

MONROE CHARTER



A Classical Academy

FAMILY HANDBOOK

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I. MISSION, PRINCIPLES OF PRACTICE, AND VALUES

MISSION

Monroe Charter Academy (MCA) prepares to develop each child into an academically thriving citizen, by partnering with parents and the community, utilizing high expectations and a rigorous classical education, delivered with purposeful and spirited devotion.

VISION

We believe that:

- scholars may not be products of our environments as much as they are products of our expectations.
- academic excellence, along with the development of the scholar's character and life skills, will be our blended and uncompromising objective.
- our scholars should be taught classically, in the natural ways they want to learn, and with rigor.
- our educators will maintain a purposeful cognizance of our academic goals and will deliver with undisguised love of their vocations and our scholars.

PRINCIPLES OF PRACTICE

To achieve our mission, we are guided by our Principles of Practice:

RIGOROUS, CLASSICAL CURRICULUM

Great instruction requires a great curriculum. Monroe Charter Academy developed standards-based scopes and sequences, cohesive and interrelated unit plans, and detailed and flexible lesson plans, all in an organized and modular format, for all subjects and grades. Our curriculum is sequential, systematic, and rigorous. Scholars in all grades receive Character Education, as the development of respectful, compassionate, and productive citizens is core to our mission.

DATA DRIVEN INSTRUCTION

We regularly and rigorously assess our scholars and use the data collected to powerfully inform further instruction. Strong test results stem from effective instruction and effective instruction stems from effective data analysis. To that end, our teachers meet weekly to discuss scholar data and create actionable steps for future instruction.

A STRUCTURED ENVIRONMENT

Good organizations organize well. Structure profoundly impacts the choreography of our entire organization. Additionally, a clear code of conduct, within a disciplined environment, allows teachers to

teach and scholars to learn. Positive behavior is modeled by all staff and taught explicitly through weekly Character Education classes. We strictly enforce discipline through transparent expectations shared with families and scholars throughout the year.

FACULTY DEVELOPMENT

Our faculty’s professional development ensures we can consistently and effectively improve at serving our scholars. Monroe Charter Academy provides staff with over 100 hours of professional development per year in such areas as curriculum, classroom management, execution of instruction, data analysis, and leadership.

FAMILY ENGAGEMENT

As vigorous proponents of school choice, we support our scholars and families, and we expect our families to support us. We ask them to communicate frequently with staff and adhere to our non-negotiables, which are: scholars are in school on time every day and ready to learn; scholars are in a complete and clean uniform every day; parents provide a quiet area for scholars to complete homework; and parents ensure that their scholars get a good night’s sleep. Additionally, Monroe Charter Academy has an active Family Advisory Council, which is comprised of a group of dedicated parents who support the school’s mission.

VALUES

At Monroe Charter Academy, every day we guide and encourage scholars to embrace the school’s Character Education pillars as a tool for achieving personal excellence. Our values are supported by our Six Pillars of Character:



Trustworthiness



Respect



Responsibility



Fairness



Caring



Citizenship

II. CODE OF CONDUCT AND DISCIPLINE

NON-NEGOTIABLES

We believe that there are five non-negotiable rules that parents, and scholars must follow to ensure their academic success at Monroe Charter Academy. They are:

- Scholars are in school on time every day and ready to learn.
- Scholars are in a complete and clean uniform every day.
- Parents provide a quiet area at home for their scholars to complete homework.
- Parents ensure that their scholars get a good night's sleep.
- Parents support the school they choose!

ATTENDANCE AND LATENESS

Monroe Charter Academy's attendance policy is based on the belief that we cannot provide the world-class education your scholar deserves if they do not arrive **every day, on time**. We are strict on attendance because our experience and data shows that scholars with great attendance do well in school, and scholars with poor attendance often do poorly in school. Therefore, the following policy is in place: **If your child accumulates 15 unexcused absences (without a Doctor's note), he or she will be retained.** We will call home every day your scholar is absent, and we will send a letter home when the scholar accumulates 5 unexcused absences. At 10 unexcused absences, we will phone home and require you to attend a meeting with the Principal/Head of School.

Likewise, lateness is treated strictly. All scholars should arrive before 7:30am. However, any scholar entering the school at 7:45am or later is considered "Late". **Your child will be given an absence when they accumulate seven (7) tardies, and by law, the school is to call the Administration for Children's Services if a scholar is absent ten (10) consecutive school days.**

EXCUSED ABSENCE

Absences are only excused if the scholar brings a note from a doctor, dentist, or other medical appointment. Doctor notes will be verified Only the dates written on the excuse note will be excused. Handwritten notes by parents are only accepted for **five (5) absences, anything over five will not accepted.** Suspension is an unexcused absence. Monroe Charter Academy reserves the right to verify that excuse notes are officially authorized.

