

MONROE GRADE SCHOOL

Student-Parent Handbook

2024-2025

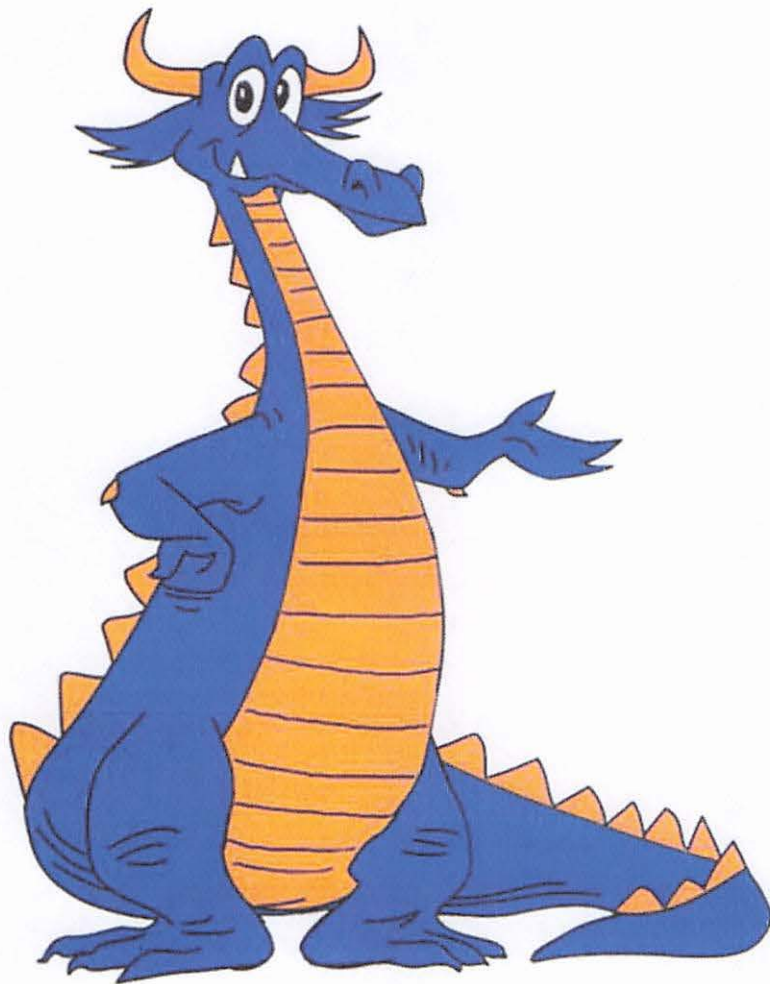


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JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY

JANUARY 2025						
S	M	T	W	Th	F	S
			X	X	X	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X	21	22	23	X	25
26	27	28	29	30	31	

JANUARY

1-3 No School
6 Classes resume
20 No School: MLK Jr. Day
23 End 1st Semester, class day
24 No School: Teacher workday

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	X	X	X	X	30	31

AUGUST

26-29 K-12 Prof Dev/Workdays
29 K-8 Meet the Teachers 3-7 PM
30 9-12 FR&New student
Orientation, ½ contract day
30 K-8 Non contract day

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	X	18	19	20	21	22
23	24	25	26	27	28	

FEBRUARY

17 No School: President's Day

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	X	X	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SEPTEMBER

2 Labor Day, Holiday
3 K-12 Prof Dev/Workdays
4 School Starts grades K-12

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	X	X	X	X	29
30	31					

MARCH

24-28 No School: Spring Break

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	X	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OCTOBER

11 No School K-12 Prof Dev
10 PSAT/Sr Projects grades 9-12,
early dismissal

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	X	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

APRIL

4 No School K-12, End of 3rd Qtr,
Teacher workday
10-11 No School K-8: P/T
Conferences
11 Grades 9-12: early dismissal
11 Grade 12 Sr Projects PM by appt

NOVEMBER 2024						
S	M	T	W	Th	F	S
					X	2
3	4	5	6	X	X	9
10	X	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	X	X	30

NOVEMBER

1 End 1st Qtr, class day, No School
Teacher Workday
11 No School: Veteran's Day
7-8 Conference Days
28 No School, Thanksgiving Day
29 No School, Non-contract Day

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	X	27	28	29	30	31

MAY

26 No School: Memorial Day

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	X	X	X	X	X	28
29	X	X				

DECEMBER

23-31 No School, non-contract
days

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	X	X	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JUNE

4 Last day, Seniors
6 HS Graduation 7PM
HS Commons
6 Last class day, early dismissal
6 Last day 8th Grade
9 Staff ½ day non-contract
9 8th Graduation 7PM
HS Commons
9-10 Teacher Workdays



Monroe Grade School
Kim Geil, Principal

600 Dragon Dr., Monroe, Oregon, 97456
(541) 847-5139

Dear Monroe Grade School Families,

On behalf of our entire school community, welcome to Monroe Grade School!

Monroe Grade School is committed to providing engaging and meaningful learning experiences for our students every day. We seek to build on students' background knowledge, incorporate their individual strengths, while building a school community that works together to achieve great things. We value strong partnerships with our families and welcome your involvement.

We have included information in this handbook that we hope will be helpful to you throughout the school year. We hope you will use it as a reference whenever you have questions about school programs and procedures. We ask that students share this handbook with their parents, review it together, and return a completed sign off page (last page of the handbook).

Please reach out to us if questions or needs arise. We are here to help! We look forward to a year full of learning and growth for all students. It is going to be a great school year and Go Dragons!

