shall cover conduct which occurs both on and off campus and may also extend to the use of the Internet.

### **Prohibited Conduct**

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any bullying, harassment, discrimination, or retaliation and any conduct that affects someone because of that individual's race, color, religion, sex, national origin, age, disability, handicap, and veteran or citizenship status. Among the types of conduct prohibited by this policy are epithets, slurs, negative images or stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals based upon these protected categories.

### **Definition of Bullying, Harassment, Cyber-stalking and Cyberbullying**

**Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or Monarch employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- Unwanted Teasing
- Social Exclusion
- Threat
- Intimidation
- Stalking
- Physical Violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of property

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or Monarch employee that:

- Places a student or Monarch employee in reasonable fear of harm to his or her person or damage to his or her property
- Has the effect of substantially disrupting the orderly operation of the school

Bullying and harassment also encompasses:

- Retaliation against a student or Monarch employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

**Cyberstalking** means to engage in a course of conduct to communicate, or to cause to be communicated. Words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person.

**Cyberbullying** is defined as the act of using information and communication technologies such as, but not limited to, e-mail, cell phone, text messaging, instant messaging, defamatory personal web sites, repeated, and hostile behavior by an individual or group that is intended to threaten or harm others or which substantially disrupts or interferes with the operation of Monarch or an individual's academic performance.

Bullying, Cyberbullying, Harassment and Discrimination (hereinafter referred to as bullying for the purpose of this Policy) also encompass, but are not limited to:

- Unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability, marital status, socio-economic background, ancestry, ethnicity, gender, linguistic preference, political beliefs, and social/family background.

### **Sexual Harassment**

Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids bullying, harassment, discrimination, or retaliation based on gender, regardless of whether the offensive conduct is sexual in nature. Any offensive conduct based on gender is also forbidden by this policy, regardless of whether the individual engaged in the harassment and the individual being harassed are of the same or are of different genders.

Examples of sexual harassment forbidden by this policy include:

- offensive sex-oriented verbal kidding, teasing, or jokes;
- sexual flirtations, advances, or propositions;
- continued or repeated verbal abuse of a sexual nature;
- discussions of sexual experiences or spreading rumors relating to a person's sexual activities
- graphic or degrading comments about an individual's appearance or sexual activity
- offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons, or posters
- unwelcome pressure for sexual activity
- offensively suggestive or obscene letters, notes, invitations, electronic messages, including e-mail, telephone calls, faxes, and the like;
- offensive touching or physical contacts that would include patting, grabbing or pinching.
- stalking or other sexually related criminal activity

# Monarch Learning Academy

## Code of Conduct Matrix

### Level 1 offenses

Level 1 offenses include but are not limited to: cheating; classroom disruption; disorderly conduct; disrespect; failure to report for a lunch detention; false and/or misleading information; insubordination; profane, obscene, or abusive language/materials; electronic device violation; unauthorized absence or tardy from class.

Level 1 offenses will be handled by instructional personnel. Appropriate interventions may include:

- Verbal warning
- Change/relocate student seat
- Parent contact
- Special work assignment
- Restorative justice
- Withdrawal of Student Privileges
- Confiscation of unauthorized materials/objects/contraband
- 1-day lunch detention

Offenses that continue after multiple teacher interventions will move to a Level II, Repeated Misconduct.

### Level 2 Offenses

Level 2 offenses include but are not limited to: destruction of property/vandalism (under \$100); disrespect; fighting\*; forgery; gambling; insubordination/open defiance; intimidation/threats; stealing (under \$50); unauthorized assembly/publications; gang related activity; harassment; electronic device violation.

Level 2 offenses will be disciplined by the Administrator, using the following progressive scale:

- Appropriate Level 1 response

- Parental contact (mandatory)
- Behavior contract
- Restorative justice; replacement or return of property
- 1<sup>st</sup> Offense- 2 day lunch detention
- 2<sup>nd</sup> Offense- 1 day suspension
- 3<sup>rd</sup> Offense- 2 day suspension
- 4<sup>th</sup> Offense- Move to Level 3
- \*Fighting – any physical student contact constitutes an immediate dismissal for the remaining part of the day with a 1 day suspension served the following school day.

### **Level 3 Offenses**

Level 3 offenses include but are not limited to: physical attack; breaking and entering; destruction of property/vandalism (\$100 to \$999); extortion; fighting; firecracker/fireworks; gross insubordination/open defiance; illegal organizations; possession of contraband materials; smoking or use of other tobacco products; stealing (\$50 to \$299); trespassing; violation of curfew; physical aggression; harassment; intimidation/threats; gang related; hazing; technology violation

Level 3 offenses will be disciplined by the Administrator, using the following progressive scale:

- Appropriate response from Level 1 or Level 2
- Parental contact (mandatory)
- Behavior contract
- Restorative justice; replacement or return of property
- 1<sup>st</sup> Offense- 2 day suspension
- 2<sup>nd</sup> Offense- 3 day suspension
- 3<sup>rd</sup> Offense- Written warning of referral to Level 4
- 4<sup>th</sup> Offense- Move to Level 4

### **Level 4 Offenses**

Level 4 offenses include but are not limited to: alcohol; arson (mandatory referral to an appropriate agency); intimidation/threats; battery; bomb threats/explosions; drugs/possession/use/distribution/selling/buying; false fire alarm; firearms (mandatory recommendation for expulsion); inciting, leading, or participating in any major act which substantially disrupts the orderly conduct of school or a school function); larceny/theft (\$300 or over); other weapons; robbery/extortion; sexual battery, harassment, or offenses; vandalism (over \$1000); hazing; physical attack; assault.

Level 4 offenses will be disciplined by the Administrator, using the following progressive scale:

- Parental contact (mandatory)
- Up to a 10 day suspension
- Possible recommendation for expulsion/removal

### **Bullying/Harrassment**

1<sup>st</sup> Offense- Investigation

If founded, 2 days of suspension

2<sup>nd</sup> Offense- Investigation

If founded, (1) 5 days of suspension, (2) continued enrollment contract

OR

(1)Expulsion from Monarch Learning Academy

3<sup>rd</sup> Offense- Investigation

If founded, expulsion from Monarch Learning Academy

### **Behavior Expected from Each Student, Family, and Monarch Employee**

Monarch expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and Monarch employees, the goal of student success underlying all school activities, and the care of school facilities and equipment.

Monarch believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, Monarch employees, and community members producing a school climate that encourages students to grow in self-discipline. The development of this positive school climate requires respect for self and others. Since students learn by example, school administrators, faculty, and volunteers will demonstrate appropriate modeling behavior; treat others with civility and respect, and refuse to accept bullying or harassment.

### **Monarch Learning Academy Civility Code**

**Practicing civil behavior helps create a positive and successful learning environment.**

At Monarch Learning Academy, we want to ensure that our parents, community volunteers, and faculty work collaboratively in the best interest of all our students. For this reason, we commit to using the Monarch Learning Academy Civility Code to define how we work together.

Adults recognize the important role they have in the eyes of Monarch Learning Academy students in modeling key tenants of civility – thereby championing and modeling the kind of responsible, considerate, and positive behavior we hope to instill in and expect from our students.

As an adult member of the Monarch Learning Academy community, I strive to create an atmosphere of respect as I:

### **Share Responsibility for Monarch Learning Academy**

I take ownership for the school's success by helping Monarch Learning Academy to be a safe place to learn, work, and volunteer by acting as a considerate team member while adhering to the school's policies and procedures.

### **Honor the Professional and Parent**

I demonstrate trust and confidence in the professional expertise of all faculty members and acknowledge the diversity of parenting styles within our community, believing that everyone operates with the best intentions.

### **Collaborate with One Another**

I will share ownership of problems not by shifting responsibility or blame, but rather by working collaboratively to resolve issues through respectful interactions and appropriate behavior.

### **Use Positive Communication**

I respect the dignity, diversity, and well-being of all faculty, parents, and students by putting into practice Monarch Learning Academy's Top Ten.

### **Monarch Learning Academy's Top Ten**

1. Listen.
2. Think first, act second.
3. Be respectful through tone of voice, choice of words, and body language.
4. Direct questions to the source.
5. Communicate honestly, with care, tact, and transparency.
6. Refrain from idle gossip or complaints, whether in person, through email, and/or on social media.
7. Maintain confidentiality.
8. Respect even a subtle "no."
9. Be inclusive.
10. Thank others and acknowledge contributions.



### **Procedures**

Individuals who believe they are victims of bullying, harassment, discrimination, or retaliation, or have witnessed bullying, harassment, discrimination, or retaliation should report the matter to the Director. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

All reports describing conduct that is inconsistent with this policy will be promptly and thoroughly investigated. It is the obligation of every Monarch student with knowledge of the conduct to cooperate in any investigation of bullying, harassment, discrimination or retaliation. If an investigation confirms that a violation of this policy has occurred, any violator will be subject to disciplinary action including but not limited to, suspension and immediate expulsion consistent with Monarch's discipline policy. Any person making a knowingly false accusation will likewise be subject to disciplinary action pursuant to the Monarch Honor Statement and Code of Conduct.

### **Perspective**

Determination of whether particular conduct violates this policy is assessed from the point of view of a reasonable person. In the complainant's position, such a determination takes into account the totality of the circumstances, including:

- Frequency of the offensive conduct
- Its seriousness
- Whether it is physically threatening or humiliating
- The location of the conduct and context in which it occurred
- The degree to which the conduct affected the education or employment environment
- The relationship between the parties

### **Prohibition of Retaliation**

Monarch forbids retaliation against anyone for reporting bullying, harassment, discrimination, or retaliation, registering a complaint pursuant to this policy, assisting in making a harassment complaint, participation in an investigation, filing a charge of discrimination, or otherwise pursuing his/her rights under this policy. Anyone experiencing or witnessing any conduct he/she believes to be retaliatory should immediately report it to any of the individuals named above. In the course of investigating and in imposing any discipline, Monarch will attempt to preserve confidentiality as much as possible based on the circumstances.

