

August 2012

Dear Students and Parents:

Welcome to Monroe Middle School!

As a student at Monroe, you will have many opportunities for academic and social growth. Our staff is committed to helping you. We are looking forward to working together to insure your student's success. At Monroe we expect students to act in a safe, respectful and responsible manner. Our handbook has been prepared so you and your parents can know more about Monroe's total program. It contains information about the policies, rules, services and activities at Monroe. Please keep this handbook in your notebook so you will be able to refer to it when needed. In addition to the Monroe Handbook, families should also carefully read the **Eugene School District 4j Student Rights and Responsibilities Handbook** as it contains more detailed and specific information about school policies.

It is our hope students and families will have a very successful middle school experience at Monroe and that it will be among the happiest days of your life.

Sincerely,
Laurie Henry and Rick Gaultney
Principals

Supply List

Binder: Should have a sturdy cover, either vinyl or cloth, with at least 2" metal rings.

Dividers: With plastic tabs properly labeled by subject and arranged by class period.

Students should have 10 dividers.

Paper: Should have 50 sheets of three-hole, 8.5" x 11" paper with margins in their notebooks at all times.

Graph Paper: All students need a pad of 1/4" square quad rule graph paper for any math or science class.

Spiral Notebook: All 7th grade students should have one 70-90 page notebook for journaling, poetry, or math. (Some 6th and/or 8th grade teachers may also require these.)

Calculator: **Students should have a scientific calculator.** Students should not bring a graphing calculator. (Tip: Don't open box or discard receipt until teacher verifies that it is the right type of calculator.)

Facial Tissue: 2 boxes of tissues to be given to the office.

Backpack: Must fit in a locker.

Other General Supplies

Pouch (for carrying pencils, pens, etc.)

Pencils (mechanicals ok)

Additional Erasers

Pens (blue or black ink only) No sharpies or permanent markers

Colored Pencils

Ruler (with metric and English units)

Protractor

Glue Sticks (Some 6th grade teachers may require)

Scissors (Some 6th grade teachers may require)

Students are asked not to use:

File folders

Pee-chees

Odd-sized paper

Binders with a capacity of less than two inches

Binders with plastic rings

Unofficial planners

Please replace supplies as needed throughout the year. You may want to take advantage of summer school supply sales and stock up. Some families buy an extra binder or other materials in the summer because they know some of these materials are hard to come by or are significantly more expensive.

Any family who would like to donate to our "supply closet" for students who may need help with school items, may leave those items in the front office. Your generosity and support for ALL students is greatly appreciated!

James Monroe Middle School - Bell schedule

Period Time

Resource 8:30 - 9:00

1 9:08 - 10:00

2 10:04 - 10:54

3 10:58 - 11:48

First Lunch 11:48 - 12:21

Period 4 SSR 12:25 - 1:27

Period 4/SSR 11:52 - 12:54

Second Lunch 12:54 - 1:27

5 1:31 - 2:21

6 2:25 - 3:15

Year at a glance 2012-2013 Calendar

First Trimester - September 5th through November 30th

Fees collected from returning 7th & 8th grade students	August 28
6th Grade “Welcome To Monroe”.	August 29
Labor Day Holiday.	September 3
6th and New 7th & 8th Grade Student Orientation and Registration (6th grade all day, new 7th & 8th grade half day)	September 5
Monroe Site Council (3:30 pm).	September 5
Classes for All Students.	September 6
School Pictures.	September 7
Monroe Parent Organization, First Meeting 7:00 pm.	September 13
Open House.	September 20
Statewide In-service (no school).	October 12
Picture Retakes.	October 19
Mid-Trimester Reports (early release)	October 19
Parent Conferences.	to be determined
Veterans Day (no school).	November 12
Thanksgiving Holiday (no school).	November 22-23
End of 1st Trimester.	November 30
Trimester grading day (no school).	November 30
Second Trimester – December 3rd through March 8th	
Winter Vacation (no school).	December 24-Jan. 4
Staff Development/Planning Day (no school)	January 7
Classes Resume.	January 8

Martin Luther King, Jr's Birthday (no school)	January 21
Mid-Trimester Reports (early release).	January 25
Presidents Day (no school).	February 18
Spring Pictures	February 27
End of 2nd Trimester	March 8
Trimester grading day (no school).	March 8
Third Trimester - March 11th through June 14th	
Spring Vacation (no school)	March 25-29
Staff Development Day /Planning Day(no school).	April 1
Classes Resume.	April 2
Progress Reports/Budget Reduction Time (no school).	April 12
Honor Roll Recognition	April 26
Mid-Trimester Reports (early release).	May 3
Memorial Day (no school).	May 27
Last Day for Students (early release).	June 13
Trimester Grading Day.	June 14

Be aware that these dates may change and furlough days may be added. Check the Monroe Middle School website for updated events. www.monroe.4j.lane.edu

School Information

Monroe Middle School Mission Statement

Together we will create a climate of safety, responsibility, and respect, where individuals are encouraged and empowered to fulfill their potential as learners and as engaged and compassionate citizens in a diverse world.

