

# **Monroe Academy**

## **Student-Parent Handbook 2024-2025**

Revised 08/12/2024

**“Committed to Excellence in Education”**

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## **MONROE ACADEMY SCHOOL PHILOSOPHY**

Monroe Academy attempts to create an environment whereby each student feels the care and safety to reach his/her potential through all facets of school life. Monroe Academy's philosophy is based upon a commitment to excellence in education within a Christian environment. We actively seek to fulfill this commitment to excellence in education by educating the whole student: spiritually, academically, socially, civically, physically, and emotionally.

Through a traditional yet multi-faceted curriculum as well as varied extracurricular activities, we seek to instill in each student a motivation to strive to achieve the highest standards possible. Through motivation of the total student and the balance of all facets of their lives, Monroe Academy students are poised to accept their place in our society as educated, responsible, spiritually mature citizens. In order to achieve a total program of this nature, Monroe Academy actively solicits the contributions of faculty, staff, administrators, parents, and the entire Monroe Academy family in this worthy endeavor.

Monroe Academy also recognizes that not all students have major learning styles compatible with the traditional instructional models. Since our first priority is the aiding of each student to realize his/her full potential, we attempt to make accommodations to assist those students in adapting their learning style to the traditional classroom.

We recognize that parents have a duty to provide their children with a Christian education, that true wisdom and knowledge have as their basis the presupposition that a sovereign God seeks to develop a Christian approach to our subject matter and to the moral questions, which our students must face. In enrolling their children in Monroe Academy, parents demonstrate their willingness to support the values espoused by the school and to share with the school the ability for the growth and development of the child.

## **MONROE ACADEMY MISSION STATEMENT**

The mission of Monroe Academy's faculty, staff and Board of Directors is to provide each of our students with the opportunity to receive an education in a Christian environment grounded in essential knowledge and skills necessary for producing quality work and the ability to solve problems and make decisions through a variety of learning activities which offer him or her appropriate opportunities for success as unique and valued individuals, growing in knowledge, responsibility, integrity, independence, and a positive self-concept.

# **MONROE ACADEMY**

## **SCHOOL GOALS**

1. To create a Christian environment that fosters an enthusiasm for learning in which each student can reach his/her maximum potential through all facets of school life.
2. To imbue our students with a firm appreciation of democratic ideals and a commitment to their practices so each student practices respect for the rights and feelings of others.
3. To assist students in gaining skills, academically and socially, for success in the workplace and society they will inherit.
4. To strive for superior academics without letting character formation and individuality take second place.
5. Through the total Monroe Academy experience, each student receives the motivation to strive to achieve the highest standards possible.
6. To provide a variety of educational activities within a framework of traditionally accepted learning methodology.
7. To provide a broad base of extracurricular activities which enhance opportunities for individual growth and expression.
8. To provide a challenging academic atmosphere with student/teacher interaction, encouraging healthy competition among students, and preparing those students who will seek top colleges and universities.
9. To strive for continual improvement in the total school program so we educate the whole student: spiritually, academically, socially, civically, physically, and emotionally.
10. To promote a familiar atmosphere in which the student is the object of care and concern to enhance a sense of personal worth, responsibility, pride, and integrity.
11. To realize that the small class size is our primary facility which enhances close student/teacher contact.
12. To work continuously to improve our school facilities and plant so that we provide an atmosphere that is ordered and conducive to learning.
13. To encourage student participation in school, community, church, and civic service to develop each student's sense of responsibility to God and fellowman.
14. To involve faculty, parents, board, and administration in school function and in the commitment to excellence in education.

15. To offer support to our teachers, administrators, and staff, and attempt to extend continuing appreciation to their professionalism.
16. To ensure the preservation of Monroe Academy as an educational institution through the active participation and involvement of all students, parents, and teachers in school projects.
17. To pledge our support to the A.I.S.A. and value our relationship with other A.I.S.A schools.
18. To recognize the impact of technology and how it impacts Monroe Academy's philosophy and objectives.

## **ACADEMICS**

### CLASS SIZE

*Enrollment at Monroe Academy is limited. Because Monroe Academy believes in small classes for optimum learning, class size may be changed at the discretion of the Headmaster and Board of Directors, who will consider double or triple sectioning a grade when the number of students enrolled and on the waiting list indicates such action would be financially feasible.*

### CREDIT REQUIREMENTS FOR GRADUATION

| SUBJECT                  | REQUIRED<br>UNITS | HONORS         |
|--------------------------|-------------------|----------------|
| English                  | 4.0               | 4.0            |
| * Mathematics            | 4.0               | 4.0            |
| History                  | 4.0               | 4.0            |
| Science                  | 4.0               | 4.0            |
| ** Physical<br>Education | 1.0               | 1.0            |
| Health Education         | 0.5               | 0.5            |
| Fine Arts                | 1.0               | 1.0            |
| Computer Science         | 1.0               | 1.0            |
| Foreign Language         | 1.0               | 2.0            |
| <br>Electives            | <br><u>3.5</u>    | <br><u>3.5</u> |
|                          | 24.0              | 25.0           |

\* Math Requirement: Students must complete Algebra I, Algebra II, and Geometry upon graduation.

\*\*Classroom aide may be substituted for P.E.

## GRADING SCALE

A = 90 – 100 = Excellent

B = 80 – 89 = Above Average

C = 70 – 79 = Average

D = 65 – 69 = Below Average

F = Below 65 = Unsatisfactory

I = Incomplete \*

- INCOMPLETE- If a student receives an incomplete for a grade, he/she will have one week after grades are posted to clear up the grade. If the incomplete is because of an extended illness, more time may be given by the Headmaster.

## CLASS RANK

The top four students will be selected by calculating their academic averages. The class rank is calculated by averaging semester grades from all academic subjects. (Math, Science, History, English, Dual Enrollment, Health, Spanish ) This is completed in FACTS. This average excludes P.E., Band, and any other subject which is not a textbook based subject. The final class rank will be determined after Dual Enrollment grades have been posted from the Fall semester.

Honors Math and Science classes will have 5 points added to the final average in FACTS.

Dual enrollment requires written permission by the Headmaster or Counselor. Beginning with the Class of 2024, the tracks will be General Studies and Honors Tracks. GPA will be calculated on a 4.0 scale utilizing FACTS.

## ADVANCED HONORS AND HONORS POLICY

The criteria to enter advanced Math and Science courses shall be based on the student's math grades as this has proven to be our best indicator of aptitude for higher level courses.

Rising ninth graders with a math average of at least 90 for the year will go into the Honors track (if the class is divided) and Advanced Algebra I. Rising ninth graders with a math average of at least 88 may present a case to the Headmaster for moving into the Honors track and Advanced Algebra I.

Students who wish to stay in the Honors track will move into Advanced Geometry during the sophomore year. A student in the Honors track will have the option to enroll in Advanced Algebra II during the summer before the junior year. Students will be assessed the same monetary fee as summer school in order to take this course. A student who fails an academic class, will drop to the track below his/her current track. Once a student drops to a lower track, he/she may not advance to a higher track again.

