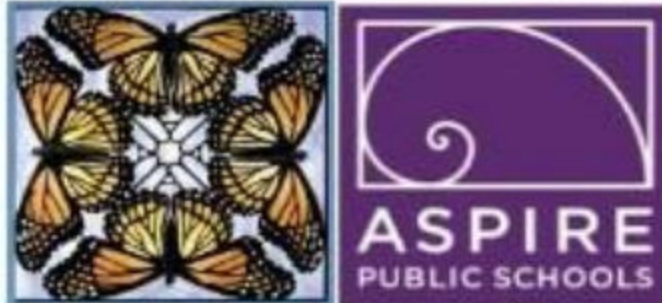


MONARCH



ACADEMY

Aspire Monarch Academy
Student and Family Handbook Addendum
School Year 2023-2024



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Letter from the Principal

Dear Families,

Welcome back to the 23-24 school year! We are very excited to begin a new learning journey with your scholar(s) this year. Below are important details as we begin the new year. You will continue to get reminders and you can call the office at 510-568-3101 from 8:00-3:00, Monday-Friday with any questions.

School Dates and Hours:

- Meet and greet with the teacher/ice cream social- **Friday, Aug 4th from 12:00-1:00**
- We begin **Monday, August 7th**
- **8/7-8/11- Minimum days- 8:20- 12:30**
- **TK-K Minimum days through 9/5, 12:30 dismissal**
- After the first week, regular school hours return to **8:00-3:15 pm for 1st-5th**
- We will have an afterschool program (more details coming from our director Ms. Brooke).

Important information and reminders:

- **Ice Cream Social:** Friday, August 4th. Scholars will meet their teachers, turn in first day packets, get information and cool off with an ice cream. Hope to see you there!
- **Back to School Night:** Back to School Night will be Thursday, August 21st. It is a great opportunity to meet our staff and learn about your child(ren)'s class(es).
- **Absences:** Please call the office and/or bring in a doctor's note if your child is absent.
- **Tardies:** If your child arrives at school after 8:25; they are late and will receive a tardy slip.
- **Uniforms:** Please send your child to school in uniform. See the first day packet for details.
- **Healthy Food:** We are trying to ensure scholars learn healthy eating habits at school. Please do not send your child to school with candy, chips, soda, sugary drinks, or fast food. For a complete list of foods not allowed on campus, refer to your first day packet.

If you have any questions, please reach out to the front Office and we are happy to help. We cannot wait to welcome your scholars back to school!

In partnership,

Amber Luna Saberton

Principal



About the School

Aspire Monarch Academy is a public charter elementary school in the East Oakland community and a member of Aspire Public Schools, the leading California charter organization. We believe that every one of our students should, and will, have the opportunity to go to college and that it is our responsibility to prepare them for middle school, high school, and beyond.

Monarch was founded in 2000 and will be entering its twenty fourth academic year in 2023-2024. The founding staff worked tirelessly to give local families a distinguished choice for their children's education. We recruit students who live in the immediate neighborhood and beyond, and our families come from diverse backgrounds. Of our 409 students, 95% come from families that identify as Latino, 3% from families that identify as African-American, and 2% that identify as Pacific Islander, Asian, or multiracial. Many of our families have multiple children attending Monarch and 91% of our students receive free or reduced lunch. Most of our scholars will be the first in their families to go to college, so we – Monarch staff and families- have high expectations for them every day. As one of the Bay Area's Top Performing Public Schools, we hope you find Monarch to be the very best choice for your children

School Site Mission and Vision

At Aspire Monarch Academy, we are committed to cultivating a community of life-long learners who are empowered to have voice and choice in their own path, and confident and successful in all of their endeavors. At Monarch, we strive to foster a safe, healthy, supported, and challenging environment through: preparing scholars to be academically and socially successful in secondary, college and beyond; student-centered practices in which scholars are encouraged to problem solve and drive their own thinking; rigorous and engaging curriculum; developing social emotional tools and promoting their use through modeling; partnering with families and the community to increase support and mutual sharing of knowledge; and dedicated adults who model life-long learning and growth mindset.



General School Information

School Contact Information

Aspire Monarch Academy
1445 101st Avenue
Oakland, CA 94603
510-568-3101

Office Hours

Monday-Thursday, 8:00am to 4:00pm
Friday, 8:00am to 1:00pm

PowerSchool and ParentSquare

Our school site uses PowerSchool and ParentSquare to help communicate with families regarding grades, attendance and important school updates. All parents and guardians have access to PowerSchool and ParentSquare, and we encourage you to check both websites often for the most up to date information. Please be sure that you update your contact information, including email, with the front office if there are any changes in how to reach you.

