

# Monarch School

3057 Main Street  
Duluth, GA 30096  
678-542-2330 (MAIN OFFICE)  
678-542-2340 (FAX)



## Parent/Student Handbook 2011 – 2012 School Year

SCHOOL MASCOT  
Monarch Butterfly

SCHOOL COLORS  
Purple & Gold

Cluster Mascot  
Wildcat

### **Administration**

*Dr. Barbara A. Martin*  
Principal

*Ms. Natalie Hopkins*  
Assistant Principal

*Dr. Tom Kana*  
ADAPT Lead Teacher

*Cheryl Hoge*  
NDO Center Director

**Monarch School  
Parent/Student Handbook  
2011-2012**

**School Hours**

**Office Hours are 7:30 AM – 3:30 PM  
School Hours are 8:00 AM – 2:00 PM (NDO – 8:00 AM – 2:30)**

**Telephone Numbers**

Front Office:	678-542-2330	Clinic:	678-542-2333
Dr. Barbara A. Martin: Principal	678-542-2332	Media Center:	678-542-2356
Natalie Hopkins: Assistant Principal	678-542-2332	Cafeteria:	678-542-2359
Dr. Tom Kana: Lead Teacher ADAPT	678-542-2354	Transportation:	770-513-6686
Cheryl Hoge: NDO Center Director (Georgia Pre-K and Head Start)	678-542-2336		
NDO Office	678-542-2376 or 678-542-2377		
Website Address:	<a href="http://www.monarchschoollonline.com">http://www.monarchschoollonline.com</a>		

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# Monarch School

3057 Main Street, Duluth, GA 30096

Phone: (678) 542-2330 Fax: (678) 542-2340

Dr. Barbara A. Martin  
Principal

Ms. Natalie A. Hopkins  
Assistant Principal

Dr. Tom Kana  
ADAPT Lead Teacher

Cheryl Hoge  
NDO Center Director

Dear Parents,

The faculty and staff of Monarch School want to welcome you to our school family. We have worked hard to create a strong program for your child. The teachers and staff are wonderfully enthusiastic, very loving, and skilled. I am proud to be a part of this amazing group of people.

We have many different programs located within our school. We have the Early Childhood Program for students who are 3, 4, or 5 and meet eligibility requirements to receive special education services. We also have young adults between the ages of 18 and 22 who have completed high school and under IDIEA are continuing their education and receiving vocational and life skills training. This program is called ADAPT (Assisting Developing Adults with Productive Transitions). To enable our children to have time with typically developing peers, we have Ninth District Opportunity (NDO) housed in our building. They operate the Head Start and Pre-K programs for children ranging in age from 3 to 4 and 5 respectively. Gwinnett County Public Schools does not have daily oversight of this program. If you have any questions or concerns regarding Pre-K or Head Start, you will need to contact Cheryl Hoge, Center Director, at 678-542-2336.

To reach high standard for student success, we strongly urge you as parents to play an active role in your child's education. Reading and talking to a child helps develop language skills. You will be seeing your child bring home a DREAM (Discover Reading Early at Monarch) book for you and your child to read together each week. Providing time to practice skills at home each day is also helpful.

As principal, I would like to encourage you to become actively involved in our school. There are a variety of areas where you can volunteer your talents at the school. The Parent Student Staff Organization (PSSO) and the Local School Council are two great ways. You may also want to become one of our business partners. I invite and encourage you to join us in our quest for excellence at Monarch School.

The following rules and procedures have been created to help create a safe environment for your child. Thank you for taking the time to review the following pages.

Sincerely,

*Dr. Barbara Martin*

Dr. Barbara A. Martin  
Principal

**Response Form**

I have received a copy of the Monarch Student/Parent Handbook. I have reviewed these materials and shared the contents with my child. I understand my child's rights and responsibilities as a student enrolled in Gwinnett County Public Schools.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**I understand what is expected of me as a student enrolled in Gwinnett County Public Schools.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

*The mission of the Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student resulting in measured improvement against local, national, and world class standards.*

### **GCPS School Board Goals**

- Goal 1: Gwinnett County Public Schools will ensure a world-class education for all students by focusing on teaching and learning the Academic Knowledge Skills (AKS) curriculum.
- Goal 2: Gwinnett County Public Schools will ensure a safe, secure, and orderly environment for all.
- Goal 3: Gwinnett County Public Schools will optimize student achievement through responsible stewardship of its financial resources and proactive pursuit of all resources necessary to meet current and future demands.
- Goal 4: Gwinnett County Public Schools will recruit, employ, develop, and retain a workforce that achieves the mission and goals for the organization.
- Goal 5: Gwinnett County Public Schools will meet the continuing and changing demand for essential information through technological systems and processes that support effective performance and desired results.
- Goal 6: Gwinnett County Public Schools will provide and manage the system's facilities and operations in an exemplary manner as determined by programmatic needs and best management practices.
- Goal 7: Gwinnett County Public Schools will apply continuous quality improvement strategies and principles as the way the organization does business.

# MONARCH SCHOOL

## VISION – MISSION – BELIEFS

### *Vision*

Quality education for all

### *Mission Statement*

The mission of Monarch School is to provide a comprehensive, innovative, and developmentally appropriate curriculum enabling students to achieve measured progress in an environment of respect and high expectations.

