

# Monroe

High School

2022-2023

Student-Parent  
Handbook



Student Name: \_\_\_\_\_

**Parent and Student Sign Off Page**

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable of the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school related activity regardless of the time or location and while being transported on district provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

By signing below, I have read, understand and agree to the provisions outlined in the Student/Parent Handbook.

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

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

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## WELCOME

Welcome to all of the students and parents to another year at Monroe High School. We are glad to have the students with us and encourage the parents to be involved with their son's or daughter's education and to make a positive contribution to our school community.

This handbook is provided as a means to inform you of the rights, rules and responsibilities that you have as a student of this school. It is our hope that you will find it helpful. The items in this handbook are based on Oregon Revised Statutes, Oregon Administrative Rules, and/or Monroe School District Policy.

The regular class schedule for this year is as follows:

<b>Regular Schedule</b>		<b>A Day</b>	<b>Regular Schedule</b>		<b>B Day</b>
<b>7:55</b>	<b>8:00</b>	Pass	<b>7:55</b>	<b>8:00</b>	Pass
<b>8:00</b>	<b>9:34</b>	<b>Block 1A</b>	<b>8:00</b>	<b>9:34</b>	<b>Block 1B</b>
<b>9:34</b>	<b>9:39</b>	Pass	<b>9:34</b>	<b>9:39</b>	Pass
<b>9:39</b>	<b>11:13</b>	<b>Block 2A</b>	<b>9:39</b>	<b>11:13</b>	<b>Block 2B</b>
<b>11:13</b>	<b>11:18</b>	Pass	<b>11:13</b>	<b>11:18</b>	Pass
<b>11:18</b>	<b>12:05</b>	<b>Period 3AB (Blue)</b>	<b>11:18</b>	<b>12:05</b>	<b>Period 3AB (Blue)</b>
<b>12:05</b>	<b>12:35</b>	Lunch	<b>12:05</b>	<b>12:35</b>	Lunch
<b>12:33</b>	<b>12:37</b>	Pass	<b>12:33</b>	<b>12:37</b>	Pass
<b>12:37</b>	<b>2:11</b>	<b>Block 4A</b>	<b>12:37</b>	<b>2:11</b>	<b>Block 4B</b>
<b>2:11</b>	<b>2:16</b>	Pass	<b>2:11</b>	<b>2:16</b>	Pass
<b>2:16</b>	<b>3:00</b>	<b>Period 5 AB (Orange)</b>	<b>2:16</b>	<b>3:03</b>	<b>Period 5AB (Orange)</b>

I hope this will be a productive and successful year for everyone. However, if something comes up and you wish to visit with one of the teachers or with us, do not hesitate to call. We will be glad to meet with you.

If you have any questions, please call me at 847-5161.

Beau Sisneros, High School Principal

**EDUCATIONAL PHILOSOPHY**  
**MONROE HIGH SCHOOL**

It is the objective of Monroe High School to offer all students equal opportunities to develop, to the greatest possible extent, their capacities for a happy, useful and successful life.

We believe that all students, regardless of their abilities, past experiences, race, religion, sex, social or economic status, have the right:

1. As an **INDIVIDUAL** to share the skills, values, and knowledge of the human race.
2. As a **LEARNER** to develop (a) initiative, (b) the ability to weigh, make judgments, and act cooperatively.
3. As a **PRODUCER** and **CONSUMER** to attain and maintain a reasonable standard of living.
4. As a **CITIZEN** to enjoy a wide share of freedom compatible with the equal freedoms of other people.
5. As a **FAMILY MEMBER** to learn the **RIGHTS and RESPONSIBILITIES** of family members and acquire the skills and knowledge to strengthen family life.
6. To feel part of a positive, supportive, safe learning community that promotes respect and responsible decision-making.
7. To be actively engaged in meaningful and positive learning experiences.

**The staff members of Monroe High School strive to:**

1. Take an active role in creating and maintaining a positive, supportive, safe climate for learning that promotes respect, trust, and responsible decision-making.
2. Understand and apply instructional strategies that contribute to students' engagement including extended learning applications.

At Monroe High School, practices, policies, procedures and structures support the above outlined goals for the students and the staff.

**PERSONNEL**

**BOARD of DIRECTORS**

Zone 1 ..... Mrs. Sarah Fay  
Zone 2 ..... Mrs. Sherrie Deaton  
Zone 3 ..... Mr. Riley Holman  
Zone 4 ..... Mrs. Sarah Wadsack  
Zone 5 ..... Mr. Chris Irwin

**HIGH SCHOOL FACULTY & STAFF**

Mr. Bill Crowson ..... Superintendent  
Mr. Beau Sisneros ..... Principal/Athletic Director  
Ms. Jordyn Fuller ..... Guidance Counselor  
Mrs. Kerri Hicks ..... Building Secretary  
Ms. Jami Vroman ..... Assistant Secretary  
Mrs. Amy Thornburg ..... Mathematics  
Ms. Karyn LaCroix ..... Spanish  
Mr. Dan Wolfe ..... Social Studies, Language Arts  
Mrs. Mary Palmer ..... Sciences  
Ms. Kelsey Greydanus ..... Special Education  
Mr. Ken Elliott ..... Language Arts, Drama  
Mr. Richard Fielder ..... Health, Physical Education  
Mr. James Mulanax ..... Industrial Arts/Engineering  
Mrs. Valerie Durbin ..... Social Studies, Language Arts  
Mr. Steve Martinson ..... Special Education Aide  
Mrs. Lori Deskins ..... Special Education Aide  
Mrs. Stefani Sackinger ..... Library/Instructional Aide  
Mrs. Sherie Adams ..... Building Cook  
Mr. Mark Masters ..... Head Custodian  
Mr. Tim Johnson ..... Technology, Facilities  
Mr. Peter Wasak ..... District Maintenance

**STUDENT BODY OFFICERS**

Tobin Payne ..... President  
Ivana Martinez ..... Vice President  
Hannah hicks ..... Secretary  
Jeremiah Payne ..... Treasurer  
Emily Hull ..... Campus Coordinator  
Luke Crowson ..... Athletic Director  
Ella Hinton ..... Community Outreach Representative  
Isabella Gamache ..... ASB At Large Rep

**CLASS ADVISORS**

Mrs. Amy Thornburg, Mr. Richard Fielder ..... Freshman Class  
Mrs. Mary Palmer, Mrs. Valerie Durbin ..... Sophomore Class  
Mr. Ken Elliott, Mr. James Mulanax ..... Junior Class  
Mr. Dan Wolfe, Ms. Kelsey Greydanus, Mr. Armando Martinez ..... Senior Class

**ATTENDANCE:** We believe attendance to be one of the prime factors associated with student success and failure during the school experience. Regular attendance is essential for success in the classroom and in the work world. A student's record of attendance will be part of his/her permanent record. Poor attendance will also have an obviously negative impact on student learning and grades. Insisting on regular attendance is intended to help develop positive habits of responsibility.

Under Oregon law (ORS 339.095), all students between the ages of 7 and 18 who have not completed grade 12 are required to attend school unless otherwise exempted by law. Any parent or guardian who fails to send a student to school upon notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Oregon law (**ORS 339.065**) also requires **regular attendance**. **Regular attendance is defined by Oregon law as attendance which does not include more than eight (8) unexcused one-half day absences, or the equivalent, in any four (4) week period school is in session. Please be advised that failure to comply with Oregon's compulsory attendance law is a Class "C" violation and may result in a compulsory attendance citation and a fine by a court of up to \$500, plus court fees.**

**ABSENCES** (ORS 339.065)

**EXCUSED ABSENCES:** An absence may be excused, by the principal because of:

1. Illness of the student
2. Illness of an immediate family member when the student's presence at home is necessary
3. Emergency situations that require the student's absence
4. Field trips and school-approved activities
5. Medical or dental appointments. Confirmation of appointment may be required (please try to schedule these outside of school hours)
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been pre-arranged

**Parents are asked to call the school when their child will be absent.** Upon returning to school, if previous contact has not been made by a parent, the student must present a note to the office stating the reason for the absence. The office staff will determine if the reason is acceptable for an excused absence to be issued. If it is determined that the reason is not acceptable then an unexcused absence will be issued. Failure to call the school upon absence or to produce a note upon the return to school will also result in the absence being considered an unexcused absence and the student will be considered truant. In the case of excessive absences due to illness, the school may require that a doctor's note be produced for absences to be considered excused.

**PRE-EXCUSED ABSENCES** MAY be available for: (Principal's discretion - ORS 339.065)

1. Family vacations
2. Funerals
3. Church-related, 4-H, or other community activities
4. Driver's license exam

To schedule a pre-arranged absence, a note from home at least **one day in advance** stating the reason for the intended absence, date to be absent and the parent's signature will be necessary. Absences for vacation trips, community, church or club activities, etc...may be pre-arranged. Absences for such activities and trips cannot be classified as emergencies and therefore must be arranged in advance or they will be considered unexcused. **Pre-arranged absences may be limited regardless of purpose should the student exhibit a pattern of irregular or poor attendance.**

**UNEXCUSED ABSENCES:** Any absence from school, which does not meet an excused absence requirement, **EVEN WITH PARENTAL PERMISSION**, will be called unexcused. These could include such things as oversleeping, running out of gas, etc... **Class work missed while absent due to unexcused absences cannot be made up and will have a negative impact on a student's grade.**



**ATTENDANCE ELIGIBILITY:** Students not yet 19 years of age may enroll in Monroe High School if they are living with a parent or guardian within the boundaries of the school district provided they are not currently suspended or expelled from another school district. The district may deny regular school admission to any student who has been expelled from another school district. Alternative educational services will not be provided to students expelled from another school district for a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district.

**ACADEMIC RECOGNITION:** Outstanding student scholastic achievement and/or contribution in particular subject areas are recognized by teachers each year at an annual awards program.

**ACCIDENTS & INJURIES:** All accidents and injuries are to be reported immediately to a supervisor. It will be the supervisor's responsibility to file an accident/injury report with the office. This should be done immediately or as soon as reasonably possible.

**ASBESTOS:** The district has complied with the Asbestos Hazard Emergency Response Act by having its buildings inspected by accredited inspectors. The school district has a written management plan for the control of this substance, which is available for inspection at the district office.

**ACTIVITY / GAME / DANCE CONDUCT / ATTENDANCE:** It is expected that Monroe High School students will treat everyone with courtesy and respect. This is particularly important with regard to people performing at assemblies and athletic events, including officials, fans and participants from other schools as we would like them to have a positive image of our school and community. Regular school policies will be enforced at all games, dances, field trips, and activities, which are held either on campus or off-campus regardless of the time of day or day of the week. Any student violating school rules will be subject to disciplinary actions as defined in the discipline policy and may be suspended from attending these events. Students who are absent on the day of an activity / game / dance / field trip may not attend school events. Students who are suspended may not attend any events until they have returned to school. Non-students breaking school rules or acting inappropriately will be asked to leave the activity, may be removed from the grounds and/or may be restricted from attending future events.

**ANTI-DISCRIMINATION STATEMENT:** Monroe School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to educational activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act. The district also prohibits any form of sexual harassment. The following have been designated to coordinate compliance with these legal requirements and may be contacted at the appropriate phone numbers for additional information and/or compliance issues: Beau Sisneros (847-5161), Bill Crowson (847-6292).

**ASSEMBLY of STUDENTS:** All school functions and meetings must be placed on the calendar of events at least ONE week prior to the scheduled time. Any meetings, assemblies, etc. must be submitted to the principal for approval. The assembly or school function shall present no hazard to any persons or property. Failure to meet any of these conditions may lead to a cancellation of the meeting or function.

**ATHLETIC INSURANCE:** All athletes must have some type of insurance covering sport-related injuries. The rule regarding insurance is: **NO ONE WILL PARTICIPATE IN PRACTICES OR GAMES UNTIL PROOF OF INSURANCE IS GIVEN TO THE OFFICE.**

**ATHLETIC RECOGNITION:** Athletic contribution and participation is recognized at the completion of each sport season. Athletes may be awarded varsity letters, certificates, and/or special awards depending on the criteria of a specific sport.