UNIFORMS

Monroe Charter Academy is a uniform school. All scholars MUST be in uniform at all times while at school. If a scholar is not wearing a complete uniform, they will not be permitted in class and will serve lunch time-out and attend a meeting with the Principal/Head of School that may require the parent's presence. The uniform is a white or navy polo shirt (long sleeve or short sleeve), khaki or navy pants or shorts. Girls may wear khaki or navy jumper, skorts, or skirt (with shorts underneath). A belt is required with all shorts and pants, unless your scholar is wearing pants or shorts with a drawstring or adjustable waist. All shoes must be close toe. Parents should buy at least three (3) full uniforms. Please write the scholar's name on all items, even inside the shoes with permanent marker. Doing so will reduce the risk that your scholar loses parts of the mandatory uniform. For Physical Education (PE), scholars are permitted to wear white or grey t-shirt (no logo) and navy shorts, or purchase a PE uniform at the school store.

Young children may have accidents and vomit during school, if they are ill. All Kindergarten and 1st Grade scholars are required to keep one complete extra uniform set at school in case of an accident. Please bring extra uniforms to your scholar's teacher, with his or her name on the tags.

III. UNIFORM REQUIREMENTS GUIDE

	BOYS	GIRLS
SHOES	Closed Toe (Prefer Sneakers)	Closed Toe (Prefer Sneakers)
SHIRT	Navy or White Polo	Navy or White Polo
Pants/Skirts/Skorts/Jumpers	Navy or Khaki	Navy or Khaki (if wearing a skirt, must wear shorts underneath)
ACCESSORIES	Belt	Belt



Dress Code Consequences

1. Verbal Warning
2. Note home to parent
3. Call parent to bring clothes
4. Call parent to pick up child from school
5. Referral to Administration and Conference with Principal

IV. RESPECT-BASED DISCIPLINE APPROACH

Monroe Charter Academy is characterized by an orderly, supportive culture focused on academic excellence and character development. Discipline and order exist in a school when scholars are known and cared for by all faculty and staff. To that end, we abide by a contract between the school, the parents/guardians, and the scholars, which ensures everyone's commitment to the value and culture of the school. Our approach to discipline is rooted in the belief that the learning environment is sacred. We will do whatever it takes to make sure that every scholar is physically, mentally, and emotionally safe, providing every scholar with the right to learn without needless interruptions. Our goal is to create a school culture which prepares scholars to become engaged citizens who respect the rules of our communities.

Respect is an important part of Monroe Charter Academy. Scholars are expected to demonstrate the following elements of respect each day:

RESPECT FOR SELF

- Carrying themselves with a sense of dignity every day – in their behavior, language, and their school uniform dress

RESPECT FOR FELLOW SCHOLARS

- Show support, encouragement, and kindness to all scholars
- Refrain from insulting, teasing, bullying, or physically harming others

RESPECT FOR FACULTY, STAFF, AND ALL ADULTS

- Listening and following instructions
- Using appropriate language, gestures, and tone of voice in interactions with adults

RESPECT FOR THE CLASSROOM

- Following the rules of the classroom
- Working hard and dedicating themselves to excellence
- Participating in class activities and completing all homework
- Attending class each day, arriving on time, with all materials necessary for school

RESPECT FOR PROPERTY

- Respecting their personal property and the property of other scholars
- Maintaining their textbooks, Chromebook, and other materials
- Caring for school grounds and property, and pitching in to keep them clean and neat

Our Administrative Team is responsible for disciplinary concerns. The Administrative Team collaborates with teachers, families, and scholars to help create a safe and orderly learning

environment. The Administrative Team is given the authority to decide on the appropriate consequences for scholar behavior.

Monroe Charter Academy must provide a safe and secure environment, from the moment the scholar leaves his/her home to the moment they return, where they can focus solely on mastering their skills in reading, writing, grammar, math, science, and social studies. Monroe Charter Academy promises parents that their children are in safe and capable hands throughout the academic year that scholars attend school. To this end, Monroe Charter Academy has set forth policies that support our mission, ensure a culture of achievement, and which are consistent with the requirements of due process and with federal laws and regulations governing the placement and disciplining of students with disabilities. Monroe Charter Academy promises to:

- ensure that our school is a respectful space for learning where all feel comfortable
- allow scholars to focus on their learning, and
- prepare scholars to become engaged citizens who follow rules set by our communities.

The Code of Conduct describes behaviors that the school considers inappropriate or unacceptable (“behavioral infractions”) and the consequences of those behaviors. Scholars who do not meet the school community’s clearly defined standards for reasonable and acceptable behavior are not permitted to disrupt the education of others. Without a firm and consistent discipline policy, none of what we envision for the school can happen. This is the basis of our student Code of Conduct. It is important to note that since Monroe Charter Academy provide a highly structured setting, in which expectations are clearly explained and consistently modeled, we anticipate that such infractions as described below will be minimal. Scholars rise to the level of behavioral expectations set for them, and within a disciplined environment with positive and consistent modeling, scholars will behave exceptionally.

