

# Monticello Montessori Public Charter School



**MONTICELLO MOUNTAIN LIONS**

## Student Handbook 2019-2020

Adapted from the  
IDAHO SCHOOL BOARDS ASSOCIATION POLICY SERVICES  
Model Student Handbook  
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*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 potentials and experience purpose and meaning in life, take responsibility for their own education, cultivate personal dignity and develop independence and purpose in life.”

*Monticello is an equal opportunity employer and provider and does not discriminate on the basis of race, religion, color, national origin, ethnicity, gender, sexual orientation, or disability in its education services, activities and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.*

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 2 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 benefitting from teacher-led activities, building each day's learning on that of the previous day, and 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 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 environment. Please plan medical, legal and support services appointments so that the student will not miss instructional time. Mornings and early afternoons are especially important work times. 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 student's learning process.

Because excessive absences negatively affect school funding and student progress, Monticello Montessori takes student attendance seriously and tracks student attendance daily. The school board and administration understand that there are legitimate reasons for being absent, such as illness, grievance, medical or legal appointments, or family emergencies. (See Board Policy 3050A3 on excused absences.) Please be sure to notify the office regarding all absences.

### **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 check on the child.
- A note explaining the absence and signed and dated by the parent is submitted to the office when the child returns to school, unless the parent contacted the office during the absence.

### **Student Attendance Rules:**

- Upon 5 or more excused or unexcused absences: the office will notify the parent
- Upon 10 excused or unexcused absences, the office will arrange a meeting between parents and the principal.
- 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 absence.
- After 10 unexcused absences, a student is to be disenrolled. Parents must meet with the Board of Directors to request enrollment reinstatement.
- Students may be accepted for enrollment after being disenrolled for lack of attendance with Board of Directors approval. 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.
  
- Absences resulting from extenuating circumstances may be handled on a case-by-case basis by the principal.

**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:

- An extracurricular activity or public performance approved by the Board
- Personal illness
- Illness or death in the immediate family
- A family emergency
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities or a law enforcement officer.
- A documented medical or legal appointment

**Tardies:**

Being tardy is extremely disruptive to the learning process of the child and to others. Student tardies may occasionally be unavoidable, however most tardies can be prevented through better planning. Consequences for tardies will be imposed by the classroom teacher, and may include loss of privileges.

**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 schools interest in bullying or harassment is not limited to school property, and also includes cyberbullying and harassment or intimidation that occurs on school activities, 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 school nurse or principal so that other students who may have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Amebiasis	Hepatitis	Lyme disease
Rubella (German Measles)	Campylobacteriosis	Salmonellosis
Influenza including congenital	Chickenpox	Malaria
Syphilis	Colorado Tick Fever	Chlamydia
Measles (Rubeola)	Scabies	Meningitis
Shigellosis	Gastroenteritis	Diphtheria
Tuberculosis	Pinkeye	Mumps
Whooping Cough (Pertussis)	Hansen’s disease	Giardiasis
Ringworm, Ringworm of the scalp	Streptococcal disease, invasive	

For immunization requirements, please see *Immunization* below.

**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 to the principal. 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 principal's office can provide information regarding specific processes for filing complaints.

## **COMPUTER RESOURCES**

Use of computer technology is restricted to students working under a teacher's supervision and for approved and educational purposes only. Students and parents must sign The User Agreement regarding technology use; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications while at school or concerning the school or staff and students including but not limited to using school computers are not private and may be monitored by Monticello staff.

## **CONDUCT**

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, assignments and attitude.
- Meet district standards of grooming and dress
- Obey all rules
- Respect the rights and privileges of others.
- Respect school property and the property of other students.
- Cooperate with the school staff in maintaining safety, order, and discipline.

To achieve the best possible learning environment for all our students, Monticello rules of conduct and discipline will apply in the following locations and situations.

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, at school bus stops, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- At any location, if the conduct may reasonably interfere with school purposes of an educational function (including cyberbullying).

Please see **Discipline** below.