**ATHLETIC POLICY & HANDBOOK:** The Monroe High School Athletic Policy is located in the appendix of this handbook. Students and parents are required to read and sign an athletic policy prior to student participation in athletics.

**CAFETERIA CONDUCT & MEALS:** Breakfast and lunch are served daily in the cafeteria. Students are encouraged to bring money in advance to establish a cafeteria account. Students will not be permitted to charge meals. Free and reduced meals are available for students/families who qualify. Applications for free and reduced meals are available at the high school office. Students are expected to clean up any mess they create including picking up food or other items dropped. After completing their meal, students are to empty their leftover food, throw away all disposable containers and return trays and utensils to designated areas. Violation of these rules will result in the students being assigned to a clean-up detail and consequences for inappropriate behavior as per the discipline policy. Repeat violators may have their cafeteria privileges suspended or revoked. The privilege of consuming food and drink in other locations on campus is allowed, but may be revoked should litter become a problem.

**CELL PHONES:** Cell phones are considered to be non-educational items and will not be allowed to disrupt the educational process. Students are asked to keep cell phones turned off and out of sight during all instructional time (class time). Cell phone use will be permitted at school before school, during passing periods, and during the lunch period only. If seen or heard during instructional time (regardless of place), cell phones will be confiscated. Cell phones are not to be used for any reason in school locker rooms or restrooms. Please see the discipline matrix for further consequences.

**CLASS MEETINGS:** Class meetings will be held as often as it is determined that they are necessary. Advisors must be present at all class meetings.

**CLOSED CAMPUS:** Monroe High School operates on a closed campus system. This means that once students arrive in the morning they are to stay on campus until the end of the school day. Walking or driving off campus without office permission is not permitted.

**CODE OF CONDUCT, STUDENT:** The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation. Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials of any of the offenses noted in the discipline matrix.

**COLLEGE COURSE WORK:** A student may receive credit towards graduation by taking a course through a community college or other institution of higher education. The following requirements must be met:

1. A college course may be taken for high school credit for the following reasons: failure of a class, conflict in scheduling, or advanced work for the student showing proficiency in an area.
2. Prior to enrolling in a college class, a student must acquire the principal's approval.
3. The student is responsible for all costs associated with the class unless enrolled in the Expanded Options Program. See the counseling office for more information on this program.
4. Seniors must have proof of successful completion of the course(s) on file at the high school office by the time they graduate in order to have the courses on their transcripts or receive a diploma.

**COMPLAINTS (STUDENT /PARENT):** A student or parent who has a complaint concerning a classroom or teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of the conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, who will investigate the complaint and render a decision. If the complainant is dissatisfied the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within 10 calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

**COMMUNICABLE DISEASE:** Any student suspected of having a contagious or communicable disease is to be excluded from class by the teacher and sent to the office, where the parents will be notified. A student suspected of having a contagious disease will need a health slip from a medical doctor certifying good health to re-enter school.

**CORPORAL PUNISHMENT:** There will be no corporal punishment as per Oregon Revised Statutes. A teacher or administrator is authorized to use physical restraint when, in his/her professional judgement, the physical restraint is necessary to prevent a student from harming him/herself or others.

**CREDIT RECOVERY COURSE WORK:** A student may receive credit through a recovery course if the following requirements are met:

1. Approval for the course is secured from the principal prior to enrolling in the course.
2. The course is taken through an approved provider or agency with principal's approval.
3. The course is required for graduation.
4. The student must pay for all costs associated with the course.
5. Exams must be administered by a person designated by the principal.
6. Seniors must have proof of successful completion of the course on file at the high school by a pre-determined date in order to participate in graduation ceremonies.

**COUNSELING AND GUIDANCE PROGRAM:** The focus of the district's counseling and guidance program is on the development of all students. The counselor coordinates the school guidance program and involves all staff members in designing and implementing plans to meet three major goals:

1. Educational Development – Students will participate in planning their educational experiences so that their education is consistent with educational requirements and career aspirations, self-awareness, and confidence in their own abilities.
2. Personal/Social Development – Students will develop appropriate behaviors for a variety of social settings.
3. Career Development – Students will develop career options consistent with their interests, abilities, and values. Career development includes focus on the four areas of vocation, avocation, family life, and citizenship.

Within the framework of the counseling and guidance goals, specific student and curricular objectives will be developed. Within the areas of counseling and guidance responsibility, the counselor enters into professional relationships with three segments of the school community: students, school personnel, parents, and guardians. Consistent with the rights of the individual and the obligations of the counselor as a professional, the counseling relationship and resulting information is, in most instances, protected as privileged communications by Oregon law. When appropriate, the counselor will be responsible for explaining the ramifications of confidentiality to students.

**COUNSELING FOR COLLEGE:** Students who plan to attend college or vocational school should work closely with the counselor during their high school years. Long range planning and goal-setting will more likely result in personal success. The counselor maintains an extensive list of private and institutional scholarships. Available scholarship applications and due dates are in the counseling office. All scholarships are competitive in nature; therefore, you must actively search and apply for them. College planning can begin as early as the freshman year.

**RESOURCE INFORMATION:** The counselor is also a resource for many different informational topics: careers and jobs, exchange student programs, student government, social security, voting and draft registration, psychological development, community resources, and referral agencies.

**COLLEGE NOW PROGRAM:** Monroe High School offers several courses in conjunction with Linn-Benton Community College that allow students to earn dual credit at both MHS and LBCC. These courses are offered throughout the year and may vary from year to year. Students who wish to take advantage of this opportunity need to sign up on the LBCC website and register for College Now classes with the help of their high school teacher. Students are responsible for requesting transcripts from LBCC indicating completion of college coursework through this program.

**COURSE REQUIREMENTS:** The following are the minimum course requirements to receive a regular diploma from Monroe High School for the **2018-19** graduating class. (Subsequent classes may vary)

<u>Area of Study</u>	<u>Credits</u>	<u>Requirement/Suggested Course of Study</u>
Language Arts	4	English 1, 2, 3, 4, Writing 115/121
Mathematics	3	Algebra 1, Geom., Alg. 2, College Algebra
Science	3	Physical Science, Biology, Physics, Chemistry
Social Studies	3	Global Studies, U.S. History, Government, Economics
Health Education	1	Health 10 (Sophomores), Health 11 (Juniors)
Physical Education	1	P.E. 9 (Freshmen), P.E. 10 (Soph) (.5 each)
Career Education	.5	Career Education
Personal Finance	.5	Personal Finance
Fine/Applied Arts	3	Computers, Industrial Arts, Business, Foreign Language, Art, Drama, Yearbook
Senior Project	.5	Senior Project
Electives	<u>4.5</u>	Elective courses
Total	24	

**DISTANCE LEARNING PROGRAM AND GUIDELINES:** Distance learning classes will be only open to juniors and seniors with counselor/administrative approval. Students must have a 3.00 accumulative grade point average and a proven ability to work independently in order to be considered eligible for distance learning courses. Distance learning courses will not be available to freshmen and will be open only to sophomores who are TAG-identified in the area of the course and/or have a 3.50 accumulative grade point average. To take an advanced placement class students must have an “A” average in the subject area, with a cumulative GPA of 3.5. For an AP course, students must have the recommendation of their last teacher in the subject area of the class. Distance learning courses will follow MHS grading policies. An Incomplete will become an “F” if the course is not completed within two (2) weeks of the end of the grading period. To be eligible to take a second distance learning course, the first course must be finished with a grade of a “C” or better. If a course is not completed, students are ineligible to take another distance learning class. At the start of a semester students will meet with the distance learning supervisor and/or the high school counselor to look at the courses offered through the distance learning program. Students will choose a course, or courses, that they are interested in and complete the enrollment form, providing a rationale for each course listed. Students will then meet with the counselor to enroll in the course. Once enrolled, the student and distance learning assistant will determine how many lessons need to be completed and the amount of time in a grading period. Students will meet with the distance learning assistant weekly to track their progress. The distance learning assistant will provide a detailed overview of the course expectations for each student and the high school counselor.

**DAILY ANNOUNCEMENTS:** News of daily events, activities, and items of student interest are included in the daily announcements. They are to be read by teachers during the first period of the day. Copies will also be posted on the Monroe High School website.

**DIPLOMAS:** Students graduating from Monroe High School may receive a standard diploma, honors diploma, modified diploma, or an alternative certificate. To receive a standard diploma, a student must complete all state and local course requirements as well as attendance requirements. To receive an honors diploma, a student must meet attendance requirements and complete all state and local college preparatory course requirements with a 3.5 cumulative GPA by the end of their seventh semester. To receive a modified diploma, a student will complete a modified program of studies that requires the student to meet a different set of course requirements. Students receiving an alternative certificate must complete at least twelve years of formal education and complete all individual requirements set forth by administration.

**STANDARD DIPLOMA (2018-19)**

1. 8 semesters of attendance
2. All state and local diploma requirements met (including Essential Skills and Senior Project)

3. 24 standard credits completed (no modified credits):	
Language Arts	4 credits
Social Studies	3 credits
Science	3 credits
Mathematics	3 credits
Physical Education	1 credit
Health	1 credit
Career Education	.5 credit
Personal Finance	.5 credit
Senior Project	.5 credit
Fine/Applied Arts	3 credits
<u>Electives</u>	<u>4.5 credits</u>
<b>Total</b>	<b>24 credits</b>

### **HONORS DIPLOMA (2018-19)**

- 8 semesters of attendance
- All state and local diploma requirements met (including Essential Skills and Senior Project)
- 3.50 accumulated GPA at end of 7<sup>th</sup> Semester
- No Pass/Fail credits
- 28 standard credits completed (no modified credits):

Language Arts	4 credits
Social Studies	3 credits
Science	4 credits to include 2 of chemistry, physics, or anatomy
Mathematics	4 credits
Foreign Language	2 credits in the same language
PE	1 credit
Health	1 credit
Career Education	.5 credit
Personal Finance	.5 credit
Senior Project	.5 credit
Fine/Applied Arts	3 credits
<u>Electives</u>	<u>4.5 credits</u>
<b>Total</b>	<b>28 credits</b>

“Units of Credit” are defined by the State of Oregon as a certification of a student’s successful completion of classroom or equivalent work in a course of at least 130 clock hours. Credits will be issued and recorded on the official transcripts at the end of each semester. Each class that is successfully completed with a grade of “D” or higher at the semester will be awarded .5 credit.

**DISCIPLINE / DUE PROCESS:** A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student’s due process rights will always be observed.

**DISCIPLINE POLICY AND MATRIX:** The discipline policy and matrix is located in the appendix of this handbook.

**DISCIPLINE OF SPECIAL EDUCATION STUDENTS:** When a student being served by an individual education plan (IEP) engages in conduct which warrants suspension of more than 10 days or expulsion for a non-disabled student, the student’s parents will be notified immediately (24 hours) of the circumstances of the misbehavior and the time and location of the student’s IEP team meeting addressing the infraction and its relationship to the disability. The IEP team will determine whether the misconduct is a manifestation of the student’s disability. If the team decides the misconduct has no relationship to the student’s disability, the student may be disciplined in the same manner as would other students. If the IEP team determines the misconduct is a consequence of the student’s disability, the team may review and revise the student’s IEP and determine whether a change of placement is needed.

**DISTRIBUTION OF MATERIALS / SCHOOL SPONSORED PUBLICATIONS:** All aspects of school-sponsored publications, including web pages, newspaper and/or yearbooks are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Written materials, handbills, pictures, photographs, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property without the approval of the administration. This applies to both students and non-students. Materials not under the editorial control of the district must be submitted to the administration for review and approval prior to being distributed.

**DRESS/GROOMING:** Dress and grooming must follow the guidelines on page 29.

**EMANCIPATED STUDENT:** When a student is emancipated, the parental requirement of Monroe High School is not required. However, emancipated students must follow the prescribed course of study and realize that all rules of attendance and conduct apply to them.

**EXPULSION:** A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion from school is a permanent status and requires the action of the Board. Expulsion of a student shall not extend beyond one calendar year.

No student will be expelled without a hearing, unless the student's parent or guardian, or the student if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the finding of the hearings officer.