Sincerely,

Kim Geil
Principal
Monroe Grade School

Lunch and Breakfast Program

Monroe Grade School participates in the National School Lunch and School Breakfast Programs. Starting with the 2024-2025 school year, Monroe School District will be participating in the CEP program. This means that all registered MSD students can receive 1 complete breakfast meal and 1 complete lunch meal each school day, if they choose. All second meals are available on advanced purchase or a pay-as-you-go basis. MSD will not be accepting applications for free and reduced-priced meals while we are participating in the CEP program. Students who receive a complete meal are entitled to one milk with each meal. Milk only is available at the regular rate, along with Ala Carte items. Meal account deposits can be made through the school office or online through our Family Hub at family.schoolcafe.com/MSD1J

Accommodating Children with Special Dietary Needs in the School Nutrition Programs:

USDA regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in food when that need is supported by a statement signed by a licensed physician. The required form is located on the district website on the Nutrition Services Page. The physician's statement must identify:

- The child's disability;
- An explanation of why the disability restricts the child's diet;
- The major life activity affected by the disability;
- The food(s) to be omitted from the child's diet, and the food or choice of foods that must be substituted.

Children without disabilities, but with special dietary needs requiring food substitutions or modifications, must also submit documentation by a recognized medical authority.

The physician's statement must be submitted to the school office and will be kept with the child's records. A listing of those children with special dietary needs is kept secure within the meal software the district utilizes. Kitchen staff is notified of any accommodations required.

School kitchens are not able to make modifications to meals based on food choices of a family or a child without a physician's statement.

Non-Discrimination Clause

Monroe School District #1J is committed to establishing and maintaining a safe and nondiscriminatory educational environment. Monroe School District #1J does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, ancestry, sex, gender, gender identification, sexual orientation, disability, age, religion, physical and/or mental disability, medical condition, veteran status, marital status or any other characteristic protected by institutional policy or state, local, or federal law. Please see the following policies and procedures at: <https://monroe.k12.or.us/our-district/policies/>: Nondiscrimination (AC), Discrimination Complaint Procedure (AC/ACA-AR), Discrimination Complaint Form (AC/ACA-Form)

Accidents

It is the responsibility of every parent to complete a student emergency card for their child/children each year. Any changes in student information should be reported to the school office.

In the event of a potentially serious injury or life-threatening condition, the paramedics will be contacted and every effort will be made to contact parents. For cuts, scrapes, or other bleeding injuries, care will be taken to protect all students and staff. Simple first aid (cleansing and bandaging) will be administered with the recommended bodily fluid contamination prevention procedures and precautions. Accident reports are kept on file in the school office.

Admission

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admissions as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

The district shall deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

The district may deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident.

Alternative educational services will not be provided to students expelled from another school district for violation of applicable state or federal weapons law and who subsequently becomes a resident of the district.

Animals

Permission must be granted by the teacher before animals are brought to school. Animals should be at school for the duration of the "sharing" projects only, then be taken home. Also, please note that the bus company does not transport animals to or from school.

Arrival and Departure

When dropping off or picking up your student please remember this is a busy area. Following these rules helps to ensure student safety.

1. All students need to have a daily transportation form on file with the front office stating their arrival and departure plan.
2. Students will adhere to their daily transportation form unless parents call or email the office, or send a signed note to school. Please make adjustments by 1:30 pm.
3. When dropping off your student in the front of the school, please pull all the way down the yellow curb, facing the clinic. Do not park in front of the school as this disrupts the flow of traffic. You are welcome to park in a parking space and walk your child into the building.
4. Please do not drop off or pick up your student behind the gym. This area is for buses during arrival and departure.
5. Students are dismissed at 2:55 Monday -Thursday and 2:00 on Fridays. They will exit the front doors of the school if being picked up or walking. Please park and walk up to get your student. We do not want students entering the parking lot without adult supervision.
6. Students riding the bus will unload and load from the blacktop at the south end of the school.
7. During school hours, please come into the office to check your child out.

Asbestos

The Monroe School District has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

Athletics

See the Monroe Grade School Athletics Handbook (available in the school office).

Attendance

Every day of school is an important day. Irregular attendance impacts the student's chances of success and good grades. Parents are asked to call the school when their child will be absent. Absences that are unaccounted for will be recorded as unexcused. At parent request, the office staff will collect assignments for students who must be out of school for three or more days. When requested, student work will generally be available in the office between 3:00 and 4:00 PM.

In cases of the student's severe injury or illness, the school might require a clearance to return to school from the child's health care provider. In any case, a student returning from an absence must bring a note signed by the parent/guardian stating the dates of and reason for the student's absence. Absence from school or class will be excused under the following circumstances:

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 appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence. (Prearranged absences forms can be obtained in the office.)

Daily work may not be accepted, nor make-up work provided for unexcused absences.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations. A student may be asked to provide a doctor's note. A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete an additional in depth study assigned by the teacher to meet subject or course requirements.

Students who arrive after 8:00 AM or who leave during the school day are to check in or out at the office. Chronic tardies are addressed under the discipline section of this handbook.

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. School staff will monitor and report violations of the state compulsory attendance law.

Bicycles, Skateboards, Roller Blades and Scooters

There are bicycles racks available in the front of the school for students to park and lock their bikes. Skateboards, roller blades, and both motorized and non-motorized scooters are prohibited on school grounds.

Building Hours

School hours are 8:00 to 2:55, Monday – Thursday and 8:00 to 2:00 on Fridays. School doors open at 7:40 and there is no adult supervision before this time. The front office is open 7:30 to 4:00, daily.

Bus Rules

Bus transportation is provided to the District by the Crowson Bus Company. Drivers are instructed to deliver students to their regular stops unless the child has written instructions from the parent to deviate from the routine. Also, once on the bus, children will not be removed by any adult without a written parental request. Parents, please help us by planning ahead and providing written, dated notes with complete instructions.

State of Oregon bus safety regulations as listed below 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.

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 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, the parent/guardian, the bus driver, the transportation contractor and the principal. The purpose is to set guidelines for the student to follow when transportation services are reinstated.
- Third Citation – The student receives a 5-10 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 and returned to the driver or the school administrator.

If you have questions regarding transportation, please call Crowson Bus Company (541) 847-5967.

