

2024-2025 FAMILY HANDBOOK



MONARCH
LEARNING ACADEMY

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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 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, gleaning 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 (*1 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*.

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 maintaining 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 websites, 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
- 1st Offense- 2 day lunch detention
- 2nd Offense- 1 day suspension
- 3rd Offense- 2 day suspension
- 4th 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
- 1st Offense- 2 day suspension
- 2nd Offense- 3 day suspension
- 3rd Offense- Written warning of referral to Level 4
- 4th 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/Harassment

1st Offense- Investigation

If founded, 2 days of suspension

2nd Offense- Investigation

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

OR

(1) Expulsion from Monarch Learning Academy

3rd Offense- Investigation

If founded, expulsion from Monarch Learning Academy

Safe and Responsible Use of Technology: Monarch's Technology Policy

This policy was created through the lens of keeping our students safe while developing lifelong, healthy online habits.

Safe and Responsible Use of Technology:

We urge students and parents to be aware of the public nature of social networking sites (e.g. Facebook, Instagram, X, Snapchat, etc.) and to use caution when posting personal information. Information and photos posted on these sites could end up creating unintended consequences. Even though some of these sites seem to be password protected they can be and are accessed by anyone. A posting potentially can be viewed by strangers, a sexual predator, a future college admissions representative, a future employer, a coach, teacher or family members. Essentially, it is wise to not post anything of a personal nature or that creates a negative impression on a web site, no matter how "protected or secret" it seems. The safest recommendation: don't post.

If any forms of harassment or threats are made toward Monarch Learning Academy, its faculty, staff, students or families via these social networking sites, the consequences could be as serious as expulsion from school. In addition, a posting in any way associated with Monarch Learning Academy which brings discredit to Monarch Learning Academy will result in disciplinary action up to and including expulsion.

User Responsibility

Computer use, including accessing the Internet and the Monarch Learning Academy network, is a revocable privilege, not a right. It is important that each Monarch Learning Academy family and student read the Monarch Learning Academy Technology Code of Ethics and adhere to the rules. Failure to abide by this school policy in any way or violating the spirit of this agreement by circumventing the computer procedures, policies or student account restrictions is reportable to the Administration and may render the student ineligible to use the school's computers, the student's own computer, iPad or smartphone on campus, or the school's network.

Technology Code of Ethics

1. I agree to follow all posted computer rules and restrictions, and to follow this code of ethics in all my work with any computers or handheld devices used at Monarch Learning Academy.
2. I will use all electronic devices on campus for educational purposes only.
 - a. I will not play, create, or download inappropriate, non-educational games or videos (YouTube) from storage devices, network drives or the Internet, nor will I watch or download videos, movies or TV shows. The only exception to this rule is if a teacher gives explicit permission to do so.
 - b. I recognize and will abide by all copyright laws and regulations for all media, and I will seek knowledge and understanding of copyright laws before reproducing or using these materials. Additionally, I will not copy the work of others and utilize as my own.
 - c. Use of an AI (Artificial Intelligence) generator when an assignment doesn't call for or allow for it without proper attribution or authorization is plagiarism.
 - d. I understand if I engage in any form of cheating or plagiarizing using technology, I will be held to the Monarch Learning Academy Code of Conduct.
3. I will respect school property, including technology equipment. I will respect the technology equipment of others in our community.
 - a. I will not intentionally harm, modify, destroy or damage computers, networks, software or equipment; spread viruses; or interfere or attempt to interfere with system security in any way.
 - b. I will not damage, misuse or inappropriately access the technology equipment of others.
 - c. Chrome devices will be issued to students in grades K-8. A \$25 annual user fee will be assessed for students using ChromeTablets in grades K-2. A \$50 annual user fee will be assessed for students using ChromeBooks in grades 3-5. The annual user fee for students in grades 6-8 (\$50) is covered under the materials/tech fee assessed to middle school students.
 - d. Monarch Learning Academy issued tech will be examined at least once a year by the tech team and issued a grade based on this grading system:
 - A - reusable and in reusable condition
 - B - reusable with minor wear and markings (no missing parts beyond rubber feet)
 - C - not re-issuable, cracks in case, missing key(s), missing parts, stickers not easily removed
 - D - not re-issuable, major missing parts or damage to the body
 - e. If a Monarch issued device is unintentionally damaged, the replacement or repair cost, minus the user fee, will be split between the family and Monarch Learning Academy.
4. I will abide by network security protocols on campus. Violating these protocols constitutes abuse of the system.
 - a. I will not attempt to access blocked sites or inappropriate content by going around the network firewall, whether via proxy servers or other means.
 - b. I will not set up a network server, wireless access point or any device providing network services that allows others to connect to my computer device or another's computer at school.
 - c. I will not use any device to access Monarch Learning Academy-blocked sites or inappropriate content while on or off campus.
5. I will keep my password secure.