When an expulsion hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service or by certified mail at least five (5) days prior to the scheduled hearing. Notice will include: (a) the specific charge or charges; (b) the conduct constituting the alleged violation, including the nature of the evidence of the violation; (c) a recommendation for expulsion; (d) the student's right to a hearing; (e) when and where the hearing will take place; (f) the right to representation; and (g) if representation by an attorney is anticipated, the district must be notified within 48 hours of the hearing.
2. The Monroe School District Board of Education shall act as the hearing and/or review board with the Board Chair or their representative acting as the hearing's officer and shall maintain control over and conduct the hearing or review. The hearing's officer will not be associated with the initial actions of the building administrator.
3. In cases of foreign language differences, or other serious communication handicaps, the district shall provide a translator.
4. The student shall be permitted to have a representative present at the hearing to advise and to present arguments. The student may be represented by council or by other persons. The district's attorney may be present.
5. The student shall be afforded the right to present his/her version of the charges and to introduce evidence by testimony, writings or other exhibits.
6. The student shall be permitted to be present and to hear the evidence presented by the district.
7. The hearing's officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and records of the student. The hearing's officer shall consider the findings as to the facts and whether or not the pupil charged is guilty of the conduct alleged and shall make a decision of disciplinary actions, if any, including the duration of any expulsion. The above decision shall be made available in identical form and at the same time for the school records and the student and his/her parents or guardian.
8. The hearing's officer and/or the student may make a written record of the hearing.
9. Expulsion hearings will be conducted in executive session unless the student or the student's parent or guardian requests a public hearing. If an executive session is held by the hearing's officer, the following will not be made public:
  1. The name of the minor student;
  2. The issues involved;

3. The discussion;
  4. The vote of Board members, which may be taken in executive session.
10. The hearings officer's decision is final.

Prior to expulsion, the district must propose alternative programs of instruction, or instruction combined with counseling, to a student subject to expulsion for reasons other than a weapons policy violation. The district must document to the parent of the student that a proposal of alternative programs have been made.

**FIELD TRIPS:** It is recognized that field trips are an important part of the educational process. Therefore, the following procedures will be followed for field trips:

1. All field trips must be of an educational value, be cleared through the principal, have an itinerary on file, be on the calendar of events, and transportation scheduled at least two weeks in advance.
2. Each student must have a signed permission slip from his/her parent/guardian.
3. There must be at least one chaperone for every 15 students. The regular bus driver is NOT considered a chaperone.
4. Overnight trips will require that accommodations be made in advance and that proper supervision occurs at all times.

Threshold Rule: Girls are not permitted to cross the threshold into a boy's room or vice versa. Failure to follow these rules will result in no other trips, as well as possibly other discipline.

**FOOD and DRINK:** No food or drinks (except water) are to be consumed in the classroom during class time. Drinks may be purchased from the machines only during breaks and at lunch.

#### **FOUR YEAR PLANS**

The following program for four years is recommended at the very minimum. Any student planning on going on to post-secondary education will need to take more than the minimum requirements.

##### **FRESHMAN**

1. English 1
2. Math class
3. P.E. 9/Career Education
4. Physical Science
5. Elective
6. Elective
7. Elective

##### **SOPHOMORES**

1. English 2
2. Math class
3. Global Studies
4. Biology
5. Health 10/P.E. 10
6. Elective
7. Elective

##### **JUNIORS**

1. English 3 (equivalent)
2. Personal Finance/Health 11
3. U.S. History
4. Math class
5. Science
6. Elective
7. Elective

##### **SENIORS**

1. Government/Economics
2. Senior Project (Advisory)
3. English & Writing Electives (.5 must be writing)
4. Elective
5. Elective
6. Elective
7. Elective

If one is planning on attending college it is **highly recommended** and, in some cases required, that students take additional science, math and English classes. It is also recommended that the students take a full schedule of classes during their senior year. See the counselor for additional information.

**FREEDOM of SPEECH:** (see Distribution of Materials) Students are entitled to express their personal opinions under reasonable circumstances. They are encouraged to express personal opinions by writing in school publications, and to participate in publishing school publications. The publishing and editorial policies governing school publications will be in written form. Students may refuse to participate in patriotic exercises as long as the manner of such non-participation does not disrupt the educational process. Students may wear certain distinguishable insignias as long as they do not trespass on the rights

of others or interfere with the orderly operation of the school program. Culturally offensive insignias (i.e. swastikas, Confederate flags, etc...) will be considered disruptive to the orderly operation of the school and will not be permitted.

The symbolic and actual freedom of expression shall not interfere with the freedom of others to express themselves. The use of libelous, profane, or obscene language and threats of harm to persons or property is prohibited.

**FUNDRAISING ACTIVITIES:** All functions and fundraising activities must have prior written approval of the principal and meet all district fundraising policies. Failure to get prior approval will invalidate the fund raising activity.

**GRADES /GRADE POINT AVERAGE:** The following will be used to indicate student progress:

A (4 points) –Excellent	I – Incomplete*	<u>Citizenship:</u>
B (3 points) –Above Average	P – Passing	E – Excellent
C (2 points) – Average	N – No Grade	S – Satisfactory
D (1 point) – Below Average		N – Needs Improvement
F (0 points) – Failing		U – Unsatisfactory

\*An Incomplete must be cleared within two (2) weeks following the end of the grading period. Any incomplete not cleared by then may be changed to an “F”, unless the student has been absent because of extended illness or injury. As per the “Make-Up” guidelines, this student will be given additional time to make up the work.

In figuring the grade point average (GPA) the following system will be used. The number equivalent for each letter grade is added together. Divide this total sum by the number of semester classes taken. For example, if a student received three A’s, two B’s, and two C’s for their classes, the GPA would be determined as follows: (1) A’s = 12.00; (2) B’s = 6.00; (3) C’s = 4.00; (4) Total of 22.00; (5) 22.00 is divided by 7 grades equals a GPA of 3.14. An accumulative GPA is based on all semester grades, and is determined in the same way. (Pass, No Grade, and Incomplete grades are not included in the calculations of student GPA).

The high school will utilize the Pinnacle online grading system and parents and students are encouraged to obtain their username and password needed to use this system to track student grades. Usernames and passwords may be obtained at the high school office at the beginning of each school year. It is the responsibility of the parent and student to maintain the confidentiality of this information. High school teachers will be responsible for updating grade books each Monday during the school year.

**GRADE LEVEL CREDIT REQUIREMENTS / RETENTION:** Students will be required to have successfully completed the following number of credits in order to have the corresponding class standing and to be considered athletically eligible (by OSAA rule) at the beginning of each school year:

Sophomores (grade 10)	5 credits
Juniors (grade 11)	11 credits
Seniors (grade 12)	17 credits

**Students will be eligible to hold student body/class offices according to their class standing only.**

**GRADUATION CEREMONIES:** In order to participate in graduation ceremonies, students must meet the following criteria:

1. Be enrolled at Monroe High School prior to the time of graduation.
2. Seniors must maintain regular enrollment for the entire school year (No more than 8 unexcused ½ day absences in any four week period, as per ORS 339.065, and/or no more than ten consecutive full day absences).
3. Seniors are expected to maintain appropriate behavior while attending school and at all school-related events. Those who do not may forfeit commencement privileges.
4. Any student enrolled in and attending alternative programs which grant diplomas or certificates



will go through graduation with that program and not at Monroe High School.

5. Senior transcripts will be reviewed for graduation at the completion of the seventh semester of coursework. Students who are not on track to graduate at the completion of the seventh semester will be required to meet with the counselor and administration to create a plan for graduation. Students with the required number of credits for a diploma or an approved graduation plan will be allowed to participate in the graduation ceremony upon successful completion of the required credits and/or plan. **Any student that has not completed the credits required to receive a Monroe High School diploma at the completion of the eighth semester will not be permitted to participate in the graduation ceremony.**

**HALL PASSES AND HALL CONDUCT:** Students are not permitted in the halls during class time unless they are accompanied by a staff member or have a hall pass from their assigned teacher. Students must return to their assigned class prior to the end of the period. Students who are in the halls without a pass or in an area not designated by the pass will be subject to disciplinary consequences. Repeat offenders will be placed on a “no hall pass” list. In an effort to insure the safety of students and staff in the buildings, there will be no running or horseplay in the halls at any time. Students are expected to act in a responsible and mature manner.

**HARASSMENT, SEXUAL: GRIEVANCE PROCEDURE / TITLE IX GRIEVANCE**

**PROCEDURE:** The sexual harassment / Title IX policy is located in the appendix of this handbook.

**HAZING / HARASSMENT / INTIMIDATION / BULLYING / MENACING:** The hazing / harassment / intimidation / bullying / menacing policy is located in the appendix of this handbook.

**HOMELESS STUDENTS:** The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition of admission. For additional information concerning the rights of students and parents of students in homeless situations or assistance with services, contact Mr. Bill Crowson at 847-6292.

**HONOR ROLL:** At the completion of each semester grading period, a student Honor Roll will be published. All students who are enrolled for a minimum of five classes and have a quarter GPA of 3.5 or higher will be listed as honor roll students.

**HONORABLE MENTION HONOR ROLL:** At the completion of each semester grading period, a student Scholastic Honor Roll will be published. All students who are enrolled for a minimum of five classes and have a quarter GPA between 3.00-3.49 will be listed as honorable mention honor roll.

**ILLNESS:** If a student is ill it is better for the student and the entire school if that student will remain home until the illness has passed. If a student becomes ill while at school, he/she will be allowed to rest in the health room for 15 minutes or until arrangements can be made for the student to go home.

**LIBRARY & MEDIA CENTER:** Students are to return checked-out materials on or prior to the date on which they are due. Students shall not be allowed to check out materials if they have overdue materials. Lost and/or damaged books must be paid for before any more books can be checked out. Grades will be withheld until all records are clear. Prior to removal of any materials from the library, students/staff must check with the media staff for approval. Students not following library rules will be asked to leave the library. Students are required to have library passes in order to utilize library facilities during class time.

**LOCKERS:** The high school will provide a locker and combination for each student. Students are expected to keep items in their lockers throughout the day. Backpacks and bags are to be kept in lockers and not taken to class.

**LOST & FOUND:** The high school office serves as a “clearinghouse” for lost and found items. All items that are found should be turned in at the office. In turn, losses should be reported to the office in order to initiate a search.

**MAKE-UP WORK:** A student who has an excused absence from class is to be permitted to make up those assignments that he/she has missed in a timely manner. As a general rule, students will receive extra days equaling the number of days missed to make up work (for example, one day absent would equal one extra day). Arrangements will be made for students with excessive absences (five days or more) to make up work in an acceptable amount of time. The student is expected to make arrangements with the teacher on his/her first day back in that class for the work missed due to absence. A student **suspended** or **truant** from school is to be permitted, as provided by Oregon Administrative Rule, to make up school-work upon his/her return from the suspension **only** if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations, without an academic penalty. Suspended students will not, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension. Students on In-School Suspension will be allowed to work on their daily assignments during their suspension time for credit and make up tests for full credit.

**MEDICATION AT SCHOOL:** Parents of students who must take medication at school should arrange this with the office staff. Please personally bring prescription medicine in the original container. For the safety of all students, it is important that we know who is taking medications and that medicine at school is carefully controlled and properly administered. Medication will be kept in a secure place and a log is kept of the medication administered each day to each child. With the exception of those students who are authorized by their doctor to carry inhalers or EpiPens, students should not have any medicine, including over-the-counter drugs, or substances in their possession while at school.

**NATIONAL HONOR SOCIETY:** Monroe High School has a local chapter of the National Honor Society. To be eligible for membership, a student must meet the following criteria:

1. **Scholarship:** One must have an accumulative GPA of 3.50 or higher for three consecutive semesters.
2. **Leadership:** Both school and community leadership experience is considered.
3. **Character:** A student must meet these six traits: Honesty, Responsibility, Fairness, Courtesy, Tolerance, and Cooperation.
4. **Service:** Service given to the school, fellow classmates, community, etc. is taken in to account.

The above mentioned qualities of a person are reviewed by the faculty and the determination is made as to those students who will be invited to join this organization. The bylaws for the Monroe High School chapter of the National Honor Society are available in the counseling office.