### **College Prep Curriculum**

9<sup>th</sup> grade – Algebra I

10<sup>th</sup> grade – Geometry

11<sup>th</sup> grade – Algebra II

12<sup>th</sup> grade – Advanced Math

## **Honors Track Curriculum**

9<sup>th</sup> grade – Advanced Algebra I

10<sup>th</sup> grade – Advanced Geometry

11<sup>th</sup> grade – Advanced Algebra II

12<sup>th</sup> grade – Pre-Calculus

## STUDENT CLASSIFICATION

A student in grades 1-6 will be classified according to whether he or she passed or failed the prescribed work on a yearly average. A student who fails may not enter a new grade until he/she has satisfactorily completed the prescribed work. It may be possible to do this in summer school, with special tutoring, or it may be necessary to repeat the class or grade depending on the severity of the problem.

An elementary student is not allowed to be promoted to the next grade level if he/she has 2 yearly averages of F in academic subjects. If a student in grades 1-6 has an F in reading or math the student will automatically be retained. If there is one F in any subject besides reading or math, the student will be reviewed by the teacher and Headmaster for summer tutorial help. A student will not be promoted with two yearly F averages.

Students in grades 7-8 may not advance to the next grade level if they fail 5 or more of academic subject areas. If a student fails 1-4 semesters in academic subjects, he/she must attend summer school.

Students in grades 9-12 will be classified according to the number of credits he/she has earned. Since it is necessary to earn twenty-four (24) credits for graduation, the following classification will be used:

1. Freshmen must earn six (6) credits before being classified as a sophomore.
2. Sophomores must earn twelve (12) credits before being classified as a junior.
3. Juniors must earn eighteen (18) credits before being classified as a senior.
4. Seniors must earn twenty-four (24) credits before graduation.

## HONOR ROLL

At the end of each nine-week grading period and at the end of each semester, the following honor rolls will be published.

### Elementary (2<sup>nd</sup> – 6<sup>th</sup> Grade):

All A: A student who has at least a 90 average in every class or subject or all A's on his or her report card. The student can only have one conduct grade below the highest mark possible with no U.

All A-B: A student who has no grade below an 80 in any class or subject or no grade below a B on his or her report card. The student can only have two conduct grades below the highest mark possible with no U.



### High School (7<sup>th</sup> – 12<sup>th</sup> Grade):

All A: A student who has at least a 90 average in every class or subject or all A's on his or her report card.

All A-B: A student who has no grade below an 80 in any class or subject or no grade below a B on his or her report card.

### 6<sup>TH</sup> GRADE HONOR STUDENTS

Sixth grade honor students will be selected by averaging the core courses for the current year only. Students must have an average of 90 (89.5 rounds to a 90) or above to be recognized as an honor student. To be recognized as an honor cord recipient, an average will be obtained from the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> nine weeks only.

### WEIGHTING OF CLASSES

Five points will be added to the semester average of any honors course. These points are added for GPA and ranking only.

### GRADUATION

Upon successful completion of the prescribed 24 or 25 units of credit, as outlined in the credit requirements, a student is awarded a diploma of graduation. If a student is deficient in one- and one-half units or less and will complete these deficiencies in summer schools, he or she will be allowed to participate in the graduation exercises. Upon satisfactory completion of all required work in an accredited school, the student will be awarded a diploma.

If a student wishes to obtain credits toward graduation from any school other than Monroe Academy, he or she must meet the following criteria:

1. The student's regular class must have already graduated.
2. The student must have written permission by the Headmaster.
3. The student must receive such credit from an acceptable, accredited institution.

### VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian are determined from the senior class each year by the method of class rank. The Valedictorian and Salutatorian must be recipients of an honors diploma. To be considered for either of these honors a student must have been enrolled at Monroe Academy for grades 9-12 if that student lives within the Monroe Academy service area. A transfer student (student whose family relocates within a designated Monroe Academy school district) must be at Monroe Academy his/her Junior and Senior years to be considered for Valedictorian or Salutatorian. Only Monroe Academy grades will be used to calculate the student's class rank.

# **ACADEMIC POLICIES/PROGRAMS**

## **CONFERENCES**

The Headmaster, Faculty, and Staff welcome and encourage the opportunity to meet the students and their parents to discuss any problems. Please call the school office to schedule an appointment with your child's teacher.

If after meeting with the teacher, a satisfactory resolution was not met, please contact the office to schedule an appointment with the Headmaster. If a satisfactory resolution was not met, the Headmaster may contact the Executive Committee of the Board of Directors.

## **DROPPING CLASSES**

There are only three times a student will be allowed to drop a class or change his or her schedule:

1. After the third week of the new school year.
2. After the first grading period.
3. After the first semester.

Parental permission, as well as teacher permission, must be granted before any schedule changes are made. Any lab fees paid will be forfeited, and students must pay any fees for the classes they are changing to. The only exception to this rule is if the student is removed from a class by the administration. In this case fees must still be paid.

## **SUMMER SCHOOL**

Our summer school requirements will be the same as those set forth by the Alabama State Department of Education. Therefore, any student wishing to take a course for credit must have the required hours in the subject.

Students wishing to enroll in Monroe Academy's Summer School Program must apply through the school office. He/she must be a student at Monroe Academy or have special permission from the Board of Directors. Students may attend summer school utilizing ACCESS through Troy. These classes will be web based and completed as an independent study; however, tests will be proctored and taken at the school. Students attending summer school will be assessed a fee of \$350 per semester credit. Students must complete summer school classes in six weeks and before the first day of school. Failure to complete the classes within the specified timeframe will result in a failing grade for the class.

Students in grades 7-12 attending any summer school classes will receive up to a grade of 70/C for a summer school class. This grade will be recorded on the student's final transcript.

## TRANSCRIPTS OF SCHOOL RECORDS

The school will furnish a transcript of the student's records upon written request by the parents or legal guardian. Before the records are released, it is necessary that all items which have been checked out be returned in satisfactory condition. All financial obligations must be paid in FULL and must have cleared the bank 3 weeks before graduation and releasing student records.

## PARENT NOTIFICATION OF ACADEMIC PROBLEMS

Learning is the ultimate goal of Monroe Academy. We intend to send out regular progress reports to our parents so they may be constantly aware of what is taking place. We will attempt to accomplish this in the following manner.

1. Daily work that is done in class will be sent home for your observation in grades K-6.
2. Each student in the elementary school will be given a folder to take home each week which will contain most of that week's work.
3. At the midway point of the nine-week grading period, parents of students in grades K-6 will receive their child's mid-term grade when their average is 79 or under.
4. Teachers remain on campus until 3:10 p.m. every day except Friday. Students may request extra help during this time.
5. Report cards shall be sent home for each student at the end of each nine weeks grading period, providing all financial obligations are current. The student's progress for the semester shall be determined by averaging the two nine weeks grades and the semester exam if applicable.
6. At the end of the school year, the report card will give a summary of the year's work and state whether or not the student has made sufficient progress to attempt the next level of work. Recommendations will be made for those students who may not have made sufficient progress.