- a. I will not divulge my password, use another person's password or allow another student to have access to my school (or any online) account.
 - b. I will not gain access to accounts, files or databases that are not authorized for my use
6. I understand that all student-created communications and web content must be appropriate. Personal electronic device use is a **privilege** at Monarch Learning Academy. "Personal electronic devices" includes but is not limited to laptops, iPads, tablets, cell phones, and electronic readers. There is no expectation of privacy in personal electronics brought onto campus or to school sponsored events, and the school reserves the right to confiscate and search the contents of any devices brought on campus or to school sponsored events, regardless of ownership of the device. Students may be required to provide login or password information to allow access to such devices. Failure to provide such information may result in discipline.
- a. The Internet is a worldwide, publicly accessible communication forum. All web content, including social networks, (e.g. Facebook, Instagram), message boards, and photo sharing sites appearing on the Internet are in the public domain, even if marked "private." I will not post, broadcast or forward any personal information about myself or others including addresses, phone numbers, photographs, etc. on the Internet or via mass texting.
 - b. Students are responsible for all communications, including email, text messages, personal websites and postings as well as for postings they make on other students' websites.
 - c. I understand that any electronic files, materials or messages in my student account are not private and may be viewed by school personnel and my parents.
 - d. The areas of appropriateness will include but are not limited to language (abbreviated or alluding to), pictures, suggestive poses, clothing, and reference to alcohol, drugs or tobacco. Any question of appropriateness will be decided by the school, and is governed by the Code of Conduct.
 - e. I will use discretion in not only what I keep in my files, but also the content and language used in any original work.
7. I will conduct myself in a most respectful manner while online.
- a. I will not access, transmit, receive, submit or publish any defamatory, abusive, obscene, profane, sexually explicit, threatening, harassing, offensive or illegal material on any computer, laptop or handheld device.
 - b. I will not participate in any form of computer cyber-bullying or harassment involving any Monarch Learning Academy or non-Monarch Learning Academy student, family member, faculty or staff while on or off campus.
 - c. I will immediately report instances of cyber-bullying or harassment to a teacher or administrator.
8. I will immediately report any misuse of technology resources to a member of the school faculty or administration.
- a. I will report any known security breach to a member of the school faculty and will not spread knowledge of the breach to other students.
 - b. I will alert a parent, teacher or school administrator immediately if I receive a message, post, image or other content that is abusive, aggressive, hateful, violent or obscene, or if any such content is created by or directed toward another student.
9. Cell Phone Usage on Campus:

Cell phones may be used under the following conditions:

- a. With specific teacher or admin. permission to be in contact with a parent or guardian.
- b. With specific teacher permission to be in touch with an FLVS instructor.
- c. Use as a tool- for example to answer questions in an interactive classroom activity or if explicit permission is given to use the calculator function on the phone.

Cell phones must be turned off and remain away during school (unless permission is granted). Misuse of the cell phone privilege could result in confiscation of the cell phone.

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 is 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 5 hours/school year or a payment of \$50.00.

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
- Day of Gratitude
- Christmas Programs and Celebrations
- Monarchpalooza
- Easter Traditions
- Children's Chapel Time
- Mother's Day Tea
- Family Picnics
- Parent Prayer Groups
- Class/school wide service projects
- School Workdays
- Shine Annual Campaign
- Volunteer Opportunities
- Grandparent's Day Celebration
- Fall Festival
- Career Day

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. Monarch Learning Academy 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.