### *Beliefs*

- ✓ We believe students deserve the opportunity to learn and achieve success with equal access to a quality education.
- ✓ We believe education is a shared responsibility and should take place in the home, at school, and in the community.
- ✓ We believe students can learn but they learn in different ways, at different rates, and with different styles achieved through a variety of teaching and learning techniques.
- ✓ We believe decisions should be based on student needs and what is best for the students.
- ✓ We believe Monarch School should be operated as a world-class, state-of-the-art facility.
- ✓ We believe in offering innovative programming, early intervention, and opportunities for family and volunteer involvement, parenting skills, and new ways of relating to our students.
- ✓ We believe quality education requires quality staff, programs, facilities, equipment, and technology.
- ✓ We believe all staff should have access to results-driven professional development training. Such training should be standards-based, job-embedded, collaborative, and built on an organizational culture that insures continuous improvement.

Monarch School

PSSO Information



2011 - 2012

## PARENT STUDENT STAFF ORGANIZATION (PSSO)

Monarch School PSSO welcomes all parents, teachers, staff, family members, grandparents, school officials, community leaders, business people, and any interested individuals to join. Our PSSO is strengthened by active participation and we encourage PSSO members not only to join, but also to be involved. Our goal is 100% membership.

**Individual Membership Dues: \$5.00**

**We are in need of volunteers to oversee our PSSO, to volunteer on various school committees, and on special occasions.**

# Monarch School Calendar of Events



2011 - 2012

# **Monarch School**

## **SCHOOL CALENDAR**

2011 - 2012

**Please note that you will receive a calendar in the student folders addressing Early Release for GCPS Students and closures for Ninth District Opportunity – Pre-K and Headstart students.**

### **AUGUST**

23rd Open House (7 P.M. – 8 P.M.)

### **SEPTEMBER**

5th Labor Day/School Holiday  
30<sup>th</sup> Grandparents' Day Luncheon

### **OCTOBER**

10<sup>th</sup> No School - Student/Staff Holiday  
21<sup>st</sup> Movie Night  
31<sup>st</sup> Costume Parade

### **NOVEMBER**

11<sup>th</sup> Bingo Night  
14<sup>th</sup> – 18<sup>th</sup> Book Fair  
15<sup>th</sup> Thanksgiving Luncheon (Pre-K only)  
16<sup>th</sup> Thanksgiving Luncheon (ADAPT and Head start only)  
21<sup>st</sup> - 25<sup>th</sup> Thanksgiving Break (School Holidays)

### **DECEMBER**

10<sup>th</sup> Breakfast with Santa  
19<sup>th</sup> – 30<sup>th</sup> Winter Break (School Holidays)

### **JANUARY**

2<sup>nd</sup> No School – Student Holiday  
3<sup>rd</sup> Students return to school  
13<sup>th</sup> Donuts for Dad and Art Festival (Part 1) & MLK Parade  
16<sup>th</sup> Martin Luther King, Jr. Day (School Holiday)

### **FEBRUARY**

17<sup>th</sup> No School - Student/Teacher Holiday or Snow Make-up day  
20<sup>th</sup> President's Day – No School - Student/Teacher Holiday  
26<sup>th</sup> – 29<sup>th</sup> Read Across America Week

### **MARCH**

1<sup>st</sup> – 2<sup>nd</sup> Read Across America Week  
2<sup>nd</sup> Pajama Day and Bedtime Stories at Monarch (6 P.M. – 8 P.M.)  
12<sup>th</sup> No School – Student Holiday  
30<sup>th</sup> No School - Student/Teacher Holiday or Snow Make-up day

### **APRIL**

2<sup>nd</sup> – 6<sup>th</sup> Spring Break (School Holidays)  
13<sup>th</sup> Relay for Life Spring Fashion Show  
23<sup>rd</sup> – 27<sup>th</sup> Book Fair  
27<sup>th</sup> Muffins for Mom and Art Festival (Part 2)

### **MAY**

18<sup>th</sup> Family Fun Day

# Monarch School Policies and Procedures



2011 - 2012

Quality Education for All

Parent/Student Handbook  
2011 – 2012 School Year

**PRE K/HEAD START PROGRAM  
NINTH DISTRICT OPPORTUNITY – NDO**

The Georgia Pre-K and Head Start programs are in existence at Monarch School under the full operation and direction of Ninth District Opportunity (NDO). NDO is not part of Gwinnett County Public Schools. We are very excited to have the opportunity to house these two fine programs in our building.

For any Pre-K or Head Start issue, please call Cheryl Hoge, Center Director, at 678-542-2376.

For information regarding the federally funded Head Start or state Pre-K programs, please call 1-888-442-7735.

