



Monarch Academy

Dear Families,

Welcome to our first year at Monarch Academy Annapolis! We are honored that you made the decision to send your child to our school. We look forward to the opportunity to work with your child and prepare them for their bright future ahead.

Our goal is to educate children to be self-motivated, creative, critical thinkers who are productive contributors to the global community. Using 3 core values as our foundation for education— ***caring, contribution and commitment***—the faculty and staff of Monarch Academy Annapolis will create a culture that helps each child maximize his/her potential.

Education is most effective when both schools and families work together. We invite you to take an active role in your child's education by joining the PTA, becoming a parent volunteer, and always maintaining communication with your child's teacher.

Attending parent/teacher conferences, scheduling a classroom visit, and attending school performances/workshops are additional ways you can provide your child the necessary support to be successful.

This is an exciting time to be a parent and student at Monarch Academy Annapolis! We have a brand new school with administrators, educators, and staff that are fully committed to our first year being successful. We will continue to communicate through Connect-Ed (phone calls) and newsletters throughout the school year. Please contact us if you have any questions. We look forward to working with your family this year.

Sincerely,

Sue Myers  
Principal  
[smyers@aacps.org](mailto:smyers@aacps.org)

Mike McCann  
Assistant Principal  
[mfmccann@aacps.org](mailto:mfmccann@aacps.org)



## 2017-2018 Planner

This planner serves two purposes. First, it helps with student organization and preparation for instruction. Second, it serves as a communication tool between you and your child's teacher. As a parent/guardian, we ask that you sign the agenda each night and add any additional questions for your child's teacher to review.

## General School Information

**School Address:** 2000 Capital Drive, Annapolis, MD 21401

**Phone Number:** (443) 449 – 2757

**Instructional Hours:** 9:30 a.m. – 3:55 p.m.

**Twitter:** @MonarchAnnAACPS



## **Arrival and Dismissal**

*Students may enter the building at 9:00 A.M. Student dismissal will begin at 3:55 p.m.* To ensure that all of our students get home safely, please talk with your child before school about how he/she are to get home each day. If there is a change please let us know by 2:45 p.m., so that there is no confusion after dismissal has already begun.

## **Attendance**

Regular attendance is very important to a child's progress. We encourage all students to attend each and every day possible. Patterns of good school attendance are set in the elementary school years and will follow students throughout their school careers. There are three legal reasons for student absence:

***\* student illness, death in the family, court order***

All other absences will be coded as unexcused. When a child is absent, he or she must have a note from home explaining the absence when he/she returns. A doctor's certificate of discharge is required when a child has a prolonged absence due to illness or injury (absences of 5 consecutive days or more). Remember to submit the note excusing the absence to the school office within three days.

Students must arrive by 9:25 A.M. each day. Students arriving after this time will be marked tardy and will need a note from their parent explaining the tardiness. Students arriving late must report to the office **with their parent**. Students will receive a late slip to be handed to the classroom teacher.

## **Behavior Management**

All teachers will use a progressive management system in their classrooms to support students in maintaining positive, productive learning behavior. Caring communities will be established in each classroom. Our school team is dedicated to working closely with parents if the need arises to ensure that all students are learning. We will follow the Anne Arundel County Code of Conduct when managing student discipline.

## **Birthday Policy**

We recognize that birthdays are special events for many children. We follow county policy when it comes to bringing for to the building to share with classmates. All food must be store bought, no handmade food is allowed. This way we are able to read the ingredients and make sure that those with allergies are not exposed to food that will cause any problems.

We are asking that families recognize that lunch time is not a time to host a small birthday party. This makes it challenging to get through the lunch period in time for recess. It is also hard for children not in the class celebrating to not access to the treats. Please arrange with your child's teacher a time to bring in a store bought snack that can be easily shared during the class time.

## **Change of Address or Telephone Number**

We ask that you report any change in address or telephone number of parent or guardian, or employment to the school office as quickly as possible. It is also important to have current contact information on file because the county and Monarch Academy Annapolis faculty send out important communication using Connect-Ed and email. We are asking each family to supply the school with one telephone number and one email address so we can contact everyone quickly by phone or email.



