



Public Charter School Student Handbook 2021-2022

Monticello Mission & Vision

*Monticello Montessori students will become critical thinkers
and intrinsically motivated learners.*

*Through a Montessori-inspired approach to learning, students will maximize
their inner potential and experience purpose and meaning in life, take
responsibility for their own education, cultivate personal dignity and develop
independence and purpose in life.*

Dear Students and Parents:

Please take a few minutes with your child to become familiar with the school rules and procedures summarized in the Student Handbook. Monticello's regulations are designed to protect the safety and the learning opportunities of all our students.

The Student Handbook contains information that we hope students and parents will find helpful. It is organized by topic alphabetically. Throughout the handbook, the term "parent" refers to the parent, legal guardian, or other adult who has agreed to assume school-related responsibility for a student. The Student Handbook is meant to inform parents and students so that all students have equal opportunities for success at school.

Parents are the child's first and most important teacher. Working with you as a team to support your child is our goal as a teaching staff. Please let us know if we can adjust or assist in any way to maximize your child's learning experience. Parent cooperation with school safety procedures keeps all our students safe especially when parents visit, volunteer, check students in or pick them up. Since time in attendance is the biggest factor in school success, one of the most important ways parents can help their child succeed in school is to be sure that they come to school each day, arrive on time, and remain at school through the whole school day.

Please be sure to sign the last pages of the Student Handbook with your child and return those pages to the school. Having both signatures on file allows your child to use Monticello's digital learning resources for educational purposes.

Monticello policy references are included in this Handbook to provide you with cross-references to current policy. A copy of the Monticello Policy Manual is available on the school website. In case of a conflict between Board policies and any provision in this Handbook, Board Policy takes precedence. This document may be updated periodically since policy adoption and revision is an ongoing process. Changes in policy that affect Student Handbook provisions will be made known to students and parents through various communications as needed throughout the school year.

Kind Regards,

Monticello Montessori Public Charter School Administration

ATTENDANCE

Regular school attendance is the single strongest contributing factor to academic growth and is essential for the student to make the most of his or her education by — to benefitting from teacher-led activities, to building each day's learning on that of the previous day, and to growing as an individual.

State law requirements: Students between the ages of 7 and 16 must attend school unless the student is otherwise legally exempt or excused. School employees must investigate and report

violations of the state compulsory attendance law. A student who is absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.

School Attendance Enforcement:

Class time is essential to learning in the Montessori classrooms environment. Please plan dentist, medical, legal and support services appointments, if at all possible, at times so the student will not miss instructional time. Fridays are ideal for appointments, since Monticello is in session Monday through Thursday.

Students may make up work for excused absences, but not for an unexcused absence. Unexcused absences are not acceptable at Monticello Montessori (See Board Policy 3050A3). In addition, absences for such reasons as camping, vacations, or non-school activities are highly discouraged because they significantly disrupt the students' learning process.

Because excessive absences negatively affect school funding and student progress, Monticello Montessori takes student attendance seriously and will therefore track student attendance daily on a regular basis. The school board and administration understand that there are legitimate reasons for not coming to school, such as illness, grievance, medical or legal appointments, or family emergencies. (See section Board Policy 3050A3 on excused absences.) Please be sure to notify the office regarding all absences.

However, even if a student is absent for these reasons, it is necessary that the parent phone the school to inform the office of the absence and to send a note explaining the absence when the student returns.

When a student is absent:

- The parent must call the school by 9 a.m. in case of absence so that we know your child is safely in your care.
- If parents have not contacted the school by 9:00 a.m., school personnel will attempt to call to check on the child.
- In the event that phone contact was not made, parents are requested to send a signed and dated note on the day when the child returns to school, unless the parent contacted the office during the absence explaining the reason for the child's absence(s).
- Excessive absences negatively affect school funding and student progress.

Student Attendance Rules:

- Upon 5 or more excused or unexcused absences: Parent will be notified in writing by office personnel.
- Upon 10 excused or unexcused absences, the office will arrange a meeting between parents and the administrator.
- After 10 excused absences the student must have a doctor's or physician's note to verify actual illness as the cause of any further absences.
- After 10 unexcused absences, a student may be disenrolled. Parents must meet with the Board of Directors to request re-admission.
- After disenrollment for lack of attendance, a student will only be accepted for re-admission with Board of Directors approval and after a re-admission conference has been held between the Administrator, the student, and his or her parents to ensure clear understanding of

attendance requirements. Acceptance and subsequent grade and classroom placement will be subject to placement tests in Mathematics and English Language Arts to determine the student's appropriate placement according to academic performance.