**The Gwinnett County administrators in the building do not oversee the supervision of the NDO employees, nor do they have responsibilities relating to the curriculum offered by this program.**

## SCHOOL ENTRANCE REQUIREMENTS

All of the following must be provided before your child can be enrolled:

- **Birth Certificate**  
All students entering school for the first time must present an official copy or the birth certificate at the time of registration. Children in the Early Childhood Program (ECP) must be between the ages of 3 and non-kindergarten 5. Children must be five years old before September 1<sup>st</sup> to enroll in the kindergarten program. Students must be six years old on or before September 1<sup>st</sup> to participate in the First Grade Program.
- **Immunization Certificate**  
Before officially enrolling in a Georgia school, all students must have on file an official Georgia Department of Human Resources Certificate of Immunization – **Form #3231**. These certificates may be secured from local physicians or the County Health Department.
- **Hearing, Vision, and Dental Certificate**  
All students entering school for the first time must present a certificate of ear, eye, and dental examination by the County Health Department, a physician and/or dentist licensed by the State of Georgia, **Form #3300**. *(Must be within one year of enrollment/testing)*
- **Proof of Residency**  
All students entering school for the first time must show proof of residency within the county. A non-contingent sales contract or a copy of current lease **and** a gas, water, or electric bill. Cable or phone bills are not acceptable.
- **Social Security Number**  
Georgia law states that it is optional for parent to provide a Social Security number for all students enrolled in public schools. Waiver forms are required for those choosing not to provide the number.

## ATTENDANCE

**Office Hours are 7:30 AM – 3:30 PM**

**GCPS School Hours are 8:00 AM – 2:00 PM (NDO – 8:00 AM – 2:30)**

It's important for students to be at school each day. The following are valid reasons for a student's absence:

1. Personal illness
2. Death or serious illness of an immediate family member
3. Recognized religious holidays observed by your faith
4. Absences mandated by government order
5. Conditions which may render attendance impossible, or hazardous to health or safety
6. Therapy and scheduled medical visits

For each absence, a note explaining the absence must be brought to school on the following day. You will be updated each nine weeks as to the number of days your child is absent.

### ***Late arrival***

*If you arrive after 8:00, please park in a regular parking space and bring your student in. Tell the receptionist your child's name and teacher. Please wait with your child until a staff member is available to walk the student to class. **Chronic or persistent tardiness is discouraged. Breakfast is at 8:15 a.m.***

Please do not enter the bus lanes or front parking lot if busses are present or between 7:40 a.m. – 8:10 a.m. or 1:30 p.m. – 2:15 p.m.

### **Early Student Check Out**

You may check your child out of school anytime **before** 1:30 PM. After that time, please wait in the car rider pick up area.

**Student release**—*Students will not be released from school at any unscheduled time without written explanation from the parents. **Any person, including the parent, signing a student out will be asked for picture identification, and their name must be listed on the child's check out card. Students will not be released to anyone under the age of 18. This is for your child's safety. Do not go to the classroom or playground to check your child out. Teachers are not permitted to check out their students. **We will call children from the office and they must be signed out on the sign-out sheet.** For your protection, all parents and visitors must check in at the office.***

## **SCHOOL PROCEDURES FOR CLASSROOM VISITS, OBSERVATION AND VOLUNTEERS**

### **Classroom visitation**

We would like all of our parents to feel free to visit our school. As a courtesy to the teacher and other students, a prior appointment must be made for visitations or personal conferences. We also ask that no siblings/children be brought to the classroom.

**The Gwinnett County Public Schools visitation policy is: Any visitor with legitimate business on school grounds must sign in at the Main office (or an Administrative Office) and request a visitor's pass. The visitor's pass must be clearly visible the entire time the visitor is on campus. ADAPT parents wishing to visit Vocational/Community job sites must pre-arrange the visit with the student's teacher and follow check in procedures for the specific job site. To ensure the safety and confidentiality of students, Gwinnett Public Schools limits classroom visits to:**

#### **During School Hours –**

- The parents/guardians (or court appointed guardians) of current students;
- Other family members of current students who are approved by the student's parent/guardian; and
- Those persons invited by Gwinnett County Public Schools for official business.

The principal or designee may, at his/her discretion, grant or deny permission for classroom visits and determine the duration of time.

Students should not bring student visitors to school.

Parents and visitors should make appointment to see a teacher, the principal, the counselors, or to visit their children's classes.

#### **After School Hours –**

No student or unauthorized visitors may remain on the school campus after regular school hours without supervision.

#### **School Authority –**

School personnel have the authority to warn persons trespassing to leave the facilities or properties. Persons who refuse are subject under the laws of the State of Georgia.

In an effort to assure that the safety and security of our students, as well as keeping learning a primary focus in our classrooms, the following procedures will describe the manner in which decisions will be made regarding visits, observations, and volunteering.

### **Observations:**

It is important that you have opportunities at various times during the year to visit classrooms and take part in activities. For special occasions, when all parents are encouraged to attend, provisions are made expecting every parent who can come. These events are very important to your children, and we want you to make every effort to be here. The children are very proud when they see that their parent(s) has taken the time to come to school and be with them.

We all want learning to go on uninterrupted. Obviously, for day-to-day operations, two or three extra adults are more than can be accommodated. For this reason, we ask parents who want to visit the classroom, to make arrangements with their child's teacher a few days in advance. This way, the teacher will know if other parents are planning to visit that day or if activities are such that an alternate day needs to be suggested. By scheduling visits in such a manner, the teacher will be better able to plan his/her instructional day so too many individuals in the classroom will not sacrifice children's learning.

Parents who come without making provisions for their visit will be asked to stop at the office. The teacher will be contacted to see if it is convenient to have an unscheduled visit. If the teacher approves, the visit may go forward. If it is not a good day for a visit, the teacher will call the parent after class to find a mutually acceptable date and time.

### **Confidentiality**

Any information the school possesses about each child is confidential. The teacher may not share information with a parent regarding other children in school. Parents should not repeat anything they see or learn about other children outside of the classroom. Every effort should be made to protect the confidentiality of every child in the school.