## TESTING

Students are required to have at least nine (9) grades for each subject over the nine weeks grading period. A major project can be substituted for test grade if the teacher deems appropriate. Monroe Academy maintains a testing schedule through which no more than two (2) major tests are given in one day. Quizzes and daily assignments for other classes are expected to be completed on those days.

## EXAMINATIONS

Semester exams will be given at the end of the first and second semesters and include the following criteria:

1. Exams are given in grades 7-12.
2. Exams are given in a pre-arranged one and one-half hour testing period.

3. No student will have more than two tests each day.
4. Exams should be comprehensive.
5. Exams will count 20% of the final semester average.

## EXAMINATION EXEMPTIONS

1. If a student grade 7-12 has a current A average, that student will have the privilege of exempting his or her exams.
2. Students with 6 or more unexcused absences (in any Class) may not be exempt for any exams. School sponsored events and college visits are excluded from this policy.
3. Students with excessive number (10+) of excused absences should not be exempt.

School sponsored events and senior college visits are excluded from this policy.

## ASSIGNMENTS/HOMEWORK

Homework is assigned at the discretion of each teacher. Nightly assignments are constructed to strengthen the materials presented in class during the day or to familiarize the student with materials that will be presented to the class the following day. Completion of these assignments is required for the students to be sufficiently prepared for the following day as well as for the most successful completion of the course.

Students are responsible for making up all work missed when absent. A note from a parent does not constitute an excuse for a student to miss a test or fail to turn in work that has been assigned ahead of time. If a student is out for one (1) day with an excused absence, he/she has three (3) school days to make up missed work for that day, including any tests. No grades should be entered into gradebook until the work is completed or the three (3) days have expired. If a student misses three (3) days or more, arrangements should be made between the student and headmaster on all make-up work. If a student has made arrangements with the office and the individual teachers for a prearranged absence, the student will have a certain time limit to make up any missed work. A prearranged absence must be made before the day that the student is going to be absent to give the teacher a chance to make the proper arrangements.

If a student has a prearranged absence, please make sure he/she completes all assignments. If a student is going to be absent for more than one day, he/she should try to make arrangements for all assignments to be sent home.

## ENRICHMENT/RESOURCE ROOM

One of the following is necessary for placement in the program:

- Medical Diagnosis or Psychological Disorder
- Developmental Learning Disorder
- Central Auditory Processing Disorder
- Expressive or Receptive Language Disorder

**\*\*A diagnosis of Attention Deficit Disorder must be accompanied by one or more disorders listed above.**

PLEASE NOTE: MONROE ACADEMY IS UNABLE TO ACCOMMODATE STUDENTS WITH INTELLECTUALLY DEFICIENT AND/OR SEVERE BEHAVIORAL AND/OR EMOTIONAL DIFFICULTIES **including, but not limited to, Autism, Asperger's, and Mental Retardation**. These students require very specialized settings, resources and teachers that are beyond the capabilities of Monroe Academy.

## STUDENT ACTIVITIES

### FUND RAISING

Any club, class, or other organization wishing to sponsor a fund-raising project must complete a Fundraiser Authorization Form from the school office. The fundraising project must have the approval of both the Headmaster and the Board of Directors.

### AFTER HOURS SCHOOL EVENTS (Athletic Events, Dances, etc.)

All school sponsored dances must be held on campus and after regular school hours. All dances will have a “closed door” policy meaning Monroe Academy students and their prearranged dates may attend but will not be allowed to leave a dance and return after it has started. These dances must have administration approval at least one week in advance and must not conflict with any other school activity already on the school calendar. These dances must have the proper sponsor’s approval and a chaperone list must be provided: two faculty members (one must be high school) must be present at all dances, and at least two other chaperones who are board members, and a policeman must be in attendance, he/she must be hired by the sponsoring organization. All students will sign in and out. Permission slips for dates must be turned in to the sponsoring organization by 3:00 p.m. one week before the dance, and they will be at the sign-in table. No exceptions will be made. All students are expected to be on their best behavior at all school dances and no inappropriate dancing will be allowed. School dress code applies to dances. Homecoming and prom have separate dress code (Semiformal for Homecoming and Formal for Prom). The same policies regarding discipline and conduct will be upheld and enforced at school dances and school events.

### SENIOR PRIVILEGES

Each year the seniors are granted certain privileges in recognition of their maturity, leadership, and service to the school in an effort to prepare them for decision-making as college students. They will be rescinded individually or collectively if abused.

#### SENIORS

1. Have parking privileges at the discretion of the Headmaster.
2. May leave campus once each semester for an organized luncheon. This must have the approval of the Headmaster; the use of approved transportation and the faculty as chaperones.
3. Seniors may leave five minutes early for lunch, providing it does not interfere with normal classroom activities. This will be done daily and at the discretion of the individual teacher.
4. No clean up duty in the lunchroom.
5. Seniors will have reserved seats on the front rows during assemblies.
6. Seniors are allowed 2 college visits per school year. A notice of three days advance notice should be submitted to the office and teachers. Seniors must provide a dated and signed document from the college.

#### JUNIORS

1. Students will be allowed one college visit during their junior year. A notice of three days advance notice should be submitted to office and teachers. Students must provide dated and signed documentation from the college. If a student does not use his/her junior year college visit, the visit may be rolled over to the senior year.

## **CONDUCT AND DISCIPLINE**

Grades 4 – 12

### **PHILOSOPHY**

Monroe Academy is a community, and its rules and regulations are, in essence, the laws of our community. All those enjoying these rights and privileges of participation in this school community must also accept the responsibilities that go along with those rights and privileges.

All students at our school have a contractual and moral right to an education. However, in choosing to attend Monroe Academy, they accept the corresponding responsibility to join with other members of the school community in respecting the rights and the responsibilities of others in our community.

The maintenance of a safe, healthy, moral, and desirable environment in the school setting that is conducive to meaningful and effective learning experiences requires the combined efforts of students, their parents, and the school personnel.

If the achievement of educational objectives by an individual is to be reality, it is essential that respect for rules and authority be developed in the minds of all students. Effective discipline helps the individual progress from the need for external control to the self-discipline of a mature adult.

Basic respect for the worth of the individual and his or her ability to contribute to society requires that we develop in students a sense of honesty, integrity, trustworthiness, fairness, loyalty, courtesy, leadership, and pride of self and school. Basic respect and consideration for the rights and privileges of others must be exemplified by all participants in the educational process.

Students, parents, teachers, and administrators each have a responsibility to exhibit these virtues and work together in accomplishing this objective. With these concepts in mind, Monroe Academy's code of conduct attempts to set consistent and reasonable limits to student behavior in line with the needs and appropriate expectations of individual and group behavior.

## CLASSROOM DISCIPLINE

Students, grades 4-12, are expected to follow classroom policies and guidelines for conduct. Teachers should complete a discipline report for minor classroom infractions resulting in detention. If a student fails to meet an assigned detention, the Headmaster or his/her designee may assign additional detention time, in school suspension, or non-academic suspension from school.

