



***MONARCH  
ACADEMY***

**Parent/Student Handbook  
2021-2022**

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Monarchacademy.us



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**Facebook**

## **Mission Statement**

Our mission is to enable children who have autism to achieve their academic and social potential through multidimensional and comprehensive educational services.

## **Anti-Discrimination Policy**

Monarch Academy does not discriminate based on race, color, religion, gender, national origin, or sexual orientation in any of its employment practices, educational programs, services or activities.

## **Overview of our Program**

Our program is specifically designed for children who have an autism spectrum disorder (ASD). This program is constructed to meet each child's needs and enable them to grow in four main areas: academics, socialization, life skills, and behavior. Each of these areas is addressed in an initial, comprehensive assessment upon enrollment. This assessment is then used to develop an individual-based curriculum that is used to guide services to each child. Each child's curriculum is designed based on their strengths as well as their needs. This enables the child to utilize their current skills and abilities and allow them to play an active role in gaining knowledge and developing abilities in other areas of their lives.

## **Academic Goals**

Each child will receive individualized services to achieve both short-term and long-term academic goals. These goals will be developed through an initial academic assessment as well as a frequent review of each student's curriculum throughout the school year. The academic goals will include enhancement of each child's abilities in typical academic areas such as math, language arts, science, and history. Teachers and parents will work together in order to fully support the enhancement of these skills and enable each child to reach their academic potential.

## **Socialization Goals**

Each child will receive individualized services to achieve both short-term and long-term socialization goals. These goals will be developed through an initial socialization assessment as well as a frequent review of each student's curriculum throughout the school year. Socialization goals will include enhancement of each child's abilities in areas such as interaction with peers, parents or caregivers, as well as teachers, initiating interactions with others, making eye contact, and responding appropriately based on various social contexts. Teachers and parents will work together in order to fully support the enhancement of these skills and enable each child to reach their potential in this area.

## Life Skills Goals

Each child will receive individualized services to achieve both short-term and long-term life skills goals. These goals will be developed through an initial life skills assessment as well as a frequent review of each student's curriculum throughout the school year. Life skills goals will include enhancement of each child's abilities in areas such as proper hygiene, independent management of their lunch or snacks, and maintaining proper daily attire. Teachers and parents will work together in order to fully support the enhancement of these skills and enable each child to reach their potential in this area.

## Behavioral Goals

Each child will receive individualized services to achieve both short-term and long-term behavioral goals. These goals will be developed through an initial behavioral assessment as well as a frequent review of each student's curriculum throughout the school year. Behavioral goals will focus on increasing positive and acceptable behaviors and decreasing negative and inappropriate behaviors. Teachers and parents will work together in order to fully support the enhancement of these skills and enable each child to reach their potential in this area.

## Support Services

In order to meet the needs of each child, parents are encouraged to actively participate in their child's educational services. Parents are encouraged to attend school-related conferences as determined by school personnel. Communication between parents and school personnel is extremely important and necessary for the growth of each child. The educational-based curriculum developed by Monarch Academy is encouraged to be followed in the classroom, in the home, as well as in the community. This multidimensional approach will help to maximize the potential for educational enhancement for each child. In addition, parents are encouraged to follow the school's policies in regard to lunches, attire, and medications.

## Lunches

Each child should attend daily with the appropriate lunch/snacks and drinks. **All food must be ready to eat and should not require heating or refrigeration.** Any food that requires refrigeration should be equipped with the necessary ice pack. All utensils, condiments, and plates must be included with your child's lunch. Monarch Academy does not supply food or utensils for students. **Staff cannot warm up leftovers for students due to the large student population.** Thank you for taking the time to ensure that they have a nutritious lunch that is ready to eat each day.

## Attire

Each child should attend daily wearing seasonally appropriate attire including shoes and jacket. All shorts and skirts must be at or below mid-thigh in length. Please insure that logos or t-shirt prints are appropriate and not offensive in nature. Please refrain from wearing sleeveless shirts. Students must have appropriate closed-toed shoes for days they participate in Physical Education. Shoes must be worn in school at all times.

## **Attendance & School Hours: Monday thru Friday 8:30 am – 3:00 pm**

Please ensure that your child is in attendance as much as possible to ensure their continued academic and social progress. Routines are essential to our students, and they need the structure of attending their scheduled classes. Student scholarships are dependent on attendance and can result in loss of funding for your child.

- The school front doors will be unlocked to students at 8:20 am each day. **Please do not drop your child off before 8:00 am as they will be unsupervised.** All students will meet up with the assigned teacher in the playground area for supervision from 8:00 am to 8:20 am. All classes will begin at 8:45 am. The front doors will be closed and locked at 8:45 am and any student who arrives after this time will be escorted to their classroom with the least amount of disruption to their classmates.
- **Please do not pick up your child later than 3:15 P.M.** Any student that has not been picked up by that time will be cared for by a staff member in the main office. At the discretion of administration, there will be a charge of \$10.00 per 15 minutes or any portion of 15 minutes after 3:30 pm until the student has been picked up or the authorities have been notified. Please make sure the school administration is aware of any emergencies that affect your child's transportation.
- **Please call if your child will be either absent or tardy. Our phone number is (386) 258-9664 or feel free to email your child's teacher.**
- **Absences more than three (3) consecutive days require documentation from a physician.**
- **All excused absences require a doctor's note.**
- Please keep us informed about any changes in your child's transportation routine.
- On early release days students must be picked up promptly at noon.
- Please refer to your monthly Monarch calendar for school closings and events. For inclement weather, follow the Volusia County School closing announcements.