### **Private service providers:**

Private service providers ***may not*** visit classrooms.

### **Volunteers:**

Parent volunteers are extremely important in the life of any school. Volunteers can be used either in the classrooms, offices, cafeteria, media center, or computer lab. We welcome any and all parents who would like to volunteer in any capacity. Parents who volunteer in their child's school have an opportunity to feel as a partner in the learning which is happening and know that they have served a useful purpose in helping the school provide a safe, secure environment for all of the children. We also ask that no siblings/children be brought to the classroom.

Parents are asked to specify how they would like to help; however, the decision on how to use each person as a volunteer will be at the discretion of school administration. As you know, there will be times when a parent working in his or her own child's classroom

is advantageous. At other times, it can be disruptive to the class and the child. There will also be times when several parents want to work in the same classroom. In this case, a schedule might be worked out for separate days so as not to overload any one classroom. Whatever the circumstances, we will make every effort to satisfy each parent's wishes as much as we can.

Volunteers are asked to take part in a short training which involves learning the requirements of confidentiality, school rules, management techniques, and other general information needed in a volunteer capacity.

Please let your child's teacher know of any interest you have in being involved with the Monarch School. Working together, we can maximize every child's potential and put them on the road to success.

**Program Managers:**

Principal	Dr. Barbara A. Martin	678-542-2332
Assistant Principal	Natalie Hopkins	678-542-2332
ADAPT Lead Teacher	Dr. Tom Kana	678-542-2354
Ninth District Director	Cheryl Hoge	678-542-2336
Ninth District Office		678-542-2376

## CLOSING OF SCHOOL

In the event of severe weather or bus mechanical breakdown, the school may be closed, or the starting time of school may be delayed. Announcements will be made over *GCPS Television, on the school system's web site, and via metro-Atlanta radio and television stations*. Reports in the morning will be between 6:00 – 6:30 AM. If no report is heard, school will be in session. The same conditions may also necessitate early dismissal. Please **do not** call the school. Telephone lines must be kept open for emergencies.

## EMERGENCY EVACUATION PROCEEDURES

In the unlikely event that it becomes necessary to evacuate the school, students would be taken safely to either Duluth High School, Duluth Town Green Park, or other approved off site locations and the school will notify parents/guardians.

## SCHOOL FUNDS REQUEST

The school requests instructional funds as approved by the Gwinnett County Board of Education. These funds are over and above any funds provided under the Quality Basic Act of 1985. No student will be denied access to or participation in any course funded by Gwinnett County Board of Education or by the State of Georgia.

## SCHOOL NUTRITION PROGRAM

The full price of **breakfast** is \$1.25. The reduced price is \$.30. The adult price is \$1.50.

The cafeteria serves a nutritious lunch consisting of choices of entrees and *vegetables* daily. The cost of a student **lunch** is \$2.00 per day. The cost for a reduced lunch is \$.40. Extra milk is \$.40. An adult lunch is \$3.00.

Students may pay for their meals daily, or purchase meal cards. Money for cards should be sent in a sealed envelope, indicating the name of your child and teacher. You may check your student's account balance, or make a payment on our website: [www.gwinnett.k12.ga.us/Monarch](http://www.gwinnett.k12.ga.us/Monarch) or [www.mealpayplus.com](http://www.mealpayplus.com). You may also go to the website [www.gcsnp.org](http://www.gcsnp.org) and register to receive notification by email weekly regarding your student's account.

After 3 days of unpaid meal charges, your child will not be allowed to select from one of the daily lunch choices. Instead, your child will be given a peanut butter and jelly sandwich or other appropriate meal selected by the cafeteria manager in the case of allergies. Charge letters are sent home every Friday in your child's Friday folder.

**Parents and other guests are encouraged to come eat lunch with their children at any time. Remember, food prepared by outside vendors (i.e. McDonalds, Burger King, etc.) cannot be brought into the school. Thank you in advance for your cooperation in this matter.**

**Due to children with food allergies and to promote good eating habits, our program does not allow cookies, cupcakes, or cakes to be brought into the school.**

## SPECIALS/BUDDY TIME

Monarch School is proud to offer a variety of enrichment opportunities each week, including science, math, art, computer lab, and story time with our Media Specialist. We also include all children in “buddy time”, which is an opportunity for our special needs and typically developing peers to interact in a classroom setting. Specials are offered five days each week. Children also interact with typically developing peers during breakfast, lunch, and outside time.

## SCHOOL CLINIC

First aid will be administered in the clinic. Our objective is for children to remain in school.

However, your child should stay home if he/she might spread a contagious disease to other children, or is too sick to get through the school day. Children who are sick have a hard time learning, and may cause other children to become sick.

Your child should not come to school if any of the following conditions apply:

- Fever of 100°F or above, or 99°F with any symptoms of illness. Students must be fever free, without fever reducing medication (Tylenol, Motrin) for 24 hours before returning to school
- Runny nose with a cold
- Persistent cough
- Sore throat
- Swollen glands
- Earache
- Eye redness with burning, scratching, swelling or discharge
- Nausea, vomiting, diarrhea, or abdominal pain. (A student may not need to go home with a single episode of vomiting or diarrhea if there is no fever and he/she feels well. For recurring vomiting and/or diarrhea, the student should remain at home unless a physician determines the condition is not communicable.)
- Rash with fever or sign of illness, or rash of unknown cause
- Open sore with drainage of fluid or pus
- Suspected impetigo, scabies, or lice that is not being treated
- Any communicable disease

Parents will be called and asked to pick up a student who is determined to be too sick to remain at school. If parents are not available, the emergency contact will be called. A student’s completed clinic card contains important health and emergency contact information, which is kept confidential. Please notify the school **if any information changes** including medical conditions, telephone numbers, place of employment, or emergency contact. You are welcome to call the school clinic worker at 678-542-2333 to discuss any concerns.