If you need help with accessing your PowerSchool or ParentSquare account, please reach out to the front office.

School Site Calendar



Aspire Monarch Academy 2023-2024 Family Calendar



Our school uses ParentSquare for all whole school announcements and communication. Use this QR code to download the app!



Apple



Google

Our school uses PowerSchool for attendance, student grades, and first day forms. Use this QR code to download the app!

District Code: TFSJ

| July '23 | | | | | | |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| August '23 | | | | | | |
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| September '23 | | | | | | |
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| October '23 | | | | | | |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| November '23 | | | | | | |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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| December '23 | | | | | | |
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| 31 | | | | | | |

| January '24 | | | | | | |
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| February '24 | | | | | | |
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| March '24 | | | | | | |
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| April '24 | | | | | | |
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| May '24 | | | | | | |
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| June '24 | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| Closure Dates | |
|---------------------------|------------------------|
| September 9: | Labor Day |
| September 13: | Staff Development |
| October 2 to 6: | October Break |
| October 9: | Staff Development |
| November 10: | Veteran's Day |
| November 20 to 24: | November Break |
| December 18 to January 5: | Winter Break |
| January 8: | Staff Development |
| January 15: | Rev Dr MLK Jr Birthday |
| February 2: | Staff Development |
| February 19: | President's Day |
| March 23 to April 3: | Spring Break |
| April 8: | Staff Development |
| May 27: | Memorial Day |

| School Office Hours and Contact | |
|---------------------------------|--------------------|
| Monday through Friday | 7:30 am to 4:30 pm |
| ph. | 510-568-3101 |
| | 1445 101st Ave |
| | Oakland, Ca 94603 |

| Important Contacts | |
|--------------------|--|
| Principal | Amber Saberton@aspirepublicschools.org |
| Asst Principal | Adem Rend@aspirepublicschools.org |
| Asst Principal | Heather Hassan@aspirepublicschools.org |
| Business Manager | Mina Vega@aspirepublicschools.org |

| Bell Schedule | |
|-------------------------|-----------------------|
| Color | Arrival and Dismissal |
| Full Days: Mon to Thurs | 8:20 am to 3:00 pm |
| Min Days: Fri | 8:20 am to 12:30 pm |
| Planning days | 8:20 am to 1:40 pm |

| Free Breakfast Served Daily to all students. | |
|--|--|
| 8:00 to 8:20am | |

| Important Attendance Information | |
|--|--|
| Attendance alerts are delivered via ParentSquare mid-morning. Simply reply to those alerts to excuse your child's absence. Absences may be excused for the following reasons: illness, medical appointments, court appointments. | |
| We know that important learning happens during travel and family gatherings, we encourage families to plan for these during our school breaks and avoid students missing school instruction. | |

| Interession | |
|--|--|
| Our school offers a limited interession/camp for students during the longer breaks. If your family would benefit from this program, please reach out to the Afterschool Director for more information. | |
| Dates: 7/10 to 7/21, 10/2 to 10/4, 3/25 to 3/27, 4/1 to 4/5, 6/17 to 6/18, 6/20 to 6/28 | |

Bell Schedule

Monday-Thursday: Start time - 8:20am Recess and Lunch - 10:45am-1:05pm

Dismissal time - TK/K 2:30pm, 1st -5th grade 3:00pm

Fridays and minimum days: Start time - 8:20am Recess and Lunch - 10:00am-12:30pm

Dismissal time -12:30pm

1:40 dismissal days: Start time 8:20am Recess and Lunch 10:45am-1:05pm Dismissal

1:40pm

Drop Off and Pick-Up Procedures

On time drop off and pick up is important to your child's success. In order to make drop off and pick up as efficient for you, your child and other families, please follow the below procedures.

Drop Off Time: earliest drop off is at 7:30am- Breakfast in the cafeteria

8:20am- Line up for morning call out

Pick Up Time: Transitional Kindergarten/ Kindergarten- Monday-Thursday 2:30pm/ Friday 12:30pm

1st -5th grade - Monday-Thursday 3:00pm/ Friday- 12:30pm

Expanded Learning Program - 6:00pm

For safety reasons students must be picked up from their class line.

Early Pick-Up Policies and Procedures: Please stop by the main office and sign your student out on the Early Release Log.

For the safety of students, parents or guardians are not to drop students off, nor are students to arrive at school, prior to 30 minutes before the start of school, unless the student is involved in a regular school activity, meeting, or community program. Similarly, it is the responsibility of the parents or guardians to arrange to have their student leave or be picked up right after school, unless the student is involved in a regular school activity, meeting, or community program or is staying at the request of school personnel. In case of emergency, all students should go directly to the school office at any time before or after school.