BEHAVIORAL INFRACTIONS

The following list of behavior infractions is not comprehensive; it offers examples of inappropriate or unacceptable behaviors. While we have stated possible consequences for certain behavioral infractions, Monroe Charter Academy’s staff has the discretion to determine alternate consequences.

A school-related behavioral infraction refers to the violation of the Code of Conduct occurring:

- while the scholar is on school grounds or school-related transportation
- during school-sponsored activities and trips
- during all other school-related events

Scholars are expected to respond respectfully to the authority and direction of staff. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, making inappropriate remarks or sounds in response to a request, or questioning a staff persons’ action or authority in a disrespectful manner. Such disrespect will not be tolerated. Moreover, Monroe Charter Academy has a zero tolerance for bullying.

RESPECTFUL BEHAVIOR

Monroe Charter Academy helps our scholars grow into mature, responsible young people. To that end, while we do not tolerate disrespect, we do allow our scholars to disagree respectfully with each other and with adults.

ANTI-BULLYING POLICY

Monroe Charter Academy has determined that a safe and civil environment in school and community life is necessary for scholars to learn and achieve high academic standards. Therefore, it is the policy of the school to prohibit bullying, harassment, or intimidation of any person on school property or at school functions or by the use of electronic technology at the school. The school also prohibits reprisal or retaliation against individuals who report acts of bullying, harassment, or intimidation or who are victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation.

DEFINITION OF BULLYING, HARASSMENT, OR INTIMIDATION

As used in this policy, “bullying, harassment, or intimidation” means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological well-being and is: motivated by an actual or perceived personal characteristics including race, national, origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability. Consequences and appropriate remedial actions for a scholar who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or possibly expulsion, in the case of a scholar.

TRAFFIC LIGHT BEHAVIOR SYSTEM

If a scholar disrupts learning for himself or others, there is a consequence to that behavior. If a scholar commits any of the following minor infractions, the scholar will move down levels on our traffic light behavior system. In addition to move up and down levels on the traffic light, the scholar may receive additional targeted, corrective consequences and/or lose other school privileges. Behavioral infractions include, but are not limited to:

- Chewing gum
- Being out of uniform
- Having a cell phone out during the school day
- Unexcused lateness to school or class
- Making inappropriate noises or speaking out of turn during class
- Not paying attention or following directions or procedures of the class or school
- Littering
- Not completing in-class assignments or homework
- Other behaviors deemed inappropriate by school staff

DETENTION

If a scholar violates the code of conduct with extreme or repeated behavioral infractions, the scholar may receive a detention. Behavioral infractions which warrant a detention include, but are not limited to:

- Disrespecting a fellow scholar
- Disrespecting faculty, staff, or other member of the school community
- Disrespecting school property
- Deliberately disrupting class
- Engaging in disruptive conduct, or makes other scholars feel uncomfortable/excluded
- Failing to return a signed progress report or report card the day after distribution
- Chronic tardiness

PROCEDURES FOR TRAFFIC LIGHT MOVEMENTS AND DETENTIONS

If a scholar commits an infraction and the consequences called for are anything other than suspension or expulsion, staff members are authorized to address the infraction and invoke the consequences according to their professional judgment. The Administrative Team will be responsible for ensuring, through professional development, that teachers are modeling positive and appropriate behaviors consistently and applying the Code of Conduct in a systematic and equitable way.

Teachers will notify school leaders of any significant or repeated discipline concerns and seek support from school leaders in finding ways to modify scholar behavior where needed. If the consequence imposed is not effective, staff members may ask school leaders to intervene. If repeated interventions by school leaders are not effective, parents will be expected to come to school to discuss the issue and assist in designing further interventions. The school reserves the right to insist upon parent involvement in resolving any disruptions before the student will be allowed to return to class.

Detention may be served during lunch, Enrichment, choice time, or with a buddy teacher on the day the detention is earned. Such decisions are at the discretion of the teacher and/or Administrative Team. There may be some days when a scholar is required to stay in another classroom for detention.

LUNCH TIME-OUT

Scholars who have not completed work, are out of uniform, or are not following cafeteria rules will be sent to 'time-out' for the duration of lunch. Time-out consists of eating silently at the time-out table.

IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION

If a scholar endangers the school community and commits any of the following gross infractions, the scholar may receive an in-school or out-of-school suspension as determined by

the Administrative Team. Behavioral infractions which warrant a suspension include, but are not limited to:

- Gross disrespect of a fellow student, faculty member, or school transportation provider
- Damaging, destroying, or stealing property or attempting to do so (including graffiti)
- Using or possessing tobacco products
- Skipping school or class or leaving school grounds
- Skipping detention
- Bullying
- Sexual or racially-inappropriate conduct
- Using abusive, vulgar or profane language
- Fighting or any form of harassment or intimidation
- Making verbal or physical threats
- Setting off building alarms
- Gambling, forging, plagiarizing, or cheating
- Use of a cell phone, pager, or other electronic communication device during school
- Being charged with a felony

PROCEDURES FOR IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION

If a scholar commits an infraction that calls for short-term suspension (ten days or fewer), such action will be recommended by the Administrative Team and possibly approved by the Principal/Head of School. In such cases, the school will adhere to the following procedures, consistent with applicable law:

- The scholar shall be informed of the charges against them as well as the evidence of those charges, the scholar will have the opportunity to explain their side of the events.
- The Principal or his/her designee will immediately and personally notify the parent and will call or send written confirmation by personal delivery or mail within 24 hours of the decision to suspend a scholar.
- The parent will have the opportunity to discuss the suspension with the Principal.
- The Principal may require a meeting with the parents before the scholar may return to classes.
- If the scholar is out-of-school suspended, the scholar's suspension will be an unexcused absence.

EXPULSION

Expulsion is defined as the exclusion from Classical Charter Schools on either a long-term or permanent basis at the discretion of the Principal/Head of School. Behavioral infractions that can lead to expulsion include:

- Possessing a dangerous or illegal weapon or anything intended to be used as a weapon including, but not limited to, a knife or a gun.
- Possessing a controlled substance including, but not limited to, illegal drugs or alcohol.
- Repeated suspensions.

- Assault (i.e. threatening assault, hitting, kicking, punching, slapping, pushing) against fellow scholars or other members of the school community.
- Theft or destruction (attempted or actual) of personal or school property, including arson.
- Consistent and continuous behavioral infractions as noted above.

PROCEDURES FOR LONG-TERM SUSPENSION OR EXPULSION

Long-term suspension indicates the removal of a scholar from the school building for disciplinary reasons for more than ten days. Expulsion refers to the permanent removal of a student for disciplinary reasons. The following procedures which comply with applicable law are as follows:

- The scholar is immediately removed from class/school.
- The scholar is informed of the charges against them as well as the evidence of those charges; where applicable, the scholar has the opportunity to explain their side of events.
- The Principal/Head of School immediately notifies a guardian of the child and send written confirmation within 24 hours of the decision to suspend or expel, and sets a date for a formal hearing and notifies guardians in writing of the date, time, and location of the hearing, as well as
 - The charges against the scholar.
 - A summary of the supporting evidence.
 - Their right to be represented (at their own expense) by an attorney at the hearing, present evidence, and question witnesses.
- The Principal/Head of School will preside at the hearing and decide as to the scholar's status, issuing a written decision which is sent to the scholar's guardians, the Board of Directors, and saved in the scholar's permanent file. If the Principal/Head of School finds that long-term suspension or expulsion is indicated, the guardians of the scholar may appeal this decision to the Board of Directors within ten days of the decision to suspend or expel.
- Such appeal is heard at the discretion of the Chair; in such cases the parent/guardians are once again notified in writing of the date, time, and location of the hearing, as well as:
 - The charges against the scholar, including summary of the supporting evidence.
 - Their right to be represented (at their own expense) by an attorney at the hearing, present evidence, and question witnesses.

PROVISION OF INSTRUCTION DURING REMOVAL

To ensure academic progress, alternative instruction is provided to scholars who have been suspended or removed. The method and form of this alternative instruction is determined on a case-by-case basis. In all situations, the method and form is selected with the goal of maximizing the scholar's academic progress. It enables the scholar to master material, complete assignments, and participate in assessments while not permitted in the school

community. Instruction commences within two days of a scholar being removed or suspended. In such cases, instruction occurs at the scholar's home which is reasonably accessible to the scholar. It occurs either during the school day or after school hours. Instruction is provided by teachers, teacher assistants, trained volunteers, or tutors hired for this purpose.

POLICY FOR INFRACTIONS WHICH CONSTITUTE A VIOLATION OF THE LAW

Infractions which violate municipal, state, federal law (such as weapons possessions, assaults, thefts, and possession of controlled substances) are reported to the appropriate law enforcement authorities (e.g., the Monroe Policy Department)

STUDENT SEARCHES

To maintain the security of all its scholars, Monroe Charter Academy reserves the right to conduct searches of its scholars and their property while on school property, school buses, or school sponsored trips and events. Upon doing so, we ensure that the privacy of the scholars is respected to the greatest extent possible, and that scholars and their families are informed of the circumstances surrounding and results of the search. All property, which is assigned to scholars for their use, remain the property of Monroe Charter Academy, and scholars should, have no expectation of privacy in these areas. Such areas are subject to searches by school officials at any time.