Diversity, Equity, and Inclusivity work and studies reinforces the philosophy, mission, heart, and practice of Monarch Learning Academy. We understand that Diversity, Equity and Inclusivity practice strengthens the fabric of a robust learning environment and social community. Monarch views itself as a Mission Field. We value the complexity of our society—including the richness of each individual's ideas, identities, backgrounds, orientations, expressions, abilities, and aspirations. As we learn from each other and alongside each other, our minds open and we all benefit, resulting in a power to make a difference.

At Monarch, social and emotional development are vital parts of the whole child. To shepherd students effectively, Monarch facilitates curriculum to support a child's wellness and social skills. This curriculum equips students to develop healthy wellness practices, problem solve social scenarios, while fostering personal growth and reflection in the individual child. The language and tools that accompany Social Bridges and the Wellness curriculum are embedded into the day-to-day instruction of every Monarch Learning Academy classroom in Preschool through 8th grade.

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 Nature 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 supports project based learning and 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.

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 but are not limited to art, music, physical education, learning garden, 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 are taught across 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.

Chrysalis Eligibility

Monarch's Chrysalis Elective takes Monarch's school-wide, whole-child curriculum roots and grows them broader and deeper. The Chrysalis Elective is designed to meet the unique profiles of students who may have a natural desire and aptitude to "go beyond" and explore a broad range of topics. Chrysalis seeks to integrate intellectual curiosity, high academic achievement, and individual passions through direct weekly instruction and exploration.

Eligibility for Chrysalis can be established through the 4 following avenues:

1. Superior intellectual development as measured by an intelligence quotient

of two (2) standard deviations or more above the mean on an individually administered standardized test of intelligence (IQ score of 130 or above). This option can also be used to establish eligibility for Gifted services with the Florida public school system in addition to participation in Chrysalis. Monarch utilizes a “standard error of measure” criteria for this option, meaning Chrysalis eligibility is predicated upon a score of 127 or Higher.

2. Intellectual development as measured by an intelligence quotient associated with a 95% confidence interval (CI) that includes a score of 127 or higher on an individually administered standardized test of intelligence. As a child’s performance on an assessment can vary on any given day, a CI represents the hypothetical range of scores a child would be expected to achieve upon retesting with 95% accuracy. For example, a child may obtain an IQ score of 123 with a 95% CI of 116-128. In this example, because the CI includes a score of 127 or higher, the child would be eligible to participate in Monarch’s Chrysalis elective. This option would not translate into eligibility for Gifted programming through the public school system.

3. Intellectual development in either the verbal or fluid reasoning domains associated with a quotient of 130 or above on an individually administered standardize test of intelligence. This option would not translate into eligibility for Gifted programming through the public school system.

4. Academic performance at composite and/or total levels at or above the 95th percentile on a nationally normed standardized test, such as the IOWA, FSA, PSAT, etc. This option would not translate into eligibility for Gifted programming through the public school system.

In an effort to support eligibility for the Chrysalis Elective, Monarch conducts a yearly screening in 2 nd grade using an abbreviated intellectual development screening tool. Monarch will share results with parents and make recommendations for further assessment for those students whose screening scores predict strong potential performance on a global standardized test of intelligence. If further testing is indicated, families are encouraged to partner with a private provider or their zoned public school for further assessment an individually administered standardized test of intelligence.

Specials: Monarch Learning Academy considers special areas an integral part of whole-child learning. A variety of 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. Beginning in Grade 4, students participate in Legacy field trips which consist of over-night trips. These are out of town experiences which enrich our students in a deeper way.

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

Monarch Learning Academy consists of a School Director, an Administrative Team, Teachers, and Teachers 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, we aim for a teacher-student ratio 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.
- Mentoring opportunities for our students so we are able to utilize the range of ages within Monarch's student population.

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.

Monarch Serves

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. Monarch Serves program plans service projects related to the interest of the students. Mission projects are planned in collaboration with their teachers as well as community leaders and implemented by the students and meet the needs of the community (local and/or global organizations). 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.