**NON-EDUCATIONAL ITEMS:** Students are encouraged **not** to bring non-educational items to school. Non-educational items include but are not limited to such items as portable radios, valuables, **cell phones, cameras, skateboards, MP3 players, and other items or toys that are or may be considered disruptive, as defined at the discretion of the faculty and staff. Laptop computers, tablets (i.e. Ipad, Kindle, etc...) and netbooks will be allowed in school only with prior permission from school administration.** The school assumes no responsibility for lost or stolen personal items. These items are considered a disruption to the educational process and will not be allowed in the classroom. **Any non-educational item that is used or is visible during class time (or other time when deemed inappropriate by staff member) may be confiscated by the staff member in charge.** Confiscated items may be picked up at the end of the school day, but may be held for a longer period of time should the administration deem it necessary. Repeated violations will result in disciplinary action and forfeiture of the item for the remainder of the school year. Unclaimed property will be disposed of as in accordance with policy DN Disposal of School Property.

**NON-RESIDENT STUDENT:** A student in attendance in Monroe High School whose legal residence changes by moving out of the district may continue in attendance until the end of the current semester. A senior who has moved out of the district may continue his/her schooling here, without paying tuition, provided there is an agreed upon inter-district transfer. All other non-resident students may be enrolled either by (1) payment of a yearly tuition or (2) completing and having an inter-district agreement.

**NON-STUDENT LOITERING:** In an effort to protect students and school property, and to prevent disruptive behavior, school officials must know of any persons who are not members of the staff or student body who are inside the buildings or on the school grounds. Visitors are permitted on school property providing their business is related to a school activity. No individual may loiter on school property. Buildings are considered **CLOSED** after 4:30 P.M. until 7:30 A.M. the following day. Only those people involved in a school activity should be in the buildings during the above school hours. During school hours, all visitors are to check in at the office and obtain a pass. Visitors are asked to check out at the office also.

**OFFICE / COPY ROOM:** The office and copy rooms are off-limits to students unless they are on official business. The office is not a meeting place to visit. Only Teaching Assistants or other students with business will be allowed into the office/copy room area.

**OFF-LIMIT AREAS ON CAMPUS:** The following areas are off-limits to students unless they are under the direct supervision of a staff member:

1. Parking areas (including cars which are considered off-limits once parked).
2. Baseball, softball, track, football fields, including all grandstands and dugouts.
3. Any other area east and south of the main high school building (with the exception of the shop when classes are in session and the district office) or north of the new gym facility.
4. The old gym facility, stage and surrounding areas.

**PARENTAL RIGHTS:** Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered by the district or school containing one or more of the following items:

1. Political affiliations or beliefs of the students or the student's parents;
2. Mental or psychological problems of the student or the student's parents;
3. Sex behaviors or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships (doctor, lawyer, etc.)
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for programs / activities.

**PROGRAM EXEMPTIONS:** Students may be excused from a state-sponsored program or activity for reasons of religion, disability or other reasons deemed appropriate by the district. Teachers will provide alternative methods for students to earn credit. All such requests should be directed to the principal, by the parent, in writing, and include the reason for the request.

**QUESTIONING (LAW OFFICIALS):** Should law officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee may be present, when possible. An effort will be made to notify the parents of the situation, if appropriate. Parents are advised that in suspected child abuse cases, the authorities may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

**SALUTATORIAN:** Monroe High School's salutatorian shall be the student receiving a diploma and having the second highest GPA in the graduating class upon completion of the seventh semester. Students earning any modified credits shall be ineligible to receive this award. The salutatorian also delivers a speech at commencement exercises and shall receive a medallion signifying this honor. The parents/guardians will be contacted as to the honor and the expectations at graduation.

**SCHOOL PHONE:** The phones in the offices are for high school and district business. Student use of any of these phones is limited, but can be used with office permission. **Students are not permitted to use cell phones during any instructional time except with principal's permission.**

**SEARCHES:** District officials may search the student, his/her property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction

of the school. Such searches will be conducted only when there is a suspicion to believe evidence of a violation of law, Board policy, administration regulation, or school rule is present in a particular place. Searches will not be excessively intrusive in the light of the age, sex, maturity of the student and nature of the infraction. District officials may also search when they have information that emergency /dangerous circumstances exist. District-owned storage areas assigned for student use, such as desks and lockers may be inspected at any time. Students who have private locks shall provide the combinations or the keys to the office prior to the installation of the locks.

**SOCIAL FUNCTIONS:** All school social functions must have an approved number of sponsors and class advisors in attendance. All school functions are for the students of Monroe High School. **No freshmen or sophomore may attend the prom EXCEPT as a guest of a junior or senior.** Eighth grade students may not attend any high school dances EXCEPT the “Hello Freshmen, Goodbye Senior” dance in the spring. ***No one over the age of twenty (20) may attend any high school dance.*** Persons other than students may attend only by advance invitation. Guest passes must be obtained prior to the function from the main office and may be denied for any reason deemed appropriate by high school administration. Any students breaking the rules will be dealt with according to the discipline matrix. Guests who cannot behave in an acceptable manner will be asked to leave, will be restricted from attending any future school functions, and may be arrested. **ALL DANCE ATTENDEES MUST ARRIVE WITHIN ONE HOUR OF THE LISTED START TIME AND NO ONE ATTENDING A DANCE MAY LEAVE THE DANCE AND RETURN. OUTSIDE BEVERAGE AND/OR FOOD CONTAINERS ARE NOT ALLOWED TO BE BROUGHT INTO EVENTS.**

**SPECIAL PROGRAMS:** The school provides assistance for students with disabilities and bilingual students. Parents with questions about the programs should contact the building principal or director of special education.

**STUDENT BODY CARD:** All students must purchase a student body card. Cards shall be available for \$5. Your student body card will admit you to all home regular season games. League, district and state playoff contests are not included in this. Without the card, students will be charged as adults.

**STUDENT BODY:** All students are members of the Monroe High School Student Body. Its success depends upon the cooperation of students and staff and their relationship to the community. The business affairs of the student body will be handled by the student council in accordance with the Student Body Constitution. The student council will consist of the executive council and others as outlined in the Student Body Constitution. A designated faculty member will serve as the advisor to the student council.

**STUDENT BODY ACCOUNTING PROCEDURES:** All purchases by any student organization must be made by requisition. All receipts and sales will be turned in to the student body fund and credited to the proper account. All bills will be paid by check drawn in the office. A financial statement will be given to each organization’s treasurer or advisor each month, and will be announced to the student council. All purchases must be approved in advance by the principal.

**STUDENT OF THE MONTH:** Each month a student is chosen by the faculty and staff to be honored as the Students of the Month. This award consists of a certificate of merit as well as local media recognition.

**STUDENT OF THE WEEK:** Each week a student is selected by the faculty and staff to be honored as the Student of the Week. Students will be recognized for this honor in the daily announcements.

**STUDENT PROGRESS REPORTS:** Report cards will be provided to parents and students at the end of each semester of the school year. Progress reports indicating grades and failing work will be mailed out at the end of the ninth week of each semester. Parent-teacher conferences are encouraged any time a student is having a problem. Parents are encouraged to contact the teachers if questions or concerns arise.

**STUDENT RECORDS:** Monroe High School, in providing and maintaining student records shall:

1. Provide access and disseminate information in accordance with school district policy.

2. Provide student records, which include:
  - a.) Full name of student, b.) Student's birthday, c.) Parent's/guardian's name, d.) Date of entry into a school, e.) Name of school previously attended, f.) Subjects taken, g.) Marks received and/or credits earned, h.) Attendance, i.) Date and reason for leaving the school, j.) Any additional information the district may prescribe
3. Provide the permanent record to be retained in a minimum one-hour fire safe place in the school.
4. Provide for transferring student progress records to another educational institution in accordance with state and federal law.
5. Records that have been determined to be of a confidential nature shall be isolated from regular academic records and noted as "CONFIDENTIAL". These records may be transferred to another institution on request of a parent or guardian if the student is under 18 years of age and by the student if he/she is 18 or over.
6. Students involved in the Special Education Program in the Monroe School District will have records retained for five years after the end of the student's participation in the program. If there are no outstanding requests by the parent or guardian to review educational records, these records will be destroyed after five years.

**STUDENT RECORDS, RELEASE OF:** Oregon Revised Statutes requires any school, educational institution, educational service district, or any private school to transfer student permanent records to any other educational institution upon receipt of notice of the student enrolling in that institution.

**STUDENT RECORDS, INSPECTION OF :** Parents/legal guardians shall have the right to inspect their child's records in possession of Monroe High School. Inspection of said records must be requested by the parent/guardian. The request must be made to the school administrator in a reasonable amount of time to insure complete preparation of records and other pertinent information. Inspection of the records must take place in the presence of the school administrator or designee to insure objective interpretation of the scores and information. The security of records during inspection is also a consideration. Monroe High School students may inspect their own records under the same guidelines mentioned above.

**STUDENT RECORDS, RIGHT TO CHALLENGE:** Parents/Guardians have the right to challenge any information in the student records that they believe to be inaccurate or misleading. The request for a review hearing must be made in writing to the principal. The hearing will be held within thirty (30) days of the date of the request for a hearing. The hearing will be held in the district office at a mutually agreed upon time.

**STUDENT RECORDS, INSPECTION BY INDIVIDUALS OTHER THAN THOSE ABOVE:** Any Monroe School certified employee may refer to student "Progress Records" if there is a bona fide need to know in order to provide an optimum educational program and experience for the student. School certificated staff shall have access to student "Behavioral Records" only in the presence of a person qualified to interpret the record and when there is a demonstrated interest in the student. Inspection by an individual or agency not mentioned above will require a written consent form by the parent/guardian if the student is under 18 years of age or the consent of the student if the student is over 18 or is married.

**STUDENT RIGHTS and RESPONSIBILITIES:** All students have the right to be educated in an environment that is conducive to learning. **Oregon State Law states that all students will comply with the rules for the government of the school district, pursue the prescribed course of study, be subject to the lawful authority of teachers and school officials and conduct themselves in an orderly fashion.** Students shall be respectful of the rights and personal freedoms of others at all times.

**SUSPENSION:** Students shall be responsive to the authority of the teachers, and willful disobedience or defiance shall be grounds for suspension. Only the superintendent or appointed representative may suspend a pupil from a class or from school.

**Suspension Procedures:** The student should have notice of charge(s) in such terms as will permit him/her an opportunity to defend his/her right to engage in the conduct, or show that he/she is innocent of the conduct charge, according to the following:

1. The student is informed of the charge, including the specific acts that support the charge, and is suspended. For out-of-school suspensions, the student may be sent home for a period of time no longer than a ten consecutive school days.
2. The parents or guardians are notified by telephone whenever possible of the suspension and the reasons for the action.
3. A letter is mailed or delivered by other methods to the parents or guardians stating the time, date, the charge, and the specific acts that support the charge(s) for suspension, with procedures to be followed by the student and his/her parent or guardian for reinstatement.
4. The parent(s) or guardians(s) may request and be given a conference with the principal. If the conference is not satisfactory, they may request a hearing with the superintendent.
5. Suspension procedure may be postponed pending appeal except in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is serious risk that substantial harm will occur if suspension does not take place immediately.

During the day(s) of suspensions students may not be present on district property without a parent or guardian, and may not attend any district-sponsored events. Should the suspension occur on a Friday, or the last day of the school week, the suspension will carry through the weekend. Students who violate these provisions may be referred to law enforcement official.

**TALENTED & GIFTED (TAG) PROGRAM:** The district serves academically talented and gifted students in grades K-12. Students will be identified based on:

- 1 Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 97<sup>th</sup> percentile on one of these tests. Parents may appeal the identification and/or placement of their students to the building principal. At that time the procedure for appeal will be given to the parents.