### **Background Check Requirement**

All parents that volunteer at Monarch are required to have a background screening. A volunteer is defined as a person that spends anytime on the school's campus participating in any class or school activity. This policy has been put into place in order to ensure the safety of all our students.

The fee will be \$35 in order to run the check. We will need a copy of the volunteer's driver's license and insurance card and their social security number in order to run the check.

The background check will be run online by the Monarch office through a company called iix. Individuals will not be able to volunteer if they have the following record:

- Sexual misconduct with certain developmentally disabled clients and reporting of misconduct.
- Sexual misconduct with certain mental health clients and reporting misconduct
- Sexual misconduct with certain forensic clients and reporting of misconduct
- Adult abuse, neglect or exploitation of aged persons or disabled adults
- Murder
- Manslaughter, aggravated manslaughter of an elderly person, disabled adult, or child or aggravated manslaughter of an officer, a firefighter, an emergency medical technician, or a paramedic
- Vehicular homicide
- Killing an unborn child by injury to the mother
- Assault of a minor
- Aggravated assault
- Battery of a minor
- Aggravated battery
- Battery on a detention or commitment facility staff member
- Kidnapping
- False imprisonment
- Taking, enticing, or removing a child beyond state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to a designated person
- Exhibiting a firearm or weapon or device, destructive device, or other weapon on school property
- Sexual battery
- Prohibited acts of persons in familial or custodial authority
- Prostitution
- Lewd and lascivious behavior
- Lewd and indecent exposure
- Voyeurism or video voyeurism
- Arson
- Theft, robbery, robbery by sudden snatching and related crimes if the offense is a felony
- Dealing in stolen property
- Carjacking
- Home-invasion robbery
- Fraudulent sale of controlled substances, only if the offense is a felony
- Abuse, aggravated abuse, or neglect of an elderly disabled adult
- Exploitation of an elderly person or disabled adult, if the offense was a felony
- Incest
- Child abuse, aggravated child abuse, or neglect of a child
- Contributing to the delinquency or dependency of a child
- Negligent treatment of children

- Sexual performance by a child
- Resisting arrest with violence
- Depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
- Aiding in an escape
- Aiding in the escape of juvenile inmates in correctional institutions
- Obscene literature
- Encouraging or recruiting another to join in a criminal gang
- Drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
- Inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
- Harboring, concealing, or aiding an escaped prisoner
- Introduction of contraband into a correctional facility
- Sexual misconduct in juvenile justice programs
- Contraband introduced into detention facilities
- All felony drug related convictions

WILL NOT BE ELIGIBLE TO VOLUNTEER- any misdemeanor offenses prohibited under any of the following statutes:

- Battery, if the victim was a child
- Luring or enticing a child

MAY BE CONSIDERED IF THE CHARGE IS MORE THAN 5 YEARS OLD:

- Misdemeanor drug or paraphernalia
- Resisting arrest

MAY BE CONSIDERED ON A CASE BY CASE BASIS:

- Cases pending
- Domestic violence
- Multiple arrests
- On probation (Crimes not listed above)
- City ordinances/criminal traffic offenses not listed above
- Any misdemeanor crime not listed above

## **Community Equity Hours**

All great schools know that providing opportunities that reinforce the bond between home and school is an important component of student success. At Monarch Learning Academy, where community is a core value, parents' volunteer work is needed and appreciated. Through Monarch's **Community Equity Hours**, parents give time in many ways, among them, classroom assistance with projects and field trips, helping with teacher projects, welcoming new families and organizing fundraisers. Each family's requirement is 25 hours/school year or a payment of \$250.00.

All Community Equity Hours will be logged on-line in the RenWeb system either online or through the app.

## **Community Development**

Family, school and church represent the three main environments in which your children grow and develop. The faculty and staff at Monarch Learning Academy believe by working hand-in-hand with our parents, we will best be able to honor and serve our children.

Monarch Learning Academy offers families numerous opportunities to come together as a community, build relationships and honor Christ in His abundant provision and blessings. Opportunities include:

- Meet Your Teacher
- Family Nights
- Family Thanksgiving Feast
- Christmas Programs and Celebrations
- Spring Art Festival
- Easter Traditions
- Children's Chapel Time
- Mother's Day Tea
- Family Picnics
- Parent Prayer Groups
- Class/school wide service projects
- School Workdays
- Annual Fundraiser
- Volunteer Opportunities
- Grandparent's Day Celebration
- Fall Festival

## **Curriculum**

Teachers at Monarch Learning Academy are as individual as their students. God equips each teacher with unique strengths and perspectives to do the work which He has fashioned for them. With our integrated curriculum, each teacher is encouraged to teach to his or her strengths and challenged to grow new strengths. The result is a dynamic team of traditional and experimental educators who appreciate each other's gifts and balance each other's strengths. Students benefit from the broad scope of learning opportunities generated by this creative, experienced team.

Monarch succeeds in its mission because the administrators, teachers, parents and students work together to form a community of learning.

## **Preschool**

### **Ages: 1 year – Pre-Kindergarten**

The early childhood or preschool years are especially critical in establishing foundations for future growth and development. Monarch’s nurturing and experienced teachers provide a Christian environment that is safe, loving and consistent for young children. Children need a wide variety of opportunities and experiences to develop as whole persons. Our philosophy of education revolves around hands-on learning, through play, spontaneous discussions and activities. We balance these organic explorations with planned group and individual activities that introduce pre-academic skills in preparation for further studies.

Young children construct knowledge based on their real life experiences; they learn by doing. Children increase their knowledge of the world through repeated interactions with people and materials. We provide children with a developmentally appropriate climate focusing on exploration, discovery and social interaction that vary with the differing needs and abilities of each age group. Our classrooms are designed to encourage children’s active exploration with other children, adults and their environment. Our Preschool curriculum includes art, music, language development, literacy, science, early math skills, small and large motor activities, and dramatic play. Our children develop into well-rounded original thinkers, willing to take risks and able to give and accept constructive guidance. The Preschool program at Monarch Learning Academy incorporates features of the Forest School concept to enhance and expand learning through the experience and appreciation of nature and the outdoors.

A typical daily routine includes a mix of direct instruction and opportunities for children to choose their own activities. Children will work individually, in small groups, and as part of a large group.

## **Kindergarten through Fifth Grade**

Monarch Learning Academy is committed to developing and guiding children to the realization of their God given potential. With this commitment, children develop into intelligent, capable young people who can find success in higher education and who can think critically and analytically, act with integrity and compassion, and become responsible citizens of the world.

During the elementary school years our integrated curriculum includes Language Arts (Reading-Writing-Phonics), Mathematics, Science, Social Studies and Bible. Our active learning environment includes opportunities for learners of all styles to access academic information in a fun, approachable way, encouraging each child to become an independent learner, to develop intellectual curiosity and a joy for learning. Monarch Learning Academy curriculum provides a balanced day, including structured academic work periods, adequate developmental play and a variety of music and art.

Monarch Learning Academy of Winter Park, Florida believes that students learn by “doing,” as

well as through traditional academic methods. We build in field trips and other types of hands-on activities that support the curriculum.

Uniforms are a part of our daily dress code. This is not meant to stifle creativity but decrease classroom distraction. Uniforms allow students to discover and learn with freedom and limit boundaries between differing backgrounds.

The school's commitment to small classes allows many opportunities for supportive relationships that encourage each student to achieve academic and personal success. Social problem-solving skills, such as cooperation and building positive relationships with peers and adults, are emphasized. Enrichment classes include art, music, physical education, computer and Spanish.

### **Middle School- Grades 6-8**

Middle School at Monarch is different, in the best of ways.

Middle School is a time of intense cognitive and emotional growth. Students begin applying their knowledge and connecting it to the world around them. They have a desire to take action to see a change. Their emotions come to life in new ways.

Monarch Middle:

- develops and guides children to the realization of their God-given potential.
- provides a program that is designed to foster the whole child in all areas of intellectual, cognitive, social, emotional, physical and spiritual growth.
- offers small class sizes.
- relies on hands-on projects and experiences to solidify and accelerate learning
- employs seminar-style teaching, discussion and application.
- encourages students to think critically, as well as creatively.
- enlightens students with topics and subjects that cross disciplines to help connect academics to the real world.
- provides highly supported and personalized transitional guidance from Middle School to High School.

Monarch teaches students how to think critically as well as creatively, and how to express their thoughts with clarity and with passion. Topics and subjects cross disciplines to help connect academics to the real world. Monarch graduates are thoughtful, articulate and compassionate and are eager and ready to go out into the world and meet its challenges.

**Specials:** Monarch Learning Academy considers special areas an integral part of whole-child learning. Specials at Monarch include Art, Music, Physical Education, Library, Monarch Serves, and Spanish. These enrichment areas may be taught by classroom teachers or other Monarch staff, community members and/or parents.

**Field Trips:** Field trips are an important supplement to active learning and will be scheduled to enhance various units the students cover. Parental involvement is crucial to the success of all field trips, as the school does not have buses for student transportation. Please consider driving or chaperoning one or several of the field trips your child takes each school year. Please

remember that in order to chaperone a field trip, you must have a background check run and a copy of your driver's license and proof of insurance must be in the Monarch office.

## **Environment**

At Monarch Learning Academy, we strive to teach and practice the utmost respect for God through our care of His creation. We recycle, reuse and repurpose materials whenever practical. We use environmentally friendly cleaning products, use water and other resources conservatively and teach a wonder-filled respect for all creation. In addition, Monarch has a recycling initiative that is led by one of our elementary classes.

## **Faculty and Staff**

Monarch Learning Academy consists of a School Director, the Dean of Students and Families, School Psychologist, a School Administrator, Administrative Assistant, Teachers, and Teacher Aides.