School Site Attendance and Tardy Procedures

Regular, on-time attendance is important for your child’s success. In the event your child is absent or tardy, please follow the procedures below.

If your child is **absent**, please call the school office to **report the absence within 5 days** and ask for makeup work so that your child does not fall behind.

If your child is **tardy**, please have them come to the office to sign in for the day and obtain a “tardy pass” before they go to class.

School Site Specific Dress Code

| | |
|---|--|
| Tops TK – 4th Grade | GRAY collared shirt (short or long sleeves). If students wear undershirts, the undershirt must be white NAVY BLUE or BLACK sweatshirt - Solid colors only- no logo or designs |
| Bottoms TK- 4th Grade | NAVY BLUE pants, skirts, shorts or jumpers - Shorts, skirts and jumpers - Sweat pants, jeans, legging are not permitted |
| 5th GRADE ONLY | GREEN collared shirt (short or long sleeves) If students wear undershirts, the undershirt must be white BLACK sweatshirt- Solid colors only- no logo or designs KHAKI uniform pants, skirts and jumpers Sweat pants, jeans, legging are not permitted |
| Jackets | Jackets may only be worn outside Jackets must be hung up when indoors |
| Tights | Solid white, black or navy blue |
| Shoes | Student shoes must meet the following requirements: - All shoes must have a rubber sole - For safety reasons, flip flops, sandals, and open toe shoes are not allowed. - Students must wear tennis shoes on their PE day |

| | |
|-------------|--|
| Accessories | <ul style="list-style-type: none"> - Excessive jewelry or items that distract from learning are not permitted (including, but not limited to multiple rings or bracelets, earring, etc.) - Necklaces must be worn inside the shirts so that they are not stolen or ripped off during play. - Students may not bring purses with items to play during recess |
|-------------|--|

School Culture and Student Life

Social-Emotional Learning (SEL)

Our approach to Social and Emotional Learning (SEL) is to create a positive school climate and culture and foster the social and emotional growth of our scholars and teammates. Our Social and Emotional Learning Program, RULER is a key element in advancing our Equity efforts at Aspire, by ensuring each scholar is receiving the types and appropriate level of supports they need to reach their potential.

Aspire is committed to supporting our students’ social and emotional development to be caring and productive citizens. We engage in culturally responsive and equitable practices in our communities of students, families, and teammates to cultivate the following lifelong skills in each Aspire scholar and educator:

- Managing emotions and behaviors
- Feeling and expressing empathy and compassion for others
- Making responsible decisions
- Setting and achieving positive goals

Monarch Academy utilizes proven the SEL program RULER as part of our daily schedule. The RULER curriculum helps scholars to:

- Recognize emotions
- Understand emotions
- Label emotions
- Regulate emotions

This program is in addition to the many other culture and skill building opportunities occurring at Monarch.

Family Engagement

At Aspire Monarch Academy, we have several ways families can engage and give input as well as be part of decision making. We have a School Site Council (SSC), English Language Advisory Committee (ELAC) and Black Family group.



School Site Council (SSC)

Aspire encourages parent and guardian participation in school site decision making. Please consider joining our School Site Council (SSC) to ensure that your voice is represented in school wide decisions that impact our scholars. The School Site Council helps the principal and school administration make budget decisions and oversees school implementation of the Local Control Accountability Plan (LCAP). For more information about SSC or joining our SSC, please contact our Community Schools Director, Iris Sanchez at iris.sanchez@aspirepublicschools.org or principal Amber Saberton at amber.saberton@aspirepublicschools.org.

This year, we will hold SSC meetings once per quarter (dates to be determined).

English Learner Advisory Committee (ELAC)

The ELAC is a committee of parents or guardians, staff and other community members who help advise school administration on programs and services for students who are designated as English learners. Aspire encourages parents of English learner students to participate in this important committee and help guide site specific services for English learners. For more information or to join our ELAC, please contact our Community Schools Director, Iris Sanchez at iris.sanchez@aspirepublicschools.org or principal Amber Saberton at amber.saberton@aspirepublicschools.org.

This year, we will hold ELAC meetings once per quarter (dates to be determined).

Black Family Group

The purpose of the Black Family Group is to build relationships among Black families and staff as well as give input on programs and services for Black scholars. The Black Family Group works with Principal/Assistant Principals and Pro-Black Programming Coordinator to give input on pro-Black programming. For more information or to join our Black Family Group, please contact our Pro-Black Programming Coordinator, Brooke Wenceslao at brooke.wenceslao@aspirepublicschools.org.