Cell Phones, Earbuds, and Other Electronic Devices

Monroe Grade School prohibits the use of all telecommunication devices, including cell phones and personal tablets, at school and school-sponsored or school-related activities on or off school property during the instructional day. Students shall be allowed to possess such devices; however, such devices must not be visible and must remain turned off during instructional time periods. Students are expected to turn off and store their phones, in their locker or backpack, during school hours (7:40 AM-2:55 PM). Students who violate this policy shall be subject to established disciplinary measures, in accordance with the Discipline Policy and Student Handbook, as outlined below:

Discipline Policy:

- **1st Infraction—Misconduct**
Cell phone will be given to the front office and returned to the student at the end of the school day.
- **2nd Infraction—Misconduct**
Cell phone will be given to the front office and returned to the student at the end of the school day.
Employee Assigned Detention. Detention will be served at lunch time and will be served on the school day following the infraction
- **3rd Infraction—Referral**
Referred to Administration—Administrative Discipline
Cell phone will be given to the front office/administration. Device will be returned to a parent.

All subsequent infractions shall be referred to administration for discipline. Monroe Grade School shall not assume responsibility for these items if they are damaged, lost, or stolen.

Please call the school office at (541) 847-5139 if you need to contact your child during the school day.

Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the school administrator so that other students who have been exposed to the disease can be alerted. A student with certain contagious conditions is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For head lice, the restriction may be lifted after verification of treatment provided no live lice are present.

Oregon law spells out the requirements for confidentiality in Oregon schools and prohibits the release of information about individuals with communicable diseases without the individual's permission. School Board policy contains further information about district practices and procedures regarding AIDS.

Computer Use

Students are permitted to use the district's system and equipment for educational purposes related to school assignments and activities (See Monroe Grade School Technology Agreement). Computer use will be consistent with the general use guidelines and etiquette set forth in that agreement. No personal email accounts will be set up for students or parents. Personal computers are not allowed at school without administrative approval.

Conferences

K-8 parent-teacher conferences will occur at the conclusion of the first and third quarters (November and April), or as necessary at the request of either the parent or teacher. Please contact your student's teacher or the office at any time to set up a conference.

Dress and Grooming

Clothing and personal styles should be neat, clean, safe, and appropriate. Students are expected to dress in a manner that is not disruptive. Any attire that promotes the use of drugs, alcohol, gang membership, violence, or is derogatory toward any person/group is contrary to the educational goals of the school.

Other clothing deemed unacceptable includes, but is not limited to:

- Sweatshirt Hood Worn Indoors
- Spaghetti Strap Tank Tops
- Shirts that Expose the Midriff
- Sunglasses Indoors
- Blankets

Students who are in violations of the guidelines listed above will be subject to the following actions:

1. Students will be asked to add additional clothing or change into clothing that is more appropriate.
2. If students do not have additional clothing they will be sent to the office where more appropriate clothing will be provided to them for the day as available. Otherwise, the student's parent will be contacted to bring a change of clothes.
3. The second time a student is in violation of the dress code, they will receive a referral, resulting in movement on the discipline ladder, and parents will be notified.

Please contact the front office if you are in need of clothing resources.

Emergency Evacuation Drills

Emergency drills are held monthly to prepare students to evacuate the building quickly and safely. A map with the fire escape route is posted in each room, as is an emergency flip chart. Students need to:

1. Walk quietly and quickly to the prearranged safe area.
2. Remain with the teacher at all times.
3. Face away from the building.

Major Emergency – In the event of a school emergency, the safety and supervision of students is our primary concern. Parent, or emergency care givers as designated by parents and on file in the office, will be notified if possible.

If advanced warning is received of an impending disaster, it is the judgment of the school district administration that transportation arrangements can be made in time to have the students arrive home before being exposed to danger, buses will operate.

If a bus is in route, and it is the judgment of the bus driver that proceeding further would expose the passengers to greater danger, he/she will return the passengers to the nearest school building for refuge and further direction.

If insufficient warning is received for the safe transportation of the students, they will remain at the school.

Emergency School Closure Information

Sign up to receive text or email message of school closures at www.flashalert.net/news.html?id=4590.

Flash Alert will also be notifying the following radio and TV stations in the area:

- KEJO 102.3 FM
- KRKT 99.9 FM
- KEJZ 95.3 FM
- KMGE 94.5 FM
- KLOO 1340 AM
- KGAL 1580 AM
- KPNW 1120 AM and 99.1 FM
- KUGN 590 AM
- KEZI Ch 9
- KVAL Ch 13
- KMTR Ch 16

Closures are also posted on the school district website at www.monroe.k12.or.us.

Field Trips

Field trips may be scheduled for educational, cultural and other extracurricular purposes. All students are considered to be “in school” while participating in district sponsored field trips. This means students are subject to the school’s student conduct rules, applicable Board policy and such rules as may be deemed appropriate by the field trip supervisor.

Student permission slips must be signed by the parent or guardian and returned prior to the field trip. Under some conditions, student behavior problems may cause exclusion from the field trip or the child’s parent/guardian may be required to attend to supervise their child.

Students are allowed to go on walking field trips if the general walking field trip form is signed and returned by the parent during registration.

We encourage parents to participate in field trips as chaperones. All chaperones will have a criminal history verification form on file with the district three business days prior to the trip. Teachers will determine who will chaperone the trip and will communicate their expectations and chaperone responsibilities prior to the trip.

Food Safety

The State of Oregon has strict rules regarding the use and preparation of food in public places such as schools. Classroom treats may only be commercially prepared.

Gum

Gum chewing is not permitted at Monroe Grade School.

Harassment, Intimidation, Bullying, Cyberbullying and Hazing (See Appendix)

- a. Bullying, harassment or intimidation means any act that substantially interferes with a student's educational benefits, opportunities or performance; that takes place on or immediately adjacent to school grounds, or any school-sponsored activity, on school-sponsored transportation, or an any official school bus stop; and that has the effect of:
- Physically harming a student or endangering a student's property;
 - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
 - Creating a hostile educational environment.
 - It may be based on, but is not limited to, the protected class status of a person.