- **A warning letter will be sent home when a child has missed 10 total days in a semester reminding them of this policy.**
- **Excessive absences (more than 15 unexcused per semester) may result in dismissal from Monarch Academy.**

State law mandates that children be in school during all days and hours that school is in session. Each school year consists of 180 school days. Student scholarships are dependent on attendance during those days. We are required by law to report more than 15 unexcused absences in a 90-day period.

**Each day, there are four (4) instructional hours for students in grades 1-3.**  
**There are five (5) instructional hours daily for students in grades 4-12.**

## **Medications**

Any medications to be administered during school hours should be kept in the original packaging with explicit directions for administration. Please make sure your child has a signed medication form on file. Only medication on that form will be administered. Parents are required to update school personnel about any medication changes, including those changes that involve medications that are administered outside of school hours.

## **Emergency Contact Information**

Administration must have current emergency phone contact information including additional contacts, other than parents, in case of an emergency. This should include cell and home phone numbers where a responsible adult with transportation can be reached throughout the school day.

## **Student Sick Policy**

We are always considering the health and well-being of our students and staff. Please keep your child at home for 24 hours if they have any of the following symptoms:

- Running a temperature
- Vomiting or diarrhea
- Sneezing or coughing
- Heavy congestion (clear or green discharge) including allergies
- Diagnosed with a virus requiring antibiotics
- Seizures that require hospitalization or medical intervention
- Skin rashes that are contagious

It is our policy to call parents to pick up their children in the event we see these symptoms and ask that you wait a minimum of 24 hours before returning them to the student population. All absences will be excused in the event of illness.

## **Field Trips**

Field trips are an extension of Monarch Academy's academic and school environment. Therefore, behavior rules apply as they would in the classroom. The cost of field trips must be paid by the time specified on the permission slip or the student may not be allowed to attend.

If a student's behavior disrupts a field trip, that student will have restrictions set in place at the administration's discretion for field trips the remainder of the school year. These restrictions may include:

- Having a parent provided chaperone required for all trips for the remainder of the school year.
- The student being unable to attend the field trip.

## Disciplinary Procedures

Any student behavior described and agreed to on the Student Behavior Form (see form) may have the following consequences at the discretion of school Administration:

- Loss of technology
- Loss of free time or recess during school hours.
- Restrictions placed on all remaining field trips during the school year.
- In-school suspension
- After school detention (15-minute blocks)
- Out of school suspension
- Dismissal from Monarch Academy.

## Parental Responsibility

It is the parent's responsibility to reinforce the school's disciplinary codes. Please do not intervene to try to rescind consequences for your child's school behavior. It is imperative that consequences assigned by the school's Administration are served. **Interference, inappropriate parental behavior, or non-cooperation on the part of parents may result in the student being dismissed from Monarch Academy. Classroom Communication Logs must be signed by the parent daily and returned to the school daily.**

## Social Media

The inappropriate use of social media and internet sources (i.e. Facebook, email, Instagram, Snapchat, Twitter, YouTube, etc.) and/or other social media sites, on or off campus, **by students or parents** is strictly prohibited. Unacceptable use includes, but is not limited to: posting explicit pictures, cyber-bullying, threatening others, posting derogatory messages about other students, faculty, or the school, and any other images or messages reflecting behaviors unbecoming of a student or parent affiliated with Monarch Academy. Failure to use Internet sources appropriately will result in disciplinary consequences which may include expulsion or dismissal of student.

(The Social Media rules follow FL statute and abuse may be reported to the proper authorities.)

## Electronic Devices & Student's Personal Property

While our student population is permitted to bring their personal iPads, iPods, Laptops, Cell Phones, or gaming equipment to school, this is a privilege. This privilege may be revoked at any time as seen necessary by administration and staff.

Each student is responsible for bringing and maintaining their own personal headphones or ear buds for use on their technology or for use in the school's computer lab. Monarch Academy will not be providing replacement headphones for students. All personal property brought on campus will be the responsibility of the student. Each student must have a signed Technology Release Form on file.

## **Scholarship Payments and Fees**

It is the parent(s) responsibility to sign checks or to approve/release funds on their child's scholarship monies. **If checks are not signed or funds approved within three weeks of receipt, a \$35 late fee will be applied.**

## **Spring Planning (IEP) Meetings**

It is a state regulation that administration, teachers, and students in high school grades 9 to 12 meet once a year to review the progress toward graduation and set upcoming goals for the next year. Appointments are made with the teacher and administration and parents should do their best to attend the scheduled meeting time. If a parent misses two or more appointments, the teacher and administration will hold the meeting separately and a copy of all meeting notes and plan goals will be sent to the parent by mail.

## **COVID-19 CDC Guidelines**

Monarch staff and students are encouraged to follow the CDC guidelines in regard to COVID-19 safety. Face masks are strongly suggested, as is frequent hand sanitizing.

**After carefully reading this information, please sign and return the last page of this booklet for your child's file.**

Thank you for your cooperation,

Monarch Academy Administration and Staff

**Please sign and detach this sheet and return it to administration with enrollment packet information.**

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**Monarch Academy**  
**2021-2022**  
**Handbook Signature Sheet**

Please initial:

\_\_\_\_\_ I have read and understand the section(s) entitled: Attendance, Medication & Lunches

\_\_\_\_\_ I have read and understand the section(s) entitled: Disciplinary Procedures

\_\_\_\_\_ I have read and understand the section(s) entitled: Field Trips & Student's Personal Property

\_\_\_\_\_ I have read and agree to abide by the schools: Student Sick Policy

\_\_\_\_\_ I have read and agree to abide by the section(s) entitled: Social Media & Electronic Devices

\_\_\_\_\_ I have read and agree to abide by the section entitled: Parental Responsibility

I have read the Monarch Academy's 2021-2022 handbook and agree to abide by the rules and regulations set forth by the school.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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