STUDENT RESTRAINTS

Monroe Charter Academy maintains a strict Code of Conduct and clear disciplinary procedures. These procedures include a clear set of consequences including the traffic light system, time-outs, loss of privileges, suspensions, and expulsions. Corporal punishment of scholars is prohibited. School personnel can use reasonable force as is necessary to protect other scholars, other persons, and themselves from an assault by a scholar. When such an incident has occurred, the Principal/Head of School will file a detailed report of such with the board.

DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

Monroe Charter Academy complies with all Federal and State laws that provide procedural rights and protections relating to discipline of scholars who have been identified under such laws as having special needs based upon a disability.

FIELD TRIPS, COMMUNITY GATHERINGS, AND END-OF-YEAR EVENTS

A scholar may be considered ineligible for a trip or school event for reasons including, but not limited to: not returning a trip permission form, involvement in a disciplinary incident on a prior trip, misbehavior in school in the days prior to the trip or event, etc. Scholars who are considered ineligible for attending a trip or event are required to attend school that day. If parents or other volunteers assist with such trips or events, scholars must afford these chaperones the same respect they would provide school staff. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school-provided transportation. The use of portable electronic devices is prohibited on field trips except in special circumstances. Past inappropriate behavior, or excessive detentions and/or

suspensions, may result in loss of privileges in attending or participating in class trips and events, end-of-year or otherwise.

PROMOTION

Monroe Charter Academy has rigorous standards for promotion. It is not automatically assumed that scholars will pass from one grade to the next: scholars must earn promotion by demonstrating mastery of the essential knowledge and skills. Promotion decisions will be based on a scholar's grades, standardized test scores, attendance, and homework completion record.

V. SCHOOL CALENDAR

Monroe Charter Academy begins the school year earlier than traditional public schools. Our school year begins, **Monday, August 22, 2022**. DO NOT START THE YEAR OFF WITH AN ABSENCE. If your scholar is absent from Monroe Charter Academy for the first five (5) days that school is in session, it will be assumed that he or she has withdrawn from the school, and his or her seat will be relinquished to another scholar from the wait list.

Parents will receive the official School Calendar by the first day of every school year.

VI. ACADEMIC PROGRAMS AND CURRICULUM

Monroe Charter Academy is committed to meeting the needs of every scholar. Our instructional program will be anchored by the Core Knowledge Sequence, a classical approach to education.

The Core Knowledge Sequence is a detailed outline of specific content, aligned with the North Carolina State Standards. By offering a challenging back-to-basics approach to education, our targeted demographic will be able to spend time building that bank of knowledge and receiving the help they need along the way, whether it will be a modified/scaffold down approach, after-school tutoring, or taking picture walks. The cross-curricular pedagogy with content alignment across disciplines brings strength to the curriculum.

Monroe Charter Academy will support the Core Knowledge sequence with the Core Knowledge Language Arts Program, Core Knowledge Science, Core Knowledge HGCA (History, Geography, Civics and the Arts), Saxon Math, and Shurley English. Additional special classes in art, music, and physical education will also be offered.

ENGLISH LANGUAGE ARTS

There is a specific K-3 curriculum and a 4-6 curriculum. The K-3 Language Arts Program is broken up into two strands, the Skills Strand and the Listening and Learning Strand. The Skills Strands has scholars learning reading and writing together, building language skills and being able to translate that onto paper through spelling (spelling words). The Listening and Learning Strand focuses on comprehension. So, while scholars are learning how to read and spell, the Listening and Learning Strand allows scholars to understand the meaning of these words. The 4-6 curriculum focuses on the mastery of the skills learned in grades K-3. Monroe Charter Academy will use Amplify/mCLASS to assess student progress.

MATHEMATICS

Monroe Charter Academy has chosen to use Saxon Math (recommended by the Core Knowledge Foundation). Saxon Math continually reinforces previous mastered concepts. There is a reduction in knowledge gaps through the spiraling instruction as students are continually using previous knowledge to master new concepts.

SCIENCE

Monroe Charter Academy will also use the Core Knowledge Science curriculum. They provide direct alignment and cross-curricular opportunities.

SOCIAL STUDIES

History is taught chronologically and across cultures, relying on the Core Knowledge program developed by E.D. Hirsch. Ancient Egypt, Ancient Greece, the Roman Empire, the Chinese Dynasties, and the African tribal cultures are all part of this curriculum. This classical curriculum brings the discoveries and wonders of the globe together, recognizing the rich contributions of all peoples.