We also ask that you send us an emergency number where someone can be reached if a child is ill or injured and we are unable to contact the parent. The person you use as an emergency phone number must be someone who can, if necessary, come to pick up your child if needed. If your child should become ill at school or is involved in an accident, we will immediately attempt to contact you. Emergency information will be kept on file in the school office and forms will be sent home for you to fill out on the first day of school. Your cooperation in this matter is very important and greatly appreciated.

## Collection of Money

When your child brings money to the school for fundraisers, field trips, pictures, etc., please put the money in an envelope and write your **child's name, grade and teacher** on it. Students should not bring large sums of money to school unless it is for one of the above purposes. Please encourage your child to assume responsibility for lunch money.

## Delayed School Opening/Inclement Weather Procedures



When inclement weather results in a decision to adjust the opening or closing times, a message will be broadcast over the media and a phone call will be made through Anne Arundel County's Connect Ed phone notification system. On such mornings, tune to one of the local radio stations or the Anne Arundel County Public Schools web page [www.aacps.org](http://www.aacps.org). Announcements usually begin at 5:30 a.m.

## Early Dismissal

When a student is to be dismissed early, the school must be notified in writing in advance of the early departure. The note should contain the date and time of the early departure, the reason for the early departure, and the name of the person who will be picking the child up from the school. Anyone picking up a child early must be listed on the emergency card. The child should be picked up from the office at the appointed time and signed out at that time by the person who will be responsible for the child. **In order to be sure our regular dismissal is orderly, we need all early dismissal students to leave by 3:30 p.m.** A sign-out log is available in the office and the information is kept on file in the event that a problem arises. Please try and schedule all appointments after school hours

## Early School Closing Procedure

It is necessary that every parent establish a procedure that his/her child(ren) can follow if the school should have to close early due to a power failure, lack of water, extreme heat or bad weather. Fortunately, this occurs rarely; however, when it does, it is very important that children are aware of a neighbor, relative, or friend to whom they could go to if no one is home. It is impossible for the school to call all parents when this happens. Therefore, we will be requesting on the emergency form, your pre-arranged emergency plan for early dismissal that will be used throughout the school year. Practice asking your child how he/she should go home so they are comfortable with the arrangement. Please notify the school if any changes occur with this information throughout the school year. Please listen to your radios and televisions periodically for any news.

## Field Trips

Field trips are considered to be a valuable facet of the instructional program. *Student attendance on field trips is expected.*



You will be notified in advance of class trips and permission must be granted by you before your child can attend. School buses are used for transportation at a cost to each child. At times, parents are requested to assist by chaperoning the scheduled field trip. Students are reminded that they are representatives of Monarch Annapolis and should conduct themselves accordingly. When necessary, arrangements for transportation home from school after a field trip or other special events should be made before the child departs.

## Fire Drills

State law requires one fire drill per month. A continuous ring of a gong is the signal for a fire drill. You will hear voice instructions activated by the alarm. A single all-clear bell signals the return to classrooms. Both announced and unannounced fire drills are held throughout the year. There are plans for departing from the building in emergency conditions, which will be demonstrated at the beginning of the school year. In addition various school safety drills will be conducted during the school year.

## Guide to Student Rights and Responsibilities

A copy of the Anne Arundel County Public Schools' Guide to Students Rights and Responsibilities, [Making the Home/School Connection](#), which will be distributed at the beginning of the school year, informs you of student rights and the accompanying responsibilities of respecting the rights of others and of authority. Please review this information with your child.

### Healthroom

#### Student Illness

If your child becomes ill or is injured during the school day, a parent or guardian will be called and advised of the situation. If a parent or guardian is unavailable, the contacts listed on your child's emergency card will be called. Parents, guardians, or emergency contacts will be asked to pick up students who are ill or injured and cannot stay for the remainder of the day. All students who visit the health room will be given a note to take home indicating the reason for his/her visit and any action that was taken. The health room will be staffed by a trained medical professional. In the event that your child has an accident while in school, we will do our best to contact you. If we cannot contact you, we will take all appropriate measures to assure the proper treatment of your child.

Please inform the school office and your child's teacher of any pertinent medical information regarding your child (such as allergies, medications being taken at home, chronic health conditions, etc.) Also, please notify the office of any change of phone numbers or emergency information during the school year so that we may be able to contact you in an emergency situation.