## DISCIPLINARY ACTIONS- MINOR INFRACTIONS

Monroe Academy distinguishes between major and minor infractions of school policies and rules. The following is a list of offenses that are minor, depending upon the circumstances:

- Tardiness to school/class
- Missing assigned detention
- Dress code violation
- Failure to follow instructions
- Inappropriate behavior in the classroom, assemblies, and other instructional settings.
- Inappropriate behavior in the lunchroom
- Eating in class or non-designated areas
- Littering – classroom and/or campus
- Other \_\_\_\_\_

NOTE: This is only a sample and does not include every minor infraction. The severity of action may be increased if there are repeated violations of Monroe Academy policies and guidelines and depending upon the facts and circumstances of the offense.

The action taken for any minor offense may be one or any combination of the following:

- A. Documented warning
- B. Detention
- C. Parent Conference
- D. Corporal Punishment
- E. Appropriate action as deemed necessary by the Headmaster

Students are subject to afterschool detention, corporal punishment, or suspension after 4 minor infractions are documented on a Classroom Behavior Management Form.

## DISCIPLINARY ACTIONS- MAJOR INFRACTIONS

NOTE: The following is a list of some of the major disciplinary infractions. While these policies are very clear, the school reserves the right to use these policies as guides for the benefit of the student so that discipline is consistent and age appropriate. For example, disciplinary action taken for an offense by a senior may not be the same disciplinary action taken for an offense by a fourth grader.

- I. Cheating including plagiarism, stealing, or lying will result in one or more of the following:
  - A. 1. In the case of cheating/plagiarism, a zero on the quiz, test, exam, or classwork/homework. This includes any student who allows others to cheat from his/her work.
  2. Suspension for a period of one to three school days (See page 19).
  3. Probation for a period of up to 180 school days.
  4. Parent Conference
  5. Corporal Punishment
  6. Expulsion
- B. Appropriate action as deemed necessary by the Headmaster.
- II. Use of, possession of, distribution, or ownership of drugs, alcohol, tobacco, liquid nicotine of any kind or use of, possession of, or ownership of firearm, knife, or any other instrument that in the opinion of the Headmaster is dangerous or even potentially dangerous during the school day, while on a school sponsored trip, a school function, or off campus will result in one or more of the following:
  - A. 1. Suspension for a period of one to three school days (See page 19).
  2. Professional Counseling
  3. Probation
  4. Parent Conference
  5. Corporal Punishment
- B. Expulsion\*  
(\*In the case of marijuana or any other illegal drug, the policy of Monroe Academy is immediate expulsion).
- C. Appropriate action as deemed necessary by the Headmaster.
- III. Gross misconduct, disrespectful action, harassment of any nature, abusive or profane language, and/or gesture aimed at another student, faculty or staff member will result in one or more of the following:
  - A. 1. Suspension for a period of one to three school days (See page 19).
  2. Probation
  3. Parent Conference
  4. Corporal Punishment
- B. Expulsion
- C. action as deemed necessary by the Headmaster.
- IV. Destruction or defacement of school property or personal property of a student, faculty or staff member will result in one of the following (on or off campus):
  - A. 1. Replacement of the destroyed item(s).
  2. Suspension for a period of one to three school days (See page 19).



- 2. Probation
- 3. Parent Conference
- 4. Student may forfeit participation in graduation ceremonies regardless of age at the time of the event.
- 5. Expulsion
- B. Appropriate action as deemed necessary by the Headmaster.
- V. Fighting during the school day, while attending a school function, or school sponsored trip, including inciting or encouraging physical altercations between other students, will result in one of the following for students in grades 4-12<sup>th</sup> grades:
  - A. 1. Suspension for a period of one to three school days (See page 19).
  - 2. Probation
  - 3. Parent Conference
  - 4. Corporal Punishment
  - B. Expulsion
  - C. Appropriate action as deemed necessary by the Headmaster.
- VI. Leaving campus without permission or notifying the school office, or skipping class without leaving campus will result in one or more of the following:
  - A. 1. Suspension for a period of one to three school days (See page 19).
  - 2. Probation
  - 3. Parent Conference
  - 4. Corporal Punishment
  - B. Expulsion
  - C. Appropriate action as deemed necessary by the Headmaster.
- VII. Violation of the school internet policy (see Technology policy) any state or federal law for electronic resources will result in one or more of the following:
  - A. 1. Suspension for a period of one to three school days (See page 18-19).
  - 2. Probation
  - 3. Parent Conference
  - 4. Corporal Punishment
  - B. Expulsion
  - C. Appropriate action as deemed necessary by the Headmaster.
- VIII. Violation of school cell phone/electronic device policy (page 32) will result in the following:
  - A. First offense – Warning - Parent will pick up the cell phone or electronic device and pay a monetary fee of \$25.
  - B. Second offense – Parent will pick up the cell phone or electronic device and pay a monetary fee of \$50 or corporal punishment at the discretion of the parent(s).
  - C. Third and additional offense – Parent will pick up the cell phone or electronic device and pay a monetary fee of \$100 or corporal punishment at the discretion of the parent(s).  
1-day suspension.
  - D. Any other conduct deemed by the Headmaster to be serious.

## HARASSMENT

(Student Harassment Policy; Employee- Student; Student- Student; Student- Employee)

### Policy

This school is committed to maintaining an academic environment where all individuals treat each other with dignity and respect and that is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school will take appropriate action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

### Definition of Prohibited Harassment

Prohibited harassment refers to any unwelcomed words or conduct that is based on a person's race, color, gender, religion, national origin, disability, or appearance. Derogatory and offensive words that are aimed at a person's race, color, gender, religion, national origin, or disability are not acceptable among caring people and are totally unacceptable to this school. This school does not condone and will not permit or tolerate such behavior including name calling, bullying, cyberbullying, intimidation, threats, or extortion. "Sexual harassment" means any unwelcome sexual advances, requests for sexual favors, or unwelcome words or conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct is so severe and pervasive that it has the effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits services, honors, programs, or activities available at or through this school.

### SUSPENSION FROM SCHOOL

A student shall be suspended for a specific time. During the suspension period, he/she will be expected to obtain and complete all assignments and turn them in at the prescribed time to be readmitted to class. The student will receive a grade of zero for these assignments. He/she will also receive a zero on any tests and/or quizzes during the suspension period. During the suspension period, the student will not be allowed to participate in school sponsored extracurricular activities.

### PROBATION AND EXPULSION

Probation is a very strong warning as the result of committing a major infraction or series of minor infractions. If a student on probation commits a major infraction or accumulates several minor infractions, his/her status as a Monroe Academy student will be reviewed by the Headmaster. As a result of his/her disciplinary record and the extent of the infractions, he/she may be expelled from Monroe Academy or be suspended from school with an extension of the probationary period. It is to be understood that once a student is expelled from Monroe Academy that student may never apply for admission to Monroe Academy again.

## CORPORAL PUNISHMENT

Monroe Academy does permit paddling by administrators. Administrators using this punishment will have an adult witness and will not use excessive force. Parents may make a written request that their child be exempted from corporal punishment. A written letter must be sent to the school office prior to an incident that would warrant corporal punishment.