Grammar

Shurley English will be used to teach scholars the basics of grammar, syntax, and sentence structure. The Shurley English method engages students through songs and jingles, but is structured to provide a coherent approach to the subject, ensuring continuity of instruction. This will act to support the Core Knowledge Language Arts curriculum. Teachers will be able to use many methodologies, allowing teachers to use best practices and teach with confidence. Using a variety of teaching techniques will help reach each student in the way that he or she learns best. Teaching methods that Monroe Charter Academy teachers may use include but are not limited to: direct instruction, experiential learning, collaborative learning, and directed independent study. To aid in the evaluation of student performance and competencies, we will administer the Northwest Evaluation Association (NWEA) Measures of Academic Progress (MAP) two or three times a year for students in grades 2-6. For grades K-1, we will administer the NWEA MAP for primary grades. Monroe Charter Academy will also administer the EOG's at the end of the year.

CHARACTER EDUCATION

Our Character Education program is taught and centered around our six Character Pillars. The curriculum, Project Wisdom, is a highly regarded program used by thousands of students nationwide.

Additionally, all scholars receive instruction in art, music and physical fitness. These core subjects are also incorporated into these subjects on a regular basis.

HOMEWORK

Homework is a vital part of a scholar's success. It involves the participation of parents/guardians, and strengthens the vital relationship between Monroe Charter Academy and a scholar's home life. It is designed to reinforce skills and information taught in the classroom. Scholars are expected to complete meaningful and targeted homework nightly, allowing them to move forward academically each day.

- In Kindergarten and 1st Grade, schools will be responsible for up to 20 minutes of homework each night.
- In 2nd and 3rd Grade, scholars will have 30 to 40 minutes of homework per night.
- In 4th, 5th, and 6th Grade, scholars will have 45 to 60 minutes of homework per night.
- If homework is not completed as assigned or submitted on-time, there will be immediate consequences. Scholars not completing homework may lose the opportunity to participate in physical fitness, art, or music.

INDEPENDENT READING

Research shows that the #1 way to improve a scholar's reading skills is to have them READ, READ, READ. Scholars who read outside of school are the strongest readers and score the highest on tests. Supporting your scholar's independent reading at home is the best way to help them improve the speed, accuracy, vocabulary, and comprehension of their reading. It is especially helpful to have your scholar read out loud, stopping them occasionally to summarize what they just read and answer simple comprehension questions.

MISSED WORK

After returning from an absence, scholars are expected to complete any missed assignments. The parent must help the scholar check on missed assignments and any missed work must be completed. In the event of a planned absence, parents should notify teachers – at minimum – two (2) days prior so that they can prepare a Learning Packet for scholars to complete during their absence.

TUTORING AND ENRICHMENT

Because we assess scholars regularly, we know their academic progress well and can identify struggling scholars promptly. We have support systems ready to help them succeed.

PROGRESS AND REPORT CARDS

At Monroe Charter Academy, we believe that parents/guardians should be notified of their child's progress on a regular basis. Scholars and families receive a Progress Report of the scholar's academic progress four times a year. These means of communication can help teachers and families to address any concerns before the end of the marking period. Scholars and families also receive a formal Report Card four times a year.

ENGLISH LANGUAGE LEARNERS AND SPECIAL EDUCATION

Monroe Charter Academy believes that all children, regardless of English Language proficiency or special education needs, can learn and achieve at high levels. Therefore, we provide resources for special education scholars and to ensure that all scholars with limited English proficiency (ELL) will be proficient readers, writers, and speakers of English by the beginning of third grade.

Monroe Charter Academy is equally committed to those scholars with Individualized Education Plan (IEPs). Scholars are mandated to receive Speech, Occupational Therapy, Physical Therapy, Special Education Teacher Support, or counseling will receive all services as our Exceptional Children Director demands.

VII. FOOD, TRANSPORTATION, AND HEALTH

LUNCH AND SNACK

Scholars at Monroe Charter Academy will have several options when it comes to lunch at school.

- Scholars may bring lunch from home. To create the best learning environment and enhance the overall health and well-being of our scholars, only send nutritious food and drinks to school. Unhealthy foods, including snacks or drinks (sodas or juices heavy in sugar, full-size candy bars) are highly discouraged.
- Scholars may purchase lunch through an outside vendor on a bi-weekly or monthly basis.
- Emergency Lunches for \$3.00 will be available for students who forget their lunch. The emergency lunches invoice will need to be paid by Friday at 3:00pm.
- For scholars who qualify for free and reduced lunch, Monroe Charter Academy will provide a lunch at the reduce rate based on your qualifications. Vendor lunches will be available for all students who qualify for free or reduced lunch.
- Scholars are required to bring a healthy snack and bottled water to school to eat/drink during snack time.

TRANSPORTATION

- Car Riders

- Drivers are NOT to use their cellular phones once they enter campus, unless their car is parked and stationary (i.e. NOT part of a moving line), and only BEFORE 7:15am for arrival or BEFORE 2:30pm for dismissal whether the line is stationary or not.
 - First Offense – the driver will be given a warning.
 - Second Offense – the driver may be suspended from driving on campus for a determined period of time.
- Bus Riders

The school bus is an extension of our school. Our bus contract is in place to ensure scholars have a safe trip and that parents pick up scholars on-time. Bus drivers must focus on the road to ensure that all students remain safe.