Children who are sick with a fever, vomiting, or have a contagious illness should not attend school. **Your child needs to be "fever free" for 24 hours before returning to school.**



#### Medication



*No medications of any kind can be administered by the school staff unless your doctor has filled out the permission form issued by the board of education. Students are NOT to have ANY medication with them in school, i.e., Tylenol, cough drops, calamine lotion or any other over-the-counter medicine. Permission forms can be obtained from the school office. Many physicians have these forms available in their offices, as well. Students should not have medications on their persons or in their classroom.*

#### Lost and Found

Found articles may be claimed in the school office. Articles will be returned to their owners. Any items not claimed within a reasonable length of time will be given to a relief agency. If your child misplaces any of his/her garments, please have him/her come to the lost and found box in the office to see if it has been returned. Placing your child's name in his/her clothing would assist us in returning found items as quickly as possible.



#### Meals: Breakfast

Breakfast will be available to students who are interested in purchasing from the cafeteria in the morning. In addition, students who qualify for the meals program will have access to breakfast. Breakfast will be available from 9:00 a.m. – 9:20 a.m.

## **Meals: Lunch**

Students may bring a lunch to school or purchase one from our cafeteria. Free and reduced lunch applications will be available online. Notification will be sent home at the beginning of the school year.

Parents may choose to pay for their child's lunch through an account or send a check in to school.

### **Student Lunch Prices:**

Full Price: \$2.75

Reduced Price: \$0.40

Milk: \$0.55

## **ParentCONNECTxp (PCxp)**

Parents of 1<sup>st</sup> – 12<sup>th</sup> graders may sign up on ParentCONNECTxp to have access to their child's grades. This is an easy to use communication tool to keep track of your child's progress in school. Sign up is easy and secure.

<https://www.aacps.org/Page/1325>

## **Parent/Teacher Conferences**

Conferences will be held at regular scheduled times during the school year. Teachers will request conferences with parents as the need arises via a personal note, a telephone call, or a notation on the report card. There are occasions when the parent may wish to speak to an administrator or school counselor. However, we suggest that a parent first talk with the child's teacher concerning any recent and pertinent data before arranging to see other school personnel. Additional personnel may be reached by calling the school secretary. If at any time there is a need for you to cancel an appointment, we would appreciate you calling the school as soon as possible at (443) 449-2757.

## **Parent Visitation**

All parents must sign-in in the main office. Parents are encouraged to visit their child's classroom. For security and to ensure all students have quality time for instruction, **all parent visits must be by appointment only.** Parents can call or email their child's teacher to schedule the best time to visit their child's classroom. These visits are encouraged and are for observation only. Additional time can be scheduled to discuss your child's academic progress.

## **Phone Calls**

We are asking for your continued cooperation in reducing the number and type of phone calls made to the school. Please speak with your child about assuming the responsibility for bringing lunches, lunch money, instruments, books, homework, etc., so that they will not have to call home for these items. Field trip permission must be done in writing rather than by phone.

## **Requesting Classwork / Homework**

In the event your child is absent from school and you would like to make arrangements to get the missed work, please call the school office to give the teacher advance notice. You may speak with a secretary to make arrangements to pick up the work or have a sibling bring the work home.

## **School Crisis Emergency Plan**

All schools in Anne Arundel County are required to have a crisis response plan. A response plan has been established to help school personnel deal with an emergency situation at Monarch Academy Annapolis. This plan is in accordance with policies set forth by the Anne Arundel County Security Office.

## **Security Procedures**

We will continue to request that all visitors (anyone except staff and students) use the front door to gain entrance to the building. All visitors are expected to check in at the office upon arrival at school and sign in before leaving the office area. Please remember to have your driver's license ready when visiting so that we may check you in with the Raptor System. Thank you for your cooperation.



## Transportation

### Behavior at the Bus Stop

Behavior before and after the bus arrives is a community responsibility that should be shared by all parents at a particular stop. To alleviate problems we suggest the following:

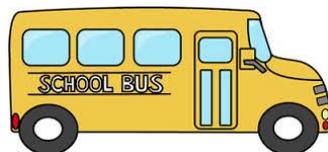
- Do not send children to the bus stop too early.
- Parents should accompany students to the bus stop.
- If you have concerns about bus arrival times or other bus concerns, please contact, Tina Acker, the Annapolis Transportation Specialist at 410-222-2915.