- Students returning from an absence must bring a note signed and dated by the student's parent. Important: Students are not allowed to sign for the parent.
- Absences resulting from extenuating circumstances may be handled on a case-by-case basis by the administrator.
- Excused Absences: Planned absences may be considered excused absences, but teachers may require work to be completed ahead of departure. Planned absences will be counted in the total absence rule. Students will have one day to make up work for each day missed during an excused absence. The following are considered excused absences.
 1. An extracurricular activity or public performance, approved by Monticello's Board of Trustees.
 2. A documented health care appointment — if the student begins classes or returns to school on the same day as the appointment.
 3. A temporary absence resulting from any cause acceptable to the teacher or administrator.
 4. Illness or death in the immediate family.
 5. A juvenile court proceeding documented by a probation officer.
 6. An absence required by state or local welfare authorities or a law enforcement officer.
 7. A documented medical or legal appointment.
 8. A juvenile court proceeding documented by a probation officer.
 9. An absence required by state or local welfare authorities.
 10. A family emergency or unforeseen or unavoidable instance requiring immediate attention.

Tardies:

- Being tardy is extremely disruptive to the learning process of the child and to others. Student tardies in the morning may occasionally be unavoidable. However, the majority of tardies can be avoided and prevented through better planning. A different tardy procedure will be followed for students who are dropped off 30 minutes or more after school starts. If you know that a student is going to be late, please phone notify the office. Students who are tardy must bring a note signed and dated by their parent, before 8:45am. Students are allowed up to 3 tardies in a 90-day period before consequences will be imposed. Appropriate consequences may include time tardy being made up after school and/or 5 tardies equaling one absence. Consequences for tardies will be imposed by the classroom teacher, and may include loss of privileges.

The following procedure will be followed if students exceed this allotted amount:

- 5 or more tardies: Parents will be contacted by school personnel.
- 10 tardies: Office will set up a meeting between parents and the administrator.

Dual Enrollment:

Students are allowed to dually enroll at Monticello in accordance with I.C. 33-203, except that priority for enrollment will be given to students enrolled on a regular full-time basis. (Policy 3030) Students who wish to dually enroll must show evidence of living within the school's attendance area. Further they must comply with eligibility requirements, and conduct, attendance, and performance standards that apply to any student's participation in school programs and activities. Students applying on a dual enrollment basis must notify the school in writing at the time of application, or when dual enrollment begins.

BULLYING/HARASSMENT

Bullying, hazing or harassment of any kind is not allowed. Bullying, harassment, or intimidation means any act that interferes with a student's educational benefits, opportunities, or performance, or harms or causes fear of harm to the student or his or her property, or creates a hostile educational environment. The school's interest in bullying or harassment is not limited to school property, and also includes cyber-bullying, as well as harassment or intimidation that occurs at school activities, or on transportation, or at bus stops. A parent or student making a complaint should use Policy 3295F and submit their concern in writing. (See Policy 3295, 3295F, 3295P)

COMMUNICABLE DISEASES/CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the office so that other students who may have been exposed to the disease can be alerted.

COMPLAINTS/CONCERNS BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed simply by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, Monticello has adopted a standard complaint policy at 3295P in the Policy Manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be submitted sent to the administrator. If still unresolved, the matter may be referred to the Board of Directors. To address the Board regarding a complaint, see Policies 3210 & 3295P. Some complaints require different procedures. The administrator's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy 3295P, available in the administrator's office or on the school's website under school policies.

CONDUCT FOR STUDENTS

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy at all times — even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; have the appropriate materials, and assignments and attitude.
- Meet Monticello or building standards district standards of grooming and dress.
- Obey all building, playground and classroom rules.
- Respect the rights and privileges of others.
- Respect school property and the property of others.
- Cooperate with or and assist the school staff in maintaining safety, order, and discipline.