## **Learning Environment**

It is the desire of Monarch Learning Academy to build on the child's innate desire to learn. In order to do this, we must provide a climate where children are encouraged to make full use of their capabilities through their senses, feelings and minds. We strive to:

- Maintain a small class size. For the elementary classes, there is a maximum teacher-student ration of 1:14.
- Nurture self-esteem and awareness in students. Goals, work portfolios, and conferences include the child.
- Foster a sense of community in learning. Small group projects, cooperative games, problem-solving activities, and interpersonal communications are featured daily.
- Create an active, integrated curriculum that equips the child intellectually, physically, emotionally, socially and spiritually.
- Provide activities that are multi-aged in order to stimulate children's thinking and cognitive growth. Older children develop skills in becoming role models and mentors to the younger children.
- Create an environment of teamwork between the school and parents. Joined by a common set of beliefs and purposes, Monarch and its parents form a powerful team with far-reaching positive effects on children.
- Use the outdoors as a classroom for instruction and play.
- Integrate service into each grade level.

## **Monarch Learning Academy Board**

To help accomplish the goals of the school, Monarch Learning Academy is operated under the governing body of a Board of Directors. The Board is composed of nine individuals who serve without compensation. Board members are dedicated to the promotion and success of the school as they seek God's will and vision for the school. The Board meets monthly. Parents, alumni, community members and the School Director make up the Board of Directors.

### **Service Learning**

One of our core values at Monarch Learning Academy is the development of character and emulating the example that Christ set before us in serving others. We believe that one of the most meaningful ways to address character development is through service.

Monarch Learning Academy is committed to creating a true Service Learning Program which is integrated in the classroom curriculum. Using the guidelines below, our Service Learning Program teacher (Social Awareness Class) plans service projects related to interest of the students. These "mission" projects are planned and implemented by the students and meet the needs of the community (local and/or global). The service component of each class's curriculum is successful because children are natural activists. When given the forum in which to express their ideas and put their beliefs into action, great pride and learning is evident.

#### **Guidelines for Service Learning Program**

- A program whereby students learn and develop through active participation in thoughtfully organized service that is conducted in and meets the needs of a community
- Fosters civic responsibility
- Provides structured time for the students to reflect on the service experience

## **Admissions Policies & Information**

### **Contact Information**

Mailing Address: Monarch Learning Academy  
1914 Edgewater Drive  
Orlando, Florida 32804

School Phone: 407-478-8577  
School Fax: 321-397-9293

Website: [www.monarchlearningacademy.com](http://www.monarchlearningacademy.com)

Additional Information: [mchristiansen@monarchlearningacademy.com](mailto:mchristiansen@monarchlearningacademy.com), School Administrator



[mmcneill@monarchlearningacademy.com](mailto:mmcneill@monarchlearningacademy.com), School Director  
[tbalsanek@monarchlearningacademy.com](mailto:tbalsanek@monarchlearningacademy.com), Dean of Students and Families  
[opuyana@monarchlearningacademy.com](mailto:opuyana@monarchlearningacademy.com), School Psychologist  
[bkederick@monarchlearningacademy.com](mailto:bkederick@monarchlearningacademy.com), School Accountant  
[rmoore@monarchlearningacademy.com](mailto:rmoore@monarchlearningacademy.com), School and Community Relations, Administrator  
[kvargas@monarchlearningacademy.com](mailto:kvargas@monarchlearningacademy.com), Office Assistant

## **Admissions**

The official admission process for new students begins with phone screen to complete an enrollment information form with our Admissions Coordinator. Parents and potential students are required to schedule a tour with the Director prior to admission in order to determine if Monarch Learning Academy is the right fit for the student. When possible, student applicants are encouraged to visit for a full school day. Prior to registration, children in grades Kindergarten and above will be screened for grade level readiness. A \$50 screening fee will apply.

Admission for enrollment opens in January and spaces are filled on a first come, first served basis with preference given to returning families and siblings of currently enrolled students. Prospective students may be enrolled year-round, per space availability.

Once enrolled, a new parent orientation will be scheduled with the School Administrator. The School Administrator will thoroughly explain all contracts, school calendar, and other school expectations during this time.

## **Enrollment Contract**

All parents are required to complete and sign an enrollment contract.

## **Confidentiality Agreement**

School records will not be released or shared with a third party, unless authorized by the parent(s).

## **Non-Discrimination Statement**

Monarch Learning Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## **Withdrawal**

Please notify the director, in writing, two weeks prior to withdrawal from Monarch Learning Academy. Tuition paid for the month in which the student is withdrawn, material and registration fees are not reimbursable.

## **Financial Information**

### **Payment Agreement**

All parents are required to complete and sign a payment agreement which is part of the online enrollment packet indicating whether they opt to pay tuition in a single payment or in ten equal installments.

### **Adjusted Tuition/Scholarships**

Monarch Learning Academy grants needs-based tuition assistance to qualified families with students in preschool through grade 8. Admission decisions are independent of tuition assistance consideration. Applying for adjusted tuition assistance requires the completion of an on-line application through the FACTS System. The Adjusted Tuition Committee reviews all applications and makes the final decisions regarding adjusted tuition. All families regardless of need must complete 25 hours of community service for Monarch Learning Academy.

### **Tuition and Fees**

#### **Tuition**

Tuition is based on total scheduled days, and as expenses are continuous, there is no change in tuition for holidays, absences or vacations. Tuition fees may be paid in 10 monthly installments (August – May). Families may choose a single payment plan that is payable in August. Families choosing the single payment option will receive a 5% discount.

Automatic deduction of tuition and fees using the FACTS Management online system is required. Families have the option of withdrawing monthly, semi-annually or annually and can either use ACH debit or a credit card. A 3% credit card service charge will be applied.

#### **Fees:**

**Pre-admission screening fee-** Due at the time of screening  
\$50 fee required for applicants in Kindergarten-8<sup>th</sup> grade

**Registration fee-** Due at the time of registration  
\$150 per student for returning families and \$175 per student for new families- non-refundable

**Tuition deposit-** A non-refundable tuition deposit is due in full on March 15. The deposit is equal to 5% of the annual tuition (50% of one month's tuition) for each child attending Monarch. The deposit is credited back to the student's account in December.

**Field trip fee-**

\$125 -annual field trip fee assessed for students in Kindergarten through 5<sup>th</sup> Grade

\$200- annual fee trip fee assessed for students in 6<sup>th</sup> through 8<sup>th</sup> Grade

This fee will cover the cost of all field trips for the school year, with the exception of the 4<sup>th</sup> through 8<sup>th</sup> grade class trips. This fee applies to students only. Parents that wish to chaperone a field trip will pay when they turn in their permission slip for that specific field trip.

**Material/curriculum fees-**

Toddler/2 yr old class                      \$210

3 yr. old/ 4 yr old class                      \$260

Kindergarten through 8 grade              \$450

**Discounts-**

A sibling discount is offered to families with more than one child attending Monarch and the discount is applied to the younger child.

Second child- 3% discount on annual tuition

Third child- 5% discount on annual tuition

Fourth child- 5% discount on annual tuition

Pre-paid tuition discount is offered at a 5% discount for annual tuition paid in full in August. Only one discount may be taken in an academic year.

**Late Payments**

Late Payments

The Monarch Learning Academy late payment policy follows the following procedures:

- On the 20th day late after the due date, you will be charged a late fee of \$25
- On the 30th day after the due date if the account is still delinquent, the issue will be brought to the board and the board will make a decision as to the next step.

**Returned Checks**

If your payment is returned you will be charged a \$30 return fee from FACTS.

**Community Equity Hours**

Each family's requirement is 25 hours/school year to be completed by May 31<sup>st</sup> or a payment of \$250.00. If you partially complete your equity hours requirement, you will be charged \$10/hr. for your remaining hours.

**Returned Checks**

A returned check charge of \$40.00 will be given for any returned checks.

After a second returned check, payment by money order will be necessary.

## Schedule Information & Procedures

### Arrival Procedures

Students should not be on campus prior to 7:30 am without parental supervision. Monarch Learning Academy provides supervision for students beginning at 7:30 am.

### Early Drop-Off Procedure

If the student arrives to school before 8:15 am, he/she is considered part of the *Early Drop Off* program and must be clocked in by the Extended Care Coordinator. Preschool siblings of Upper School students will not be charged extended care from 8:30-9:00. We recognize the need for families to have one drop off time.

All Preschool students should report to the designated preschool classroom for drop off. Students in grades K-8 should report to the Collaborative Room if arriving between 8:00-8:30.

### School Begins With Prayer Circle

Toddler students (ages 1-2) in **pre-school** are to be walked to their classroom by their custodial parent or adult person approved by the parent(s) each morning. All students in the Three Year Old Class and PreK Class assemble in the Courtyard. Grades K- 2<sup>nd</sup> are to be dropped off in the Courtyard for prayer. Grades 3-8 assemble in the Collaborative Room for Morning Prayer.

### Prepared Spirit, Mind and Body

It is important to the staff of Monarch Learning Academy that its students come to school ready to learn and be a willing vessel for the Lord to do great and mighty things. So that your child's attitude, mind and body are prepared, we encourage families to begin their day together by lifting the day up to the Lord, eating a healthy breakfast and making sure that children are well rested. Each morning at Monarch begins with a community prayer in the courtyard or chapel. Parents are invited to participate in this daily act of worship.

### Tardy Policy

It is of utmost importance that children arrive on time daily. Punctuality, a character trait emphasizing the value we place on others' time, not just our own, is an important part of the overall educational process.

Thank you for your help in getting your students to school in time to open in prayer each morning at 8:30am. It is such a priority at Monarch that every child be included in the prayer circle in the mornings, as we want to collectively lift our days up to the Lord!

If your student arrives at Monarch after the 8:31am morning bell, they will be counted as tardy for the day. Your student will not receive a tardy slip, but a slip will be delivered directly to their teacher and noted in the attendance system.

Just a reminder that you will be charged \$25 after five tardies and \$10 for each tardy after that through the FACTS system at the end of the grading period. The tardy fine cycle starts over again each grading period.

## **Dismissal**

- **Toddlers – Three Year Old Class** is dismissed at 12:00 pm. Monday through Friday.
- **Four Year Old Class** is dismissed at 1:00 p.m. Monday through Friday.
- **Kindergarten** is dismissed at 1:30 pm. Monday through Friday.
- **1<sup>st</sup> grade** is dismissed at 2:30 pm. Monday through Friday.
- **2<sup>nd</sup>-8<sup>th</sup> grades** are dismissed at 3:00 pm. Monday through Friday.

