

TABLE OF CONTENTS

Page	
Welcome	3
Educational Philosophy	4
Personnel, Faculty, Staff, Student Body Officers, & Class Advisors.....	5
Attendance & Absences	6
Unexcused Absences	7
Attendance Eligibility	
Academic Recognition	
Accidents and Injuries	
Asbestos	
Activity / Game / Dance Conduct / Attendance	
Anti-Discrimination Statement	
Assembly of Students	8
Athletic Insurance	
Athletic Recognition	
Athletic Policy and Handbook	
Cafeteria Conduct & Meals	
Cell Phones	
Class Meetings	
Closed Campus	
Code of Conduct, Student.....	9
College Course Work	
Complaints (Student / Parent)	
Communicable Disease	
Corporal Punishment	
Correspondence Course Work	
Counseling and Guidance	
Program.....	10
College Now Program	
Course Requirements	
Distance Learning Guidelines.....	11
Daily Announcements	
Diplomas	
Discipline / Due Process	12
Discipline Policy, Matrix & Definitions (see appendix)	
Discipline of Special Ed. Students.....	13
Distribution of Materials / School Sponsored Publication	
Emancipated Student	
Expulsion	
Field Trips.....	14
Food & Drink	
Four Year Plans.....	15
Freedom of Speech	
Fund Raising Activities	
Grades / Grade Point Average	
Grade Level Credit Requirements/Retention.....	16
Graduation Ceremonies	
Hall Passes and Hall Conduct.....	17

Harassment, Sexual; Grievance Procedure / Title IX Grievance Procedure	
Hazing / Harassment / Intimidation / Bullying / Menacing	
Homeless Students	
Honor Roll and Honorable Mention Honor Roll	
Illness	
Library & Media Center	
Lockers	
Lost & Found	
Make-up Work.....	18
Medication in School	
National Honor Society	
Non-Educational Items	
Non-Resident Student.....	19
Non-Student Loitering	
Office / Copy Room	
Off-Limit Areas on Campus	
Parental Rights	
Program Exemptions	
Questioning (Law Officials).	20
Salutatorian	
School Phone	
Searches	
Social Functions	
Special Programs	
Student Body Card.....	21
Student Body	
Student Body Accounting Procedures	
Student of the Month	
Student of the Week	
Student Progress Reports	
Student Records	
Student Records, Release of	22
Student Records, Inspection of	
Student Records, Right to Challenge	
Student Records, Inspection by Other Individuals	
Student Rights & Responsibilities	
Suspension	
Talented & Gifted	23
Teacher Aides	
Transportation of Students	
Valedictorian.....	24
Vehicles on Campus	
Visitors.....	25
Weapons in School	
Withholding Records for Fees Owed	
<u>School Policies:</u>	
Discipline Policy / Matrix.....	26
High School Athletic Policy	35
Sexual Harassment Grievance Procedure / Title IX Grievance Procedure.....	40
Hazing / Harassment / Intimidation / Bullying / Menacing Policy.....	41

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:

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

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 Tyler Sherman
Zone 2 Mr. Tim Warden
Zone 3 Mrs. Nancy Burnett
Zone 4 Mrs. Breanne Miller
Zone 5 Mr. Tony Stroda

HIGH SCHOOL FACULTY & STAFF

Mr. Bill Crowson Superintendent
Mr. Beau Sisneros Principal/Athletic Director
Ms. Lexi DeVicq Guidance Counselor
Mrs. Kerri Hicks Building Secretary
Mrs. Angela Lynn Assistant Secretary
Mrs. Amy Thornburg Mathematics
Ms. Karyn LaCroix Spanish
Mr. Dan Wolfe Social Studies, Language Arts
Mrs. Mary Palmer Sciences
Mrs. Lindi Esplin Special Education
Mr. Ken Elliott Language Arts, Drama
Mr. Richard Fielder Health, Physical Education
Mr. Aaron Seifer Business, Careers, Social Studies
Mr. James Mulanax Industrial Arts/Engineering
Mrs. Valerie Durbin Social Studies, Language Arts
Mrs. Pam Thompson Special Education Aide
Mrs. Leslie Purdue Special Education Aide
Mrs. April Williams **Special Education Aide**
Mrs. Angela Lynn Library/Instructional Aide
Mrs. Becky Crowson Building Cook
Mrs. Sherie Adams Assistant Cook
Mr. Mark Masters Head Custodian
Mr. Tim Johnson Technology, Facilities
Mr. Peter Wasak District Maintenance

STUDENT BODY OFFICERS

Kyndal Martin President
Tyler Warden Vice President
Cora Gwynn Secretary
Isela Sencion Treasurer
Callie Horning Campus Coordinator
Ashley Sutton Athletic Director
Bryce Warden School Board Representative
Aaron Seifer MHS Student Council Advisor

CLASS ADVISORS

Mrs. Mary Palmer, Mr. Richard Fielder Freshman Class
Mrs. Amy Thornburg, Ms. Karyn LaCroix, Mrs. Valerie Durbin Sophomore Class
Mr. Ken Elliott, Mr. James Mulanax Junior Class
Mr. Dan Wolfe, Mr. Aaron Seifer 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. Mr. Peter Wasak serves as the district's asbestos program manager and may be contacted for more information.

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	4.5	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>
Total	24 credits

HONORS DIPLOMA (2018-19)

1. 8 semesters of attendance
2. All state and local diploma requirements met (including Essential Skills and Senior Project)
3. 3.50 accumulated GPA at end of 7th Semester
4. No Pass/Fail credits
5. 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>
Total	28 credits

“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.

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 hearing's 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

JUNIORS

1. English 3 (equivalent)
2. Personal Finance/Health 11
3. U.S. History

4. Math class
5. Science

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

SOPHOMORES

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

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	Improvement	N – Needs
F (0 points) – Failing	Unsatisfactory	U –

*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 bottle. 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, 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 special help for students with disabilities and bilingual students. Parents with questions about these programs should contact the building principal or the 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 97th 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.