Examples of Harassment and intimidation may include the following:

- Verbal: abusive statements, put-downs, or threats
 - Physical: inflicting physical discomfort, injury, or unwanted touching, pushing, tripping
 - Property: taking, hiding, damaging, messing with other people's belongings
- b. Cyberbullying is the use of an electronic communication device to harass, intimidate, or bully. Cyberbullying includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as email, internet communications, instant message, and text messaging or facsimile. Cyberbullying includes (1) the creation of a web page or blog in which the creator assumes the identity of another person or (2) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation is a violation under the law.
- c. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include such actions as sex-oriented verbal kidding, teasing or jokes; subtle pressure for sexual activity; physical contact such as patting, pinching, or brushing against another's body; or demands for sexual favors.
- d. Hazing means intentionally taking action or creating a situation that inflicts physical harm, psychological harm or distress on a student regardless of the consent or location of the participants. Hazing occurs when the action or situation has the purpose or effect of demeaning or humiliating a student or group of students. Hazing is typically but not exclusively committed as a form of initiation, discipline or rite of passage for a particular club, team or activity and almost always includes new members showing subservience to existing members. In considering a hazing case, it is not a defense that the student subjected to hazing consented to or acquiesced in the hazing activity.

Health Services

The health room is located in the office area. Office staff is available to help students. Students who become ill during the school day are to notify the supervising teacher or adult immediately and obtain permission to go to the office. Students will be allowed to lie down in the health room for 10-15 minutes, at which time they will decide whether to return to class or call parents.

In the event of an injury, a student should notify the nearest school employee. When sent to the office, the student will notify the secretary of the nature of the injury. Parents will be notified if deemed appropriate. Office staff is CPR/First AID certified but cannot make any diagnoses or recommendations for treatment of injuries and/or illnesses.

Parents will be called and students sent home if the student is vomiting or has a fever.

Medication at School: According to Oregon law, the parent of any student who must take medication at school is required to complete a medical permission form allowing school personnel to administer prescription and/or non-prescription medication. School personnel are prohibited by law from providing medication, including aspirin, Tylenol, etc., without the medical permission form on file. If a student needs to carry an inhaler or Epipen with him/her, the parent needs to indicate this on the medication form and a self-administration form must be completed. Medication includes eye drops, lotions, salves, cough drops and lozenges, or any other remedy containing medication, whether prescription or over-the-counter.

For the safety of all students, it is important that we know who is taking medicine and that medicine at the school is carefully controlled and properly administered. Medication is kept in a secured place and a log is kept of the medication administered each day to each child.

- A. A written request for the district to administer prescription or non-prescription medication must be submitted to the school office to include:
 - 1. The written signed request of the parent.
 - 2. The written instruction from the physician for the administration of the prescription medication to the student including:
 - a. Name of the student
 - b. Name of the medication
 - c. Method of dispensing
 - d. Dosage
 - e. Frequency of administration
 - f. Other special instructions if any
 - 3. The prescription label will be considered to meet this requirement if it contains the information listed above.
 - 4. Written instruction from the parent for the administration of non-prescription must also have the information listed above.
- B. Medication is to be submitted in its original container.
- C. Medication is to be brought to and returned to the school by the parent.
- D. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take the medication.
- E. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions.
- F. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district administration.
- G. Any error in administration of medication will be reported to the parent immediately and documentation made on the district's accident/incident report form. Errors include but are not limited to administering medication to the wrong student, administering the wrong medication, dose, time, route, etc.
- H. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.
- I. It is the parent's responsibility to notify the school of any known or possible side effects.

For further information please see Board Administrative Regulation JHCD/JHCDA-AR.

Immunizations

State immunization laws require that before a child starts school, the parent or guardian must complete, sign and submit an Oregon Certification of Immunization Status, showing compliance with state requirements of polio, measles, mumps, rubella, diphtheria, tetanus, pertussis and hepatitis B immunization for all students; varicella (chicken pox) immunization or date of disease for all students; hepatitis A immunization for students entering grades K-10; and Tdap immunization for student entering grades 7-12. The number of doses required varies depending on the student's age and grade level.

If there is a medical reason for the student not to have immunizations, the parent must provide a signed letter from a licensed physician documenting the medical exemption or immunity, along with the completed Certificate of Immunization Status. If a parent seeks a non-medical exemption from one or more required immunizations, the parent must provide a completed Vaccine Education Certificate from a health care practitioner or from the online vaccine education module at www.healthoregon.org/vaccineexemption, along with the completed Certificate of Immunization Status. Under-immunized students may be excluded from school in the case of a communicable disease outbreak.

Insurance

An independent insurance provider will have information/forms available at the school office for children not covered by other insurance.

Lockers and Desks

- a. Assignment of Lockers and Desks: Lockers and desks belong to the school district and are assigned for the convenience of students. They are to be properly cared for by students and not used for storage of illegal or dangerous items, items prohibited by this handbook, or evidence of an illegal act or violation of a school rule.
- b. General Inspections of Lockers and Desks: A general inspection of lockers or desks may be conducted by school officials at any time without prior notice. Such inspections may be conducted to ensure proper sanitation, check mechanical condition and safety, reclaim property belonging to the district, or detect drugs, weapons, contraband, or other violation of law or school rules.
- c. Special Inspections of Individual Student Lockers or Desks: Special inspections of individual lockers or desks may be made when there is reasonable suspicion to believe that they contain items that are illegal, dangerous, or evidence of a violation of the law or school rules.
- d. Students are required to store all belongings in their lockers (backpacks, purses, PE clothes, etc.) during school hours. Binders and books are all that are necessary throughout the day.

Lost and Found

Please see the front office for items that are lost.

Monroe School-Based Community Health Clinic

The clinic personnel can provide Monroe School District students with sports and camp physicals, routine health screening, immunizations and reviews of school health records.

Other services include diagnosis and treatment of common illnesses, chronic disease management and preventative health care exams and consultations. Parental or guardian consent is needed for student to be seen in the clinic. Clinic services are also to other community members. The clinic is located to the left of the grade school parking lot. Please call the clinic at (541) 847-5143.

Personal Items

Students are not to bring personal items (toys, recess equipment, trading cards, etc.) to school unless for a specific, teacher directed activity.