DISCIPLINE

All students shall submit to the reasonable rules of the MMCS. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient

cause for discipline, suspension, or expulsion (Policy # 3340). There is zero tolerance, which may result in expulsion, for students who threaten other students, staff members, or the school as a whole. Teachers usually handle the majority of classroom disruptions or misbehavior; however, if a student's misbehavior continues to disrupt the classroom teachers will refer the student to the office to determine appropriate consequences.

No person who is employed or engaged by Monticello may inflict or cause to be inflicted corporal punishment on a student. Please note: corporal punishment does not include, and Monticello personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

DISTRIBUTION OF NON-SCHOOL MATERIALS

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the administrator. Any student who posts or distributes material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

DRESS AND GROOMING

Monticello's dress code is established to encourage respect for self and others, and to teach grooming and hygiene, prevent distraction and disruption, and to minimize safety hazards. Compliance with the dress and grooming standards helps our students to be safer, better enables them to focus on learning, and limits vain passing fads.

Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines below and do not create a disturbance or interference to the educational environment. Distracting clothing, media messages and commercial images expressed in logos or slogans are not permitted on clothing, shoes, lunchboxes, or other items.

Parents: Please write your child's name on all his or her items so they can be easily returned.

Bottoms:

All students, boys and girls, must wear pants due to the fact that children may do much of their work on the floor. Pants must be black, khaki, or dark blue, and can be any style including jeans. Pants may not be shorter 2 than inches above the knee. We ask that all pants must be worn above the hips and must cover all underwear when sitting and standing. They must be clean, and have no holes, tatters, patches, fading, commercialism or media messages. The brand name and logo on the exposed, stitched-in tag of denim pants is OK acceptable at the waist line only. Sweatpants and Spandex leggings or athletic pants, and sweats are not allowed except as undergarments, and must be covered.

Tops:

All students, both boys and girls, must wear a solid color, sleeved and, collared -polo-style shirt or school t-shirt. They may choose any solid color (no patterns) and any collar style. Shirts must be clean and have no holes, tatters, patches, commercialism or media messages. One small embroidered logo is acceptable, but no other screen graphics commercialism or media messages/logos are permitted. Shirts may be tucked or un-tucked, but must cover all

undergarments when sitting and standing. Long-sleeved undershirts or turtlenecks must also be solid in color. Polo shirts with attached skirts are allowed if to fingertip length and pants no shorter than 2 inches above the knee are worn underneath.

Shoes:

All shoes, snow boots, or sneakers must be free of tears or holes. No high-heels, flip flops, backless shoes, or sandals are allowed. Shoes with wheels or lights will be NOT permitted. For safety, all shoes should fasten securely to the foot. Shoes or snow boots are generally for outdoor wear and must be stored during class time. Slip-on shoes are preferred for a child not able to tie shoes. Indoor shoes, clogs, Land's End, Vans, etc. that should enclose the entire foot, have a sturdy sole and have no holes or media messages. are required for in-classroom wear.

Socks:

For reasons of hygiene, socks must be worn at all times.

Hats and Jackets:

Hats and caps are encouraged for outdoor wear only. They must be stored during class time. Hoods are also not allowed to be worn indoors, except on special occasions. In cold weather, students should wear warm clothing (jackets, gloves and hats) for outdoor recess. Outdoor clothing may be of any color and pattern that have no holes or inappropriate media messages. If a student wants to wear a jacket inside the classroom, to avoid distraction, jackets, sweatshirts or sweaters worn indoors with or without the school logo must be solid in color. Brand names and media messages or graphics or logos must not show. (Hoods may not cover the head indoors.)

Other:

Club uniforms (Brownies, Girl/Boy Scouts, etc.) may be worn on specific meeting days. School T-shirts may be worn on special occasions or other days designated by the administrator. Hats which are an essential part of a club uniform are allowed.

If there is a cultural or religious problem for a student with respect to the clothing expectations, the school administrator will address this concern on a case by case basis.

Hair, Grooming and Hygiene

Hair is to be clean and neat. All students should groom their hair so that it is kept out of their eyes. No distracting hair styles or unnatural colors are acceptable. Students are to be clean and free of body odors.

Jewelry and Body Adornment

No dangling jewelry is allowed for safety reasons. Girls may wear only stud earrings. Students may wear jewelry that has religious significance to the child as long as it is not dangling and does not become a distraction to the student or to others in the classroom. Necklaces must be worn inside the shirt. No tattoos may be visible. Makeup may be worn, but not brought to school.