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

Additional Information: Marguerite McNeill, Director of Monarch Learning Academy
mmcneill@monarchlearningacademy.com

Murray Christiansen, Director of Community Outreach, HR, and Admissions
mchristiansen@monarchlearningacademy.com

Tanya Whalley, Director of Monarch Middle
twhalley@monarchlearningacademy.com

Melanie Mulhuasen, Director of Whole Child Support
mmulhausen@monarchlearningacademy.com

Jennie Mealor, Director of Elementary Academics and Curriculum
jmealor@monarchlearningacademy.com

Marsha Hall, Director of Inclusivity
mhall@monarchlearningacademy.com

Lindsay Chamberlin, Director of Preschool
lchamberlin@monarchlearningacademy.com

Bernice Kederick, School Accountant
bkederick@monarchlearningacademy.com

Katie Villegas, Office Manager
kvillegas@monarchlearningacademy.com

Admissions

The official admission process for new students begins with a 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. Student applicants are required to visit for a full school day. Prior to registration, children in grades Kindergarten and above will be screened for grade level readiness. A 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 prior to school starting in the Fall. 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 Grades K 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 5 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. This includes days missed in the pre-school due to holidays. Days missed in the preschool due to holidays will not be able to be made up. 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 3% 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:

Please consult the Monarch Website (under Enrollment) for a current fee schedule.

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.

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

Community Equity Hours

Each family's requirement is 5 hours/school year to be completed by May 31st or a payment of \$50.00. 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 at 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-4 should report to the Collaborative Room if arriving between 8:00-8:30. Students 5-8 report to the Early Care Classroom on the third floor if arriving prior to 8:30.

Inclement Weather Drop Off

In the event of inclement weather at drop off (severe rain and/or lightning) please drop off your child(ren) at the back of our building (back parking lot), utilizing the church entrance under the overhang. Drivers should enter the parking lot entrance from Stetson Street, pull to the overhang, drop off students- (they will be met by members of the Admin team and teachers who will escort students inside the building), drivers should then continue to drive forward to Yale Street to exit the church parking lot.

School Begins With Prayer Circle

Grades K- 1st are to be dropped off in the Courtyard for prayer. Grades 2nd-4th assemble collectively on the Second Floor, outside of their classroom. Grades 5th -8th will assemble collectively on the Third Floor Hallway.

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

At Monarch Learning Academy, it is critical that we start every school day in a way that honors our school's model spiritually, academically, and socially-emotionally. Starting each morning with prayer sets the tone for the day and puts the Lord at the forefront. It is important that every child be present for the morning prayer start and for students to see this as a vital point in their day, not as an optional one. Honoring Monarch's start time as a family models: courtesy, manners, positive executive functioning skills, and respectfulness towards other students, families, and faculty.

Monarch's tardy policy reflects the importance and priority of setting our students up for highest success to launch their day without distractions or interruptions.

- School starts at 8:30am.
- Tardies will be issued at 8:35am.
- If you arrive after 8:35am, go directly to the office to receive a tardy slip.
- Families are allowed 5 tardies per quarter.
- After 5 tardies, families will be billed \$10 per tardy per student for the remainder of the quarter.
- Families will be billed at the end of the quarter through FACTS.
- The tardy system will reset each quarter.
- The same tardy policy applies to Middle School, but due to the later start time, students will be considered tardy after 8:50am

Drop off and Release Schedule

- **Kindergarten through 5th Grade parking** for morning drop off locations are the Back Parking Lot behind the church or the Stetson/Dartmouth Lot.
- **Middle School parking** for morning drop off is in the Stetson/Dartmouth lot.
- If you have more than one student, please use the parking location of the older student.
- Parents may and are encouraged to escort younger students in to the building.
- We ask that parents please refrain from using the handicapped spots in the back parking lot unless you are authorized to park in handicapped parking.

Kindergarten-4th Grade Morning Drop Off

7:30am- Before care in Collaborative Room

8:30am- Arrival for Prayer circle (Location for K-1st Grade on Courtyard)

8:30am- Arrival for Prayer circle (Location for 2nd-4th Grade- 2nd floor Hallway)

Kindergarten-4th Grade Afternoon Release (Mon, Tues, Thurs, Fri)

Kindergarten- 1:45pm to back parking lot

1st Grade- 2:30pm to back parking lot

2nd Grade- 3:00pm to back parking lot

3rd Grade- 3:00pm to back parking lot

4th Grade- 3:10pm to back parking lot

Wednesday

Kindergarten- 1:45pm to back parking lot

1st Grade- 2pm to back parking lot

2nd Grade- 2pm to back parking lot

3rd Grade- 2pm to back parking lot

4th Grade- 2:10pm to back parking lot

Drop off and release schedule for 5th -8th Grade:

5th-8th Grade Morning Drop Off

7:30am- Before care on Third Floor landing

8:45am- 5th-8th Grade start time

8:45am- Morning Prayer (Location- 3rd floor Hallway)

5th-8th Grade Release

5th Grade- 3:15pm release to back parking lot

5th Grade- 3:15pm-4pm- Study Hall

6th-8th Grade- 3:30pm- Release from Main Entrance to Back Parking Lot

6th-8th Grade Study Hall- 3:30-4:30pm

*Study Hall is mandatory for students 5th-8th grade staying for aftercare

*Early release every Wednesday for 5th grade- 2:15pm

*Early release every Wednesday for 6th-8th grade- 2:30pm

Classes may be dismissed early prior to holidays.

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.

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.

Walkers and Bike Riders at Monarch Learning Academy

- Riding a bicycle and walking to Monarch Learning Academy is a privilege. Monarch allows students in Grades 3-8 to commute to and from school unaccompanied by an adult.
- Students in grades lower than Third, may walk or bike to school only if they are accompanied by an adult.
- All students commuting to and from school unaccompanied by an adult must have a signed release on file.
- All bicycles are to be securely locked in the racks provided in the designated area (on Stetson Street, next to the front entrance of the school).
- All bike riders must walk their bicycles from the sidewalk to the bike rack. Students must walk their bicycles on the sidewalks around Monarch Learning Academy/Church on the Drive.
- When leaving for the day, students must walk their bicycles off of the campus.
- No bicycle riding in any of the Monarch Learning Academy/Church on the Drive parking lots.
- School personnel will make reasonable efforts to keep watch of the parked bicycles. Monarch Learning Academy will not be held liable for any bike that is stolen or vandalized.
- Students commuting to and from school on a bicycle must wear a helmet.
- Biking and walking students may be held at school during dismissal due to inclement weather.
- If the school has an understanding that your child is walking or biking to school and does not show up for the day, the school will call to make sure your student is indeed absent. **Please notify the school if your child will be absent.**

The privilege of riding a bike can be withdrawn for any of the following reasons:

1. Poor riding habits
2. Breaking any safety/traffic rules (also includes walkers)
3. Failure to park and lock bicycle appropriately
4. Not walking bike around the Monarch Learning Academy/Church on the Drive campus
5. Vandalizing another bicycle

Your cooperation in enforcing these rules keeps everyone safe and is greatly appreciated and necessary.

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 group meeting with the Administration Team. There are many 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 of 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-2nd 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 requesting a time for a call or conference.

Parents are responsible to check their email 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 an Administrator and the Director.
4. If the issue is still not resolved after a meeting with Administration, 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 – 8th 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-8th 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 – 8th 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, reinforcing classwork and working on projects. When needed, teachers may also send home reinforcement for students who struggle in an area.

Middle School Homework-absences

It is up to the middle school student to make the initial connection with their teacher in order to acquire any makeup work due to absences.

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.

Health and Safety

Monarch has an off-duty OPD Officer on campus each day from 8:00 a.m.- 4:30 p.m.

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. Monarch has a single entrance located on Stetson Street. Entry may be made by utilizing the school security buzzer next to the front door. You will be personally admitted into the building. In order to maintain the integrity of this security we ask a number of important points to be followed. **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.

Death of a Student or Staff Member

In the unfortunate death of a student or staff member we will provide information about counseling services through referrals made by our administration. Additionally, our pastor will be on-site to comfort and pray with those affected.

Child Abduction or Lost/Missing Child

In the event of a child abduction from the school property, the police will be called and the school will go into lockdown until the safety of all children is determined. The police will be given detailed information such as: the child's clothing that day, a photo of the child, a description of the abductor and the abductor's vehicle (if available). The parents/family of the child will be called immediately after the police.

If the child was at school but goes missing the police will be called and detailed information regarding the circumstances prior to the child's disappearance will be shared along with a description of the child's clothing and a photo if available. The parents/family of the child will be called immediately after the police.

Once more information is known about the circumstances of the abduction or disappearance a meeting with our school families will be scheduled to answer questions and to reassure them about their own child's safety.

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.