Progress Reports

Each quarter of the school year, parents will be notified of their children's academic progress. In November and April, parent-teacher conferences are held. Semester report cards are sent home in January and June. Parents are welcomed to request conferences with their students' teachers at any time during the school year.

Registration

Registration is in August. The purpose of registration is to update student information and emergency cards, complete necessary paperwork and to provide students and parents with the handbook. Registration is available online. School computers are available for families during registration if needed.

Student Government

Monroe Grade School the opportunity for students in 6th- 8th grade to participate in student leadership. Because elected student leaders are also leaders by example, officers and representatives can be removed at the discretion of the advisor and the school administration due to violations of the student conduct code.

Student Records

The information contained below shall serve as the district's annual notice to parents of minors of their rights, the location, and person(s) responsible for education records.

Education records are those records related to a student and maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by board policy or law.

Education records are maintained in a fire-safe place in the office by the principal. Permanent records shall include:

1. Full legal name of student;
2. Name and address of Monroe Grade School;
3. Student birth date;
4. Name of parent or guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Subjects taken;
8. Marks received;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Social Security Number;
13. Other information which could include psychological test information, anecdotal records. IEP's.
Information on student discipline is generally not kept in the students' personal files.

Students involved in the Special Education Program 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 parents to review educational records, these records will be destroyed after five years.

Talented and Gifted

Monroe School District serves academically talented and gifted students in grades K-8. Students will be identified based on:

1. Behavioral, learning and/or performance information.
2. A nationally standardized mental ability test.
3. A nationally standardized academic achievement test.

Identified students shall score at or above the 97th percentile on one of these tests. Other students, who demonstrate the potential to perform at the eligibility criteria, may be identified.

Telephones

School phones are available for student use in Emergency situations. Examples of emergency vs. non-emergency situations are listed below.

Emergency

- Sick
- Injured
- Change of clothes due to accident

NON-Emergency

- After school plans
- Forgot homework/assignments
- Lunch/Lunch Money
- Forgot PE Clothes

Textbooks

Students are responsible for proper care of textbooks issued to them and will be charged for any that are lost or damaged. Students are also responsible for library books and materials checked out in their name.

Tobacco Free Schools

In compliance with Oregon State Law, Monroe Grade School is a tobacco free zone. Refer to board policies KKAA, GBEE, JFCG for more information.

Volunteers and Parent Involvement

Volunteers are an important part of Monroe Grade School. If interested in volunteering please notify the classroom teacher or the front office. Volunteers are required to complete a Criminal History Verification form, available in the front office, annually prior to volunteering in the school. In addition, Monroe Grade School Parent Teacher Group (PTG) meets on the first Tuesday of every month at 5:30 in the staff room. The PTG supports Monroe Grade School by coordinating fundraising activities that provide funding for field trips, materials for the classrooms, school events and enhancements, and so much more! Please join us!

Appendix

All district policy can be accessed on the district website: <https://monroe.k12.or.us/our-district/policies/>

MONROE SCHOOL DISTRICT #1J
Student Discipline and Conduct
Grades K-2

CODE: JG-AR-1
APPROVED: 05/13/96
REVISED: 06/14/04
REVIEWED: 07/09/07

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 privileges, honor and awards and removal to an alternative education program. The discipline code outlined here applies to students at school, 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 actions 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, recess 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 all the desks in the room.)

Behavior Contract: This is a discussion with the student, his/her parent(s) or guardian and the employee about the continuing 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: Loss of morning, lunch and/or afternoon recess or time to be served before or after school or during noon break.

Administrative School Service: School service may be assigned during or after school time or during recess 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 provided nor accepted for the time of the out of school suspension.

In-school suspension: During in school suspension a student may earn 50% of the grade/points for the 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.

<u>MISCONDUCT</u>	<u>CONSEQUENCES</u>
<input type="checkbox"/> Class/hall/lunch disruption <input type="checkbox"/> Lack of class material <input type="checkbox"/> Refusal to do work <input type="checkbox"/> Non Educational items in class/hall/lunch <input type="checkbox"/> Uncooperative/Rude <input type="checkbox"/> Violations of dress code <input type="checkbox"/> Failure to use title of respect <input type="checkbox"/> Classroom rules violation <input type="checkbox"/> Negligent treatment of school property <input type="checkbox"/> Other violations of the conduct code and/or handbook <input type="checkbox"/> "Horseplay"	<u>1st Infraction</u> Employee/Student Conference Parent Contact Time out <u>2nd Infraction</u> Parent Contact Time out <u>3rd Infraction</u> Parent Contact Employee Assigned Detention <u>4th Infraction</u> Employee Assigned Detention Employee Assigned School Service <u>5th Infraction</u> Employee Assigned School Service Behavior Contract <u>6th Infraction</u> Behavior Contract <u>7th Infraction</u> Referred to Administration

Specific Acts of Misconduct

<p>Tardies</p> <p>This area is monitored and increased on each infraction on a semester basis.</p>	<p><u>3rd Infraction</u> Employee Assigned Detention, 10 minutes per infraction</p> <p><u>4th Infraction</u> Employee Assigned Detention, 20 minutes per infraction</p> <p><u>5th Infraction</u> Employee Assigned Detention, 30 minutes per infraction</p> <p><u>6th Infraction</u> Employee Assigned School Service</p> <p><u>7th Infraction</u> Behavior Contract</p> <p><u>8th Infraction</u> Referred to Administration</p>
<p>Displays of Affection</p>	<p><u>1st Infraction</u> Employee/Student Conference Parent Contact</p> <p><u>2nd Infraction</u> Employee Assigned Detention Employee Assigned School Service</p> <p><u>3rd Infraction</u> Employee Assigned School Service Behavior Contract</p> <p><u>4th Infraction</u> Behavior Contract</p> <p><u>5th Infraction</u> Referred to Administration</p>

<p>Destruction of School Property (each infraction includes restitution)</p>	<p><u>1st Infraction</u> Parent Contact Employee Assigned Detention</p> <p><u>2nd Infraction</u> Employee Assigned Detention Employee Assigned School Service</p> <p><u>3rd Infraction</u> Employee Assigned School Service Behavior Contract</p> <p><u>4th Infraction</u> Behavior Contract</p> <p><u>5th Infraction</u> Referred to administration</p>
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<p>General Profanity Vulgar Gestures</p>	<p><u>1st Infraction</u> Employee/Student Conference Parent Contact Time out</p> <p><u>2nd Infraction</u> Time out Employee Assigned Detention</p> <p><u>3rd Infraction</u> Employee Assigned Detention Employee Assigned School Service</p> <p><u>4th Infraction</u> Behavior Contract</p> <p><u>5th Infraction</u> Referred to administration</p>
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Referrals

These incidents require the action of the Building Principal.