## REPRESENTATION OF MONROE ACADEMY IN THE COMMUNITY

Monroe Academy seeks to instill in each student a sense of integrity, good citizenship, and understanding of his/her responsibilities as a citizen of the school and community. In keeping with this goal, the school expects each student to be cognizant of his/her code of conduct when away from campus as well as on campus. This code of conduct should be such as to promote the general welfare of the school within our community.

The Monroe Academy dress code is to be followed when representing Monroe Academy at a community event. Monroe Academy does reserve the right to take proper disciplinary action if deemed necessary.

## PUBLIC AFFECTION

Monroe Academy students should always conduct themselves as young ladies and gentlemen. Public affection is prohibited, and the school retains the right to discipline students who behave improperly during school and school sponsored activities.

## VISITATION TO OTHER SCHOOL CAMPUSES

No Monroe Academy student may visit another school's campus during the school day or a Monroe Academy holiday without proper authorization. To visit another campus, Monroe Academy students must have written permission from the school administration of the campus they are to visit. If a Monroe Academy student does visit another campus without authorization, Monroe Academy does reserve the right to take proper disciplinary action if deemed necessary. Although a student may be visiting another campus, the Monroe Academy code of conduct and discipline will be followed.

# **DRUG AND ALCOHOL EDUCATION, PREVENTION, REHABILITATION, AND SCREENING POLICY**

## Policy Statement

Monroe Academy is committed to providing its students, faculty, and support personnel a healthy, safe, clean, and equitable learning and working environment. The abuse of drugs or alcohol can be detrimental to the physical and mental well-being of students, faculty, and support personnel and is counter to the philosophy and mission of Monroe Academy.

## Education

It is the aim and intent of Monroe Academy to provide an educational opportunity for all of its students, faculty, and support personnel no matter when such use should occur during the year.

## Random Screening

Monroe Academy reserves the right to randomly test students without prior notice. Tests may be scheduled at any time throughout the school year. Random, unannounced drug tests will be scheduled by the Headmaster. The nicotine, drugs, and alcohol for which students may be tested may range from controlled substances to anabolic steroids. A complete list of the drugs tested can be obtained through the school office. Random drug screenings are to include athletes, cheerleaders, and band students. Monroe Academy reserves the right to search backpacks and lockers.

## Pre-Admission Screening

Monroe Academy will pre-screen all new students in grades 7-12 who seek to enroll at Monroe Academy. The student's parents will be required to pay the cost of the drug testing.

## Reasonable Suspicion Testing

Monroe Academy reserves the right to test any student for the use of illegal drugs and controlled substances when any action of the student in the opinion of the Headmaster provide reasonable suspicion that the student has used or is under the influence of drugs or alcohol or other controlled substances.

## PURPOSE

The purpose of the drug and alcohol screening program is as follows:

- A. To ensure that Monroe Academy is a drug and alcohol-free environment.
- B. To educate the student regarding the dangers of drug and alcohol abuse.
- C. To prevent drug and alcohol abuse by students.
- D. To identify any student who may be using illegal drugs or alcohol.

- E. To ensure that any chronic dependency problem is recognized, addressed, and treated properly.
- F. To aid students in the development of healthy, responsible lifestyles.

## TESTING PROCEDURES

- A. Each student and his or her parent(s) shall be required, as a condition to his or her enrollment at Monroe Academy, to sign a consent to participate in the drug screening program and to drug and alcohol screening.
- B. Each student in grades 7-12 may be tested at least once during the school year and subject to random testing at any given time.
- C. The method of testing is by Mouth Swab for saliva and will be administered by an approved medical facility.
- D. The collection and coding of specimen samples will be handled in such a manner as to ensure reasonable confidentiality.
- E. Each urine sample will be given a control number and analyzed for the presence of prohibited drugs by an outside agency contracted by Monroe Academy to provide this service.
- F. All test results will be reported to the Headmaster.
- G. Any student who refuses to fully cooperate with drug and alcohol screening may be suspended or dismissed from Monroe Academy.
- H. A refusal to submit to drug and alcohol screening will be considered as a positive test result.

## **POSITIVE TEST RESULTS**

### FIRST POSITIVE TEST

- A. The Headmaster and/or his/her designee will be advised of the results. The primary teacher(s) may be consulted to determine the necessary course of action for the student involved.
- B. A positive test is defined as a test which indicates, in the opinion of the outside agency performing the testing, that the student has used a prohibited substance as described in this policy.
- C. The student and parents of the student in question will be advised of the results.
- D. The student in question must then be evaluated within ten (10) days by one of the following professional consultants: a certified alcohol and drug abuse counselor, a student assistance professional, a licensed social worker, a medical review officer, or such other professional consultant as may be acceptable to Monroe Academy. This evaluation and assessment shall be obtained by the parents at their expense.
- E. If the professional consultant mentioned above should recommend that the student attend a counseling program, then the student, at the expense of the parents, must enroll in and complete the counseling program recommended by the said consultant.
- F. The student must also participate in any after-care counseling and comply with any additional recommendations of the said professional consultant, all at the expense of the parents.
- G. Failure to enroll in and/or complete all of the requirements of the counseling program recommended for the student will result in the student's immediate dismissal from Monroe

Academy.

- H. In the event that a student is dismissed from Monroe Academy as a result of a positive drug screen and/or failure to complete a counseling program, the parents shall not be entitled to any reimbursement of tuition or other fees previously paid.
- I. Following a confirmed positive test result, a student shall be subject to repeated unannounced testing throughout the school year. These additional tests are to be paid by the parent or legal guardian of the student. Failure to pay for said test will be treated as noncompliance and will be considered as a positive test. A student who refuses to take a test will be subject to the same consequences as one who test positive.
- J. Any student who tests positive will be immediately placed on probation for 180 school days and will not be allowed to participate in any extra-curricular activities.

## SECOND POSITIVE TEST

If any student tests positive a second time, that student will be immediately expelled. Once expelled, this student will never be allowed to re-enroll in Monroe Academy.

## GENERAL INFORMATION

### Confidentiality

All information concerning drug screening is confidential and will be released only to the Headmaster. This information will also be revealed to the qualified individuals appropriate for the necessary rehabilitation of the student.

### Compliance

Any student can be excused from drug testing only under the most extreme circumstances (e.g. sickness, family emergency, etc.). The student is responsible for providing written verification for such absence. Approval of such absences is the responsibility of the Headmaster.

Any student who tries to cause a false reading or who refuses to follow the proper procedures as instructed will be treated as if the test was a positive result. If this is the second positive, then said person will be expelled.

### MRO

New students in grades 7-12 will obtain a drug testing form from the office and take it to Primary Care Center for testing. Test results are sent straight to our Medical Review Officer, then to our drug testing company in Opelika. If there is a positive change, Administration will contact parents with further instructions.

## SELF-REFERRAL

Any student who, before being notified that he or she is to be tested, by his or her own free will admits to the Headmaster that he or she has a problem with alcohol or drug abuse, will be required to attend an assessment interview and abide by the of the drug counseling or rehabilitation agency. The participating agency or Headmaster will determine when the student is able to discontinue the rehabilitation process and return to normal random testing.