Dress and Grooming Standards Enforcement

A student who does not comply with the Dress and Grooming Standards must change immediately. Parents will be contacted to deliver a change of clothes while the student waits in the school office until the parent arrives.

FUND-RAISING

Outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the office at least 10 days before the event and must be calendared so that no conflict of school events occurs.

HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop long-term memory, self-discipline, and associated good work habits and self-confidence. Teachers may give homework to students to aid in educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes. At the Primary level (Kindergarten) homework consists primarily of reading with your child at home. At the Lower Elementary level, homework will consist of reading aloud or silently, and reviewing math facts. At the Upper Elementary level, students may have additional reading and math practice, research & writing assignments, and/or additional practice in language, science and cultural studies.

Parents can help their student master skills and develop responsibility by checking about homework and by suggesting how homework may be accomplished. Parents are asked not to give answers or do a child's homework for him or her.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical, personal or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubella (measles), mumps, poliomyelitis and tetanus. Hemophilus influenza type B is required for students under age five (5). A student who transfers into Monticello may submit a photocopy of immunization records in the possession of the school of origin, good for 30 days. Monticello will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring in, student ceases attendance at the school of origin, Monticello must receive the student's official immunization records. For the student who transfers into Monticello.

If a student's religious or personal beliefs conflict with the requirement that the student be immunized, the parent must complete a signed Immunization Exemption Form (obtained in the office). This form must be renewed yearly.

If a student should not be immunized for personal or family medical reasons, the student or parent must present a certificate signed by an Idaho licensed physician stating that, in the doctor's opinion, the required immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

INTERNET ACCESS, CELL PHONES, DIGITAL CITIZENSHIP

Internet access is a privilege, not a right. Students will follow the Acceptable Use of Electronic Network Policy and the Internet Access Conduct Agreement (Policy 3270F; Policy 3565 A1, A2; 3270F; 3270P). Students found to be using the internet inappropriately, irresponsibly or for

non-academic purposes, or for cheating on a test, assessment or assignment, or as irresponsible digital citizens will be subject to discipline, including loss of access privileges for a period of time and confiscation of the device until a parent conference has been held. (See (Policy No. 3612). Policy 3265 A1; 3270; 3270F; 3270P)

Photographing students and/or posting student information to social media sites, whether from school- or personally-owned devices, is only allowed with school and parent permission. Using electronic devices to bully or harass another student whether on or offsite is expressly forbidden and is subject to school discipline.

Student possession of cell phones and other devices such as cell phone watches is prohibited during the school day, unless specifically assigned by a classroom teacher. Students may bring cell phones but they must be turned off and left in their backpacks, or given to their teacher if requested, to be held until the student is dismissed at the end of the day. Violation of this policy will result in confiscation of the device until a parent conference has been held. (See Policy 3265A1)

The student and their parent must sign and return the Internet Access Conduct before accessing the school's internet network.

LAW ENFORCEMENT

Questioning of Students

When law enforcement officers or other lawful authorities request to question a student at school:

The administrator ordinarily will make reasonable efforts to notify parents unless the officer or other authorized person raises what the administrator considers to be a valid objection to doing so. Because the administrator does not have the authority to prevent or delay a custody action, or law enforcement investigations, school administration will cooperate as fully as possible with law enforcement officers, juvenile probation officers, and child protection. (See Policy 3545) unless the interviewer raises what the administrator considers to be a valid objection. The administrator will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student. The administrator ordinarily will be present unless the interviewer raises what the administrator considers to be a valid objection. The administrator will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

State law requires Monticello to permit a student to be taken into legal custody:

1. To comply with an order of the juvenile court.
2. To comply with the laws of arrest. By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
3. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
4. To comply with a properly issued directive to take a student into custody.
5. By an authorized representative of Child Protective Services, Idaho Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Idaho Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the administrator will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The administrator will immediately notify the Board President and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the administrator considers to be a valid objection to notifying the parents. Because the administrator does not have the authority to prevent or delay a custody action, Notification of a child being taken into custody will most likely occur after the fact.

LUNCH SERVICES

Monticello is not currently equipped to participate in the National Lunch Program. When the school can provide Free and Reduced Lunches, parents will be notified. Information the school requests about income level and eligibility helps support several federal programs and is strictly confidential.