<p>Assaulting an employee</p>	<p><u>1st Infraction</u> Suspension Notify Police</p>
<p>Habitual violation of an employee's or the school's rules</p>	<p><u>1st Infraction</u> Administrative Detention or Administrative School Service <u>2nd Infraction</u> Administrative School Service or Suspension <u>3rd Infraction</u> Suspension <u>4th Infraction</u> Suspension <u>5th Infraction</u> Suspension</p>
<p>Driving, riding or sitting in the car during school hours</p> <p>Leaving campus without permission</p>	<p><u>1st Infraction</u> Administrative Detention Administrative School Service or Administrator's Choice <u>2nd Infraction</u> Administrative School Service or Administrator's Choice</p>
<p>Incendiary Devices</p>	<p><u>1st Infraction</u> Administrative Detention <u>2nd Infraction</u> Suspension <u>3rd Infraction</u> Suspension <u>4th Infraction</u> Declared Willfully Disobedient</p>

<p>Truant</p>	<p><u>1st Infraction</u> Administrative Detention or Administrative School Service</p> <p><u>2nd Infraction</u> Suspension</p> <p><u>3rd Infraction</u> Suspension</p> <p><u>4th Infraction</u> Suspension & Declared Willfully Disobedient</p>
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<p>Cheating/ Plagiarism*</p> <p>Lying/Forging a signature</p>	<p><u>1st Infraction</u> Administrative School Service</p> <p><u>2nd Infraction</u> Suspension</p> <p><u>3rd Infraction</u> Suspension & Declared Willfully Disobedient</p> <p>*The student, at each infraction, shall receive a "0" for the project, test, assignment, etc.</p>
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<p>Verbal or Physical Abuse to another student which in the employee's opinion could lead to a fight, or</p> <p>Verbal, Physical, Sexual Harassment, Hazing, or Abuse</p>	<p><u>1st Infraction</u> Administrative Detention Administrative School Service or Suspension</p> <p><u>2nd Infraction</u> Administrative School Service or Suspension</p> <p><u>3rd Infraction</u> Suspension</p> <p><u>4th Infraction</u> Suspension & Declared Willfully Disobedient</p>
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Fighting	<u>1st Infraction</u> Administrative Detention <u>2nd Infraction</u> Administrative School Service <u>3rd Infraction</u> Suspension <u>4th Infraction</u> Suspension <u>5th Infraction</u> Suspension & Declared Willfully Disobedient
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Possession or use of a dangerous/deadly weapon	<u>1st Infraction</u> Notify police Suspension pending expulsion hearing
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Menacing	<u>1st Infraction</u> Notify authorities Any other discipline will be at administrator's discretion
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Challenging an employee's authority, Level 1	<u>1st Infraction</u> Administrative Detention or Administrative School Service <u>2nd Infraction</u> Suspension <u>3rd Infraction</u> Suspension <u>4th Infraction</u> Suspension & Declared Willfully Disobedient
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<p>Swearing at an employee</p> <p>Verbal abuse to an employee</p> <p>Challenging an employee's authority, Level 2</p>	<p><u>1st Infraction</u> Suspension</p> <p><u>2nd Infraction</u> Suspension</p> <p><u>3rd Infraction</u> Suspension & Declared Willfully Disobedient</p>
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<p>Stealing</p> <p>Vandalism</p>	<p><u>1st Infraction</u> Notify parents and/or police, restitution, and Administrative Detention or Administrative School Service</p> <p><u>2nd Infraction</u> Notify police, restitution, and Suspension</p> <p><u>3rd Infraction</u> Notify police, restitution Suspension & Declared Willfully Disobedient</p>
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<p>Misuse of computers, Level 1: Visiting inappropriate web sites</p>	<p><u>1st Infraction</u> Banning Detention</p>
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<p>Misuse of computers, Level 2: Hacking, changing grades, destroying web sites</p>	<p><u>1st Infraction</u> Banning Restitution Notify parents and/or police</p>
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<p>Possession, distribution, and/or use of a controlled substance (tobacco)</p>	<p><u>1st Infraction</u> Notify police Suspension up to 3 days. Suspension will be waived upon successful completion of a cessation class.</p> <p><u>2nd Infraction</u> Notify police Suspension up to 7 days. A portion of the suspension will be waived upon successful completion of cessation class. Declared Willfully Disobedient</p>
<p>Possession or use of other controlled substance as defined under Oregon Revised Statutes</p>	<p><u>1st Infraction</u> 2-10 day Suspension Notify Police</p> <p><u>2nd Infraction</u> Up to 10 days Suspension pending expulsion.</p>
<p>Sale of other controlled substance as defined under Oregon Revised Statutes</p>	<p><u>1st Infraction</u> Expulsion Notify Police</p>

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 which 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

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: 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 on the playground who is talking to a student about a discipline or classroom issue; attempts to intimidate an employee with physical threats or actions; etc.

When given a directive by an employee which 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.

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 noon 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.

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.

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 Discipline Actions Level. This includes desks, books, equipment in the lavatories, etc. This action usually happens from students participating in irresponsible behavior, carelessness or other inappropriate action

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 oneself. It generally expresses the way that person wants to be seen by others.