 - The Code of Conduct applies to riding on the bus and waiting for the bus at the bus stop.
 - Scholars must remain in their seats, talk quietly, and follow all directions from the driver.
 - Inappropriate conduct on the bus may result in suspension or loss of transportation services.

If your child is suspended from the bus, you are responsible to provide alternate transportation.

MEDICAL RECORDS AND HEALTH SERVICES

Monroe Charter Academy has a written policy to ensure the safe administration of medications to scholars during school hours. It states that a physician must certify the necessity of administering the medications during the school day and the parent/guardian has requested in writing that school employees administer the medication, including written instructions.

At no time can a scholar be in possession of a doctor prescribed medication while on campus. However, if a student has possession of his/her own medication and wishes to self-medicate, the school is relieved of any responsibility for the benefits or consequences of medication that is parent-prescribed or self-administered, and the school bears no responsibility to ensure that the medication is taken. This policy is acknowledged by parent/guardian signature on the “Letter to Parents Regarding Administration of Medication in School,” which will be located on the school website under forms.

Scholars should be cautioned that if they choose to self-medicate and are caught giving out either prescribed or over-the-counter medications to other students, they may be in violation of the school drug policy and will be dealt with accordingly.

STUDENT RECORDS

The Principal/Head of School will discuss, and make available to the parents, any records on file. If parents wish to examine their scholar's record, they should submit a request in writing to the Office Manager. Within 10 days, the parent will be allowed to inspect the file and may request copies. There are two different types of student records, which will be treated differently. Directory information is demographic information about the student: such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be made available to others for specific use without the consent of the parent/guardian. Confidential Records include grades, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any non-school personnel without written consent from the parent/guardian.

SCHOOL VISITOR POLICY

Monroe Charter Academy welcomes parents/guardians as volunteers, observers, and partners in the education of our scholars. To minimize any disruption in learning, we ask visitors to do the following:

- Upon arrival, all visitors must sign in at the Main Office and obtain a Visitor's Badge.
- Unannounced classroom visits are not permitted, as it disrupts the teacher and valuable instruction time.
- Parents who would like to visit the school's classrooms for an extended time must plan and schedule the event at least one day in advance.
- Parents who would like to volunteer at the school must contact the school. Volunteers are required to sign our Volunteer Code of Conduct and complete a background check.

SCHOOL CLOSURE

The Principal/Head of School will assess the potential danger of inclement weather or any other unforeseen occurrence that presents a threat to the safety of scholars, staff, or property. In the case of school closings due to weather, the school will notify radio and television stations. Monroe Charter Academy closing information will be available via our social media platform, website, text blast, email and phone call. If possible, the status of Monroe Charter Academy will be announced by 6am.

Should weather conditions deteriorate during a school day to the extent that it is necessary to close the school, the same media will be alerted as to the school's closure. The school will also start a text blast, email, and phone call to inform parents. Scholars whose parents miss the notification will be held safely at school or an alternative location until the normal pick-up time.

SEVERE STORMS AND TORNADOES

As part of their professional development, the Monroe Charter Academy staff members are trained in the storm-safe areas designated for each classroom and office. Per the School Safety Plan, these are located along structural walls away from windows. Monroe Charter Academy

has a system in place to connect with a radio station for weather updates in the office to alert staff to potentially threatening weather.

LOCKDOWN

The ability to lockdown the school in the event of an emergency which threatens the safety of scholars, staff, and visitors and/or school operations is of extreme importance. As part of their professional development, the Monroe Charter Academy staff members are trained in lockdown procedures.

VIII. Fieldtrips

Each grade level will take four fieldtrips per year. Scholars going on fieldtrips must ride the designated transportation by the school, to and from the destination. Each scholar is required to have a signed parent permission slip **before** the day of the fieldtrip. The classroom teacher will notify parents when chaperones are needed for fieldtrips. Chaperones will be required to complete a background check. Younger siblings may not accompany parent chaperones on fieldtrips. Chaperones will be required to provide their own transportation. All fieldtrips are subject to cancellation depending on safety or national alert status. **Fieldtrip monies are required to be given to the classroom teacher.**

IX. Before School and After School

Monroe Charter Academy will offer before-school and after-school through our partnership with The Superlative Club. Before-school hours are from 6:30am-7:15am. After-school hours are from 2:30pm-6:00pm.