## MEDICATIONS

To insure the safety of all students at our school, medication must be brought to the clinic for safe storage. If a student requires medication during school hours, it will be necessary for the parent to bring the medication in its original container to the clinic, along with a completed “Administration of Medication Request” form. NDO students are not allowed to have any over the counter medications at school.

## HEALTH MANGEMENT PLANS

A plan will be utilized to help meet the needs of students who have a chronic health condition. The county nurse and school clinic worker will work with parents to develop a plan that will address issues that may regularly occur, or suddenly arise during the school day.

## LOST AND FOUND

Articles are kept for a period of time after being found. These may be reclaimed in the front office at any time during the school year. Articles left at the end of the year may be donated to a charity during the summer.

## CHANGE OF INFORMATION

For emergency purposes we must have updated information on each student. Please notify the school of any change of information including address, telephone, emergency contact, health status, or other relevant information. **THIS IS VERY IMPORTANT!** We also request your email address so that we can send emails to communicate with you about school activities. See flyer in student folder or stop by the front office to sign up for our parent emails.

## PROGRESS REPORTS

Copies of your child's goals and objectives page from their IEP will be sent home along with attendance/tardy information at nine-week intervals, coinciding with the Gwinnett County Report Cards schedule. Two early release conferences are scheduled with parents and/or guardians of students during the school year. Refer to enclosed calendar for those dates.

## TRANSPORTATION

Students who come to school on the bus will return on the bus unless they have a note from their parents. If your child is transported to school by you, a note must accompany your child if he/she will be riding home with someone different in the afternoon. Special Needs busses cannot be passed by any vehicles while the lift is engaged to load or unload students in wheelchairs.

## CARPOOL

Parents are required to have the official school carpool tag in the window before a child will be released. Parents not having this tag will be instructed to drive around to the front of the building and present a picture ID and the release record will be checked. Please **DO NOT** use cell phones while carpool is in progress.

**Student release**—*Students will not be released from school at any unscheduled time without written explanation from the parents. Any person, including the parent, signing a student out will be asked for picture identification, and their name must be listed on the child's check out card. Students will not be released to anyone under the age of 18. This is for your child's safety. Do not go to the classroom or playground to check your child out. Teachers are not permitted to check out their students. **We will call children from the office and they must be signed out on the sign-out sheet.** For your protection, all parents and visitors must check-in at the office.*

## WEATHER

In extreme cold, heat, or severe smog alerts teacher- directed physical education activities will be indoors. Students will remain in their respective classrooms or use the gym. Decisions to remain indoors will be made by the principal and/or the principal's designee. Common sense will prevail.

## **BOOK BAG TAGS**

The school provides a book bag tag for every student that identifies their teacher/class with a specific picture-rocket, kangaroo, lady bug, etc. This helps the staff identify the classroom for late/tardy students, and also gives the student a way to identify his/her classroom visually.

## GCPS SCHOOL BUS RULES

1. Students will follow the directions of the drivers.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic, and 10 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadways in front of the bus after the bus has stopped and after the student has looked at the driver for a hand signal and looked in both directions for traffic (left, right, left).
5. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up the object.
6. Students will go directly to assigned seat when entering the bus. Keep the aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and will respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students must provide a written note signed by a parent or guardian and a school official giving permission to ride a different bus or to get on or off at a different bus stop location.
15. Students will keep their bus clean and in good, safe condition.
16. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation on the school bus.

## STUDENT CONDUCT BEHAVIOR CODE

The following rules apply when a student is:

- a. on the school grounds;
  - b. off the school grounds at a school activity, function, or event;
  - c. en route to and from school; or
  - d. off school grounds while the student is in attendance of any school function, or is otherwise subject to the jurisdiction of school authorities.
1. No student will interrupt teaching and learning.
  2. No student will damage, attempt to damage, take, or attempt to take the property of the school.
  3. No student will damage, attempt to damage, take, or attempt to take the personal property of others.
  4. No student will threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with staff (administrators, teachers, bus drivers, etc.).
  5. No student will bully, threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with other students or any other person not employed by the school. Fighting on the school bus may result in suspension from school and/or from riding the bus.
  6. No student will possess or use weapons, whether assembled or disassembled guns, (including toy guns), knives, firecrackers, etc., whether toy, operational or not operational if a person could reasonably perceive the object to be a weapon or if the object is a destructive device.
  7. No student will possess, use, or distribute alcohol or drugs or any substances they represent to be alcohol or drugs.
  8. No student will disobey directions or commands of teachers, principals, bus drivers, etc.
  9. No student will expose or touch himself, herself or others inappropriately including private areas of the body.
  10. No student will miss school or class without an excused absence.
  11. No student will exhibit unsafe and/or inappropriate conduct at any time.
  12. Severe or repeated violations of school rules may result in a parental conference and/or discipline review committee meeting.