LUNCH BOXES, BACKPACKS, TOYS AND ELECTRONIC TOYS

Students may bring insulated lunch bags or lunch boxes and backpacks which are free of commercialism and media messages. Toys and portable electronic entertainment devices are not permitted at school, unless a specific assignment to bring them is given by a staff member to bring them.

MEDICINE AND TREATMENTS AT SCHOOL

IMPORTANT: All medicines, whether prescription or over-the counter, must be brought to and kept in the office in original containers and a Medical Release form must be on file from the parent. Medication must be in its original, properly labeled container. All medication will be dispensed by office staff and no student may be in possession of medicine (even cough drops) or self-administer medication of any kind, except a prescribed asthma inhaler. The Medical Release form can be found on the District website and at the end of this Handbook. Prescription Medication, and the medicine must be in its original container, with original labeling properly labeled for the student. Non-Prescription Medication or over-the-counter (OTC) medication, medicated lotion, essential oils, cough drops, homeopathic, or naturopathic medicines of any kind must be brought to the office and kept there. OTC medicine must be in its original, properly labeled container.

MIDDLE SCHOOL CREDIT SYSTEM

Middle School students must pass 80% of the credits attempted in order to be promoted to the next grade level. Additionally, for promotion, students must abide by Monticello's attendance policy of no more than 10 unofficially excused absences, and must pass at least 2 trimesters of any year-long course.

MONTESSORI MATERIALS AND SCHOOL BOOKS

Board-approved Montessori materials and books are provided free of charge for each subject or class, however please note they are VERY expensive. Materials and books must be cared for by the student as directed by the teacher. A student who notices damage to a material or book should report the damage to the teacher. Any student failing to return a book issued by the

school or who damages any materials or books issued by the school may be charged to replace the materials or books.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Monticello believes that the best educational result for each student occurs when all three partners are doing their best: the Monticello staff, the student's parent(s) or guardians, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

- Review the information in the student handbook with your child, then sign and return the Handbook Acknowledgement and Internet Access form.
- Put HIS OR HER CHILD TO PUT A HIGH PRIORITY ON EDUCATION at home, AND COMMIT TO MAKING THE MOST OF THE EDUCATIONAL OPPORTUNITIES THE SCHOOL PROVIDES.
- READ WITH YOUR CHILD DAILY.
- Provide a quiet place and regular time for your student to complete her homework without distraction or interruption.
- Become familiar with all of your child's school activities and with the academic and special programs offered by Monticello.
- Attend scheduled conferences and request additional conferences as needed.
- Monitor your student's academic progress and contact teachers as needed.
- Exercise the right to review teaching materials, textbooks, and other materials, and to examine results of your student's tests.
- Parents are invited to become a school volunteer. For further information refer to Policy 4600P or, contact the office. For safety reasons, volunteers at school must apply, have approval of the administrator and teacher, and make prior arrangements before serving.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles.
- Offer to serve as a parent representative on planning committees formulating educational goals and plans to improve student achievement. For further information, contact the office.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during school activities.

PROMOTION AND RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on standard achievement or other tests or other testing. A student shall not be promoted based on age or for other social reasons not related to academic performance. Students with excessive unexcused absences will be subject to consideration for retention due to lack of instruction. Middle School students must abide by Middle School Credit guidelines to be eligible for promotion.

PROTECTION OF STUDENT RIGHTS

Surveys:

- Parents have the right to inspect any survey or evaluation and to refuse to allow their child to participate in such survey or evaluation.

Instructional Materials:

- Parents have the right to inspect instructional materials used as a part of their child's curriculum. To avoid disturbing the educational environment, arrangements will be made for that inspection, within a reasonable time that is before or after school hours. This inspection does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing:

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the dismissal bell except with permission from the administrator or designee and according to the building sign-out procedures. Unless the administrator has granted approval due to extenuating circumstances, a student will not regularly be released before the end of the instructional day. If a student reports to the office ill, the administrator or secretary will decide whether or not the student should be sent home and will notify the student's parent.

Parents must report to the office and sign students out for release before the end of the day. A student leaving school early must depart only via the office doors. If a student needs to be signed out of school by anyone other than the parent during the day, his or her parent must notify the office in writing that morning, stating the date(s) for such dismissal and to whom the student is to be released.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student performance in each class or subject are issued to parents on Parent-Teacher Conference nights. Please see the academic calendar for the dates of Parent-Teacher Conferences.