Wednesdays are the exception with dismissal at 2:00 for Grades 1<sup>st</sup>-8<sup>th</sup>.

Classes may be dismissed early prior to holidays.

Parents or adults approved by the parent(s) are to proceed to the classroom to pick up their child. Parents are required to notify the school office when an individual, not previously authorized, is picking up their child. If there are any questions or concerns, identification will be required and parent(s) will be contacted before the child will be permitted to leave campus.

If your child is not picked up by the end of dismissal, he/she will go to the Extended Care Program, for which there is an additional fee. The Extended Care Program is available from 12:00-6:00 pm. If students are not picked up by 6 pm., there will be a \$25 per 30 minute fee assessed.

Those preschool students who are participating in our Extended Day Program will have lunch and will either remain in a classroom, participate in an enrichment program or play on the playground until they are picked up.

## **Severe Weather**

School will be cancelled when there are severe weather conditions. Monarch Learning Academy follows the Orange County Public Schools severe weather protocol and will act in accordance with the school district's cancellations unless otherwise noted. The school will send a text to notify families of school closing and reopening.

## **Communication**

Monarch Learning Academy views itself as a ministry serving the family unit as a whole. It recognizes the important roles that family, community, school and church play in the success of developing the child to their full potential. Because of this, the importance of building relationships and effectively communicating is a priority at Monarch Learning Academy. Avenues of communication include:

### **New Family Orientation**

All new families are invited to a one on one meeting with the School Administrator to There are lots of details to cover such as your student's file, community equity hours, the Monarch calendar, extended care, the uniform policy (if that applies to you), our Ambassador program, after school activities, etc.

This meeting happens prior to the student starting school.

### **Assessment Reports**

Monarch engages in both formal and informal classroom-based assessments throughout the school year. These assessments may be formative, designed to guide instruction, or summative, designed to evaluate the outcomes of instruction. Assessments may be teacher-designed or published as part of the academic curriculum. Additionally, Monarch utilizes nationally-normed as well as benchmark assessments to monitor student growth.

At times, Monarch will recommend a more specialized assessment process for individual students in the preschool or upper school when difficulties or delays are noted in language development, academic achievement, information processing, sensory processing, gross or fine motor development, social-emotional engagement, or other specified domains. In these cases, parents will be expected to obtain a formalized assessment from the appropriate specialist(s). Depending on the type of assessment needed, these formalized assessments may be available at Monarch at an added cost, through another private provider, and/or through the local school system. Monarch will partner with parents in navigating and understanding this process and the implications of assessment results.

Formal assessment results may indicate the need for specialized support services across a variety of domains. Most often, students may demonstrate the need for speech or language therapy, specialized academic intervention, occupational or physical therapy, and/or mental health counseling/therapy. In order to maximize student growth across any of these domains, Monarch requires the collaboration of parents in establishing and maintaining therapeutic relationships with appropriate providers. Failure to commit to and follow through with specialized support will jeopardize continued enrollment at Monarch. This requirement is built upon Monarch's desire that all students reach their fullest potential.

**Parents' electronic signature acknowledging the receipt and review of this Handbook also acknowledges and agrees to the following "Commitment to Specialized Support:"**

**Commitment to Specialized Support**

Monarch Learning Academy provides all students with a high-quality, research-based grade-level core curriculum across all subjects. In addition to dynamic implementation of these core curricula, Monarch can incorporate certain accommodations for students requiring such supports to fully benefit from the core curriculum and to demonstrate their learning. Documentation is required to support the use of accommodations and can include: formal assessments/evaluations documenting the need for accommodations; a documented medical condition that affects learning; and/or an Individualized Education Plan (IEP) or Section 504 Plan from the public school. Monarch can make provisions for the use flexible scheduling, flexible presentation, flexible responding, and flexible setting on a case by case basis as determined appropriate by the school. Technology such as iPads or laptops (and associated tools such as voice to text software, word processing programs, audio books, etc.) can be provided at student cost and used as determined appropriate on a case by case basis by the school. A student's report card will document the use of accommodations as will other Monarch student records.

While Monarch can incorporate the use of accommodations on a case by case basis, Monarch does not *modify* the grade level curriculum in any way. Modifications are changes in curriculum expectations and assessment procedures/processes. With modifications, students are not expected to know the same material as other students. All students at Monarch are expected to work at grade level.

For students with specific learning disabilities/disorders, research has clearly identified that significant academic gains can be made through systematic and explicit instruction utilizing specialized structured approaches. Many individuals with specific learning disabilities/disorders demonstrate the need from one-on-one help that allows them to move forward at their own pace and receive a great deal of structured practice with immediate corrective feedback. Based upon research demonstrating the academic gains made through these structured intervention approaches for students with learning disabilities, Monarch requires the collaboration of parents/guardians in establishing and maintaining said intervention programs to support student learning. Multisensory structured language programs (MSSL), evolved from the original Orton-Gillingham method, have proven to be highly effective and include but are not limited to the Wilson Reading System, the Lindamood-Bell System, Read Naturally, the Lexia-Herman Method, Language! The Comprehensive Literacy Curriculum, and Expanding Expression Tood-2<sup>nd</sup> Edition: A Multisensory Approach for Improving Oral and Written Language. Specialized intervention is accessible for all content areas (reading, writing, and math).

For students that demonstrate the need for speech therapy, language therapy, occupational therapy, mental health counseling, and/or any other supports, Monarch also requires the collaboration of parents/guardians in establishing and maintaining therapeutic relationships with appropriate providers.

Parents of students demonstrating the need for specialized instruction and/or intervention and/or therapy above and beyond the core curriculum in order to maintain grade level standards are expected to provide said supports through an appropriate specialist in order to continue enrollment at Monarch. Continued enrollment at Monarch for students with identified needs is predicated upon receipt of specialized support. This requirement is built upon Monarch's desire that all students receive the specialized instruction, intervention, and/or therapy they need in order to reach their fullest potential.

## The Community Curriculum Connection

The Community Curriculum Connection Night is scheduled once a year, at the beginning of the school year. All parents (K-8) are expected to attend this mandatory, valuable and informative opportunity and become actively engaged in their child's learning.

To be successful, every school needs and expects the cooperation of its parents who must understand and embrace the school's mission, share its core values and fully support its curriculum, faculty and staff. When joined by a common set of beliefs and purposes, a school and its parents form a powerful team with far reaching positive effects on children.

Monarch Learning Academy recognizes its purpose as a ministry and believes that working together, parents and school professionals exert a strong influence on children to become better educated, more Christ-centered individuals.

## Parent/Teacher Communication

It is critical to the success of the student that frequent contact and communication between families and teachers is established and maintained. Teachers are available each afternoon by appointment. They are not available at drop-off time to engage in sensitive or complex conversations. Parents are encouraged to send an email or text requesting a time for a call or conference.

The staff at Monarch Learning Academy will communicate through:

- Individual Planners (1<sup>st</sup> – 8<sup>th</sup> grade)
- Phone calls/texting (Calls will be returned the same day.)
- Conferences: For **Kindergarten–8th Grade** there are 2 required Parent/Teacher conferences, one during the Fall and Spring grading periods. For the **Preschool** there are 2 required Parent/Teacher conferences scheduled in the Fall and Spring. Additional conferences may be scheduled at any time, if you have questions concerning your child's progress. Please schedule these directly with your student's teacher. During these meetings, teachers will discuss the specific academic, social and emotional development of your child. This is a time for teachers to share assessment information and for parents to learn about the uniqueness of your child's development within a school setting.
- Progress Reports- Updates are provided if a student is not meeting their academic goals (K -8<sup>th</sup> grade)
- Report Cards (K – 8<sup>th</sup> grade)
- Home Re-Enforcement (K – 8<sup>th</sup> grade)
- Information Bulletins (For the preschool, these will be placed in the student's folder. Please check your child's classroom folder or planner each day.)
- Weekly Newsletters via e mail (Monarch Monitor)
- E-mail (Responses will be made the same day.)
- School Website



- Facts RenWeb

**Parents are responsible to check their e-mail and their child's planner daily, as these are the primary sources for communication from the school to the parents.**

## **Grievance Policy**

Monarch Learning Academy encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the school community. Thoughtful questions and suggestions are welcomed.

Parents can best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem in private. Efforts by parents to lobby other parents and children will be viewed by the school as counterproductive.

In coming to a resolution over problems and complaints, Monarch Learning Academy will follow the following guidelines.

Grievance Procedure:

1. If a problem occurs between parent and teacher, the parent should contact the teacher using the planner, voicemail or email.
2. If a conference is desired with the teacher, parents should contact the teacher to arrange an appointment.
3. If the issue is still not resolved after a parent-teacher conference, a parent may request a conference with the teacher and the Dean of Students and Families, and the Director.
4. If the issue is still not resolved after a meeting with the teacher, Dean, and the Director, the parent may request, in writing, the opportunity to address the Monarch Learning Academy Board.
5. In the extreme case that a resolution to the stated problem cannot be reached, a decision will be made by the Monarch Learning Academy Board.

## **Promotion/Retention** (Kindergarten – 8<sup>th</sup> Grade)

Because Monarch Learning Academy is concerned with the whole child, our promotion and retention policy takes many factors into account. In order to promote a child to the next grade, children must perform at or above grade level in all academic areas. Promoted students will also exhibit social and emotional readiness for the challenges of the upcoming school year. In the event that a child shows difficulty in any of these areas, the school will make every effort to work with the family to resolve challenges that may prevent a child from moving forward. Monarch Learning Academy expects this effort to be reciprocated by the student's family so that consistent support for success may be achieved. Students in grades K-8<sup>th</sup> grade absent for more than 20 days in a school year or five days in a quarter, place their promotion in jeopardy.