# Monarch School Student Dress Code



2011 - 2012

Quality Education for All

## STUDENT DRESS CODE

### ECP/NDO

- Do not send students in flip flops as this is a safety issue on the playground and in other areas of the school.
- Please dress students in appropriate clothing for the weather.

### ADAPT

Goal: Students at Monarch School are expected to dress in a manner that is supportive of a positive learning environment that is free of distractions and disruptions. There is a direct correlation between student dress and student behavior. Appropriately dressed students behave appropriately. Students will be expected to observe modes of dress, styles of hair, and personal grooming that support the “First Comes Learning” atmosphere at Monarch.

Code: Any form of dress, hairstyle, or makeup which is considered contrary to good hygiene or which is distracting or disruptive to the educational process will not be permitted. **STYLES THAT ARE “POPULAR” ARE NOT NECESSARILY ACCEPTABLE AT MONARCH;** therefore, as styles change, so may restrictions. Parents are asked to assist the school by regularly monitoring their student’s dress and appearance.

**The following are specific areas that are addressed: (This list is not all-inclusive.)**

1. Clothing shall fit appropriately. Pants and shorts must be worn at the waist at all times and not be so large that the crotch sags. No “muscle” shirts and/or undershirts cut like muscle shirts are acceptable. No sleeveless shirts may be worn or any type of clothing that exposes the armpits.
2. In accordance with GCPS Board policy of “zero tolerance” of weapons, gangs, and drugs clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, or art work. This includes but is not limited to offensive words and designs, violence (blood, death, and weapons), sex, Playboy symbols, hate groups, tobacco products, drugs, or alcohol.
3. Clothing which is associated with gang activity is not acceptable. Students are not allowed to display clothing or symbols that have been identified by the Gwinnett County Police Task Force as being commonly identified with criminal gangs. Garments, jewelry, body art and tattoos that communicate criminal gang allegiance are not to be displayed or worn at school, and no item may be worn in a manner that communicates criminal gang affiliation. Criminal gang-related attire includes but is **NOT** limited to the following:
  - Wearing clothes in an asymmetrical pattern such as rolling up one pant leg,
  - wearing a dominant color every day of the week, long bulky chains and necklaces, gang-style belt buckles, jerseys with numbers 8, 13, 14, or 88 (or any other numbers that have been deemed as gang related), large oversized pendants or necklaces and chains, bandannas, altering clothing from its original form to change the names and/or intended marking on the clothing, sweatbands and/or

headbands, draping articles of clothing, towels, or other objects out of pants pockets or over the shoulder or neck area.

Any additional clothing or symbols that are identified as gang related may be added to this dress code policy.

4. Shorts, skorts, skirts, and dresses may **NOT** be any **shorter than the length of the student's arm to the index finger (regardless of leggings)**. No skirts with revealing splits. Any clothing that is immodest, excessively sagging or too short are not permitted. **Gym/track/cheerleader shorts are NOT permitted.**
5. Hair shall be clean and neatly groomed. Hair color or style that distracts from the learning environment is not permitted. Combs, picks, or brushes are not to be worn in the hair at any time.
6. All types of head coverings, visors, hats, scarves, do-rags, and sunglasses are **prohibited** while on school property.
7. The following articles of clothing are NOT to be worn at Monarch: bare midriff clothing, halter tops, strapless tops, backless tops, racer back tops, spaghetti straps, tank tops, sleeveless shirts, athletic spandex/stretch pants of any length, excessively revealing clothing or clothing which exposes undergarments in any way; see through clothing, low-cut/ revealing shirts (exposing excessive cleavage), low-cut pants which expose the midriff area, pants, skirts, dresses or shorts that are ripped above the knee, pajamas or sleepwear of any type, chains, and dog collars/studs/spikes.
8. Shoes must be worn on campus at all times. Bedroom slippers/shoes are not acceptable.
9. **Blankets and/or pillows are not to be brought to school.**
10. When training on job sites, students will dress/groom to reflect the business's established/accepted dress code.

# Monarch School Code of Conduct



2011 - 2012

Quality Education for All

# Monarch School Code of Conduct



## **Vision**

Quality Education for All

## **Mission Statement**

The mission of Monarch School is to provide a comprehensive, innovative, and developmentally appropriate curriculum enabling students to achieve measured progress in an environment of respect and high expectations.

Monarch School has developed this **Code of Conduct** through discussions with the Local School Advisory Council, students, and staff. The **Code** is intended to provide a guideline and reference for parents or guardians, staff and students in determining acceptable behavior in our education environment.

# Students

## ***Have the right to expect that.....***

- All staff will treat them with courtesy, consistency, and fairness.
- Clear, relevant lessons will be presented, along with explanations for the evaluation procedures to be used.
- They will be able to work in a school climate which is safe, pleasant, orderly, respectful, and conducive to learning.
- School personnel will be accessible to students for help concerning learning activities, personal, and/or career decisions in a manner and a time that suits the situation.
- Teachers will prepare for class.
- School administrators will monitor programs and instruction in the school.
- Staff will adhere to and apply the school and county discipline policies and procedures.
- They will have the opportunity to participate in meaningful activities.
- Teachers will abide by the terms of their Professional Code of Ethics.