## **DIRECTORY INFORMATION**

Federal law requires that student directory information be released by Monticello to specific parties, including military recruiters and post-secondary institutions, when it is requested, unless the parent objects in writing to such release. This objection must be filed within ten school days of the time this handbook was given to the child. In exercising the parental right to limit release of this information, the parent must specifically identify the items of directory information that he or she wishes Monticello to withhold about the student. (See Policy 3570P-4)

## **DISCIPLINE**

All students shall submit to the reasonable rules of the Charter School. 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, student misbehavior may be referred to the office for 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 non-student without the prior approval of the principal. 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 minimize safety hazards. Compliance with the dress and grooming standards helps students to be safer, better enable 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 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.

Media messages include, but are not limited to, movie and television characters, comments or slogans, and screen graphics. Commercialism is defined as symbols, brands or slogans referring to products, companies, movies, video games, and other media. Cultural or religious concerns regarding dress and grooming expectations may be addressed by the principal on a case by case basis. 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 may wait in the office until the parent arrives.

**Clothing -- 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 than 2 inches above the knee. 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 acceptable at the waist line only. Sweatpants and spandex leggings or athletic pants 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 commercialism or media messages/logos are permitted. Shirts 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 are NOT permitted. For safety, all shoes should fasten securely around the foot. Shoes or snow boots for outdoor wear must be stored during class time.

**Indoor Shoes:**

Indoor shoes (NOT slippers) of any color are required for indoor wear. Lights, sparkles, wheels, open toes and high-heels are not allowed. Solid-color canvas deck or tennis shoes, rubber Croc-like, or quiet court-type shoes are ideal. Slip-on shoes are preferred for a child not able to tie shoes. Indoor shoes should enclose the entire foot, have a sturdy sole and have no holes or media messages. A small, engraved brand name is acceptable.

**Indoor shoes should sturdy, plain and quiet.**

**Socks:**

For reasons of hygiene, socks must be worn at all times. Socks must not have holes or media messages.

**Wearing socks instead of indoor shoes is not allowed.**

**Hats:**

Hats and caps are encouraged for outdoor wear. They are not allowed to be worn indoors, except on special occasion days.

**Jackets**

In cold weather, students should be prepared with warm jackets, gloves and hats. Outdoor clothing may be of any color and pattern that has no holes or inappropriate media messages. To avoid distraction, jackets, **sweatshirts or sweaters worn indoors with or without the school logo must be solid in color.** Brand names and media or graphics 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 principal. Hats which are a bonafide part of a club uniform are allowed.

**Hair, Grooming and Hygiene**

Hair is to be clean and neat. **All students should groom their hair so that it is kept out of the eyes.** No distracting hair styles or unnatural colors are acceptable. Students are to be clean and free of body odors. Students are welcome to bring a toothbrush with them to school to practice good hygiene habits.

**Jewelry and Body Adornment**

Dangling jewelry is not allowed for safety reasons. Students 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.

**FEES**

Materials that are part of the basic educational program are provided with public funds at no charge to the student. Parents may be asked to pay certain fees or costs for items and activities beyond the curriculum, including but not limited to: Costs for materials for a project that the student will keep; voluntarily purchased pictures, publications, yearbooks; personal apparel used in extracurricular activities that becomes the property of the student; fees for lost, damaged, or overdue library books, fees for extracurricular activities such as non-academic field trips. Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the office.

## **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. Purposeful assignments enhance student achievement and develop long-term memory, self-discipline, good work habits and self-confidence. Teachers may give homework to a student to aid in his educational development. Parents can help their student master skills and develop responsibility by checking about homework and by suggesting how homework may be accomplished. Parents must not give answers or do a child's homework for him or her.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases before attending Monticello. The immunizations required include those recommended/required by Idaho Public Health Dept. 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. Within thirty (30) days after a transferring in, Monticello must receive the student's official immunization records.