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. This is considered good etiquette. A sweat band is not a 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.
3. Shirts, halter tops, etc. that are bare-midriff, see through clothing, etc. are not acceptable dress.
4. Colored or dark glasses, unless prescribed by a physician or optometrist, are not acceptable.
5. Clothing which is not acceptable includes: clothing advertising alcoholic beverages; controlled substances, 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 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 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, 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” which 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, changing grades, or destroying web sites.

Non-educational Items

Non-educational items include but are not limited to such items as boom boxes, valuables, cell phones, pagers, skateboards, CD’s, walkman, discman, water pistols, and other items or toys that are or may be considered disruptive, as defined at the discretion of the faculty and staff.

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 may earn 50% of the grade/points for the work completed.

A parent conference will be held prior to the time a student is allowed to reenter 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. Students may makeup the work according to the teachers/school makeup rules

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. If a student is standing near the door, or walking through the door when the bell begins to sound, the student is considered tardy. 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. That's what the first two unexcused tardies without penalty are for. See Levels of Disciplinary Actions. Any student arriving to class more than 15 minutes late will be considered absent for that period.

Tobacco, Alcoholic Beverages and other illegal substances

The possession, use or distribution of: tobacco, in any form; 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, 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 24 hours of the unexcused absence, it may 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 truanancies, 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 doesn't allow a student to make up daily assignments, quizzes, etc. for the days or periods truant.

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 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 may 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, 5 truanancies, 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 Levels of Discipline Actions determines 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 a 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 Board. 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.

MONROE SCHOOL DISTRICT #1J
Student Discipline and Conduct
Grades 3-8

CODE: JG-AR-2
APPROVED: 05/13/96
REVISED: 07/11/05
REVIEWED: 07/09/07

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 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 actions 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 ACTION: 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 teacher 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 teacher's room.

Employee Assigned Detention: Retaining a student before or after school, at lunch, recess 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 all the desks in the room.)

Behavior Contract: This is a discussion with the student, his/her parent(s) or guardian and the employee about the continuing 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: Loss of morning, lunch and/or afternoon recess or time to be served before or after school or during noon break.

Administrative School Service: School service may be assigned during or after school time or during recess 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 provided nor accepted for the time of the out of school suspension.

In-school suspension: During in school suspension a student may earn 50% of the grade/points for the 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.

An employee may choose any combination of the consequences listed under each infraction.

General Acts of Misconduct

Consequences of misconduct in these areas are monitored and increased on each infraction on a semester basis, unless otherwise noted.

MISCONDUCT	CONSEQUENCES
<input type="checkbox"/> Class/hall/lunch disruption <input type="checkbox"/> Lack of class material <input type="checkbox"/> Refusal to do work <input type="checkbox"/> Non Educational items in class/hall/lunch/grounds <input type="checkbox"/> Uncooperative/Rude <input type="checkbox"/> Violations of dress code <input type="checkbox"/> Failure to use title of respect <input type="checkbox"/> Classroom rules violation <input type="checkbox"/> Negligent treatment of school property <input type="checkbox"/> Other violations of the conduct code and/or handbook <input type="checkbox"/> "Horseplay"	<u>1st Infraction</u> Employee/Student Conference Parent Contact Time out <u>2nd Infraction</u> Time out Employee Assigned Detention <u>3rd Infraction</u> Employee Assigned Detention Employee Assigned School Service <u>4th Infraction</u> Behavior Contract <u>5th Infraction</u> Referred to Administration

Specific Acts of Misconduct

Consequences of misconduct in this area is monitored and increased on each infraction on a semester basis.

Tardies	<u>3rd Infraction</u> Employee/Student Conference Parent Contact <u>4th Infraction</u> Parent Contact Employee Assigned Detention <u>5th Infraction</u> Employee Assigned School Service <u>6th Infraction</u> Behavior Contract <u>7th Infraction</u> Referred to Administration
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Specific Acts of Misconduct

Displays of Affection	<u>1st Infraction</u> Employee/Student Conference Parent Contact Time out <u>2nd Infraction</u> Employee Assigned Detention Employee Assigned School Service <u>3rd Infraction</u> Referred to administration
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Destruction of School Property (each infraction includes restitution)	<u>1st Infraction</u> Employee Assigned Detention Employee Assigned School Service <u>2nd Infraction</u> Behavior Contract <u>3rd Infraction</u> Referred to administration
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General Profanity Vulgar Gestures	<u>1st Infraction</u> Parent Contact Employee Assigned Detention <u>2nd Infraction</u> Employee Assigned Detention Employee Assigned School Service <u>3rd Infraction</u> Employee Assigned School Service Behavior Contract <u>4th Infraction</u> Behavior Contract <u>5th Infraction</u> Referred to administration
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Referrals

These incidents require the action of the Building Principal.

<p>Assaulting an employee</p>	<p><u>1st Infraction</u> Suspension Notify Police</p>
<p>Habitual violation of an employee's or the school's rules</p>	<p><u>1st Infraction</u> Administrative Detention or Administrative School Service <u>2nd Infraction</u> Administrative School Service or Suspension <u>3rd Infraction</u> Suspension <u>4th Infraction</u> Suspension <u>5th Infraction</u> Suspension</p>
<p>Driving, riding, or sitting in the car during school hours.</p> <p>Leaving campus without permission.</p>	<p><u>1st Infraction</u> Administrative Detention Administrative School Service or Administrator's Choice <u>2nd Infraction</u> Administrative School Service or Administrator's Choice</p>
<p>Incendiary Devices</p>	<p><u>1st Infraction</u> Administrative Detention <u>2nd Infraction</u> Suspension <u>3rd Infraction</u> Suspension <u>4th Infraction</u> Declared Willfully Disobedient</p>

Referrals (Con't)

These incidents require the action of the Building Principal.