## **POLICIES AND PROCEDURES**

### RELIGION

Although Monroe Academy is not a church sponsored school, we do feel that we provide a Christian atmosphere for our students. Every class is required to have a daily devotion during homeroom. In most cases this consists of a Bible reading, Pledge of Allegiance, or a combination of any of these. Most elementary teachers also will have a short prayer before lunch.

Monroe Academy also sponsors a Fellowship of Christian Athletes Club. We are very proud of this organization. The FCA meets weekly for a short period of devotion and fellowship.

The school also sponsors a Christian Student Union which is a club that encompasses the entire junior and senior high.

### TUITION AND FINANCIAL OBLIGATIONS

1. Tuition and fee payments are due on the 1<sup>st</sup> of each month and are considered past due after the 15<sup>th</sup> of the month.
2. All accounts past due on the 15<sup>th</sup> of the month will be assessed a late fee charge of 1 ½% per month on the unpaid balance or a minimum of \$5.00, whichever is greater. If accounts become 45 days in arrears, that is the 15<sup>th</sup> of the second month, the family could be asked to remove their children from Monroe Academy.
3. There will be a \$50.00 fee charged for all checks returned to the school for insufficient funds. If two checks are returned during an academic year; Monroe Academy will deal with that family on a “cash only” basis.
4. Graduating Seniors: All financial obligations must be paid in FULL and must have cleared the bank 3 weeks before graduation and releasing of student records. All uniforms and any equipment must also be turned in 3 weeks prior to graduation.

attire at all times. In any instance where a student is representing Monroe Academy, the student must meet school-regulation attire or other particular dress code assigned by the sponsor or Headmaster. The Headmaster, or his or her designee, shall determine whether a student’s dress meets the specification of the dress code.

## APPAREL AND APPEARANCE

Just as a student's good behavior reflects credit to the parents, a student's dress and appearance should be a part of the parent's responsibility. All students should use good taste and judgment in their choice of attire at all times. In any instance where a student is representing Monroe Academy, the student must meet school-regulation attire or other particular dress code assigned by the sponsor or Headmaster. The Headmaster, or his or her designee, shall determine whether a student's dress meets the specification of the dress code.

**NOTE: The purpose of our dress code is to instill within our students a sense of pride in themselves and our school community. We believe that dress is a direct reflection on the individual as well as the school within the community. In addition, we feel that dress and appearance should not interfere with the educational process. This policy should serve as a guide and it should be remembered that the Headmaster, or his or her designee, reserves the right to determine the appropriateness of dress in individual cases with prior full approval from the Board of Directors. The Headmaster's decision is final.**

1. Shoes are to be worn at all times by all students. Leather or dress flip flops/sandals are acceptable. Rubber flip flops/slides and house slipper type shoes, including UGG type slippers, are not acceptable and should not be worn. All shoes must have an enclosed heel or a heel strap for students in preschool. See page 32 regarding P.E. shoe policy.
2. Caps or hats are not to be worn on campus at any time during the school day unless students are involved in school sponsored activities where caps are activity appropriate. (e.g. baseball/softball practice). Sunglasses are not allowed indoors unless they are prescription tinted lenses.
3. Students are not allowed to wear any clothing with improper language, signs, or sayings on them. No attire suggesting the use or advertising of tobacco, alcohol, or drugs is acceptable. This includes any suggestive slang that could be interpreted in any improper manner.
4. P.E. clothes including warm-up suits, jogging pants, yoga pants, or sweat pants are not allowed anywhere except in P.E. classes.
5. Athletic teams will be allowed to wear uniform jerseys on game days in certain circumstances. Boys and girls must adhere to the same rules as always. No see-through jerseys and the midriff must not show.
6. After the fourth grade, girls and boys must have their shirttails tucked in at all times, including team jerseys, unless the shirt is specifically designed to be worn out. Boys are not allowed to wear tank tops, sleeveless shirts, or undershirts without an outer garment. Pants should not "sag" at any time. Boys and girls must wear a belt.
7. Girls are not allowed to wear any skirts or dresses which are shorter than 3" above the top of the knees. Leggings and jeggings may be worn as long as the top is longer than the tip of the middle finger. Spirit jerseys, short/long sleeve t-shirts, or sweatshirts/hoodies should not be worn over leggings and jeggings. No athletic leggings should be worn.



8. Girls in K-12 are not allowed to wear backless apparel, one shoulder apparel, racerbacks, or strapless tops of any kind. This includes tops worn under over-shirts or jackets. Girls should not wear tight shirts. Girls should not wear anything that leaves a midriff or allows midriff to show when arms are raised above the head. "Crop" tops will not be permitted. Shoulder straps must be two inches wide. No cleavage should be showing at any time. Undergarments must be worn at all times and not visible. Bra straps, including sports bras and bralettes, should not be visible.

9. Grades 4-12, boys and girls are allowed to wear shorts providing they are no shorter than 4" above the top of the knee. Any form of athletic wear or cutoffs are not allowed. No pants or shorts will be allowed with holes cut or worn in them **anywhere unless the skin is covered by patches underneath the holes.**

10. K-3rd students will be allowed to wear shorts and dresses no shorter than 4" above the top of the knees.

11. No visible tattoos will be allowed.

If a student is not dressed appropriately, parents will be contacted and the student will not be allowed to attend class until proper attire is obtained. This is an unexcused absence from class and the student is subject to a zero. Unannounced dress code checks for grades 4-12 will be conducted.

The Headmaster or his/her designee is the sole judge of dress appropriateness.

## HAIR CODE/JEWELRY

Boys' hair must be **cut above the eyebrows, not below the ear lobes, and not below the collar** regardless of hair style. Radical hair styles, spikes, tails, or "shaves" will not be permitted. Boys are not permitted to wear earrings or ponytails. Boys must be clean shaven at all times.

Girls' hair must be neat, well-groomed and off the face. Radical styles, unusual colors, spikes or "shaves" will not be permitted.

No body piercing will be allowed.

The Headmaster or his/her designee is the sole judge of hair appropriateness.

## ATTENDANCE

Students are expected to attend **all** classes. Absences due to illness or death in the family are excused. Parents should call, email, or fax the school by 8:00 a.m. on the day of the absence (or prior, if known in advance) and notify the school of the reason for their child's absence. In addition, the student must bring a written explanation, signed by his or her parents or guardian. The written explanation must be taken to the Headmaster's office for approval. Please remember that being at work and being out of town are unexcused absences unless complete information is given concerning the reason and the absence is excused in advance. By state law, if a student returns to school after an absence without presenting a written parental excuse explaining the reason for the absence, the absence will be ruled unexcused. If a

note is not brought on the second day, the unexcused absence will stand regardless of the reason. A telephone call from the parents does not take the place of the written excuse. We must have a note on file in the office.

Students will not receive credit for any work missed due to an unexcused absence. By state law, a student who has more than twenty (20) days of unexcused absences cannot receive credit for the year. If a high school student is absent for twenty (20) days, for any reason (excused or unexcused), the days over twenty (20) must be made up in summer school before any credit will be given. Special circumstances will be considered by the Headmaster.