If a student's religious beliefs or health conditions 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 medical reasons, the student or parent must present a certificate signed by an Idaho licensed physician to that effect. 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). Students may only access the internet through the school's filtered connection. Students found to be using the internet irresponsibly, for non-academic purposes, or for cheating on an assessment or assignment 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 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 not permitted 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 and other cellular communication devices to school for safety purposes, but must leave them in the office upon arrival, to be held until the student is dismissed. **Violation 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 Agreement (pg 21 & 22) before accessing the District's Internet network.**

## **LAW ENFORCEMENT**

When law enforcement officers or other lawful authorities request to question a student at school, the principal will ordinarily make reasonable efforts to notify parents unless the officer or other authorized person raises what the principal considers to be a valid objection to doing so. Because the principal 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) Notification of a child being taken into custody may necessarily occur after the fact.

## **LUNCH & CAFETERIA SERVICES**

Monticello is able to provide purchasable hot lunches, but is not currently equipped to participate in the National Lunch Program. As 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. Monticello asks your support in providing this information to support provided federal programs.

## **LUNCH BOXES, BACKPACKS, TOYS AND ELECTRONIC TOYS**

Students may bring insulated lunch bags or lunch boxes which are free of commercialism and media messages. Backpacks may only be a 'string bag' type free of logos. Toys and portable electronic entertainment devices are not permitted at school, unless a specific assignment to bring them is given by a staff member. Such devices may be used on buses, if parental content controls are in place. **All electronic devices must be turned in to the office during the school day, and picked up after school.**

## **LOST ITEMS**

To limit the number and frequency of lost items we recommend that parents label all items brought to school. Found items will be placed in the Lost and Found. Please check the Lost and Found frequently. Items left in the Lost and Found over breaks will be periodically donated to a local charity.

## **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 Medical Release form must be on file from the parent.** 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 for prescribed an asthma inhaler. The Medical Release form can be found on the District website and on p. 23 of this Handbook. **Prescription Medication medicine must be in its original container, with original labeling 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.

## **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), and the student. Such a partnership requires trust and 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 **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.
- Discuss with the principal or counselor questions or concerns such as placement, assignment, early graduation, and options available to students.
- 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.

See Student and Family Privacy Rights (Policy 2140) and Protection of Student Rights below.

### **School Involvement**

- 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 principal 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 on standard achievement or other tests. 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.

### **PROTECTION OF STUDENT RIGHTS**

- Surveys: Parents have the right to inspect any survey or evaluation and 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: Monticello will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. Pursuant to federal law, Monticello will not request nor disclose the identity of a student who completes any survey or evaluation (created by any person or entity, including Monticello) containing one or more of the following: Political affiliations; Mental and psychological evaluations; Sexual behavior and attitudes; Illegal, antisocial, self-incriminating, and demeaning behavior; Criticism of other individuals; Relationships privileged under law- such as relationships with lawyers, physicians, and ministers; Religious practices; Affiliations or beliefs of students or the student's parent/guardian; Income, except when the information will be used to determine the student's or school's eligibility to participate in a special program or to receive financial assistance under such a program.

### **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 principal or designee and according to the building sign-out procedures. Unless the principal has**

granted approval due to extenuating circumstances, a student will not regularly be released before the end of the instructional day.

Please use the carpool lane when picking up a student at dismissal. Your child will be called individually to your vehicle. Parents must report to the office and sign students out to pick them up before the end of the day. Any student leaving school before the dismissal bell must be signed out in the office by the parent and may depart only via the office doors. A student who needs to leave school during the day with an adult other than the parent must bring a signed note from the parent stating to whom the student is to be released and including the date(s) for such dismissal.

A student who becomes ill during the school day will be brought to the office. The principal, secretary, or school nurse will decide whether or not the student should be sent home and will notify the student's parent.

## **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

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

## **SAFETY**

### **Accident Prevention**

Student safety on campus and at school-related events is a high priority of Monticello. 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 self 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 principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- 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 to update it if 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 Monticello 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 Closure 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 local media outlets.

### **SCHOOL MATERIALS AND BOOKS**

Board-approved Montessori school 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.

THE PARENTS OF ANY STUDENT FAILING TO RETURN A BOOK ISSUED BY THE SCHOOL OR WHO DAMAGES SCHOOL MATERIALS OR BOOKS WILL BE CHARGED FOR REPLACEMENT COSTS.