## **Report Cards** (Grades Kindergarten – 8<sup>th</sup> Grade)

Students at Monarch Learning Academy receive a liberal arts education. Report cards reflect this whole child education by including grades and written evaluations for each subject. Why both? Grades are a practical shorthand way to let you know how your child is doing. They provide standardized information about your child's performance. However, grades are not always the most complete representation of a student's achievement. Every child starts and finishes in a different place. The way a person moves along that path is just as important as the end result. Written evaluations give detailed, individualized accounts of your child's learning.

Report cards are issued once per quarter. Additionally, Monarch Learning Academy also builds a portfolio of samples of each child's work to show progress by using concrete examples.

## **Modified Homework Policy**

Monarch believes in and encourages a balance between school life and home life. We believe there's much value in family time and family experience. We have instituted this Modified Homework Policy. The belief is students will only be assigned homework that works to support and enrich their current academic goals. There will be no homework for the sake of assigning homework. We are firm believers in consistent reading, so this assignment should be considered part of the daily routine. Homework at Monarch will also include studying for tests and working on projects. When needed, teachers may also send home reinforcement for students who struggle in an area.

## **School Calendar**

Monarch Learning Academy uses the regular Orange County Public Schools district calendar as a guide. **There are differences in the two calendars and families are urged to notate differences especially if basing any vacation decisions, etc. on the OCPS calendar.** A detailed calendar specific to Monarch Learning Academy is included as addendum and is dispersed at the beginning of the school year. A current calendar may be viewed on the Monarch Learning Academy website.

## **Student Directory**

Monarch Learning Academy publishes an annual directory of current students and parents. It is created for Monarch families only and should not be used for any commercial purposes. Families will be given a hard copy of the handbook and it will also be on Facts RenWeb.

## Health and Safety

### Monarch Learning Academy is a Locked Campus

For the safety of our students, the entryways at Monarch Learning Academy are kept locked at all times. Entry may be made by entering a code, which typically changes periodically, at the front key pad. In order to maintain the integrity of this security we ask a number of important points be followed. **DO NOT** give the code to anyone, including your child. **Please stop anyone who you do not know following you into the building.** Although this may seem awkward, if we all have a mindset of safety, nobody should take offense. If you find the doors unlocked, please notify the front office. If someone says they are here for the church, direct them to the church's office located on Yale Street.

### Accident or Emergency Procedures

In case of minor injury or accident, a faculty or staff member will administer basic first aid. Injuries not requiring immediate parent notification will be reported to parents when the child is picked up at the end of the day. In case of major medical injury or illness requiring immediate professional care (emergency), a faculty or staff member will call 911. As appropriate, a faculty or staff member will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency contacts will be notified.

In case of an accident, illness or emergency, faculty and staff of Monarch Learning Academy are not permitted to transport children to a hospital or doctor's office. Injured or ill children shall be transported for medical aid by parents or by calling 911 for an ambulance.

### Child Abuse Reporting

Faculty or staff members who have a reasonable cause to know or suspect that a child has been subjected to circumstances or conditions, which would reasonably result in abuse or neglect, shall report such facts to the school director immediately. The school director will then notify the proper authorities.

### Communicable Diseases

It is recognized that communicable, infectious diseases pose significant medical and social problems. In response to concerns about any and/or all infectious/contagious diseases, it is critical that it is reported immediately to the school administrator.

### Emergency Contact Information

For your child's safety, it is *critical* that you keep your child's profile in Facts RenWeb up to date.

## **Emergency and Disaster Information**

In case of an emergency or disaster such as a fire, tornado, severe storm or a prolonged power outage, parent or emergency contact person will be notified. Children will be supervised at the school site until the parent or emergency contact person picks up the child. First aid supplies are stored on campus in case of emergency. Detailed procedures for handling emergency situations can be found in the Administrative Policies and Procedures Handbook, which is located in the Monarch office. In the event of the school needing to be evacuated, students will be relocated to the Greenspace or to Dartmouth Park.

## **Health and Illness Guidelines**

Good health is basic to the success of all students. Generally, if a student does not feel well, his/her performance is compromised. Monarch Learning Academy relies on your judgment in helping to keep all of us healthy!

Children will not be permitted at school with any of the following conditions:

- Fever of 100 degrees or higher. He/she may return to school when fever-free for 24 hours.
- Vomiting or diarrhea within a 24 hour period.
- Sign of a rash.
- Eye discharge or Conjunctivitis (pink eye).
- Colds and Coughs – The first 24-72 hours are the most uncomfortable and contagious. Children may return when they are able to participate in a full day of school and coughing and nasal drainage is to a minimum.
- Head Lice – Children can be readmitted to school after receiving treatment and will be re-screened by the teacher or school director before being allowed back in the classroom. The student will be re-screened again in 7 to 10 days.
- Fatigue that prevents participation in regular activities.
- Medications – Children who need to be on medication may feel and behave differently. Please make sure your child's teacher is aware of this.

If a child becomes ill during school, the school will notify the parents or approved adults as noted on the child's Enrollment Form. The child will be kept comfortable but separated from the group until someone is able to take the child home. Parents shall be advised to have alternative plans in place for care in the event your child becomes ill and is not able to attend school.

Prevention is the key to a healthy community. Allowing children to stay home when they are not well, washing hands, getting plenty of sleep and eating a good diet will avoid the complications of an illness and keep the illness from spreading to others.

If your student is not able to participate in PE due to an illness or injury please provide a note signed by the parent or guardian. The note should be turned in to the classroom teacher. The

teacher will give the note to the PE teacher. Middle School students will provide the excuse note directly to the PE teachers.

## **Medication Management**

Whenever possible, children's medications should be given at home before and/or after school.

Any prescribed medications should also be listed on your child's profile in Facts RenWeb. Any medications to be administered during school hours should be accompanied by the appropriate medication forms, obtained by the administration office. Containers must be properly labeled by a pharmacy with both your child's and your doctor's names included. All medications needed at school must be kept in the school office and brought in by the parent. All prescription drugs are controlled substances and, as such, their unauthorized use, distribution, or possession will be considered a major violation of school rules. Students are not to hold or carry any medications whatsoever while at school.

**Only rescue medications for severe life-threatening conditions can be self-administered by the student (e.g. inhalers, EpiPens, insulin, etc). Written permission from both parent and physician is mandatory.**

## **Severe Allergy Management**

We are sensitive to our students with specific food and environmental needs. We would appreciate your assistance in following the policy of absolutely NO SMOKING permitted on the Monarch Learning Academy campus at any time.

## **Severe Allergy Management Policy**

Allergic reactions are unique to each person, varying from mild, moderate, to severe reactions related to exposure to a wide variety of allergies or triggers. The risk of accidental exposure to allergens can be reduced in the school setting if the school, parents, and students work together to minimize risks. All reactions are taken seriously and treated promptly.

The cornerstone of providing a safe and healthy environment is communication and responsibility between the student, family and school.

Family responsibilities:

- Notify the school administration and teacher at the beginning of each school year of the student's allergies.
- Work with the staff to develop an individualized health plan that will accommodate the child's needs throughout the school. Provide medical documentation, instruction, and medications as directed by a physician.
- Replace medications when used and upon expiration.
- Educate the child in self-recognition and management of his/her allergy.

The family will also work hand in hand with the school to educate the student in assuming the following responsibilities:

- Know his/her own specific allergen triggers.

- Notify an adult immediately if he/she eats or comes in contact with the allergen.
- If prescribed to carry an EpiPen or Inhaler, have it with him/her.

School responsibilities:

- Review the health records submitted by parents and physicians.
- Discuss with parent/guardian the need for an individualized health plan and establish it.
- Develop a prevention and intervention plan.
- Be proactive in protecting students from offending allergies.
- Educate ‘designated’ staff to recognize signs and symptoms of allergic reaction, to administer EpiPens and take action appropriately in an emergency.
- Keep rescue medications easily accessible in a secure location relevant to the campus layout.

## **Required Immunizations**

State law mandates that immunizations or immunization exemptions be current and on file in school before a child may attend classes. Therefore, both updated shot and health forms must be returned to the administrative office by the first day of school. If your child’s health or shot record expires during the school year, you must bring an updated form to the office prior to the expiration date. For students in the preschool, if you are not able to comply with this, your child will not be able to attend school until updated records are received, as mandated by DCF.

It is necessary to include on the health form any of your child’s allergies and any other special conditions that relate to your son or daughter.

## **Parent & Student Information**

### **Absences**

If your child is going to be absent, please email the student’s teacher and copy the office ([mchristiansen@monarchlearningacademy.com](mailto:mchristiansen@monarchlearningacademy.com)) informing us of the absence.

If a parent(s) will be away for business or vacation without their children, please let your child’s teacher know. In addition to making sure we have the names and contact numbers of the persons responsible for your child during your absence, we want to be able to provide your child with a little extra support and attention during this potentially difficult time.

### **Attendance Policies**

The school year consists of approximately 175 days. A written excuse signed by a parent should be submitted for each absence, and the specific reasons given before the absence can be excused (Florida Statute Section 232.10). Students in grades Kindergarten –8<sup>th</sup> grade absent for more than 20 days in a school year or five days in a quarter, place their promotion in jeopardy. With any excused absence, making up work is the responsibility of the student.

## **Parking Lot Safety**

The parking lot at Monarch Learning Academy is a busy place. It is crucial that all parents practice parking lot safety. **Please be certain all young children walk with their parents or guardians, making certain not to run ahead. Absolutely no cell phone use while driving in the Monarch Learning Academy parking lot. Use extreme caution while backing up. The use of handicapped spaces should be used as a last resort unless there is a legitimate need.**

## **Bathroom & Diaper Changing Procedures (Preschool)**

A diaper-changing routine is followed for those children not yet potty trained. If you are working on potty training with your child, let his/her teacher know so there can be consistency at home and school. Teachers encourage and reward children for working on this exciting skill. They are happy to assist your child in each stage of this process. Once your child is fully potty trained, they will work on helping him/her to become as independent as possible. Please send in an extra change of clothes in case of accidents.