**TEACHER AIDES (TA'S):** Junior and senior students who wish to be a Teaching Assistant at Monroe Grade School should sign up as a HERO TA. If a student is planning on driving to the school for TA purposes, he/she must have a form signed by the parent/guardian stating the student may drive. He/she will also need a second form signed by the parent or guardian stating he/she has permission to transport other students. Any student who will be riding with another student has to have a form signed by the parent /guardian stating they are giving permission for their child to ride with another person. Students will be limited to one TA period per semester and lose this privilege due to behavioral issues. Students who are TA's in the grade school will receive both credit and a letter grade. Students who are TA's in the high school will receive credit, but the grade will be a PASS / NO PASS, unless an approved planned course statement has been created for the course that they are taking.

**TRANSPORTATION OF STUDENTS:** Bus transportation is provided to the District by the Crowson Bus Company. Drivers are instructed to deliver students to their regular stops unless the student has written instructions from the parent to deviate from the routine. Also, once on the bus, students will not be removed by any adult without a written parental request. We ask that parents plan ahead and provide written, dated notes with complete instructions. The school will assist in emergency situation.

State of Oregon bus safety regulations as listed are posted inside each bus:

1. Students being transported are under the authority of the bus driver.
2. Students shall be on time for the bus, both morning and evening.
3. Students shall walk on the left side of the road facing the on-coming traffic.
4. Students shall remain seated when the bus is in motion.
5. Students shall be assigned seats by the driver if the driver feels it is necessary.
6. The bus driver shall instruct the student on how to cross the road.
7. Students shall have written permission to leave the bus other than at home.

8. Students shall keep hands, arms, and head inside windows at all times.
9. Students shall converse in normal tones. Loud or vulgar language is not permitted.
10. Students shall ask permission from the bus driver before opening or closing windows.
11. Students shall keep the bus clean and refrain from damaging it.
12. Students shall be courteous to the driver and passers-by.

In addition to the above rules posted in the bus, by Monroe School Board policy, students on the bus are subject to the student handbook code of conduct at all times.

The driver is responsible for the safety and well-being of students on the bus and must have the cooperation of those students at all times. According to school board policy (EEA-AR), citations will be issued in the following manner to students who violate bus rules:

First Citation – Warning

Second Citation – The student is suspended from riding the bus until a conference is held with the student, parent/guardian, bus driver, transportation contractor, and the building principal. The purpose is to set guidelines for the student to follow when transportation services are reinstated.

Third Citation (in one school year) – The student receives a 5 to 10 day suspension from riding the bus. A conference will be held for the purpose of constructing a behavior contract and a seat may be assigned. Further violations will be considered severe.

Severe Violations – Any severe violations will result in an immediate suspension from riding the bus.

This suspension will extend for 10 days pending an expulsion hearing from riding the bus.

All citations must be signed by a parent/guardian and returned to the driver or school administrator.

**VALEDICTORIAN:** Monroe High School’s valedictorian shall be the student having the highest GPA in the graduating class upon completion of the seventh semester. Students earning any modified credits shall be ineligible to receive this award. The valedictorian shall deliver the valedictory address at the commencement exercises and shall receive a medallion signifying this honor. The parents/guardians will be contacted as to the honor and the expectations at graduation.

**VEHICLES ON CAMPUS:** Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted, the student must show that he/she holds a valid driver’s license, the vehicle is currently registered and the student is covered by insurance. **The student acknowledges that parking on district property is a privilege and not a right. The privilege may be lost for improper parking, unsafe driving, or violation of vehicle/campus rules.** Students are notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon suspicion of a policy, law, rule, and/or procedure violation. Students are not allowed to park in staff or visitor spaces. Students are to park perpendicular to the sidewalk or the commons. **Students are not to be in their vehicles at any time after the student arrives at school.** As a safety measure, students and parents are asked to use the north exit (by baseball field) when coming to school (prior to 8:00) and when leaving the grounds at 3:00 PM or after.

**VISITORS:** Parents are welcome to visit school anytime. However, we ask all visitors to check in at the high school office to receive a guest pass when they first arrive to the building. Parents picking up students will be asked to wait at the office. Except for educational purposes, visitors will not be allowed. Students will not be allowed to bring younger brothers and/or sisters to school for daycare purposes. Students from other high schools will not be allowed to visit unless they are considering attending Monroe High School. Such students must have parental, teacher and administrative approval prior to attending. Visitor passes may be obtained at the high school office and must be completed at least 24 hours in advance. A Monroe High School student who sponsors a visitor is responsible for the conduct of the visitor while at our school.

**WEAPONS IN SCHOOLS, (POLICY):** The policy covering Weapons in Schools is located in the appendix of this handbook.

**WEAPONS / DRIVING PRIVILEGES:** In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, may be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student. A second such request for a subsequent violation may result in a suspension of driving privileges or the right to apply for driving privileges until the age of 21.

**WITHHOLDING RECORDS FOR FEES OWED:** School officials may withhold the grade reports, records, and or diploma of any student who owes a fee or fine or who is responsible for the loss or damage of District property. The school will give notice stating the reason and the amount owed to a student and his/her parent when records are withheld. When a student/parent is unable to pay the amount owed, the school may arrange for the student/parent to work-off the debt or waive the amount owed. The withholding may be appealed to the principal.



## STUDENT DISCIPLINE AND CONDUCT, HIGH SCHOOL GRADES

Board Policy Code: JG-AR-3, Approved: 05/13/96, Revised: 06/14/04

### **Discipline Procedures**

*It is the goal of the Monroe school board and its employees to provide students with a school environment that encourages learning and provides for the safety and welfare of school personnel and students. Students share in this responsibility, as it is up to them to participate to the best of their ability in order to benefit from the academic and social opportunities that are provided.*

### **A responsible student:**

- makes constructive choices regarding his/her behavior to maximize personal and academic success;
- cares about self, others, the environment and the community;
- shows self-discipline by behaving in ways that are mutually beneficial to self and others without supervision;
- conducts him/herself in a manner which does not interfere or disrupt the rights of other students;
- meets classroom expectations;
- understands the cause-and-effect relationship between his/her misbehavior and the consequences imposed;
- demonstrates personal accountability for academic performance by:
  - following the prescribed course of study,
  - attending school regularly and punctually,
  - coming to class prepared,
  - using class time purposefully,
  - completing and turning in assignments on time,
  - accepting the positive and negative consequences of his/her actions, and
  - working cooperatively with other students.

When a student's actions, behavior or presence disrupts or can reasonably be expected to disrupt the educational process of the school, the student(s) shall be subject to disciplinary action. The district's disciplinary options include using one or more discipline management techniques including counseling, detention, suspension, expulsion, loss of driving privileges, loss of privileges, honors and awards and removal to an alternative education program. The discipline code outlined here applies to students at school and at school related activities (whether at the school or away from school premises) and on school transportation (both regular bus routes and activity trips).

The matrix shows the consequences for a variety of disruptive behaviors. A student who violates the rules may receive the minimum consequences, the maximum consequences, or any combination of consequences as indicated on the disciplinary action continuum. Behaviors not specifically listed, but felt by the employee to be in violation of the spirit of our disciplinary and conduct code shall be written up and dealt with at the discretion of the employee.

**LEVELS OF DISCIPLINARY ACTIONS:** Behavior is a choice. A student may choose behavior that is helpful at school or may choose behavior that will cause penalties to be charged. If the wrong choice is made, these disciplinary actions will be used

### **Staff Action:**

Employee/Student Conference: A meeting between the student and employee to discuss the infraction, and to make clear to the student why it should not happen again, and to remind the student about the discipline code.

Parent Contact: Contact with the parent other than the misconduct form. It could take the form of a letter, phone call or a meeting.

Time out: Short-term removal from the situation, which may mean short term removal from the class. This could be a chair in a corner of the room, outside the door, or placement in another employee's room.

Employee Assigned Detention: Retaining a student before or after school, at lunch, or breaks.

Employee Assigned School Service: Employee arranged and monitored projects. This could range from cleaning up the mess the student made (clean his or her desk), to larger projects (clean desks in the room.)

Behavior Contract: This is a discussion with the student, his/her parent(s) or guardian and the employee about the continued nature of the infractions. Said discussion will lead to a contract. The contract will list the consequences of further infractions, prior to administrative intervention, and shall be signed by all three groups or moved to the next level.

### **Administration Action:**

Administrative Detention: Time to be served before or after school or during lunch break.

Administrative School Service: School service may be assigned during or after school time or weekend work assignments. School service which is not served according to the schedule may be doubled once or may result in suspension. Parents will be notified on a Referral Report.

Suspension: The student is excluded from a class or all classes in school or out of school and related activities.

Out of school suspension: Parents will be notified prior to the suspension for out of school suspension. The type and length of suspension shall be determined by the building principal. Daily work will not be accepted for the time of the out of school suspension.

In school suspension: while serving in-school suspension a student may earn 50% of the grade/points for daily work completed.

Declared Willfully Disobedient: Refer to the definition of Willful Disobedience listed in the Definition of Terms.

Expulsion: The student may be expelled following repeated noncompliance of his/her action plan. The student may also, based upon the infraction, be notified of an expulsion hearing without having an action plan. Depending upon the nature of the incident, the student may be suspended from school until the hearing is held.

### **General Acts of Misconduct:**

An employee may choose any combination of the consequences listed under each infraction. Consequences of misconduct in these areas are monitored and increased on each infraction on a yearly basis, unless otherwise noted.

## **Misconduct**

- Class/hall/lunch disruption
- Lack of class material
- Refusal to do work
- Non Educational items in class/hall/lunch
- Uncooperative/Rude
- Violations of dress code
- Failure to use title of respect
- Classroom rules violation
- Negligent treatment of school property
- Other violations of the conduct code and/or student handbook
- Horseplay

## **Consequences**

### **1<sup>st</sup> Infraction**

Employee/Student Conference

### **2<sup>nd</sup> Infraction**

Parent Contact

Time out

### **3<sup>rd</sup> Infraction**

Time out

Employee Assigned Detention

### **4<sup>th</sup> Infraction**

Employee Assigned Detention

Employee Assigned School Service

### **5<sup>th</sup> Infraction**

Behavior Contract

### **6<sup>th</sup> Infraction**

Referred to Administration

## **Specific Acts of Misconduct**

### **Tardies**

#### **1<sup>st</sup> & 2<sup>nd</sup> Infraction**

Employee/Student Conference, Parent

Contact

Time out

#### **3<sup>rd</sup> Infraction**

Employee Assigned Detention, Employee

Assigned School Service, Behavior Contract

#### **4<sup>th</sup> Infraction**

Referred to Administration

### **Cell Phones (non-educational items)**

#### **1<sup>st</sup> Infraction**

Employee Assigned Detention or Service

**Confiscation (Employee--return upon completion of detention/service)**

#### **2<sup>nd</sup> Infraction**

Employee Assigned Detention or Service

**Confiscation (Office--return upon completion of detention/service)**

#### **3<sup>rd</sup> Infraction**

Referred to Administration

**Confiscation (Office--parent will collect)**

### **Displays of Affection**

#### **1<sup>st</sup> Infraction**

Employee/Student Conference, Parent

Contact, Time out

Employee Assigned Detention

#### **2<sup>nd</sup> Infraction**

Employee Assigned Detention

Employee Assigned School Service

#### **3<sup>rd</sup> Infraction**

Referred to Administration

### **Specific Acts of Misconduct (Cont.)**

#### **Destruction of School Property**

(each infraction includes restitution)

#### **1<sup>st</sup> Infraction**

Employee Assigned Detention

Employee Assigned School Service

#### **2<sup>nd</sup> Infraction**

Behavior Contract

#### **3<sup>rd</sup> Infraction**

Referred to administration

### **General Profanity, Vulgar Gestures**

#### **1<sup>st</sup> Infraction**

Employee/Student Conference

#### **2<sup>nd</sup> Infraction**

Parent Contact, Employee Assigned Detention

#### **3<sup>rd</sup> Infraction**

Employee Assigned School Service

#### **4<sup>th</sup> Infraction**

Referred to administration

### **Referrals**

These incidents require the action of the Building Principal.