SAFETY

Student safety on campus and at school-related events is a high priority of MMCS. Although Monticello has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the administrator, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know and follow emergency procedures.
- Follow immediately the instructions of teachers, and other Monticello employees who are overseeing the welfare of students.

Emergency Medical Treatment and Information

If a student is injured at school, staff will monitor and assist, or if not minor, will contact a parent. For a medical emergency at school or a school-related activity when the parent cannot be reached, the school should have written parental consent and information about allergies, etc., to obtain emergency medical treatment. Parents must complete an emergency care consent form each year and update it when there are changes.

Playground Safety:

Students must obey playground safety rules. These include no throwing rocks; no removing gravel from fall zones; no jumping from swings; stay seated facing forward on swings; stay within playground boundaries; minding supervising adults, no pushing, hitting, kicking, fighting, or aggressive physical contact; feet first on the slide, down the slide only, stay out of any mud, use polite, respectful language only.

Drills: Fire and Other Emergencies

From time to time, students, teachers, and other MMCS employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency School -Closing Information

In the event that school must be closed unexpectedly due to severe weather, epidemic, or other emergency, families enrolled with the school's text/email service will be notified by email and text message (contact the office for more information). Closure and expected re-open information will also be posted on the school website and broadcast via contact local media outlets to broadcast the information as well.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, Monticello officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. The administrator may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

SCHOOL PROVIDED STORAGE AREAS

School-provided storage areas are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned storage areas. Searches of storage areas may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by Monticello policy, whether or not a student is present. Periodic general inspections of storage areas may also be conducted at random, in accordance with law and Monticello policy. (See Policy 3370, 3370P)

SEXUAL HARASSMENT/SEXUAL DISCRIMINATION

MMCS aims to protect the safety of the whole child. Parents and students are encouraged to discuss questions, concerns, or complaints of sexual harassment or discrimination with the child's teacher or the Administrator. Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature. Offensive, intimidating or hostile conduct that results in humiliation, embarrassment or discomfort is not allowed, including unwelcome touching, gestures, crude jokes or pictures, discussions of sexual experiences, name calling, teasing, or spreading of sexually-oriented rumors, or any other sexual conduct, including requests for sexual favors. All students must abide by the Conduct expectations above, avoid offensive behaviors, and stop such behavior when asked or told to. Retaliation is not allowed.

During the complaint process the student may be accompanied by a parent or advisor. A substantiated complaint against a student will result in appropriate disciplinary action which may include suspension or expulsion. Concerns and complaints will be handled sensitively and confidentially. See Policy 3290-3290F for information and procedures to report and seek satisfaction regarding a concern or complaint. Monticello encourages parental and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, the administrator.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. Monticello will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person of the same gender as the student. The conference will be scheduled and held as soon as possible. The administrator will conduct an appropriate investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint by the administrator is not satisfactory to the student or parent, the student or parent may, within fifteen calendar days of the administrator's decision, request present a complaint to the Board. Prior to this appeal, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature and the date of the conference with the administrator, the administrator's designee, or the Title IX coordinator. Following the receipt of the appeal, the matter shall be placed on the agenda at the next regularly scheduled Board meeting. Information on the procedure for addressing the Board can be obtained from the Superintendent's office. For more information about Monticello's complaint procedure, see 3295P.

SPECIAL PROGRAMS

Monticello provides special programs for gifted and talented students and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in Monticello or by other organizations. A student or parent with questions about these programs should contact the office.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters Monticello until the time the student withdraws or graduates. A copy of this record moves with the student from school to school. The following rules govern student records access:

- By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes.
- A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating such these rights.
- The Administrator is custodian of all records for currently enrolled students.

- Parents may review their student's records during regular school office hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. For further information about rights, requirements and exemptions regarding student records please see Policy 3570, 3570F, 3570P.
- If circumstances prevent a parent or eligible student from inspecting the records, Monticello will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.
- The parent's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of Monticello, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.
- Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" may include any employees, agents, or Trustees of Monticello; agents of cooperatives of which Monticello is a member; or facilities with which Monticello contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are: Working with the student; Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504; Compiling statistical data; or investigating or evaluating programs.
- Certain officials from various governmental agencies may have limited access to the records. Monticello forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, Monticello will make a reasonable effort to notify the parent or eligible student in advance of compliance.
- Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records. Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If Monticello refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe Monticello is not in compliance with the law regarding student records.
- Copies of student records are available at a cost of per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when Monticello is given a copy of a court order terminating

the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

TRANSPORTATION

Monticello provides school bus transportation to and from safe centrally located stops along bus routes, not door-to-door. Parents drop off and pickup students at these stops. Bus routes are posted on the school website. Transportation is arranged by contacting the office. Students must ride the bus 50% of the time to remain eligible for transportation.