## **Birthdays**

Children love to celebrate their birthdays with their school friends. We encourage these wonderful celebrations and look forward to them. Parents are welcome to send in a special birthday treat to school. Healthy treats will be served as a snack, while sugary treats will be served after lunch as a dessert. Please let your child's teacher know in advance the day you would like to have the celebration to ensure there are no schedule conflicts or dietary concerns of other students. For children who have summer birthdays, we encourage the celebration of "half birthdays".

Please refrain from handing out birthday invitations at school. This will assist in avoiding any hurt feelings, as well the possibility of the invitation not making it home.

## **Cell Phones**

Students who bring cell phones to school must keep them in their backpacks and **turned off** while they are on school property unless instructed otherwise. Teachers must be informed if your child brings a cell phone to school.

Any students using personal devices at school (Ipads, laptops, tablets, etc.) will be expected to be familiar with and sign a Respectable Use Policy. This will be provided to the students.

## **Clothing**

### **Preschool**

Suitable clothing is essential for your child to feel completely free and happy while at school. We recommend light comfortable clothes that can get messy and closed shoes that allow for jumping and climbing. (Flip-Flops and Crocs are not permitted.) Dress your child for comfort and play. Clothing needs to allow the child to be able to use the toilet independently.

### **Kindergarten-8<sup>th</sup> Grade**

All children enrolled in Kindergarten – 8<sup>th</sup> grades will be required to wear the Monarch Learning Academy uniform. Detailed uniform information concerning ordering and style selection is available. Please see addendum for detailed uniform information. Studies have shown that wearing uniforms helps children understand that they are in an environment where they are expected to do their best, both with their work and in their attitude.

Fridays will be School Spirit Day and the children may wear their Monarch T-Shirt or a student's individual team Jersey (i.e. soccer jersey, flag football jersey).

**We require that children wear closed toe shoes, like sneakers, for safety purposes.**

### **Free Dress Days-Dress Down Pass Days**

Appropriate dress is required for any student who receives a pass from their teacher or the administration. Any shorts or dresses worn should not be shorter than 3 inches above the knee. All apparel should be in good taste and respectful of the learning environment. No Pajamas unless it is specifically "Pajama Day."

### **Field Trip Policy**

Monarch Learning Academy believes in reinforcing classroom learning with real world experiences. There will be several opportunities for your child to go on field trips during the year. Field trips in grades K-8<sup>th</sup> are covered in the annual field trip fee. Pre-K field trips may incur an additional cost.

Parent participation is a necessity, as personal vehicles are the source of transportation for the students. Each field trip will require a limited number of chaperones and they will be determined on a rotation schedule. All drivers must carry a valid driver's license, insurance card, and be background checked and cleared. **Each student must have a separate seatbelt/car seat. Car seat must be provided by the parent and due to liability, parents must be responsible for putting the car seat in the car themselves.**

Unless otherwise stated, students K-8<sup>th</sup> must wear their school uniform on field trips. Specifically, students should plan on wearing their orange, Monarch polo shirt unless directed otherwise.

### **Items from Home**

We request that all children leave commercial toys, etc. at home. (Show and Tell Days are the exception.) Teachers do appreciate students bringing in books of interest to the class to share.

Children in the Toddler Class and the 2-Year Old Class needing a "security" item such as a pacifier or special stuffed animal may bring that item, but it must be kept in their cubby. Children are allowed to "visit" their cubby to get reassurance.



Students are prohibited from bringing weapons of any form, matches or lighters and any other item that could jeopardize the safety of students and hinder the spiritual or academic missions of the school. All disciplinary offences will be handled by the Code of Conduct and could result in dismissal.

## **Locker Policy**

Lockers are assigned to Middle School students for their convenience and for the purpose of storing supplies, outerwear, and other items essential for the formal education process. Administration, therefore, has the right and duty to inspect and search student lockers if there is a reason to believe there is a violation of law or school regulation. Searches can be made for such items as drugs, weapons, missing library books/ text books, or stolen goods from the school or other individuals. Students should be aware that periodic searches could be made. Students are responsible for the contents and conditions of their locker. Students may not display in or on their lockers any slogans or symbols making reference to or promoting illegal substances, and must not display words, pictures, or symbols that are derogatory, racist, obscene, or vulgar. Stickers are not to be put in or on lockers. Students are to supply their own combination lock. The combination must be supplied to the school administration. Students are not to give their locker combination to anyone. The school will not be responsible for belongings missing from lockers.

## **Lunch**

Parents are responsible to pack a balanced, nutritious lunch. Please include an ice pack for items that need refrigeration. Please, no gum, candy or sodas. No glass containers, please. Please do not send in items that need to be heated in a microwave. Monarch Learning Academy partners with Cook D'Licious. The monthly calendar can be found outside the office. Lunch tickets may be purchased from Maria Tapia. Lunches are available Mondays, Wednesdays, and Fridays.

## **Snack**

### **Preschool**

Snack is a special time for the children to gather and share food and conversation with each other. During the school year the children will take turns bringing the 'snack basket' home to refill for the following week's classroom health conscious snack. Your child's teacher will notify you of the weekly rotation.

For the health and safety of your child, children with food concerns will be asked to bring in their own snack from home each day.

Snack time is an opportunity for the children to recharge and refuel. Please try to send "growing foods" (food with nutritional value).

Student participating in Extended Care should pack additional snack for after school time. The school does not provide snacks for this time.

### **Kindergarten-8<sup>th</sup> Grade**

Classes will have the opportunity to have a snack break each morning. Please send in a simple snack with your child each day. It is up to the teacher's discretion to offer a snack time.

### **Special Celebrations**

Parents are encouraged to share their family's cultural celebrations in your child's classroom. We invite families to share personal holiday customs with the class by discussing your traditions, reading a story or even doing a craft with the class.

### **Classroom Observations**

Arrangements for a tour of the school or the opportunity to visit a classroom while classes are in session may be scheduled through the administrative office.

### **Visitors**

At Monarch Learning Academy, we welcome parents, grandparents and other family members to visit classrooms. However, because of class scheduling and security concerns, we ask that you arrange all visits through your child's teacher. **All visitors must first check in at the school office and receive a visitor's badge upon entering campus.**

## **ADDENDUMS**



**Dress Code**

<b>GIRLS</b>
<b>Kindergarten-5<sup>th</sup> Grade</b>

**\*Students must have both Dress and Everyday Uniforms.\***

<b>TOPS</b>		
<b>Everyday Uniform</b>	Polo-style, collared shirt	RED, NAVY, BLACK, MONARCH ORANGE, WHITE <b>*ALL STUDENTS NEED A MONARCH ORANGE POLO STYLE SHIRT*(for field trips)</b>
	*Monogrammed with Monarch logo	Polo shirts should be simple, short or long sleeve polo shirts in the same colors are acceptable
<b>Dress Uniform</b>	Button down blouse	WHITE
	Non-monogrammed	Short or long sleeve style shirt

<b>BOTTOMS</b>	
<b>Everyday Uniform</b>	Shorts- <b>NO</b> cargo style, not shorter than 3 inches above the knee, a belt (any color or style) must be worn with any bottoms that have belt loops. Navy, Khaki, Black
	Pants- <b>NO</b> cargo or capri style, a belt (any color or style) must be worn with any bottoms that have belt loops. No denim, No jeggings Navy, Khaki, Black
	Skirts-simple style, not shorter than 3 inches above the knee, a belt (any color or style) must be worn with any bottoms that have belt loops. Navy, Khaki, Black <i>*suggested that girls wear "cartwheel shorts" under dresses or skirts</i>
	Skorts- not shorter than 3 inches above the knee, a belt (any color or style) must be worn with any bottoms that have belt loops. Navy, Khaki, Black
	<b>Dress Uniform</b>

<b>Dresses</b>		
<b>Everyday Uniform</b>	Polo-Style Dress	RED, NAVY, BLACK
	Monogrammed with Monarch logo *suggested that girls wear “cartwheel shorts” under dresses or skirts	Polo-style dress should be simple, no shorter than 3 inches above the knee, long sleeve acceptable
<b>Dress Uniform</b>	Girls may also wear a Navy, Khaki, or Black jumper. The white button down blouse must be worn under the jumper for the dress uniform.	

<b>Socks</b>	
Anklet, Crew, or Knee-High Style Socks must be able to be seen, no footie socks	WHITE, GRAY, BLACK NAVY BLUE Socks must be simple, solid colored, no designs
<b>Must be worn daily, socks must match</b>	Small logo (i.e.Nike swoosh) is okay
<b>Tights and Leggings</b>	NAVY, GRAY, BLACK only, cooler weather. Leggings may only be worn UNDER skirts/dresses- they may NOT be worn as bottoms on their own.

<b>Shoes</b>	
<b>NO HIGH TOPS, NO BOOTS, NO SANDALS, NO CROCS, NO LIGHT-UP SNEAKERS, NO HEELIES</b>	
<b>Everyday Uniform</b>	Athletic shoes, Mary Jane style, or any style that a child can run around in safely, shoes should be a like pair
<b>Dress Uniform</b>	No athletic shoes, shoes should be solid color Black, Brown, or Navy, shoes should be a like pair

<b>P.E. Uniform</b>	
<b>P.E. Shirt</b>	Monarch Learning Academy will issue each student two gray, dry-fit style P.E. shirts, these should be worn on P.E. days. Students do have the option of wearing their standard “Everyday Uniform”.
<b>P.E. Shorts</b>	Longer length, <b>SOLID</b> black athletic shorts. <b>NO</b> Stripes, panels of color, or large logos
<b>P.E. Shoes</b>	Athletic shoes only
<b>P.E. Coldweather</b>	On colder weather days, students may wear a solid black, long sleeve t-shirt under their Monarch P.E. shirt. Students may also wear solid black athletic pants on cold weather days.

<b>Cold Weather Options</b>	
<b>Wear to School</b>	Students may wear any jacket to school on cold weather days. These will not be permitted in the classroom. Students will be allowed to wear their jackets to P.E. and recess.