### **Assaulting an employee**

#### **1<sup>st</sup> Infraction**

Suspension & Notify Police

**Habitual violation of an employee’s or the school’s rules**

1<sup>st</sup> Infraction

Administrative Detention or  
Administrative School Service

2<sup>nd</sup> Infraction

Administrative School Service or  
Suspension

3<sup>rd</sup> Infraction

Suspension

4<sup>th</sup> Infraction

Suspension

5<sup>th</sup> Infraction

Suspension

**Driving, riding or sitting in the car during school hours; unsafe driving at school events or between the hours of 7:30-8:00 AM and 2:45-7:00 PM; leaving campus without permission, use of illegal/unauthorized motorized vehicle**

1<sup>st</sup> Infraction

Administrative Detention  
Administrative School Service or  
Administrator’s Choice

2<sup>nd</sup> Infraction

Administrative School Service or  
Administrator’s Choice

**Incendiary Devices**

1<sup>st</sup> Infraction

Administrative Detention

2<sup>nd</sup> Infraction

Suspension

3<sup>rd</sup> Infraction

Suspension

4<sup>th</sup> Infraction

Declared Willfully Disobedient

**Truant**

1<sup>st</sup> Infraction

Administrative Detention or  
Administrative School Service

2<sup>nd</sup> Infraction

Suspension

3<sup>rd</sup> Infraction

Suspension

4<sup>th</sup> Infraction

Suspension & Declared Willfully  
Disobedient

**Cheating/Plagiarism\*; Lying/Forging a signature**

1<sup>st</sup> Infraction

Administrative School Service

2<sup>nd</sup> Infraction

Suspension

3<sup>rd</sup> Infraction

Suspension & Declared Willfully  
Disobedient

\*The student, at each infraction, shall receive a “0” grade for the project, test, assignment, etc.

**Verbal or Physical Abuse to another student which in the employee’s opinion could lead to a fight, or; Verbal, Physical, Sexual Harassment, Hazing, or Abuse**

1<sup>st</sup> Infraction

Administrative Detention  
Administrative School Service or  
Suspension

2<sup>nd</sup> Infraction

Administrative School Service or  
Suspension

3<sup>rd</sup> Infraction

Suspension

4<sup>th</sup> Infraction

Suspension & Declared Willfully  
Disobedient

**Fighting (*Police may be notified at any step*)**

1<sup>st</sup> Infraction

Suspension

2<sup>nd</sup> Infraction

Suspension (possible Action Plan)

3<sup>rd</sup> Infraction

Suspension & Declared Willfully  
Disobedient

**Possession or use of a dangerous/deadly weapon**

1<sup>st</sup> (any) Infraction

Notify police  
Suspension pending expulsion hearing.

**Menacing**

1<sup>st</sup> (any) Infraction

Notify police  
Any other discipline will be at  
administrator’s discretion

**Challenging an employee’s authority, Level 1**

1<sup>st</sup> Infraction

Administrative Detention or  
Administrative School Service

2<sup>nd</sup> Infraction

Suspension

3<sup>rd</sup> Infraction

Suspension

4<sup>th</sup> Infraction

Suspension & Declared Willfully  
Disobedient

**Swearing at an employee; Verbal abuse to an employee; Challenging an employee's authority, Level 2**

1<sup>st</sup> Infraction

Suspension

2<sup>nd</sup> Infraction

Suspension

3<sup>rd</sup> Infraction

Suspension & Declared Willfully

Disobedient

**Stealing; Vandalism**

1<sup>st</sup> Infraction

Notify parents and/or police, restitution, and

Administrative Detention or

Administrative School Service

Suspension

2<sup>nd</sup> Infraction

Notify police, restitution, and Suspension

3<sup>rd</sup> Infraction

Notify police, restitution, suspension, and

Declared Willfully Disobedient

**Misuse of computers, Level 1: Visiting inappropriate web sites**

1<sup>st</sup> Infraction:

Banning

Detention

2<sup>nd</sup> Infraction:

Administrative Choice

**Misuse of computers, Level 2: Hacking, changing grades, destroying web sites**

1<sup>st</sup> Infraction:

Banning

Restitution

Notify parents and/or police

2<sup>nd</sup> Infraction:

Administrative Choice

**Possession, distribution, and/or use of a controlled substance (tobacco)**

1<sup>st</sup> Infraction

Notify police

Suspension up to 3 days

Suspension will be waived upon successful completion of a cessation class

2<sup>nd</sup> Infraction

Notify police

Suspension up to 7 days

A portion of the suspension will be waived upon successful completion of cessation class.

Declared Willfully Disobedient

**Possession, distribution, or use of other controlled substances as defined under Oregon Revised Statutes**

1<sup>st</sup> Infraction:

2-10 day suspension

Notify Police

2<sup>nd</sup> Infraction:

Up to 10 days suspension pending expulsion

**Sale of other controlled substances as defined under Oregon Revised Statutes**

1<sup>st</sup> Infraction:

Expulsion

Notify Policy

**At any time, if the Principal deems it necessary, he/she may declare a student willfully disobedient and have an action plan put into place.**

## DEFINITION OF TERMS

ANY ITEM NOT SPECIFICALLY DEFINED IS EITHER OPERATIONALLY DEFINED OR HAS A COMMON DEFINITION.

Abuse: Verbal/Physical/Written: Abuse is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or group and that has the purpose or effect of creating an intimidating, hostile or offensive environment; or has the purpose or effect of unreasonably interfering with an individual's performance; or that otherwise affects the individual's academic opportunities. This includes but is not limited to speech or actions of a racial, religious, or ethnic nature.

Alcoholic Beverages: See Tobacco, Alcoholic Beverages and other illegal substances.

Assault: Assault is an intentional act of violence by a person toward another person.

Challenging an Employee's Authority, Level 1: Employees are required by state law and school board policy to provide an appropriate atmosphere for learning in the school. The employee at all times has the right and responsibility to deal with students' behavior in order to maintain and create such an atmosphere. Any student refusing to follow an employee's specific request or directive is challenging that employee's authority to control their classroom or department, and as such is in violation of this policy. Some examples of this behavior are: refusing to leave the room and go to the hall or office when directed to do so; arguing with an employee about an assigned seat or being moved to another location in the classroom.

When given a directive by an employee that the student believes is unfair or is based on incomplete information, the proper response for the student is to respectfully follow the directive, and then to discuss the problem with the employee after class or at another time. The student has the right to have another adult present when having that discussion.

Challenging an Employee's Authority, Level 2: Examples of this behavior are: defying an employee's instructions to remove offensive clothing or to turn over to the employee materials or objects that are not allowed in the classroom; walking away from an employee who is talking to a student about a discipline or classroom issue; attempts to intimidate an employee with physical threats or actions; etc.

Cheating/Plagiarism: Cheating and/or plagiarism occurs when a student copies another student's work, in whole or in part, or when a student copies words or ideas from a published source, in whole or in part, without proper citation of the source. The teachers will instruct the students in these concepts early in the school year. No student will be penalized with suspension until such instruction has been given.

Closed Campus/Driving: Monroe School District schools are "closed campuses".

**IMPORTANT!** Students are not to drive or ride in any vehicle during school hours and especially at lunch time. Once a vehicle is parked on school grounds in the morning, it may not be moved until a student leaves school for the day. Students are also not allowed to be in or around the vehicles in the parking lot at lunch time.

Destruction/damage of school property: Any student who has been found doing damage to the building or equipment in the building will be held responsible for the complete cost of repairing the damage part and is subject to immediate suspension from school. This includes any desks, books, equipment, etc.

Displays of Affection: Anything beyond side-by-side hand-holding is unacceptable. The school building and grounds are public places and as such are inappropriate areas for displays of affection or intimacy.

Dress and Grooming: Any form of dress or hair style which is considered contrary to good hygiene or

which is disruptive to the purpose or conduct of this school will not be permitted. The way a person dresses and is groomed is often a reflection of that person's personality, individuality, and pride in one self.

The following are guidelines for dress and grooming at Monroe School District and at school activities.

1. **One should dress in a manner that is neat, clean and suitable for school and for learning.**
2. Students will not wear hats, caps, sweat bands, or head coverings in the building except as noted. A sweat band is not proper attire and fits under the category of a head covering. If a headband is to be worn properly, it is to be worn off the forehead, up on top of the hair so that it is not touching the forehead. Headbands are worn decoratively, or to keep hair out of the eyes. To do this properly, it needs to be worn off the forehead. Hats MAY be worn on Fridays, except in the classrooms and cafeteria.
3. The following types of dress are not appropriate at school or school activities including (but not limited to): Halter tops, spaghetti straps, strapless tops, shirts which expose the midriff, clothing with exposing holes, see-through clothing. Pants shall be worn appropriately and not permitted to "sag".
4. Shorts and skirts shall be an acceptable length (fingertip length may be used as a guideline).
5. Clothing deemed to be gang-related is not acceptable. Bandanas shall not be permitted for any purpose. Any clothing depicting scenes of violence, weapons, or culturally inappropriate symbols or insignias (swastikas, Confederate flags, etc....) will not be permitted.
6. Colored or dark glasses (sunglasses), unless prescribed by a physician or optometrist, are not acceptable.
7. Clothing which is not acceptable also includes: clothing advertising alcoholic beverages or establishments; controlled substances (including marijuana), and related activities; clothing having obscene or questionable logos or printing that suggests sexual connotations; and clothing that promotes bigotry, racism, etc.

Employee: The word "employee" as used here is any person currently employed by the district or a volunteer who is at the time functioning as an employee.

Expulsion: An action taken as a result of a hearing held by the school district's board of directors which removes the student from school attendance for a stipulated period of time. Expulsion (exclusion) usually extends until the end of the semester except in the case of a weapons violation, which sanctions the student for one calendar year.

Fighting: The school district defines "fighting" as any act leading up to physical contact that invites a hostile response from another student; the act of hostile aggression toward another student, inviting another student to fight, and/or the physical contact of fighting. In the event of serious injury, law enforcement officials will be notified by the building administrator or his/her designee.

Hall Passes: Students shall be required to have a signed hall pass, or designated object hall pass to move from one area of the building to another during class time. Failure to have a hall pass will result in a disciplinary action.

Harassment, Sexual: Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her gender and that has the purpose or effect of creating an intimidating, hostile or offensive environment; or has the purpose or effect of unreasonably interfering with an individual's performance; or that otherwise affects the individual's academic opportunities.

Hazing (bullying): Hazing is verbal, physical, or written conduct including targeted lists that denigrates or shows hostility or aversion toward an individual or group and that has the purpose or effect of creating an intimidating, hostile or offensive environment; or has the purpose or effect of unreasonably interfering with an individual's performance; or that otherwise affects the individual's academic opportunities.

Illegal Substances: See Tobacco, Alcoholic Beverages and other illegal substances.

Incendiary Devices: Incendiary devices include, but are not limited to, matches, cigarette lighters, and fireworks.

Leaving Campus/School: If it is necessary for a student to leave school, they must have the permission of the office. This may be obtained only if the office has on file the written request of the parent for the student to leave during the regular school day. A parent designate may pick up the student at school, but the office will not let any student leave the building without approval of the parent and a note on file. Before a student exits the building/grounds, they must sign out in the office.

In case of an emergency, or if a student becomes ill, or for some other reason feels he/she must leave campus, they must sign out through the office. If at any time a student leaves campus without signing out at the office, or does not attend a scheduled class without permission, their absence will be declared unexcused, and they may be declared truant.

Menacing: Menace is defined as “by word or conduct the student intentionally attempts to place a school employee or another student in fear of imminent serious physical injury”. This includes, but is not limited to, use of threats, targeted lists, intimidation, harassment or coercion against any fellow student or district employee.

Misuse of computers: Misuse of computers includes, but is not limited to, visiting inappropriate web sites, hacking, downloading or installing unauthorized software or applications, changing grades or destroying web sites.

**Non-Educational Items:** Students are encouraged to not bring non-educational items to school. Non-educational items include but are not limited to such items as portable radios, valuables, cell phones, cameras, skateboards, MP3 players, and other items or toys that are or may be considered disruptive, as defined at the discretion of the faculty and staff. **Laptop computers, tablets (i.e. Ipads, Kindles, etc...) and netbooks will be allowed in school only with prior permission from school administration. Cell phones are not to be seen or used at any time or place, beginning when the student arrives on campus.** The school assumes no responsibility for lost or stolen personal items. These items are considered a disruption to the educational process and will not be allowed in the classroom. **Any non-educational item that is used or is visible during class time (or other time when deemed inappropriate by staff member) may be confiscated by the staff member in charge.** Confiscated items may be picked up at the end of the school day, but may be held for a longer period of time should the administration deem it necessary. Repeated violations will result in disciplinary action and forfeiture of the item for the remainder of the school year. Unclaimed property will be disposed of as in accordance with policy DN Disposal of School Property.