<p>Truant</p>	<p><u>1st Infraction</u> Administrative Detention or Administrative School Service</p> <p><u>2nd Infraction</u> Suspension</p> <p><u>3rd Infraction</u> Suspension</p> <p><u>4th Infraction</u> Suspension & Declared Willfully Disobedient</p>
<p>Cheating/ Plagiarism*</p> <p>Lying/Forging a signature</p>	<p><u>1st Infraction</u> Administrative School Service</p> <p><u>2nd Infraction</u> Suspension</p> <p><u>3rd Infraction</u> Suspension & Declared Willfully Disobedient</p> <p>*The student, at each infraction, shall receive a "0" for the project, test, assignment, etc.</p>
<p>Verbal or Physical Abuse to another student which in the employee's opinion could lead to a fight, or</p> <p>Verbal, Physical, Sexual Harassment, Hazing, or Abuse</p>	<p><u>1st Infraction</u> Administrative Detention Administrative School Service or Suspension</p> <p><u>2nd Infraction</u> Administrative School Service or Suspension</p> <p><u>3rd Infraction</u> Suspension</p> <p><u>4th Infraction</u> Suspension & Declared Willfully Disobedient</p>

Referrals (Con't)

These incidents require the action of the Building Principal.

<p>Fighting</p>	<p><u>1st Infraction</u> Suspension <u>2nd Infraction</u> Suspension <u>3rd Infraction</u> Suspension <u>4th Infraction</u> Suspension & Declared Willfully Disobedient</p>
<p>Possession or use of a dangerous/deadly weapon</p>	<p><u>1st Infraction</u> Notify police Suspension pending expulsion hearing</p>
<p>Menacing</p>	<p><u>1st Infraction</u> Notify Authorities Any other discipline will be at administrators discretion</p>
<p>Challenging an employee's authority, Level 1</p>	<p><u>1st Infraction</u> Administrative Detention or Administrative School Service <u>2nd Infraction</u> Suspension <u>3rd Infraction</u> Suspension <u>4th Infraction</u> Suspension & Declared Willfully Disobedient</p>

Referrals (Con't)

These incidents require the action of the Building Principal.

<p>Swearing at an employee</p> <p>Verbal abuse to an employee</p> <p>Challenging an employee's authority, Level 2</p>	<p><u>1st Infraction</u> Suspension</p> <p><u>2nd Infraction</u> Suspension</p> <p><u>3rd Infraction</u> Suspension & Declared Willfully Disobedient</p>
<p>Stealing</p> <p>Vandalism</p>	<p><u>1st Infraction</u> Notify parents and/or police, restitution, and Administrative Detention or Administrative School Service or Suspension</p> <p><u>2nd Infraction</u> Notify police, restitution, and Suspension</p> <p><u>3rd Infraction</u> Notify police, restitution, suspension and Declared Willfully Disobedient</p>
<p>Misuse of computers, Level 1: Visiting inappropriate web sites</p>	<p><u>1st Infraction</u> Banning Detention</p>
<p>Misuse of computers, Level 2: Hacking, changing grades, destroying web sites</p>	<p><u>1st Infraction</u> Banning Restitution Notify parents and/or police</p>

Referrals (Con't)

These incidents require the action of the Building Principal.

<p>Possession, distribution, and/or use of a controlled substance (tobacco)</p>	<p><u>1st Infraction</u> Notify police Suspension up to 3 days Suspension will be waived upon successful completion of a cessation class.</p> <p><u>2nd Infraction</u> Notify police Suspension up to 7 days. A portion of the suspension will be waived upon successful completion of cessation class. Declared Willfully Disobedient</p>
<p>Possession or use of other controlled substances as defined under Oregon Revised Statutes</p>	<p><u>1st Infraction</u> 2-10 day suspension Notify Police</p> <p><u>2nd Infraction</u> Up to 10 days suspension pending expulsion</p>
<p>Sale of other controlled substances as defined under Oregon Revised Statutes</p>	<p><u>1st Infraction</u> Expulsion Notify Police</p>

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 which 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

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: 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 on the playground who is talking to a student about a discipline or classroom issue; attempts to intimidate an employee with physical threats or actions; etc.

When given a directive by an employee which 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

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 noon 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 desks, books, equipment in the lavatories, 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's self. It generally expresses the way that person wants to be seen by others.

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. This is considered good etiquette. A sweat band is not a 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.
3. Shirts, halter tops, etc. that are bare-midriff, see through clothing, etc. are not acceptable dress.
4. Colored or dark glasses, unless prescribed by a physician or optometrist, are not acceptable.
5. Clothing which is not acceptable includes: clothing advertising alcoholic beverages; controlled substances, 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 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 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, 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" which 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, changing grades, or destroying web sites.

Non-educational items

Non-educational items include but are not limited to such items as boom boxes, valuables, cell phones, pagers, skateboards, CD's, walkman, discman, water pistols and other items or toys that are or may be considered disruptive, as defined at the discretion of the faculty and staff.

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 may earn 50% of the grade/points for the work completed.

A parent conference will 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. If a student is standing near the door, or walking through the door when the bell begins to sound, the student is considered tardy. 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. That's what the first two unexcused tardies without penalty are for. See Discipline Matrix. Any student arriving to class more than 15 minutes late will be considered absent for that period.

Tobacco, Alcoholic Beverages and other illegal substances

The possession, use or distribution of: tobacco, in any form; 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, 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 24 hours of the unexcused absence, it may 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 truancies, 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 doesn't allow a student to make up daily assignments, quizzes, etc. for the days or periods truant.

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 may 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, 4 truancies, 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 determines when a student's actions cross the line and falls into the classification of willful disobedience.

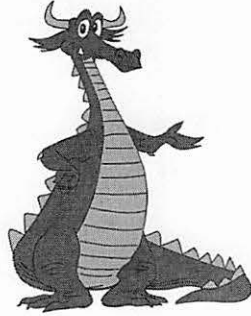
Once identified, the student will be dealt with in the following manner:

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 non-compliance 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 non-compliance 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 non-compliance 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 non-compliance, 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.



Student and Parent Sign Off Page

I understand and consent to the responsibilities outlined in the Monroe Grade School Student Parent Handbook. I understand and agree that my student shall be held accountable for the behavior and consequences outlined in the student discipline and conduct policies 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 these policies they shall be subject to disciplinary action.

Please sign and return this sign off form indicating you have read and understand the information contained in the Monroe Grade School Student-Parent Handbook.

Parent _____ Date _____

Student _____ Date _____