<b>Wear during School</b>	Cardigan or pullover in either solid black, solid gray, or solid navy (does not need monogram) Solid black, zip-up hoodie monogrammed with the Monarch logo
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<b>Monogramming</b>	
<b>Where do I do this?</b>	Families may choose where to have their items monogrammed. The school has a monogrammer that we recommend: Linda Schwab. Please contact her 321.229.3347. She charges \$7 per item. Land's End has our logo on file as well if you order from them.
<b>Color of stitching?</b>	Red, White, and Orange polo shirts and dresses require the logo to be in black stitching. Navy and Black polo shirts and dresses require the logo to be in orange stitching.
<b>Monarch Logo</b>	Digitized file available upon request



**MONARCH**  
LEARNING ACADEMY

### Dress Code

<b>BOYS</b>
<b>Kindergarten-5<sup>th</sup> Grade</b>

**\*Students must have both Dress and Everyday Uniforms.\***

<b>TOPS</b>		
<b>Everyday Uniform</b>	Polo-style, collared shirt	RED, NAVY, BLACK, MONARCH ORANGE, WHITE <b>*ALL STUDENTS NEED A MONARCH ORANGE POLO STYLE SHIRT*(for field trips)</b>
	*Monogrammed with Monarch logo	Polo shirts should be simple, short or long sleeve polo shirts in the same colors are acceptable
<b>Dress Uniform</b>	Button down shirt	WHITE, WORN WITH MONARCH SCHOOL ISSUED TIE
	Non-monogrammed	Short or long sleeve style shirt

<b>BOTTOMS</b>	
<b>Everyday Uniform</b>	Shorts- <b>NO</b> cargo style, a belt (any color or style) must be worn with any bottoms that have belt loops. Navy, Khaki, Black
	Pants- <b>NO</b> cargo style, a belt (any color or style) must be worn with any bottoms that have belt loops. <b>No denim</b> Navy, Khaki, Black

<b>Socks</b>	
Ankle or Crew Style Socks must be able to be seen-no footie socks	WHITE, GRAY, BLACK NAVY BLUE Socks must be simple, solid colored, no designs
<b>Must be worn daily, socks must match</b>	Small logo (i.e.Nike swoosh) is okay

<b>Shoes</b>	
<b>NO HIGH TOPS, NO BOOTS, NO SANDALS, NO CROCS, NO LIGHT-UP SNEAKERS, NO HEELIES</b>	
Everyday Uniform	Athletic shoes or any style that a child can run around in safely, shoes should be a like pair
Dress Uniform	No athletic shoes, shoes should be solid color Black, Brown, or Navy, shoes should be a like pair

<b>P.E. Uniform</b>	
P.E. Shirt	Monarch Learning Academy will issue each student two gray, dry-fit style P.E. shirts, these should be worn on P.E. days. Students do have the option of wearing their standard “Everyday Uniform”.
P.E. Shorts	Longer length, <b>SOLID</b> black athletic shorts. <b>NO</b> Stripes, panels of color, or large logos
P.E. Shoes	Athletic shoes only
P.E. Coldweather	On colder weather days, students may wear a solid black, long sleeve t-shirt under their Monarch P.E. shirt. Students may also wear solid black athletic pants on cold weather days.

<b>Cold Weather Options</b>	
Wear to School	Students may wear any jacket to school on cold weather days. These will not be permitted in the classroom. Students will be allowed to wear their jackets to P.E. and recess.
Wear during School	Cardigan or pullover in either solid black, solid gray, or solid navy (does not need monogram) Solid black, zip-up hoodie monogrammed with the Monarch logo

<b>Monogramming</b>	
<b>Where do I do this?</b>	Families may choose where to have their items monogrammed. The school has a monogrammer that we recommend: Linda Schwab. Please contact her 321.229.3347. She charges \$7 per item. Land’s End has our logo on file as well if you order from them.
<b>Color of stitching?</b>	Red, White, and Orange polo shirts and dresses require the logo to be in black stitching. Navy and Black polo shirts and dresses require the logo to be in orange stitching.
<b>Monarch Logo</b>	Digitized file available upon request



**Dress Code**

**GIRLS**

**Middle School Grades 6-8**

**\*Students must have both Dress and Everyday Uniforms.\***

TOPS		
<b>Everyday Uniform</b>	Polo-style, collared shirt	RED, NAVY, BLACK, MONARCH ORANGE, WHITE *ALL STUDENTS NEED A MONARCH ORANGE POLO STYLE SHIRT*(for field trips)
	*Monogrammed with Monarch logo or Monarch Middle logo	Polo shirts should be simple, short or long sleeve polo shirts in the same colors are acceptable
<b>Dress Uniform</b>	Button down blouse	WHITE
	Non-monogrammed	Short or long sleeve style shirt

BOTTOMS	
<b>Everyday Uniform</b>	Shorts- <b>NO</b> cargo style, not shorter than 3 inches above the knee, a belt (any color or style) must be worn with any bottoms that have belt loops. Navy, Khaki, Black
	Pants- <b>NO</b> cargo or Capri style, a belt (any color or style) must be worn with any bottoms that have belt loops. No denim (other than jean Middle School black denim option below), No jeggings Navy, Khaki, Black
	Skirts-simple style, not shorter than 3 inches above the knee, a belt (any color or style) must be worn with any bottoms that have belt loops. Navy, Khaki, Black *suggested that girls wear “cartwheel shorts” under dresses or skirts
	Skorts- not shorter than 3 inches above the knee, a belt (any color or style) must be worn with any bottoms that have belt loops. Navy, Khaki, Black Middle School Gray option, see below
<b>Dress Uniform</b>	<ul style="list-style-type: none"> <li>• Pants, Skirts, and Skorts- same color and length specifications as above.</li> <li>• A belt (any color or style) must be worn with any bottoms that have belt loops.</li> </ul>
<b>Middle School only</b>	Middle School Girls have the option of ordering Land’s End Skort (item#403697-AK3) in charcoal-heather gray. Middle School Girls have the option of wearing solid black jeans. <b>NO</b> Jeggings. Jeans should be free from rips or tears. Jeans are not permitted for Dress Uniform occasions.



<b>Dresses</b>		
<b>Everyday Uniform</b>	<b>Polo-Style Dress</b>	<b>RED, NAVY, BLACK</b>
	Monogrammed with Monarch logo or Monarch Middle logo *suggested that girls wear “cartwheel shorts” under dresses or skirts	<b>Polo-style dress should be simple, no shorter than 3 inches above the knee, long sleeve acceptable</b>
<b>Dress Uniform</b>	Girls may also wear a Navy, Khaki, or Black jumper. The white button down blouse must be worn under the jumper for the dress uniform.	
<b>Middle School only</b>	Middle School Girls have the option of ordering Land’s End Ponte Short Sleeve dress (item #458376-4U4) in charcoal- heather gray-monogrammed.	

<b>Socks</b>	
Anklet, Crew, or Knee-High Style Socks must be able to be seen, no footie socks	<b>WHITE, GRAY, BLACK NAVY BLUE</b> Socks must be simple, solid colored, no designs
<b>Must be worn daily, socks must match</b>	Small logo (i.e.Nike swoosh) is okay
<b>Tights and Leggings</b>	<b>NAVY, GRAY, BLACK</b> only, cooler weather. Leggings may only be worn <b>UNDER</b> skirts/dresses- they may <b>NOT</b> be worn as bottoms on their own.

<b>Shoes</b>	
<b>NO BOOTS, NO SANDALS, NO CROCS, NO LIGHT-UP SNEAKERS, NO HEELIES</b>	
<b>Everyday Uniform</b>	Athletic shoes, Mary Jane style, or any style that a child can run around in safely, shoes should be a like pair
<b>Dress Uniform</b>	No athletic shoes, shoes should be solid color Black, Brown, or Navy, shoes should be a like pair
<b>Middle School only</b>	Middle School Girls may wear <b>SOLID COLOR CONVERSE HIGH TOPS</b> . These are the only style and brand of high tops that will be permitted.

<b>P.E. Uniform</b>	
<b>P.E. Shirt</b>	Monarch Learning Academy will issue each student two gray, dry-fit style P.E. shirts, these should be worn on P.E. days. Students do have the option of wearing their standard “Everyday Uniform”.
<b>P.E. Shorts</b>	Longer length, <b>SOLID</b> black athletic shorts. <b>NO</b> shorter than 3 inches above the knee <b>NO</b> Stripes, panels of color, or large logos
<b>P.E. Shoes</b>	Athletic shoes only
<b>P.E. Coldweather</b>	On colder weather days, students may wear a solid black, long sleeve t-shirt under their Monarch P.E. shirt. Students may also wear solid black athletic pants on cold weather days.

<b>Cold Weather Options</b>	
<b>Wear to School</b>	Students may wear any jacket to school on cold weather days. These will not be permitted in the classroom. Students will be allowed to wear their jackets to P.E. and recess.
<b>Wear during School</b>	Cardigan or pullover in either solid black, solid gray, or solid navy (does not need monogram) Solid black, zip-up hoodie monogrammed with the Monarch logo

<b>Monogramming</b>	
<b>Where do I do this?</b>	Families may choose where to have their items monogrammed. The school has a monogrammer that we recommend: Linda Schwab. Please contact her 321.229.3347. She charges \$7 per item. Land's End has our logo on file as well if you order from them.
<b>Color of stitching?</b>	Red, White, and Orange polo shirts and dresses require the logo to be in black stitching. Navy and Black polo shirts and dresses require the logo to be in orange stitching.
<b>Monarch Logo</b>	Digitized files available upon request



**MONARCH**  
LEARNING ACADEMY

## Dress Code

<b>BOYS</b>
<b>Middle School Grades 6-8</b>

**\*Students must have both Dress and Everyday Uniforms.\***

<b>TOPS</b>		
<b>Everyday Uniform</b>	Polo-style, collared shirt	RED, NAVY, BLACK, MONARCH ORANGE, WHITE *ALL STUDENTS NEED A MONARCH ORANGE POLO STYLE SHIRT*(for field trips)
	*Monogrammed with Monarch logo or Monarch Middle logo	Polo shirts should be simple, short or long sleeve polo shirts in the same colors are acceptable
<b>Dress Uniform</b>	Button down shirt	WHITE, WORN WITH MONARCH SCHOOL ISSUED TIE
	Non-monogrammed	Short or long sleeve style shirt

<b>BOTTOMS</b>	
<b>Everyday Uniform</b>	Shorts- <b>NO</b> cargo style, a belt (any color or style) must be worn with any bottoms that have belt loops. Navy, Khaki, Black, Gray
	Pants- <b>NO</b> cargo style, a belt (any color or style) must be worn with any bottoms that have belt loops. No denim other than black denim option offered below Navy, Khaki, Black, Gray <b>*Gray bottoms for Boys is Middle School Only</b>
<b>Dress Uniform</b>	Shorts- <b>NO</b> cargo style, a belt (any color or style) must be worn with any bottoms that have belt loops. Navy, Khaki, Black, Gray
	Pants- <b>NO</b> cargo style, a belt (any color or style) must be worn with any bottoms that have belt loops. No denim Navy, Khaki, Black, Gray <b>*Gray bottoms for Boys is Middle School Only</b>
<b>Middle School only</b>	Middle School Boys have the option of wearing solid black jeans. Jeans should be free from tears or rips. Jeans are not permitted for Dress Uniform occasions.