Profane Language/Vulgar Gestures: The use of profane or obscene language or gestures by a student is sufficient cause for discipline, suspension or expulsion from school.

Suspension: A student may be suspended from school for any length of time up to ten days at one time. His/her parents will be notified by phone or letter giving details. Daily work will not be provided nor accepted for the time of the out of school suspension. During in-school suspension a student will have the opportunity to earn 100% of the grade/points for the work completed. A parent conference may be held prior to the time a student is allowed to re-enter school.

Students who have been suspended are not allowed on any campus for any reason during the time of suspension. This includes after school activities. If a suspension includes a Friday, or the last day of a week, then it also includes the weekend activities.

Stealing: Any student who steals from his classmates or from the school is subject to immediate suspension as well as being turned over to the proper authorities if the theft, in the administrator’s judgement, warrants such actions.



Tardies: A tardy is defined as being late to class. Students are expected to enter the room and go to their desk or work area. The only exceptions to this are when a faculty or staff member has detained a student and sends a note, or verbally requests it be excused, or if the office issues an excuse for such things as buses being late, or inclement weather. Excuses about such things as not getting one's food on time, being detained by parents, or car trouble are not acceptable. See the Discipline Matrix for specific tardy policies. Any student arriving to class more than 30 minutes late will be considered absent for that period. Tardies will accumulate on a semester basis.

Tobacco, Alcoholic Beverages and other illegal substances: The possession, use or distribution of: tobacco (in any form, including electronic delivery devices); alcohol; illegal drugs or other harmful chemical substances; or possession of drug paraphernalia, is strictly forbidden on school premises, or at school activities. It is also forbidden at school-sponsored activities that take place away from the school premises. Wherever a school-sponsored activity takes place, it is deemed to be a part of the school campus.

It is further understood that if a student, during school time or school events, is observed to be in possession, using or under the influence of: alcohol, drugs not prescribed by a physician for that student, and/or tobacco, that the student shall be suspended from school.

Truancy: The school district defines truancy in the following ways.

First, when a student is absent from class, without the knowledge or permission of the school, or without the knowledge or permission of the parent. The parent's knowledge and permission is acknowledged by a note or phone call to the school. If the school has not received a note or phone call within 48 hours of the unexcused absence, it will be dealt with as a truancy.

The second definition of truancy is when a student is sent from one class to another class, assembly, or the office, and doesn't show up.

The third definition of truancy is when a student has arrived at school and leaves without checking out when there has not been a prearranged absence or notification from the parent/guardian.

Under the definition of truanies, if one accumulates five incidents of truancy, it would be looked at as a sign of willful disobedience and will be dealt with accordingly. See Willful Disobedience under Student Discipline and Conduct. A truancy absence will be seen as an unexcused absence.

Vandalism: Willful destruction or defacement of school property, or property in the district's care. This also includes destruction of computers, computer files, computer software, introduction of viruses, etc.

Weapons, Possession or use of: Weapons include: firearms as defined in federal law and, "dangerous weapon" which means "any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury", and "deadly weapon" which means "any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury." Acts of arson or attempted acts of arson, depending on the circumstances, may be viewed as possession or use of a weapon.

Willful Disobedience: Willful disobedience is defined as a student who continually does not comply with the set or prescribed rules on conduct. One can be considered to be willfully disobedient by: refusing to participate in classroom activities, assignments and tests; i.e., failing four or more of one's seven classes at any grading or progress report time would be looked on as a sign of willful disobedience; or because of excessive unexcused absences and/or tardies; i.e., excessive unexcused absences or truanies, excessive tardies or a repetition of a student being referred to the administrator through the tardy procedure would be looked at as a sign of willful disobedience; or habitual violation of the same type of major or minor

infractions, i.e., as indicated by multiple write-ups by one or many teachers for the same type of incident would be looked at as a sign of willful disobedience.

The Principal and/or the discipline matrix determine when a student's actions cross the line and falls into the classification of willful disobedience.

Once identified, the student will be dealt with in the following manner:

Step 1:

- A) The Principal will meet with the student and decide on a plan of action to help the student maintain compliance.
- B) The student's parent/guardian and class advisor or designee will be invited to the meeting.
- C) Copies of the action plan will be provided or mailed to the parent/guardian, class advisor and members of the Board of Directors of Monroe School District #1J.
- D) What constitutes noncompliance shall be delineated in the action plan.
- E) Action plans shall run until the end of the school year unless otherwise indicated.

Step 2: Failure to maintain compliance shall be dealt with in the following manner:

- A) The first and second incidents of noncompliance shall result in 3 and 6 days of out-of-school suspension respectively. Said suspension shall be dealt with as an unexcused absence.
- B) The third incident of noncompliance shall result in a 10-day suspension and a recommendation for expulsion, the first step of which will be a hearing with the Superintendent. Such meeting shall be in accordance with the ORS's and OAR's concerning due process and expulsion, a major part of which shall be to discuss alternative school programs.
- C) Notification of each incident of noncompliance, referred to in step 2A, shall be given in writing to the student, their parent/guardian, the class advisor, the Superintendent and the members of the Board of Directors of Monroe School District #1J.
- D) At step 2B the student, parent/guardian and class advisor, or designee, shall be invited to the first expulsion hearing.

## **HIGH SCHOOL INTERSCHOLASTIC ATHLETICS**

Board Policy Code IGDJ/JFCH-AR-1, Approved 05/13/96, Revised 6/21/10-1

The rules and regulations developed here are designed to promote the effective operation of all athletic, extracurricular and co-curricular programs in the Monroe School District. This provides a written guide on how these programs are expected to function for athletes, coaches, extracurricular and co-curricular participants and advisors.

All students and/or participants will be subject to the rules that follow. These rules will be binding from the time a participant enters into an activity until the cessation of that activity or while on school district property home or away.

Parents are expected to read the athletic and activities handbook and support their child in meeting his/her responsibilities as a team member.

Parents are expected to support their child and his/her team in a manner that reflects the expected level of the code of conduct. Parents who attempt to advise their children from the "sidelines" during an event may be putting their child in a difficult position. Parents who wish to discuss a concern should make an appointment to see the coach/advisor.

Parents are asked to be prompt in picking their children up after games or practices.

Parents are responsible for informing the coaches in writing of any individual or special circumstances regarding their child (for example medical or custodial). This can be done on the "comment" section of the emergency medical form.

### **1. Participation:**

A. A participant must meet all eligibility requirements imposed on him or her by Monroe School District, Conference, and the Oregon School Activities Association.

1. Students shall comply with OSAA requirements for eligibility as well as other school district requirements. Students who are OSAA ineligible may not participate in any games, matches, or events during their time of ineligibility. They may not be in uniform at any time while considered ineligible. He/She during their time of ineligibility may not travel with the team on away trips for competition or field trips associated with the sport. Students shall practice unless they have an excused absence from the coach.

WHEREVER APPLICABLE OSAA RULES & REGULATIONS WILL BE FOLLOWED AS A MINIMUM. OSAA MINIMUM REQUIREMENTS STATE THAT EACH PARTICIPANT MUST PASS **5 SUBJECTS** THE PRECEDING SEMESTER AND BE PASSING **5 SUBJECTS** THE PARTICIPATING SEMESTER. THE OSAA ALSO REQUIRES THAT ALL PARTICIPATING STUDENTS BE MAKING MINIMUM SATISFACTORY PROGRESS TOWARDS GRADUATION.

STUDENTS MUST EARN A MINIMUM OF **4.5 CREDITS** AT THE END OF THE FRESHMAN YEAR, **10 CREDITS** AT THE END OF THE SOPHOMORE YEAR, AND **17 CREDITS** AT THE END OF THE JUNIOR YEAR IN ORDER TO BE CONSIDERED ELIGIBLE FOR THE NEXT SCHOOL YEAR. STUDENTS WHO ARE ABLE TO COMPLETE A CREDIT RECOVERY PLAN MAY APPEAL FOR ELIGIBILITY AT THE BEGINNING OF THE APPROPRIATE SPORT SEASON.

B. A participant must have a completed physical examination on file with the school office. A physical must be taken at the beginning of grades 9, and 11 - no earlier than April 1 of the preceding school year. New and transfer students must present a completed physical examination form to the office prior to participation.

C. Students in grades 10 & 12 must complete and turn in to the office an Interval Sports Medical History rather than a physical exam form prior to participating. It is the responsibility of the parent to notify the school if there is a physical change in their athlete.

D. A participant must have school endorsed student insurance or a signed verification of insurance coverage covering the sport that is being participated in. Continuous coverage is the responsibility of the parent. Verification of insurance must be made before participation occurs. School insurance is available through the school office. School endorsed student insurance information is available at the high school office.

E. A participant must have (prior to the start of any practice) an athletic participation and emergency information form signed by his or her parent on file in the school office.

F. A participant must have read these procedural rules and have signed a statement of compliance. His or her parents must have read and signed a statement of compliance. This will be on file at the school office.

G. A participant must have cleared all existing fines for previously lost or damaged athletic equipment from previous sports participation in our school programs. All outstanding fees must be paid prior to the start of practice.

H. A participant must possess a valid Student Body Card from Monroe School District.

I. Attendance in School: The participant must be in school all day the day of the game, practice or activity. The participant must be in school all day after the activity. Violators will be excluded from participation in the next contest. Students who leave campus without permission or are considered truant for any reason will not be allowed to practice or play on the same day. Exceptions to the Above: Approved prearranged absences, medical reasons (must have doctor's excuse or administrative approval) or family emergencies. This rule only applies when school is in session.

J. All requirements listed above will be met prior to the student being allowed to participate in any practice, game or event.

K. Participation Fee:

Each athlete will pay a fee of \$75.00 per sport in which they are involved. This fee has to be paid in its entirety before the student will be allowed to practice or participate in any event. Refunds: Refunds will only be made during the first three weeks of the season. The start of each season will be the OSAA official first practice date. After the three week period refunds will not be available. If a student quits, he/she forfeits the fee. Fees will not be carried over to another season. During the first three weeks, the refund will be based on the percentage of the weeks in the regular season. For example: If the football season was twelve weeks long and a student quit during the second week before the season is closed, he would be eligible for a ten week refund. That would make each week worth \$6.25. Therefore, the refund would be \$62.50. A student quitting in the third week would receive a refund of \$56.25.

## **2. Practices:**

Practices will be held Monday - Friday during the season. Contests will be scheduled Monday - Saturday. No practices will be held on Saturday or Sunday without the written permission of the athletic director. Permission will only be granted under very special circumstances. The athletic facilities are considered closed to all district and non-district teams on Saturday and Sunday. Exceptions: Games scheduled on those days or practices that have been approved by the Athletic Director.

### **3. Change of Sport:**

A start or change of sport may be made within 3 weeks after the official OSAA first practice of a season. After three (3) weeks the sport is closed. This window may be modified by the Athletic Director due to unusually long sports seasons.

### **4. Dual Participation:**

Dual participation in will permitted on a petition basis only. Athletes interested in participating in two concurrent athletic activities must receive approval from both head coaches and the athletic director before beginning either sport. The athletic director will develop the criteria for allowing dual participation. The student will pay two participation fees if they choose to dual participate.

### **5. Game Transportation:**

School buses will be used on all trips. Participants are required to be in attendance on the bus to and from the game. Exception may be made by a parent in returning from games. The coach must personally turn the athlete over to the parent or guardian before leaving. The parent or guardian must sign a release form before the student will be released. Violation of this policy will be considered a major offense.

### **6. Personal Appearance and Conduct:**

Athletes are to give close attention to their appearance as they are representing Monroe School District. Athletes are to be neatly groomed. All athletes and participants will conduct themselves in a proper manner to insure no negative reflection on themselves, the school, or community traveling to and from the activity.