Service Animals

The only animals allowed on campus will be designated service animals (e.g. dogs). Please request permission in advance from the office for your service animal to be on campus.

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, or any threat that affects the well-being and safety of our students on campus- a 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.

Emergency Procedures and Drills

Monarch Learning Academy has developed a series of emergency procedures and associated drills to ensure student and faculty safety across a variety of potential scenarios. Monarch Learning Academy's procedures are aligned with best practices recommendations from state and national resources, including the Orlando Police Department, Homeland Security, the National Association of School Resource Officers, the National Association of School Psychologists, and the ALICE Training Institute. Throughout the course of the school year, students and faculty will engage in a variety of announced drills to include: fire drills, severe weather drills, lockdown drills, lockdown drills, evacuation drills, and armed assailant/active shooter drills. Unannounced or simulation drills will never be conducted at Monarch Learning Academy, as these have been found to potentially cause physical and psychological harm to students, staff, and the overall learning environment. Monarch Learning Academy takes a developmentally appropriate approach to each type of drill to ensure that these experiences are executed without elevating anxiety or perception of risk. In the event of an actual emergency, Monarch Learning Academy will utilize the Renweb text messaging feature to alert the community as to protocol for reunification and any additional critical information. Additionally, in the event of an actual emergency, Monarch Learning Academy will report the event to DCF-Childcare Regulation Office (407-317-7820) and email the assigned DCF Counselor. The Abuse Hotline will be notified as well, if needed. Additional information is available if desired.

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!

In an effort to keep all children and faculty healthy, Monarch will strictly adhere to the policy stated.

Monarch is aware and sensitive to the difficulties placed on a family when child is ill and recuperating

which prevents them from attending school and parents missing work. However it is critical that our

community understands that the overall wellbeing of a healthy classroom setting optimal for learning

and the enjoyment of attending school. We deeply appreciate your understanding efforts and support of this policy.

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

- Fever of 100.4 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 clear 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.
- **Unusual Fatigue (the student is not acting like their typical self) 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 in the Monarch office 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.

Please note: due to the fact that Monarch Learning Academy accepts a religious exemption form for immunizations, some children may not have current immunizations.

Parent & Student Information

Absences

If your child is going to be absent, please email the student's teacher and copy the office (kvillegas@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 – 8th 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.

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 cellphones 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 (IPad, 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-8th Grade

All children enrolled in Kindergarten – 8th 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.

Dress Code Infractions

Students are expected and required to follow the Monarch Learning Academy Dress Code. If a student does not follow the dress code this is the protocol teachers and administrators will follow.

These infractions are reset each quarter.

1. Students are issued an “Oops, I was out of Uniform” Slip with “Friendly Reminder” noted. If a student needs to change, they will be escorted to the uniform closet and given a gently used uniform piece. The infraction will be detailed and parents will sign the slip. The slip is returned the following school day to the teacher. The teacher will keep track of the uniform infractions.
2. The same protocol will be followed for being out of uniform for infractions 1 and 2.
3. On the third infraction, the above protocol will be followed and the parents/caregivers will receive a call home to discuss these continued infractions.
4. At any point, if a gently used item is not available, students will be issued a new item and families will be charged to their FACTS account for this item. (\$10-\$15) Parents will be notified of this charge.

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 be an appropriate, modest length. No oversized or sloppy looking clothes will be permitted. 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-8th are covered in the annual field trip fee. However, some upper grades over-night trips may incur an additional cost. Pre-K field trips may incur an additional cost as well.

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 seat belt/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-8th 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/ textbooks, 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 online at www.cookdlicious.com. Lunch tickets may be purchased from Maria Tapia. Lunch is 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.

For the health and safety of your child 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).