- Any absence over 10 absences per semester MUST have a Doctor's excuse.
- Students on school authorized trips are considered to be in attendance.

Any student in grades 7-12 absent for more than ten (10) unexcused days in one semester will fail all academic courses for that semester. Any student missing more than ten (10) unexcused absences in individual classes in a particular course will fail that course. An average of fifty-five (55) will be placed in the semester-grade section for such failure. School sponsored activities, absences approved in advance by the school, or severe illness where student, parent, and school have developed an approved plan are excluded from this policy.

**If a student has a doctor's appointment, the student will be unexcused until he/she returns with a doctor's excuse.**

In certain circumstances, personal absences may constitute an excused absence. Parents must inform the Headmaster in writing. He or she will then inform the teachers concerning a planned personal absence at least two days prior to the event. It is the responsibility of the parents and students to work out a feasible policy for make-up work prior to an excused personal absence.

Students should consult each teacher concerning make-up work prior to an excused absence other than illness, and immediately following returning to school after an illness. The time allowed for a student to complete make-up work will be a maximum of one week (except in the case of an extended illness). Students will not receive credit for any work missed due to unexcused absence.

If a student is out for one (1) day with an excused absence, he/she has three (3) school days to make up missed work for that day, including any tests. No grades should be entered into FACTS until the work is completed or the three (3) days have expired. If a student misses three (3) days or more, arrangements should be made between the student and headmaster on all make-up work.

**COVID** - If a student tests positive for COVID, he /she may return to school once they are symptom free for 24 hours.

## TARDINESS

Students are expected to be on time. School begins at 7:55 a.m. A student will be classified tardy if he/she reports to school after 7:55 a.m. A tardy student should report to the office with a written note or phone call from the parent explaining the reason for lateness and pick up an admit slip. This tardy slip

should be presented to the teacher of the class entered. Records of tardiness to school will be kept in the main office and marked as unexcused unless documented by a parent through note or phone call.

If a student is tardy, he or she is responsible for getting his/her admit slip and making sure the lunchroom is notified if he or she is ordering lunch.

Penalty for **unexcused tardiness** will be as follows:

1. The student will be assessed a \$25.00 fine for the 3<sup>rd</sup> unexcused tardy.
2. Every 3<sup>rd</sup> tardy will be disciplined

Faculty will track tardiness to their class and will report students to the office on their 3<sup>rd</sup> unexcused tardy and every unexcused tardy thereafter.

If a student is tardy to class periods, two (2) through seven (7) and the tardy is unexcused, the student will not be permitted to enter class and must report to the office.

If a student is absent, checks in to school, or checks out of school, the student will be allowed to participate in extracurricular activities that afternoon such as practices, games, competitions, performances, etc. only if the absence/tardy from school is approved.

### PERMISSION TO LEAVE SCHOOL

Any student who leaves the school campus during school hours must check out with the office. If the student returns, he or she must sign back in through the office. All students leaving school must be picked up at the office. Students are NOT allowed to check out for lunch.

Monroe Academy strongly encourages parents to arrange routine medical and dental appointments after school hours. Teachers should be notified of non-emergency medical and dental appointments in advance. Parents must send written notification of the appointments to the office. This notification must be in at least by homeroom on the morning of the day of the appointment. If not, the absence will be unexcused.

Any student who leaves school during the day is responsible for all work missed and must check with his/her teachers before checking out. Tests and work missed during this time must be made up at the discretion of the teacher. Failure on the part of the student to see the teacher at the teacher's convenience upon the student's return to school concerning work missed may result in a zero.

A student who becomes ill during the school day is to report to the office to call home. Students are not to call home and ask parents to excuse them. The office must speak to parents or immediate family member before any student will be dismissed from school.

If a student leaves school, he or she will not be allowed to participate in any school activity unless he or she returns before the end of school hours, or brings a doctor's excuse, or has administrative approval.

**Any student who checks out of school prior to 11:30 and does not return will be counted absent for the entire day.**

### **Sporting Events Checkout:**

If Monroe Academy is participating in a sporting event, then only siblings of the players will be excused. No students will be excused to checkout to attend other schools' events unless the Headmaster pre-approves.

### **CO-OP Checkout:**

Students in grades 10-12 are eligible for CO-OP. Any student interested must present the following to the Headmaster.

1. A signed letter from parents and the employer agreeing to the co-op. This may be picked up and returned to the Headmaster or Counselor.
2. Phone verification from parents to the Headmaster.

## INSURANCE

At Monroe Academy all students are covered with a minimum school day accident policy. In most cases, this insurance should be used as a **supplement policy** to each family's personal medical and hospitalization insurance policy. The policy is an "in excess policy", which means you must file on your personal medical insurance first. If someone does not have any medical insurance, the school insurance can be used as a primary policy.

## MESSAGES FOR STUDENTS

If you need to get a message to your children, please call the school office. The message will be taken and delivered at the end of each period. Students will not be allowed out of class to answer phone calls except in extreme emergencies.

If parents bring forgotten articles, they should be taken to the office. The articles will then be given to the children at appropriate times.

## HOMEROOM

This is a period set aside from 7:55 a.m. – 8:04 a.m. for the purpose of taking roll, filling out admission slips, having devotion, lunch count, and any other class business. Any special group that has an announcement for the daily bulletin should make sure it gets to the office no later than the end of homeroom.

## DAILY ANNOUNCEMENTS

Each teacher receives a copy of the daily bulletin which gives announcements and the absentee and tardy list. Any items to be announced regarding special events, meetings, etc., should be turned in to the office by 8:05 a.m. each day.

## LUNCHROOM

The school provides a lunchroom which operates mainly as a service to parents and students. The lunchroom is set up to make a profit and still provide adequate lunches for our students.

If a student leaves school after placing a lunch order and does not come by the lunchroom, he/she is responsible for payment of the ordered lunch.

Unless otherwise notified, a student who forgets his or her lunch money will be allowed to charge lunch. The parents are expected to take care of any charge as soon as possible.

All students are required to eat their lunch in a designated area. Students are to remain in that area until the bell rings for their next class. No food or drink is allowed to leave the lunchroom. Students are responsible for cleaning the table after eating and making sure that the area around their table is clean.

Anyone bringing lunch must check in through the office. Students are not allowed to receive lunches from vehicles.

## ROOM MOTHERS

Each class will have volunteer room-mothers who will assist in supervising class activities, class parties, and PTO activities.

## INCLEMENT WEATHER

Monroe Academy will announce any closing of school due to inclement weather over WMFC and WPGG radio stations, email, website, and school text.

## TELEPHONE

The office telephones are not for students' use. A student will be allowed to use the office phone only if they are conducting school business or if there is an emergency. Parents and students must understand that forgotten lunches, books, P.E. clothes, and homework are not considered emergencies. If an elementary student is sick, the teacher or school secretary will contact the parent or guardian and make arrangements for the student to be picked up.

## ILLNESS

If your child is injured or becomes ill at school, the office or teacher will contact you (or the person you have indicated) immediately.

A child who has a fever may not return to the classroom. **If your child is sick, please keep him/her at home to prevent illness from spreading to classmates. A child must be fever free for 24 hours before returning to school.** Students are not allowed to participate in extracurricular activities if they are absent from school due to illness.