Students are expected to assist school staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook for school and school activities. Students may only change transportation plans, ride a different bus or use a different stop when the parent has made prior arrangements with the office. **Changes in transportation must be received in writing (email, text or note) in the office no later than 2:30.**

Bus Behavior

Students are to help ensure that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to established behavioral standards for school activities. Misconduct is not allowed and may result in transportation privileges being suspended. Students must:

1. Follow the driver's directions at all times.
2. Enter and leave the bus in an orderly manner at their designated bus stop only.
3. Remain seated facing forward at all times unless entering or exiting the bus.
4. Maintain respectful, quiet, orderly conduct on the bus and at school bus stops.
5. Maintain a clean seat area.
6. Keep hands, arms, feet and all, books, band instrument cases, and other objects to oneself, stowed safely, and out of the aisle.
7. Not deface the bus or its equipment.
8. Not put any body parts or any object out of the window or throw objects within or out of the bus.
9. Wait for the driver's signal before leaving the bus and crossing in front of the bus.
10. When students ride in a school van or passenger car, seatbelts must be fastened at all times.

School Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The administrator, however, may make an exception if, before the scheduled trip, the parent presents a request to the administrator that the student be permitted to ride to the event with his or her parent. Students not riding the bus home from an event must be signed out by their parent before departure.

VIDEOTAPING OF STUDENTS

Video cameras may be used in locations as deemed appropriate by the administrator to ensure the health, welfare, and safety of all staff, students, and visitors and to safeguard Monticello facilities and equipment. Students in violation of Board policies, administrative regulations,

building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record. Monticello shall comply with all applicable state and federal laws related to record maintenance and retention.

VISITORS AND VOLUNTEERS

Parents and others are welcome to visit and volunteer at Monticello within policy guidelines. All visitors/volunteers must first report to and sign in at the office. Volunteers must fill out a volunteer application, be approved by administration, and receive training prior to volunteering. Visits to individual classrooms are permitted only with approval of the administrator and the teacher, and if their nature, duration, or frequency is approved and does not interfere with the delivery of instruction or disrupt the normal school environment. Visiting children must be accompanied by their parent and must remain in the parent's control. Disruptions to the classroom, the environment, the order or display of classroom materials or of the learning process by visitors or visitor's youngsters are not permitted. (See Policy 4140.)

WEAPONS

Monticello Montessori has a zero tolerance for weapons policy. The safety of our students' safety is our first concern. No knives, sharp objects, guns or explosives of any kind are allowed on school property or within legal limits of school grounds. No student may use, possess, use, control, or transfer a firearm or any object that can be considered as, is part of, or looks like a firearm. Bullets and shell casings are prohibited. Toy guns are not allowed. Any student bringing such items to school will be subject to expulsion for a period of at least one year (Policy 3330). Any student using an object not generally considered to be a weapon, whether in a manner which either harms or which intends to harm, haze, harass, intimidate, or threaten another person, may be subject to disciplinary measures (Policy 3330) who violate this policy may also be referred/reported to law enforcement. Pretending to shoot another student is considered as a threat.

Please complete and sign the following forms and return to the school:

1. Internet Access Conduct User Agreement
2. Handbook Acknowledgement
3. School-Parent-Student Compact
4. Medication Request and Release (if needed)

Internet Access Agreement

Student: I have read, understand, and agree to abide by the terms of Monticello Montessori Public Charter School's Policy regarding school-provided access to electronic information, services, and networks. I have read, understand, and agree to abide by the terms of the Monticello Montessori Public Charter School's policy regarding School provided Access to Electronic

Information, Services, and Networks (Policy No. 3612). I understand that any use of electronic equipment or internet access is for educational purposes only. Should I commit any violation or in any way misuse my access to the District's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me