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

Kindergarten-8th 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

MONARCH

LEARNING ACADEMY

DRESS CODE

KINDERGARTEN-5th GRADE

| TOPS | | | | | |
|---|--|---|---|---|--|
| Everyday Uniform | | | | | |
| | <table><tr><td>Polo-style, collared shirt</td><td><ul style="list-style-type: none">RED, NAVY, BLACK, MONARCH ORANGE, WHITE</td></tr><tr><td>*Monogrammed with Monarch logo</td><td><ul style="list-style-type: none">Polo shirts should be simple, short or long sleeve</td></tr></table> | Polo-style, collared shirt | <ul style="list-style-type: none">RED, NAVY, BLACK, MONARCH ORANGE, WHITE | *Monogrammed with Monarch logo | <ul style="list-style-type: none">Polo shirts should be simple, short or long sleeve |
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| | *Monogrammed with Monarch logo | <ul style="list-style-type: none">Polo shirts should be simple, short or long sleeve | | | |
| <ul style="list-style-type: none">Students may wear their Monarch Kindness shirt any day.Students may wear their orange spirit shirt on FridaysMonarch may make special shirts available and students will be permitted to wear these on occasion | | | | | |
| | | | | | |
| BOTTOMS | | | | | |
| Everyday Uniform | | | | | |
| | <table><tr><td>Shorts- NO cargo style, NO denim, NO short-shorts, NO bicycle shorts as bottoms- minimum 4” inseam on shorts</td></tr><tr><td>Navy, Khaki, Black, Gray</td></tr></table> | Shorts- NO cargo style, NO denim, NO short-shorts, NO bicycle shorts as bottoms- minimum 4” inseam on shorts | Navy, Khaki, Black, Gray | | |
| | Shorts- NO cargo style, NO denim, NO short-shorts, NO bicycle shorts as bottoms- minimum 4” inseam on shorts | | | | |
| | Navy, Khaki, Black, Gray | | | | |
| <table><tr><td>Pants- NO cargo, NO Capri style, NO leggings or jeggings to be worn as bottoms, NO denim.</td></tr><tr><td>Navy, Khaki, Black, Gray</td></tr></table> | Pants- NO cargo, NO Capri style, NO leggings or jeggings to be worn as bottoms, NO denim. | Navy, Khaki, Black, Gray | | | |
| Pants- NO cargo, NO Capri style, NO leggings or jeggings to be worn as bottoms, NO denim. | | | | | |
| Navy, Khaki, Black, Gray | | | | | |
| <table><tr><td>Skirts-simple style, not shorter than 4 inches above the knee</td></tr><tr><td>Navy, Khaki, Black, Gray</td></tr><tr><td>*suggested -wear “cartwheel shorts” under dresses or skirts</td></tr></table> | Skirts -simple style, not shorter than 4 inches above the knee | Navy, Khaki, Black, Gray | *suggested -wear “cartwheel shorts” under dresses or skirts | | |
| Skirts -simple style, not shorter than 4 inches above the knee | | | | | |
| Navy, Khaki, Black, Gray | | | | | |
| *suggested -wear “cartwheel shorts” under dresses or skirts | | | | | |
| | | | | | |
| DRESSES | | | | | |
| Everyday Uniform | | | | | |
| | <table><tr><td>Polo-Style Dress</td><td>RED, NAVY, BLACK</td></tr><tr><td><u>Monogrammed with Monarch logo</u> *suggested -wear “cartwheel shorts” under dresses or skirts</td><td>Polo-style dress should be simple, no shorter than 3 inches above the knee, long sleeve acceptable</td></tr></table> | Polo-Style Dress | RED, NAVY, BLACK | <u>Monogrammed with Monarch logo</u> *suggested -wear “cartwheel shorts” under dresses or skirts | Polo-style dress should be simple, no shorter than 3 inches above the knee, long sleeve acceptable |
| Polo-Style Dress | RED, NAVY, BLACK | | | | |
| <u>Monogrammed with Monarch logo</u> *suggested -wear “cartwheel shorts” under dresses or skirts | Polo-style dress should be simple, no shorter than 3 inches above the knee, long sleeve acceptable | | | | |

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| SOCKS | |
| Anklet, Crew, or Knee-High Style | <ul style="list-style-type: none"> • Matching pair, any color or appropriate design |
| Tights and Leggings | <ul style="list-style-type: none"> • NAVY, GRAY, BLACK only, cooler weather. • Leggings may only be worn <u>UNDER</u> skirts/dresses- they may <u>NOT</u> be worn as bottoms on their own. |

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| SHOES | |
| NO SANDALS, NO CROCS, NO HEELIES, NO SLIPPERS, NO SLIDES OR FLIP FLOPS | |
| Everyday Uniform | Athletic shoes or any style that a child can run around in safely, shoes should be a like pair |