<b>Socks</b>	
Ankle or Crew Style	WHITE, GRAY, BLACK NAVY BLUE
Socks must be able to be seen-no footie socks	Socks must be simple, solid colored, no designs
<b>Must be worn daily, socks must match</b>	Small logo (i.e.Nike swoosh) is okay

<b>Shoes</b>	
<b>NO BOOTS, NO SANDALS, NO CROCS, NO LIGHT-UP SNEAKERS, NO HEELIES</b>	
<b>Everyday Uniform</b>	Athletic shoes or any style that a child can run around in safely, shoes should be a like pair
<b>Dress Uniform</b>	No athletic shoes, shoes should be solid color Black, Brown, or Navy, shoes should be a like pair
<b>Middle School only</b>	Middle School Boys may wear <b>SOLID COLOR CONVERSE HIGH TOPS</b> . These are the only style and brand of high tops that will be permitted.

<b>P.E. Uniform</b>	
<b>P.E. Shirt</b>	Monarch Learning Academy will issue each student two gray, dry-fit style P.E. shirts, these should be worn on P.E. days. Students do have the option of wearing their standard “Everyday Uniform”.

<b>P.E. Shorts</b>	Longer length, <b>SOLID</b> black athletic shorts. <b>NO</b> Stripes, panels of color, or large logos
<b>P.E. Shoes</b>	Athletic shoes only
<b>P.E. Coldweather</b>	On colder weather days, students may wear a solid black, long sleeve t-shirt under their Monarch P.E. shirt. Students may also wear solid black athletic pants on cold weather days.

<b>Cold Weather Options</b>	
<b>Wear to School</b>	Students may wear any jacket to school on cold weather days. These will not be permitted in the classroom. Students will be allowed to wear their jackets to P.E. and recess.
<b>Wear during School</b>	Cardigan or pullover in either solid black, solid gray, or solid navy (does not need monogram) Solid black, zip-up hoodie monogrammed with the Monarch logo

<b>Monogramming</b>	
<b>Where do I do this?</b>	Families may choose where to have their items monogrammed. The school has a monogrammer that we recommend: Linda Schwab. Please contact her 321.229.3347. She charges \$7 per item. Land's End has our logo on file as well if you order from them.
<b>Color of stitching?</b>	Red, White, and Orange polo shirts and dresses require the logo to be in black stitching. Navy and Black polo shirts and dresses require the logo to be in orange stitching.
<b>Monarch Logo</b>	Digitized files available upon request

## 2018-2019 School Calendar

<b>Monday</b>	<b>August 13</b>	<b>First Day of School</b>
<b>Friday</b>	<b>August 17</b>	<b>Ice Cream Social</b>
<b>Thursday</b> <b>K-8<sup>th</sup>)</b>	<b>August 23</b>	<b>Community &amp; Curriculum Connections (Grades</b>
<b>Tuesday</b>	<b>August 28</b>	<b>Pre-school Open House (Toddler- 4 years)</b>
<b>Monday</b>	<b>September 3</b>	<b>Labor Day Holiday</b>
<b>Friday</b>	<b>September 7</b>	<b>Grand Event (Grandparent's Day)</b>
<b>Tuesday</b>	<b>September 11</b>	<b>Connect over Coffee (Pre-School)</b>
<b>Wednesday</b>	<b>September 12</b>	<b>Family Picnic</b>
<b>Friday</b>	<b>September 14</b>	<b>Progress reports (Gr. K-8<sup>th</sup>)</b>
<b>Monday-Friday</b>	<b>September 17-21</b>	<b>Scholastic Book Fair</b>
<b>Friday</b>	<b>September 28</b>	<b>Fall Fundraiser</b>
<b>Friday</b>	<b>October 12</b>	<b>End of 1<sup>st</sup> quarter</b>
<b>Thursday</b>	<b>October 11</b>	<b>Fall Break (No School)</b>
<b>Friday</b>	<b>October 12</b>	<b>Fall Break (No School)</b>
<b>Monday</b>	<b>October 15</b>	<b>Fall Break (No School)</b>
<b>Friday</b>	<b>October 19</b>	<b>Report cards (Gr. K-8<sup>th</sup>)</b>
<b>Wednesday</b>	<b>October 31</b>	<b>Fall Festival</b>
<b>Saturday</b>	<b>November</b>	<b>Seed to Garden to Table</b>
<b>Thursday</b>	<b>November 15</b>	<b>Thanksgiving Feast</b>
<b>Thursday</b>	<b>November 15</b>	<b>Progress Reports (Gr. K-8<sup>th</sup>)</b>
<b>Friday-Friday</b>	<b>November 16-23</b>	<b>Thanksgiving Break</b>
<b>Saturday</b>	<b>December 1</b>	<b>Old Fashioned Christmas Celebration</b>
<b>Thursday</b>	<b>December 6</b>	<b>Holiday on the Drive</b>
<b>Saturday</b>	<b>December 8</b>	<b>Fall Music Concert</b>
<b>Wednesday</b>	<b>December 19</b>	<b>Christmas Play and Party/Half Day</b>
<b>Wednesday</b>	<b>December 19</b>	<b>End of 2<sup>nd</sup> quarter</b>
<b>2 ½ weeks</b>	<b>Dec. 20-Jan. 4</b>	<b>Christmas Break</b>
<b>Monday</b>	<b>January 7</b>	<b>Students return to school</b>
<b>Friday</b>	<b>January 11</b>	<b>Report cards (Gr. K-8<sup>th</sup>)</b>

<b>Monday</b>	<b>January 21</b>	<b>MLK Jr. Holiday</b>
<b>Friday</b>	<b>February 8</b>	<b>Career Day</b>
<b>Friday</b>	<b>February 15</b>	<b>Progress reports (Gr. K-8<sup>th</sup>)</b>
<b>Friday</b>	<b>February 15</b>	<b>School Holiday</b>
<b>Monday</b>	<b>February 18</b>	<b>President's Day Holiday</b>
<b>Friday</b>	<b>February 22</b>	<b>Monarch Serves Fair</b>
<b>Thursday</b>	<b>March 14</b>	<b>Field Day/Half day</b>
<b>Thursday</b>	<b>March 14</b>	<b>End of 3<sup>rd</sup> quarter</b>
<b>Friday-Friday</b>	<b>March 15-22</b>	<b>Spring Break</b>
<b>Friday</b>	<b>March 29</b>	<b>Report cards (Gr. K-8<sup>th</sup>)</b>
<b>Monday</b>	<b>April 1</b>	<b>Art Show</b>
<b>Thursday</b>	<b>April 18</b>	<b>Breakfast with the Easter Bunny/ Half day</b>
<b>Friday</b>	<b>April 19</b>	<b>Good Friday Holiday</b>
<b>Monday</b>	<b>April 22</b>	<b>Easter Monday Holiday</b>
<b>Thursday</b>	<b>April 26</b>	<b>Progress reports (Gr. K-8<sup>th</sup>)</b>
<b>Thursday</b>	<b>April 26</b>	<b>Founders' Day</b>
<b>Saturday</b>	<b>May 4</b>	<b>Spring Music Concert</b>
<b>Tuesday</b>	<b>May 7</b>	<b>Evening with the Authors (Gr. K-8<sup>th</sup>)</b>
<b>Mon-Fri</b>	<b>May 6-10</b>	<b>Pre-school Mother's Day Teas</b>
<b>Friday</b>	<b>May 17</b>	<b>Four Year Old End of Year Program</b>
<b>Mon-Fri</b>	<b>May 20</b>	<b>Teacher Appreciation Day</b>
<b>Tuesday</b>	<b>May 21</b>	<b>8<sup>th</sup> grade Graduation</b>
<b>Friday</b>	<b>May 24</b>	<b>Last Day of School/Half Day</b>
<b>Friday</b>	<b>May 24</b>	<b>Report cards (Gr. K-8<sup>th</sup>)</b>

**\*\*\*Standardized testing will be scheduled for students in Grades 3-8 in April or May. Dates TBD.**

**Receipt and Acceptance of the Monarch Learning Academy Family Handbook**

I have, this day, received a copy of the Monarch Learning Academy Family Handbook. I understand that I am responsible for reading the policies and practices described within it.

I AGREE TO ABIDE BY THE POLICIES AND PROCEDURES CONTAINED HEREIN. I UNDERSTAND THAT THE POLICIES AND BENEFITS CONTAINED IN THIS FAMILY HANDBOOK MAY BE ADDED TO, DELETED, OR CHANGED BY THE SCHOOL AT ANY TIME.

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**Signature**

**Date**

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**Printed Name**

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**Child(ren)'s Name(s)**

**After reading this handbook, please sign this page and return it to the front office.  
Thank you!**