### **7. Injury:**

Any athlete who requires medical attention for an injury, must bring to the coach a note from the doctor which clearly states that the athlete may continue participating in that sport or that clarifies the limitations under which the athlete has been restricted. Students who are injured are required to remain a part of the team for the season by assisting the coach in whatever manner the coaches see fit in order to qualify for a letter.

### **8. Concussion Management**

#### **A. School Responsibilities (Max's Law, ORS 336.485, OAR 581-022-0421)**

- 1) **Suspected or Diagnosed Concussion.** Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion, shall not be permitted to return to that athletic contest or practice, or any other athletic contest or practice on that same day. In schools which have the services of an athletic trainer registered by the Oregon Board of Athletic Trainers, that athletic trainer may determine that an athlete has not exhibited signs, symptoms or behaviors consistent with a concussion, and has not suffered a concussion, and return the athlete to play. Athletic trainers may also work in consultation with an appropriate Health Care Professional (see below) in determining when an athlete is able to return to play following a concussion.
- 2) **Return to Participation.** Until an athlete who has suffered a concussion is no longer experiencing signs, symptoms, or behaviors consistent with a concussion, and a medical release form signed by an appropriate Health Care Professional (Physician (MD), Physician's Assistant (PA), Doctor of Osteopathic (DO) licensed by the Oregon State Board of Medicine, nurse practitioner licensed by the Oregon State Board of Nursing, or Psychologist licensed by the Oregon Board of Psychologist Examiners) is obtained, the athlete shall not be permitted to return to athletic activity.

### **9. Equipment:**

In the event of lost school equipment the athlete shall be charged a replacement cost of the lost items and shall not be allowed to draw equipment for another sport until such charges have been paid. It is the desire of the school, however, that whenever possible we should make every effort to get the equipment

rather than charge the cost of the equipment. Athletes are strictly forbidden to use school athletic apparel for casual wear. Monroe School Athletic apparel will be worn only during participation in the appropriate activity.

#### **10. Dead Week:**

At the conclusion of all sports seasons all athletes will have a mandatory two (2) school day break, and may take one full week if they so desire, from all after school athletics. For the purposes of figuring refunds, the first day of practice will be the official OSAA first day, not the first day a student actually practices.

#### **11. Award and Lettering Criteria:**

In each sport the athlete is to meet the following criteria to earn his/her award or letter:

- A. Complete the season.
- B. Meet coaches practice attendance requirement.
- C. Be recommended by coach for the letter.
- D. Varsity letter: Must participate in at least one varsity game, match or contest.
- E. Junior Varsity/Participation letter: Must participate in one junior varsity game, match or contest.

Further consideration is given to those students who choose to participate as manager or statisticians. These students are to fill their duties as assigned. Coaches are to clearly outline at the beginning of the season those duties that would qualify such students for their letters. Students who are injured are required to remain a part of the team for the season by assisting the coaches in whatever manner the coaches see fit in order to qualify for the letter.

An awards dessert will be held at the conclusion of the sports season. Each sport will present Most Valuable Player, Most Improved Player, and Most Inspirational Player Awards.

#### **12. Discipline:**

- A. Minor Offenses: (Determination is the responsibility of the coach)
  - 1. Use of profanity during a practice or game.
  - 2. Displays of poor sportsmanship.
    - a. A function of the Monroe School District athletic program is to promote good sportsmanship. Flagrant acts of unsportsmanlike conduct will result in immediate removal (benching) for the duration of the event. Further consequences will be at the discretion of the coach and Athletic Director.
    - b. Lesser offenses will result in discipline by the coach.
    - c. Disqualification/ejection by an official will result in a one (1) game suspension for the next event and a monetary fine (\$50 for first, \$100 for second ejection during same season) by the OSAA. (OSAA Rule, 1998)
    - d. Ejected coaches and players shall be held personally responsible for fines levied by the OSAA.
  - 3. Failure to attend practices:
    - a. Failure to attend a regularly scheduled practice necessitates the coach of the athlete to take some sort of action.
    - b. Any unexcused absences from practice in one week will automatically suspend that player from any game participation for that week. Continued absences from practice must be brought to the attention of the Athletic Director for disciplinary action.

For minor offenses coaches may suspend athletes from game participation and/or place them on probation for the remainder of the season. Minor offenses may be handled by the individual coaches but disciplinary action that includes any game suspension will be written up with a copy submitted to the Principal, Athletic Director, and parent.

B. Major Offenses: (Allegations as observed by a current employee and processed by the Athletic Director.)

1. Use and/or possession of tobacco.\*
2. Distribution or use of alcoholic beverages or possession of same, and/or conviction of breaking of liquor laws.
3. Distribution or use of drugs or possession of same, and/or arrest and conviction of breaking of drug laws.
4. Arrest and conviction of criminal laws, excepting minor traffic violations.
5. Stealing of school property that belongs to this school or any other school.
6. Major vandalism of school property of this or any other school.
7. Extreme cases of poor sportsmanship or behavior (more than one ejection from an athletic contest during a sport season will constitute a major offense).
8. Violation of game transportation rule #5.

A participant found guilty of a major offense automatically serves a twenty (20) school day and minimum of (2) game suspension from participation in athletic contests and practices. Students who cannot complete the sport season due to a major offense suspension shall not be considered members of that team and will not be eligible for any post-season honors or lettering. The offense must occur during a sport season and the athlete must serve the full twenty (20) school days and two (2) game suspension within one year of the time of the offense. "Dead Week" will not be included as part of the suspension time. A second major offense that occurs anytime during a school year will result in a one-year athletic suspension from the date of the offense. A third major offense at any time during a student's four year career will result in that student no longer being considered eligible for athletic participation at Monroe High School. Students suspended due to a major violation will not be permitted to attend any athletic event during the duration of their athletic suspension.

\*The Principal may waive up to 10 days of the suspension provided the student successfully completes an approved tobacco cessation class for the first offense only.

C. Due Process: As per School Board Policy.

### 13. Spectator Conduct

Spectators of sports activities on the grounds of school facilities are considered guests of Monroe School District. The school district reserves the right at any time to eject or deny attendance privileges to any guest of the district for any reason that the school district determines is sufficient. It is the responsibility of the district to teach and model good behavior and to maintain a safe and orderly environment at all times. Spectator conduct that is identified, at the discretion of the school administration (or designated supervisor) as unruly, profane, or disorderly, or any behavior that interferes or threatens to interfere with the event shall result in the following consequences:

**Warning:** a warning will be given if the spectator conduct is not considered profane or has not yet interfered with the event. Warnings do not have to be given if the behavior is considered profane or has interfered with the operation of the game from a coach or officials' perspective.

**Ejection:** spectators will be removed from the event should their behavior disrupt the operation of the game or is considered profane. Spectators that have been warned previously shall be removed should the inappropriate behavior continue.

**Suspension:** a spectator who has been removed from an event may have their spectator privileges revoked for a period of time. This period of time may range from one game to one calendar year, depending on the severity of the behavior. This will be determined by the administration of the school.

Any spectator who has been removed from an event must meet with school administration prior to attending a subsequent event. At this time, the spectator will be informed of suspension, if necessary.

For behavior that is severe in nature or for failure to follow the directives of the administration or event supervisor, law enforcement officials will be contacted. In the event that this is necessary, spectators may be “trespassed” from school property for all events.

**END OF POLICY**



## **HAZING / HARASSMENT / INTIMIDATION / BULLYING / MENACING**

Board Policy Code: JFCF/GBNA, Adopted 03/28/95, Revised 12/10/01

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, menacing, intimidation or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Hazing, harassment, intimidation, bullying and/or menacing includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a verbal, nonverbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location.

Any student who engages in such behavior is subject to disciplinary action including suspension, expulsion, and/or referral to law enforcement officials.

No person in charge of a school sponsored activity will permit the above mentioned behavior. Violations will result in disciplinary action.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Individuals may also be referred to law enforcement officials. Certificated staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 485-020-0041.

The superintendent is directed to develop administrative regulations to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures, as needed, and provisions to ensure notice of this policy is provided to students, staff and third parties.

### **END OF POLICY**

See Board Policy Code JFCF/GBNA-AR for complaint procedures. A policy book is located in the school library, school office and the district office.

### **Harassment/Intimidation/Bullying/Cyberbullying Complaint Procedures – Student**

The superintendent and/or the building principal have responsibility for investigations concerning harassment, intimidation, bullying and acts of cyberbullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints will be investigated in accordance with the following procedures:

**Step 1** Any harassment, intimidation, or bullying and acts of cyberbullying information (complaints, rumors, etc.) shall be presented to the building principal or superintendent. Complaints against the building principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

**Step 2** The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Step 3** If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

**Step 4** If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

District complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all harassment, intimidation, or bullying and acts of cyberbullying complaints and documentation will be maintained as a confidential file in the district office.

**SEXUAL HARASSMENT GRIEVANCE PROCEDURE / TITLE IX GRIEVANCE PROCEDURE**

Board Policy Code: JB/JBA/GBN-AR, Approved 03/28/95, Revised 04/14/97

The following procedures shall be used for the reporting, investigating and resolving of complaints of discrimination on the basis of sex, including complaints of sexual harassment.

Any student or employee who believes he/she has been discriminated against on the basis of sex, including being subjected to sexual harassment should immediately report the incident to the building principal. If the complaint the student or employee is filing involves the building principal, the complaint will be filed with the superintendent or the Title IX coordinator. The superintendent or the coordinator will follow the procedure in this policy as the building principal would have done. The building principal will investigate the complaint and respond to the complaint (by scheduling a conference within five (5) school days whereby a written response shall be issued.) If this reply is not acceptable to the complainant he/she may file a formal complaint according to the steps listed below.

STEP 1. When a formal complaint is filed, a conference will be held with the complainant within five (5) school days. A written response will be given to the complainant within ten (10) school days following the conference.

STEP 2. If the complainant is not satisfied with the decision of the building principal he/she may submit a written appeal to the superintendent. The superintendent or coordinator shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complainant within ten (10) school days.

STEP 3. If the complainant is not satisfied with the decision of the superintendent he/she may submit a written appeal to the Board. This appeal should be filed within five (5) school days of receipt of the superintendent's decision. The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the complainant, in writing, within ten (10) school days.

STEP 4. If the complaint is not satisfactorily settled, a complaint may be filed with the Director, Seattle Office, Western Division, U.S. Department of Education, Office for Civil Rights, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. If the complaint is substantiated, there will be a remedy to address the effects of the discrimination or harassment on the individual.

Changes to the above procedure may be made if an administrator is named in the complaint.

**END OF POLICY**

**Weapons in the Schools - Students**

Students shall not bring, possess, conceal or use a weapon on district property or at activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon Schools Activities Association).

For purposes of this policy, and as defined by state and federal law, weapons include:

1. “Dangerous weapon” - any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. “Deadly weapon” - any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. “Firearm” - any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive, the frame or receiver of any such weapon, or any firearm silencer;
4. “Destructive device” - any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

Replicas of weapons, fireworks, and pocket knives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior building principal approval for certain curriculum or school-related activities.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, or his/her designee.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator.

Students found to have brought, possessed, concealed or used a dangerous or deadly weapon, firearm, or destructive device in violation of this policy shall be expelled for a period of not less

than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement as appropriate. The Board of Directors may, on a case-by-case basis, modify this expulsion requirement. The district may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation.

Weapons under the control of law enforcement personnel are permitted. The Board of Directors may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property.

The district may post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

"Gun-Free School Zone" signs may be posted in cooperation with city and/or country officials as appropriate. Violations, unless otherwise accepted by law or this policy, shall be reported to the appropriate law enforcement agency.

#### END OF POLICY

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#### Legal References:

ORS 161.015

ORS 166.210 - 166.370

ORS 166.382

ORS 332.107

ORS 339.115

ORS 339.240

ORS 339.250

ORS 339.260

ORS 809.060

ORS 809.260

OAR 581-021-0050 to -0075

OAR 581-053-0010 (5)

OAR 581-053-0015 (7) (k)

OAR 581-053-0545 (4) (c) (w)

OAR 581-053-0550 (5) (y)

Senate Bill 344

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. Sections 7101-7117.