To sign your scholar up to attend, contact The Superlative Club at

X. FAMILY ENGAGEMENT COMMITTEE

Monroe Charter Academy recognizes the immense importance of the parental and familial voice in a scholar's education. To this end, we have an active Family Engagement Committee (FEC)

The primary goal of the FEC is to develop and enhance communication and involvement among Monroe Charter Academy's families and the school staff and administration. The FEC is a

network for parents and guardians to obtain relevant information and support their child's education. Open communication and mutual respect are the foundations of the FAC. Monroe Charter Academy strongly believes that through the FAC and the activities of the Board of Directors, it can educate parents, guardians and the community about its values and work closely with both groups to attain its goals.

The FEC meets monthly with the Principal/Head of School. Specifically, the FEC focuses on mentoring projects, provides support for extra-curricular and extended classroom projects, school trips, recruitment of volunteers, clothing drives, Community Gatherings and other special events, and more.

XI. GENERAL SCHOOL INFORMATION

CONTACT INFORMATION

Monroe Charter Academy is open from 7:00am – 3:00pm on all weekdays.

Monroe Charter Academy
2850 Old Charlotte Hwy
Monroe, NC 28110
Main Office Phone: 980-210-3627
Fax: 980-210-3007
General Email: monroecharteracademy@gmail.com

You may access contact information and other up to date information on our website, at www.mcalions.org

XII. BOARD OF DIRECTORS

Monroe Charter Academy is governed by a Board of Directors that brings community, educational, and professional experience and expertise to ensure the schools' success and the implementation of its mission. Board Meetings are open to the public. Dates, times, and locations can be found on the website and will be posted at the school. Please note that dates are subject to change, so please check prior to attending.

Members of the Board of Directors include:

Jim Stegall	Board Chair of MCA, former high school teacher, Retired, United States
Dr. Rev. Robert James Lightsey	Board Vice Chair of MCA, Pastor
Willie Owens	Board Member of MCA, former principal, former teacher, Retired, United States
Marcia Jeter	Finance Chair of MCA, former high school teacher, Retired, United States
Eric Hall	Parent Advocate of MCA
Terea Hill	Parent Advocate of MCA, General Contractor,
Felicia Ratliff	Board Member of MCA



FAMILY HANDBOOK & CODE OF CONDUCT CONTRACT

ALL FAMILIES MUST REMOVE AND RETURN THIS CONTRACT

Monroe Charter Academy prepares K-6th grade scholars in Union County and surrounding areas to excel in college-preparatory high schools. Through a classical curriculum and highly structured setting, students become liberated scholars and citizens of impeccable character who achieve proficiency in an advanced master of North Carolina Performance Standards.

Education is a collaborative effort among students, parents, teachers, staff, and the community as a whole. We work together as partners to create the best possible education for our students. This contract outlines the rights and responsibilities of families and our staff. Please note that you are not required to sign this contract as a term of your child's admission to Monroe Charter Academy, but you may do so voluntarily because we believe that education requires all parties to do their best.

CLASSICAL CHARTER SCHOOLS AND THEIR STAFF PROMISE TO:

- ✓ operate in accordance with its mission and its charter from the State of North Carolina.
- ✓ be open each school day from 7:00am – 3:00pm
- ✓ be fully prepared for each and every lesson taught.
- ✓ permit parents to observe classes and meet with staff at any time, with an appointment.
- ✓ assign homework every night that is directly connected to the lessons in the classroom.
- ✓ communicate regularly with parents about their child's progress in person and by phone.
- ✓ return phone calls within 24 hours.
- ✓ enforce our Code of Conduct fairly and consistently.
- ✓ always protect the safety of all individuals in the building.

We sign this covenant voluntarily because we believe that the best education is a partnership between parents and the school.

Signed: _____

Date: _____

MONROE
CHARTER



A Classical Academy

After receiving a copy of the Monroe Charter Academy Family Handbook and reading the Code of Conduct in its entirety,

My child, _____, and I, their parent/guardian, _____
promise to:

CLASSICAL CHARTER SCHOOLS AND THEIR STAFF PROMISE TO:

- ✓ ensure that our scholar attends school ***every day on time***, except in case of illness.
- ✓ understand that 15 or more absences without a doctor's note will require that my scholar repeat the grade.
- ✓ understand that all unexcused lateness will be made up during Choice Time, Specials time, or other time and may result in detention or more serious consequences.
- ✓ ensure that my scholar wears a ***clean and complete*** Monroe Charter Academy uniform every day and understand that my child will not be allowed to start the day unless he or she is wearing the proper uniform.
- ✓ create a quiet home setting and ***check*** our scholar's homework each night to ensure that it is complete and accurate.
- ✓ understand that I may lose privileges and have other disciplinary consequences if I break rules or do not live up to the Six Character Pillars (Trustworthiness, Fairness, Citizenship, Responsibility, Caring, Respect)

I sign this covenant voluntarily because we believe that the best education is a partnership between parents and the school.

Signed: _____

Date: _____