The school may have random checks for certain medical ailment such as measles, pink eye, head lice, or anything else your child may pick up and not be readily detected by the eye. If anything contagious is

found, your child will be required to stay home, and must provide a letter of clearance from his/her physician.

## INFECTIOUS DISEASE POLICY

Any Monroe Academy student diagnosed with a contagious/ communicable disease which is listed by the Alabama Department of Public Health as a “notifiable disease/condition” may not attend classes until cleared by a medical doctor. (A list of these diseases/conditions is on file in the office.) Any student who cannot attend class due to such disease/condition will be offered a home study course for them to complete until the end of the school year or until the student is cleared by a medical doctor.

Monroe Academy has adopted the A.I.S.A. policy concerning recommended precautions against the transmission of blood-borne pathogens and other infectious diseases. (A copy of this policy is on file in the office.)

## MEDICATION POLICY

Any medication (prescription or over-the-counter) left at Monroe Academy must be registered by the parent in the office and accompanied by a School Medication Prescriber/Parent Authorization Form. Forms can be obtained at the school office or on the Monroe Academy website. Do NOT send medication (prescription or over the counter) by the student.

## VISITORS

No one is allowed to visit others on campus without first being cleared by the office. Social visitation is not allowed during the school day. Any unauthorized visitor will be asked to leave the school campus.

Student visitors must be cleared in advance by the office. Anyone visiting a student must abide by the rules of Monroe Academy.

## FIELD TRIPS/CLASS PARTIES

Field trips are planned in conjunction with classroom activities and have a specific objective. The Headmaster approves all field trips. Students must turn in a signed permission slip from their parents prior to the trip. Students who go on field trips must shoulder the expense incurred in all phases of the field trip. Students not going on the field trip will follow their daily class schedule. Field trip dress code will be at the discretion of the teacher. Parents driving on field trips or attending off campus class parties must abide by the teacher’s field trip/class party policies.

## LOCKERS

Lockers will be assigned to students in grades 3-12 during the first week of school. Each student is expected to care for his/her locker properly and be sure that no stickers or marking of any kind are placed

on the inner or outer surface of the locker. The removal and cleaning of lockers is mandatory for violating this rule.

Any item found on top of the lockers, on the floor, or on any other inappropriate place will be collected.

The school assumes the right to search students' lockers if necessary to maintain school operations and to protect other students' safety.

## LOST AND FOUND

All articles of clothing, books, and other materials which are found on the school campus should be turned in to the school office. Students who have lost items should check periodically for their items. Students should put their names in their books and clothing. At the end of the year, all items in the lost and found will be turned over to a charitable organization.

## PREGNANCY

Pregnant students who are not legally married will not be allowed to continue to attend school. Pregnant students who are legally married, and who can provide proof of their lawful marriage, such as a marriage certificate, will be allowed to continue school until the end of the fourth (4<sup>th</sup>) month of pregnancy, when they will be required to drop out of the classroom activity. At this point we will offer a home study course for them to complete until the end of the school year or the birth of the child. No student who becomes pregnant shall be eligible for any honors except academic honors. No student who become pregnant shall be eligible for extra-curricular activities.

No unmarried male student who attends Monroe Academy and is responsible for impregnation of any unmarried female, will be allowed to continue school at Monroe Academy. This policy applies whether or not the female involved is a student of Monroe Academy.

## MOTOR VEHICLES AND DRIVING

Driving on campus is a privilege which can be rescinded when abused. No student is allowed to drive a car on the school campus unless he/she has a valid driver's license. Cars are to be parked orderly in the prescribed manner, and in the front parking lot in the student's designated parking space only. Once a student drives a car on campus, the student is not to move the vehicle again until the end of the school, unless the student has checked out of school.

Any student seen driving too fast or showing any recklessness on the school campus or in the immediate areas could have his/her campus driving privilege suspended.

Lockers are provided in the school buildings; therefore, books, gym clothes, and lunches should not be left in students' vehicles. Students are not allowed to sit in their vehicle on campus at any time. If you need something from your vehicle, you need a pass from a faculty member to go to your vehicle.

Motorcycles and all-terrain vehicles are not allowed on school property. Students must refrain from driving these vehicles to school as insurance does not cover them.

Students are not allowed to drive to off-campus athletic events if they are a participant on the team.

## SEARCHES

Monroe Academy reserves the right to take whatever actions may, in its sole discretion, be necessary or appropriate to uphold the standards of the school, to carry out the school's mission and goals, and/or to protect the health and safety of its students, faculty, staff, and others. This includes, but is not limited to, the right to search students and other persons who come onto the property of Monroe Academy, and to search any vehicles or other personal property or possessions of any kind whatsoever on school property or at any school sponsored activity or event.

## PHYSICAL EDUCATION

K5-6<sup>th</sup> graders must wear enclosed shoes for P.E.

## OTHER

A student must be enrolled at Monroe Academy for one semester to be eligible to try out for cheerleader, majorette, color guard, or to be a member of the homecoming court. A student may not hold the same position in the homecoming court for two consecutive years.

In order to be class officer or officer of any school organization the student must:

1. have been enrolled at Monroe Academy for one semester.
2. have an overall GPA of 2.5.
3. have no more than two major detentions that year.
4. have no suspensions that year.

In order to be eligible for Mr. or Miss Monroe Academy a student must have attended Monroe Academy for grades 9-12.

## INTERNET USAGE POLICY

Students will only be allowed to use the Internet in the presence of a Monroe Academy Faculty or Staff member. Downloading of music from the Internet is prohibited. This is now a crime and can be traced. Facebook, Instagram, Twitter, Snap Chat, and similar modes of communication will not be used by students on any computer on campus. No Internet games will be allowed to be used on computers on campus. Students will only be allowed to send or receive emails with permission from the Headmaster. Student searches on the Internet will be strictly monitored and inappropriate searches will be addressed by the Headmaster. Students should not give out personal data for their own safety and the privacy of the school.



## CELL PHONE/ELECTRONIC DEVICE POLICY

The use of electronic devices (including, but not limited to, cell phones, cameras, iPods, iPads, e-readers, laptops, electronic notebooks and tablets, mp3 players, video game systems, smart watches) is prohibited and must not be visible during the school hours or turned on, except when such use is necessary for educational or instructional purposes, as determined and authorized in advance by the classroom teacher or Headmaster. All CELL PHONES will be turned in at the beginning of the day and returned at the end of 6th period. Any cell phone that is visible while on campus will be considered in USE. Use of cell phones at special events is at the discretion of the Headmaster. Monroe Academy is not responsible for the loss, theft, damage, etc. of electronic devices brought on the school campus. For additional information regarding the use of electronic devices on campus, please see page 18.

## SERVICE HOURS

Students entering 9<sup>th</sup> grade must have a total of 75 service hours before graduation.

Transferring students into 10<sup>th</sup> grade must complete 60 total hours.

Transferring students into 11<sup>th</sup> grade must complete 40 total hours.

Transferring students into 12<sup>th</sup> grade must complete 20 total hours