### School Bus Behavior Expectations

Please go over the following bus regulations with your child:

- Be sure to respect the bus driver at all times.
- Eating or drinking is not allowed on the bus.
- Staying seated is important for your safety.
- Keep the bus clean.
- Talk quietly to your friends.
- Keep your head, hands, feet and objects inside the bus.

Bus safety is necessary and riding the school bus is a privilege. Failure to abide by these rules will result in a possible suspension from the bus for several days, as per the Anne Arundel County Student Code of Conduct.



### Bus and Bus Stop Changes

Children are not to ride different buses or get off at different bus stops to visit friends, sporting events, or other activities. Any temporary or permanent bus or bus stop change must be absolutely necessary and **cleared through the school office and the transportation office in writing**. Special forms from the Transportation Department are to be used in all cases. Parents should come to the school office to secure the form.

### Uniform Policy

**Pants:** Khaki or navy colored pants, shorts, skirt, or skorts (no denim). Pants must be a uniform style (no cargo or “skinny” pants)

**Dresses:** One piece dresses or jumpers in either khaki or navy blue. Leggings in white, beige, navy, black or brown may be worn underneath. Shorts, skirts, and skirt slits should not be more than 2 inches above the knee.

**Shirts:** Polo shirt (short and long sleeve) navy blue, white, light blue, or yellow. Long sleeve turtle neck or crew neck shirts in navy blue (preferred), white, or light blue Navy blue (preferred), white or light blue oxford shirts.

**Ties/bowties are optional.**

**Footwear:** Socks in colors of white, beige, navy, black or brown Tights in colors of white, beige, navy, black or brown Close toed shoes – ***any color or style*** but must fit the following description:

- Canvas, leather, or synthetic leather uppers
- Soft-soled rubber bottoms
- Lace up, closed by Velcro, or elastic pulls
- Boots may be worn but must be covered by the pant leg – (do not tuck pants inside boots)

*Please no shoes with wheels.*

**Sweaters & Sweatshirts:** With or without a hood, navy blue (**no designs other than Monarch Academy designs will be allowed**)

**Layers:** In the colder months, student may layer shirt items but all items must be either navy blue (preferred), white, or light blue.

**The garments below are NOT considered part of our school uniform, and are not to be worn in the classroom without permission:**

Logo sweatshirts Sweatpants, jeans or leggings worn to school as part of the uniform T-shirts (except t-shirts with Monarch logos), cargo pants with side pockets, sweat pants, skinny jeans, flip flops, open toed sandals, high heel shoes or any shoe that lights up or has wheels.

### **Volunteers**



A successful school depends on the many resources provided by parents and community members. Parental and community involvement is a strong, positive force in the academic success of students at Monarch Academy Annapolis. Please call to learn more about volunteer opportunities. You are *always* welcome!

### **Withdrawals and Transfers**

When you know that you are moving to an area outside of the Annapolis cluster school boundary, please notify the school office. The office will complete a transfer form that is required to register your child in his/her new school. Please give us 24 hour notice so we can have the form completed for you.

## The Six Transdisciplinary Themes of PYP



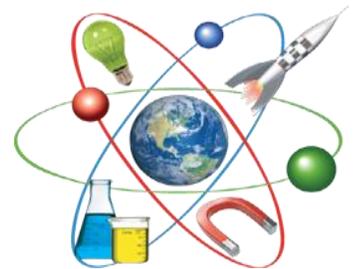
**Who we are**—an inquiry into the nature of the self; beliefs and values; personal, physical, mental, social and spiritual health; human relationships including families, friends, communities, and cultures; rights and responsibilities; what it means to be human.

**Where we are in place and time**—an inquiry into orientation in place and time; personal histories; homes and journeys; the discoveries, explorations and migrations of humankind; the relationship between and the interconnectedness of individuals and civilizations, from local and global perspectives.



**How we express ourselves**—an inquiry into the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic.

**How the world works**—an inquiry into the natural world and its laws, the interaction between the natural world (physical and biological) and human societies; how humans use their understanding of scientific principles; the impact of scientific and technological advances on society and on the environment.



**How we organize ourselves**—an inquiry into the interconnectedness of human-made systems and communities; the structure and function of organizations; societal decision-making; economic activities and their impact on humankind and the environment.

**Sharing the planet**—an inquiry into rights and responsibilities in the struggle to share finite resources with other people and other living things; communities and the relationship within and between them; access to equal opportunities; peace and conflict resolution.