## ***Will be responsible for.....***

- Attending school and classes regularly and on-time.
- Being prepared for all classes by having any required material.
- Developing respect for self, others, and property.
- Making the most of education opportunities through active participation.
- Taking pride in their work, their appearance, and their accomplishments.
- Resolving conflicts and difficulties in a manner that is mutually acceptable.
- Obeying and observing the law and all school and county rules of conduct.
- Taking pride in their school and community.

# School Staff

## ***Have the right to expect that....***

- Parents/guardians/students will treat them with respect.
- Students will attend class regularly, on time, and with appropriate materials.
- Students' behavior will promote a positive learning environment.
- School administrators will provide leadership and support.
- They will have the support and cooperation of students, parents, and colleagues in the performance of their duties.
- Students will observe all school rules of conduct.

## ***Will be responsible for.....***

- Planning, teaching, and supervising assigned courses/activities.
- Establishing and maintaining a learning environment which is pleasant, orderly, respectful, and conducive to students' learning.
- Evaluating student achievement and explaining assessment procedures to be used in each course/activity.
- Communicating information about student progress, attendance, behavior, and special needs to students, parents and administration.
- Arranging suitable out-of-class time for assisting students.
- Providing an environment that will promote self esteem.
- Treating students fairly and consistently.
- Respecting the rights of all individuals.
- Maintaining open communication.
- Striving to provide an optimum quality of education.
- Ongoing personal and professional development.

# Parents/Guardians

## *Have the right to expect that.....*

- Teachers will provide effective instruction for students and display enthusiasm for teaching and learning.
- School staff will respect others and property.
- Students will be able to participate in meaningful activities.
- Reasonable precautions will be taken to ensure the safety of students in school.
- Administrators will exhibit leadership and support for students.
- Administrators will actively supervise programs and instruction in the school.
- Teachers will teach the required IEP objectives as well as provide the assigned programs and services using quality teaching standards and practices.
- Clear relevant learning activities will occur in school, along with explanations for the evaluation procedures to be used.

## *Will be responsible for.....*

- Treating the school staff with courtesy and respect.
- Instilling in their son or daughter:
  - The desire to work to the best of his/her ability.
  - An understanding of the importance of an education.
  - Respect for the rights of fellow students and staff.
  - Respect for property and resources.
  - Recognition of the authority of the school staff to ensure a safe, secure, non-threatening learning environment.
- Contacting the school when there are areas of affirmation and concern.
- When possible, attending school events and meetings to give support to the school.
- Their child's behavior.
- Their child's regular attendance in class.
- Informing the school when their child will be absent.

# Monarch School Discipline Plan



2011 - 2012

Quality Education for All

# Monarch School-Wide Discipline Plan

1. Walk or roll slowly in the hallways.



2. Keep your hands and feet to yourself.



3. Listen to your teacher.



4. Use soft voices.



# Monarch School Discipline Plan

Monarch School operates by a comprehensive classroom management program and a social-emotional curriculum called Conscious Discipline®. Through the use of this program our school and classrooms are organized around the concept of a School Family. Each member of the family—both adult and student—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others.

Within the school staff members build self-esteem by addressing student's universal need to be generous and contributing members of a group. Each student holds a job and is responsible for the effective running of the classroom.

## Two specific structures used in our classrooms are Routines & Rituals

- Routines= help students learn to tell time, regulate their own internal clocks, predict what will happen next and feel empowered to tackle the task. These are patterns which our brain enjoys: our brains are wired to be pattern seeking. The clearer the pattern, the more brain enriching the environment is for the student.
- Rituals = connect one person to another. Example of rituals: birthdays, holidays, other special events. Everyone wants to be connected and if not given a connection, people, students especially will create any kind of connection with any kind of group who is willing.

Monarch utilizes the seven skills and purposes from Conscious Discipline®.

1. Composure – remain calm in order to teach students to behave
2. Encouragement – create a sense of belonging
3. Assertiveness - set limits and expectations
4. Choices – empowers students while setting limits
5. Positive Intent - create teachable moments especially for difficult students
6. Empathy - help students accept and process feelings
7. Consequences - help students reflect on their choices and change

Based on each of the 7 components, Monarch employs 5 basic school expectations:

1. Be Safe
2. Be Helpful
3. Be Responsible
4. Be Kind
5. Be Respectful

Behaving appropriately is an essential aspect of learning. Without a disciplined atmosphere the teacher cannot teach effectively and the learner cannot learn.

All behavior has consequences. It is the assurance that these consequences will occur that guides us as human beings in choosing appropriate behaviors.

In having this discipline plan we are attempting to provide a safe environment in which students can learn, feel valued, and develop responsibility for their own behaviors and academic progress. The Discipline Plan will provide immediate and consistent consequences for irresponsible behavior.

Our Discipline Plan outlines specific reasonable rules of expected conduct along with logical and realistic consequences for both positive and negative behaviors. The Plan consists of three components:

**A. Classroom Teacher Discipline Plan**

**B. School Wide Discipline Plan**

**C. Principal's Discipline Plan**

The following is an outline of the student's expected behaviors and the cycle of consequences that will result. A student's IEP and/or Behavior Intervention Plan (BIP) will consistently be adhered to.

- **CLASSROOM TEACHER'S DISCIPLINE PLAN**

This plan will be forwarded by the classroom teacher. It may take the form of an individual or department level discipline plan.