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| P.E. UNIFORM | |
| P.E. Shirt | <ul style="list-style-type: none"> • Monarch Learning Academy will issue each student a gray P.E. shirt, these should be worn on P.E. days. • Students do have the option of wearing their standard “Everyday Uniform”also. |
| P.E. Shorts | <ul style="list-style-type: none"> • Minimum 4” inseam athletic black shorts • SOLID black. NO Stripes, panels of color, or large logos |
| P.E. Shoes | Athletic shoes only |
| P.E. Cold Weather | <ul style="list-style-type: none"> • On colder weather days, students may wear a solid black or white, long sleeve t-shirt under their Monarch P.E. shirt. • Students may also wear solid black athletic pants on cold weather days. |

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| COLD WEATHER OPTIONS | |
| Wear to School | <ul style="list-style-type: none"> • Students may wear any jacket to school on cold weather days. • These will not be permitted to be worn in the classroom. • Students will be allowed to wear their jackets to P.E.and recess. |
| Wear during School | <ul style="list-style-type: none"> • Monarch Learning Academy sweatshirt- available for purchase from the school. • Cardigan and pullover sweaters in black, navy, or gray are acceptable. • Sweatshirts/sweaters must fit and not be longer length than any bottoms |

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| MONOGRAMMING | |
| Where do I do this? | Please consult the Monarch Monitor for information or call the Monarch office. 407-478-8577 |



DRESS CODE

MIDDLE SCHOOL GRADES 6-8

| TOPS | | |
|---|--|--|
| Everyday Uniform Polo style shirt OR Monarch Middle Spirit shirt | Polo-style, collared shirt | <ul style="list-style-type: none"> RED, NAVY, BLACK, MONARCH ORANGE, WHITE |
| | *Monogrammed with Monarch logo or Monarch Middle logo | <ul style="list-style-type: none"> Polo shirts should be simple, short or long sleeve |
| | Spirit Shirts | <ul style="list-style-type: none"> Black or Gray Monarch Middle Spirit Shirts may be worn OR White Long Sleeve Monarch Middle Tee Shirt- Shirts provided by Monarch Monarch Kindness shirts may be worn on any day. Optional-Monarch may make available special shirts for purchase- these will be considered part of the dress code. |

| BOTTOMS | |
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| Everyday Uniform | Shorts- NO cargo style, NO SHORT-SHORTS, NO bicycle shorts as bottoms, minimum 4" inseam Navy, Khaki, Black, Gray |
| | Pants- NO cargo, NO Capri style, NO leggings or legging like pants to be worn as bottoms. Navy, Khaki, Black, Gray |
| | Black Jeans- (no rips or frays) are allowed in the middle school only. |
| | Skirts-simple style, not shorter than 4 inches above the knee Navy, Khaki, Black, Gray |

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| SOCKS | |
| Anklet, Crew, or Knee-High Style | <ul style="list-style-type: none"> • Socks must be worn- any color or appropriate design |
| Tights and Leggings | <ul style="list-style-type: none"> • NAVY, GRAY, BLACK only, cooler weather. • Leggings may only be worn UNDER skirts/dresses- they may <u>NOT</u> be worn as bottoms on their own. |

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| SHOES | |
| NO SANDALS, NO CROCS, NO HEELIES, NO SLIPPERS, NO SLIDES, NO FLIP FLOPS | |
| Everyday Uniform | Athletic shoes or any style that a child can run around in safely, shoes should be a like pair |

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| COLD WEATHER OPTIONS | |
| Wear to School | <ul style="list-style-type: none"> • Students may wear any jacket to school on cold weather days. • These will not be permitted to be worn in the classroom. • Students will be allowed to wear their jackets to P.E. and recess. |
| Wear during School | <ul style="list-style-type: none"> • Monarch Middle Black sweatshirt- available for purchase from the school. • “Class Of...” Sweatshirts- provided by the school • In addition, cardigan and pullover sweaters in black or navy are acceptable. • Sweatshirts/sweaters must fit and not be longer length than any bottoms |

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| MONOGRAMMING | |
| Where do I do this? | Please consult the Monarch Monitor for information or call the Monarch office. 407-478-8577 |

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.

Signature**Date**

Printed Name

Child(ren)'s Name(s)

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