### **SEARCHES**

To promote student safety and 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.

### **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)

### **Drug Detection Dogs**

The principal may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

### **SEXUAL HARASSMENT / SEXUAL DISCRIMINATION**

Monticello 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, the Principal or Designee or the Title IX Coordinator.

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.

### **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.

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 rights.

Parents may review their student's records during regular 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.

## **Special Education Records**

Parents of a student with disabilities who has been provided special education services by Monticello will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

## **TRANSPORTATION**

### **Transportation To and From School**

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. Students are allowed walk from a bus stop if the office has a parent-signed Student To Walk Authorization Form on file. Bus routes are posted online at [www.monticellomontessori.com](http://www.monticellomontessori.com). Transportation is arranged by contacting the office.

**Students must ride the bus 50% of the time to remain eligible for transportation.** 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 2:40.**

### **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 leads to loss of transportation privileges.** 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 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 principal, however, may make an exception if the parent personally requests that the

student be permitted to ride with the parent, or if, before the scheduled trip the parent presents a written request that the student be permitted to ride with an adult who is specifically designated by the parent. Students not riding the bus home from an event must be signed out before departure by their parent.

### **VIDEOTAPING OF STUDENTS**

Video cameras may be used in locations as deemed appropriate by the principal 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 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 principal 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**

The safety of our students 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 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 as a weapon an object not generally considered to be a weapon, in a manner which either harms or intends to harm, haze, harass, intimidate, or threaten another person, will be subject to disciplinary measures (Policy 3330). Student violations of this policy may also be reported to law enforcement. Pretending to shoot another student is considered as a threat.

**Handbook Acknowledgement & Internet Use Agreement**

*Copy for your records.*

**Internet Access Agreement**

Please sign and return pg 19 & 20 in order to be able to use District Internet access and electronic equipment.

**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 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

**Student’s Name (Print)**\_\_\_\_\_

**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 school-provided student access to Monticello Montessori’s electronic information services and computer networks and/or the Internet. I understand that access is provided to students for educational purposes only. I also understand that while the district makes reasonable efforts to limit access to inappropriate material, it is impossible to restrict access to all offensive and controversial materials. I further understand my child’s responsibility for abiding by the policy. I therefore, sign 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 2010-2011. 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.

**Print name of student:**  
\_\_\_\_\_

**Signature of student:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_ **Date** \_\_\_\_\_

## School-Parent-Student Compact- Copy for your Records

*Monticello Montessori and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children) agree that this compact outlines how the parents, the entire school staff, and the students will 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 the State's high standards.*

### School Responsibilities- Monticello Montessori Charter School District 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 as follows:** Monticello will utilize the Montessori approach to learning. By using the Montessori approach, Monticello allows students to take control of their own learning and become independent. Teachers will guide students to work that is level appropriate and direct them to learn new concepts. Teachers will employ direct reading instruction daily in order to build students' literacy skills.
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.**
3. **Provide parents with frequent reports on their children's progress.**  
Reports on student progress will be available during parent-teacher conferences and upon request by parents. Additionally, test results will be sent home to parents after all state standardized tests. This included the Idaho Reading Indicator and SBAC testing.
4. **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.
5. **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 volunteer time. Parents are asked, but not required, to volunteer at least 50 hours during the school year.

### Parent Responsibilities - We, as parents, will support our children's learning in the following ways:

- 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 (2<sup>nd</sup> gr: 20 min, 3<sup>rd</sup> gr. 30 min, 4<sup>th</sup> 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

**Handbook Acknowledgement & Internet Use Agreement**

**Please remove, sign and return pp. 19 & 20**

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**Student’s Name (Print)** \_\_\_\_\_

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**Print name of student:**  
\_\_\_\_\_

**Signature of student:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of parent:**  
\_\_\_\_\_ **Date** \_\_\_\_\_

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- 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

# 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: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Ph. \_\_\_\_\_ Cell Ph. \_\_\_\_\_

PHYSICIAN'S 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: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_