- **SCHOOL-WIDE DISCIPLINE PLAN**

At all times students are expected to be courteous and respectful to other students, teachers, and all staff members.

**PLAYGROUND RULES**

- Listen to your teacher
- Keep hands, feet, and objects to yourself
- Use polite and respectful language and manners
- Don't throw things
- Use playground equipment safely

**CAFETERIA RULES**

- Listen to your teacher
- Keep hands, feet, and objects to yourself
- Use quiet voices
- Remain in your seat
- Clean up after yourself

**HALLWAYS/ENTRANCES/EXITS/BATHROOM RULES**

- Walk or roll slowly in the hallways
- Keep your hands, feet, and objects to yourself
- Listen to your teacher
- Use quiet voices in the hall

**LIBRARY RULES**

- Use quiet voices in the library
- Treat books and equipment with care
- Leave work areas neat and tidy
- Walk or roll slowly

## **BEHAVIOR**

When a student is recognized by a staff member for good behavior and following the school-wide discipline plan in common areas such as entrances/exits, lunchroom, bathrooms, halls, and media center, a staff member will deliver the following consequences to a student:

- Verbal Praise
- If staff member is not the child's teacher, the child's teacher will be told
- Stickers/good notes

Misbehavior may be dealt with by the following consequences:

- Verbal warning
- Verbal warning with redirection
- Behavior is recorded on student's behavior sheet or notebook to go home to parents
- Parent contact by teacher
- Restriction of privileges
- Safe Place within room or in a separate location
- Classroom Discipline Plan

## **SEVERE CLAUSE**

**Students engaging in dangerous, disrespectful/abusive, or illegal behavior will be referred directly to the principal or assistant principal. (Principal's Discipline Plan takes affect)**

### **Behavior Categories Under the Following Will Be Considered SEVERE:**

- A. **Dangerous** – refers to behavior that is intended to cause physical injury to a student or a staff member.
- B. **Disrespectful/Abusive** – refers to behavior in which students refuse to obey reasonable directives from any staff member and/or direct profane or disrespectful language to any staff member.
- C. **Illegal** – refers to behavior involving theft, vandalism, possession of dangerous objects, smoking, drugs, and alcohol.

Infractions categorized under entrances/exits, lunchroom, bathrooms, halls, and media center rules will be dealt with by the staff member on the spot and recorded on the student's behavior sheet or notebook as deemed appropriate by the teacher. Repetitive misbehaviors in these areas will be referred to the principal. Parents will be contacted to assist in changing this undesirable behavior.

## **PRINCIPAL'S DISCIPLINE PLAN**

1. When a student is referred to the principal or assistant principal for good work/behavior as part of the Teacher's Classroom Plan, the student will receive any of the following consequences:
  - Verbal Praise
  - A special note, certificate, or stickers

- A phone call to parents
  - Lunch with the principal or assistant principal
2. When a student is referred to the principal or assistant principal as part of the Classroom Discipline Plan or the School-Wide Discipline Plan for inappropriate behavior, the student may receive any of the following consequences depending on the circumstances and severity:
- Verbal reprimand with a plan of action created by the student as appropriate
  - An explanation of consequences for subsequent behavior
  - Parents will be contacted

Depending on the severity, the inappropriate behavior may also result in the following consequences:

- 1) **Loss or delay of privileges**
  - Of activities
  - Of using objects or equipment
  - Of access to areas in the school
- 2) **Loss of freedom of interaction**
  - Denied interaction with other students (i.e. recess, lunch, etc.)
- 3) **RESTITUTION**
  - Repair or replace object(s)
- 4) **In-School Suspension**
  - In accordance with GCPS Discipline Policies and Procedures
  - IEP and eligibility determination will be considered
  - IEP Meeting
- 5) **Out-of School Suspension**
  - In accordance with GCPS Discipline Policies and Procedures
  - IEP and eligibility determination will be considered
  - IEP Meeting

Monarch School teachers and administration in discussion with students, stress that there are alternatives other than fighting to resolving conflicts. Therefore, **fighting will not be tolerated** at Monarch School. If a student chooses to resort to fighting (kicking, hitting, etc., with an intent to injure) the following consequences will result, keeping the student's IEP and BIP in the forefront of these decisions.

**FIGHTING/HARRASSMENT/BULLYING** Depending on Severity

1<sup>st</sup> Offense

- Student will be counseled

- Parents will be contacted by phone, letter, and discipline report
- Parent conference, if deemed necessary
- Minimum one day in-school suspension

#### 2<sup>nd</sup> Offense

- Student will be counseled further
- Parents will be contacted by phone, letter, and discipline report
- Increased in-school suspension 2 – 5 days
- IEP meeting

#### 3<sup>rd</sup> Offense

- Student will receive out-of-school suspension
- IEP meeting

A county level discipline panel could be held in accordance with GCPS County Discipline Policies and Procedures, depending on severity and frequency of the offense. The IEP will be considered when consequences are delivered and an IEP meeting will be held.

### **Fighting**

When students exchange blows (i.e. hitting, kicking, etc.) in a state of anger with an intent to injure.

### **Harassment/Bullying**

Where students are repeatedly engaging in behaviors such as using threats, put-downs, obscenities, gestures, and/or physical contact such as kicking, tripping, pushing, pinching, hitting, chasing, and play fighting.