Should I commit any violation or in any way misuse my access to the Charter School's computer network and/or the internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Student Name (print): _____

Home Phone: _____

Address: _____

Student's Signature: _____

Date: _____

Parent or Legal Guardian: (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above- named- student, I have read, understand and agree that my child shall comply with the terms of the Charter School's Policy regarding the student's access to Monticello Montessori Charter School's computer network and/or the Internet. I understand that access is being provided to students for educational purposes only. However, I also understand that if the school makes reasonable efforts to limit access to inappropriate material, it is impossible for the school to restrict access to all offensive and controversial materials. I further and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless Monticello Montessori Charter School, the Trustees, administrator(s), teachers, and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of school or district policy. Further, I accept full responsibility for my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the school approved account to access the Charter School's computer network and the Internet. This Agreement is valid for the current school year only.

Parent/Legal Guardian (print): _____

Date: _____

Signature: _____

Receipt of Handbook

"I have received a copy of the Monticello Montessori Student Handbook for 2021-2022. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be accountable for their behavior and held to the disciplinary standards outlined in the handbook.

Student Name (print): _____

Signature: _____

Date _____

Signature of parent: _____

Date: _____

School-Parent-Student Compact

MMCS and the parents and students agree this compact outlines how we will each share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve.

School Responsibilities MMCS staff affirms that it will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. Teachers will guide students to work that is level appropriate and direct them to learn new concepts.
2. Hold parent-teacher conferences three times this year during which this compact will be discussed as it relates to the individual child's achievement. Provide parents with frequent reports on their children's progress. Additionally, test results will be sent home to parents after all state standardized tests. This included the Idaho Reading Indicator and ISAT testing.
3. Provide parents reasonable access to staff. Monticello employs an open-door policy. Parents may meet with teachers before school begins and after school each day. Parents may also schedule appointments with teachers on an "as needed" basis. Telephone contact before or after school is welcomed, also.
4. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities. Parents may volunteer in classrooms, at home or during other school activities. To volunteer, parents must contact the teacher in advance to arrange a time.

Parent Responsibilities As parents we will support our children's learning by:

- Monitoring attendance.
- Ensuring that homework is completed.
- Monitor at-home screen time.
- Volunteer in child's classroom or other school activities.
- Participating, as appropriate, in decisions relating to my child's education.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as the strategic planning team for the school's future.

Student Responsibilities - We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Do any homework every day and ask for help when I need it.
- Read at least 10 minutes per grade level every day outside of school time (2nd gr: 20 min, 3r gr. 30 min, 4th gr. 40 min., etc.).
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Treat school staff and other students with respect at all times.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Administrator Signature: *Jeanne Johnson*

Date: August 23, 2021

MEDICATION REQUEST AND RELEASE (ONE RELEASE PER MEDICATION)

Parents, please remember: Do NOT send medication to school with your child. It must remain in adult control and given to office staff.

Student Name: _____

Birth Date: _____

Address: _____

Grade: _____

Teacher: _____

Parent/Guardian: _____

Phone: _____

Physicians Name: _____

Phone Number: _____

NAME/TYPE _____ of _____ MEDICATION: _____

DOSAGE/AMOUNT _____ to _____ be _____ Given: _____

FREQUENCY/TIMES _____ to _____ be _____ Administered: _____

POSSIBLE REACTION to the MEDICATION (Symptoms, Side Effects): _____

Physician's Signature: _____ Date: _____

Parent/Guardian Request/Approval:

I certify that I am the parent/guardian of the above-named student. I request and authorize school personnel to dispense the above-named medication in accordance with the prescription of doctor's orders. In making this request, I understand and agree to the following:

1. Unless the District otherwise agrees in writing, the District Employee who will administer the medication to my child is not a nurse and has no medical or other health training.
2. After giving medication to my child, said Employee will be involved in other responsibilities and will not be able to monitor my child for adverse reactions to the medication.
3. Medication not approved for self-administration with an Authorization of Self-Administered and Emergency Medication form on file will be stored so that it is not easily accessible to students.
4. The District is not responsible for replacing the medication if it becomes lost or stolen.
5. The parent agrees to hold harmless the district and its employees in the administration and self-administration of medication.

Parent/Guardian Signature: _____ Date: _____

Administrator Signature: *Jeanne Johnson* Date: *August 23, 2021*