Activities/Assemblies/Enrichments

At Monroe Middle School we provide as many enrichment opportunities for students as possible. Our goals are to create activities that allow students to experience and explore and express a multitude of things. Examples include guest speakers and assemblies such as OMSI and Civil Rights programs. Other experiences include field trips to hear the symphony at the Hult Center along with plays and talent shows. These activities provide:

- a wide range of social and physical needs and interests.
- the possibility for success and the building of self-confidence.
- lifelong recreational opportunities.
- positive peer interactions.
- different interactions with adults.
- creative expression.

Change of address

Any student who changes place of residence during the school year should report the change to the school office immediately. This includes all changes in mailing address and/or telephone number, as well as the date of change.

Students with two residences

Students who use two addresses and would like school mailings to go to both addresses should have parents notify the records clerk in the Monroe office.

Track

Track (spring term) is the only school sport offered to all middle school students. There is a charge for student participation; however, some scholarships are available. Please check with the office for more information.

Refunds will not be given after the first competition unless the student is injured. Injured athletes will receive a full refund of the fee if unable to compete before one-half the season is complete. One half of the fee will be refunded if injured in the second half of the season. Student athletes dismissed for disciplinary reasons will receive no refund. Parental requests for refunds before the first competition must be made in writing.

Athletic physical exam requirements

All students who participate in interscholastic athletics are required to have a physical examination by a physician prior to the first practice while enrolled in Eugene middle schools. The 2002 legislature passed a law requiring that all students in grades 7-12 must have physicals every two years to participate in interscholastic sports; therefore, 8th graders must have a second physical if they have not had one in the past two years. The

physicals must not expire during the track season. For students who do not have medical insurance, please check with the office.

Physical examinations given after May 1st will serve for the succeeding years in middle school. However, students are required to complete the Annual Interval History form opposite years of physicals prior to participation.

Any student with a suspected health problem shall be required to have an annual examination by a physician. Any participating student, who is injured or has a serious illness during a sports season, shall have a "Return to Play" form signed by a physician before being permitted to return to practice or competition.

Attendance

Attendance and the law

According to Oregon law (Oregon Revised Statute 339.010), all children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides. Exceptions include students being taught in parochial or private schools, home schooling, etc.

According to Oregon Revised Statute 339.020, every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such a child to and maintain such child in regular attendance at a public full-time school during the entire school term.

According to Oregon Revised Statute 339.065, eight unexcused one-half day absence in any four-week period during which the school is in session shall be considered irregular attendance. A principal or teacher may excuse an absence if the absence is caused for any one or more of three reasons: the pupil's sickness, the sickness of some member of the pupil's family, or an emergency.

A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence. According to Oregon law, only school administration or teachers may determine whether a student absence may be excused. The Monroe Middle School attendance policies below are based on, and in compliance with, Oregon laws. A student will be considered absent if he/she has missed more than 25 minutes of class according to Monroe's policy.

Absences because of illness

Parents should call the office (541-790-6300) by 10:00 a.m. when a student is absent because of illness. If contact is not made between home and school, it is the student's responsibility to bring a note from home stating the reason for the absence. In cases of chronic absences due to illness, the school will require a doctor's note to excuse an absence.

Daily attendance

All of the efforts of the staff at Monroe Middle School are designed to help students meet Oregon's required state academic standards. The standards will challenge all students. Therefore, opportunities for academic improvement only work when students are in the classroom. We request that parents help us by upholding the expectation that regular school attendance is important.

Work missed through absences is difficult to make up. There is no substitute for actual participation in daily classroom discussion and work. Regular attendance is a necessity for two reasons. First, state law requires it; second, it is essential to success, enjoyment, and achievement in schoolwork.

Through the daily routine at Monroe Middle School, we encourage students to make responsible decisions about their use of time. Students are expected to arrive on time for all classes. Attendance is taken at the beginning of each class.

The school calendar provides a generous vacation schedule. Therefore, we strongly discourage family trips which result in students missing school. Such absences disadvantage the student whose work is interrupted, is unfair to other students, and undermines school standards. Teachers are under no obligation to provide students with missed work under these circumstances.

Checking out

A student checking out of school anytime before 3:15 p.m., with no parent picking him/her up needs to bring a note from a parent or legal guardian to the office first thing in the morning stating the reason for the planned absence. This note should also include the time your student will be leaving, where your student is going, with whom your student is going, and when your student will return.

Homework policy

Parents may request homework on the third day of absence. The student also may call a friend to find out assignments. Requests called into the office by 10:00 a.m. on the third day will be available for pick up in the office the same day between 3:45 p.m. and 4:00 p.m. If homework is requested after 10:00 a.m., it may not be available for pick up until the next day. Calling by 10:00 a.m. will give most teachers the opportunity to complete requests during their prep periods.

Parents should be sure homework is picked up if it is requested. Classes will not be disrupted to get assignments. In some classes teachers prefer to wait until the student returns to give homework, especially if there are specific directions or help needed. Parents and students need to be aware that the Early Morning Resource Period (8:30-9:00 a.m. before school on Monday, Wednesday, and Friday) should be used to get help, assignments, and caught up.

Leaving school during the day

Students are not allowed to leave the school grounds once they arrive to campus or at any time during the school day without permission from the school office. We must have a written note or phone call from parents. If a student must leave school because of illness

or other emergency, parents will be contacted. Students are expected to attend all classes in order to participate in extracurricular activities on that same day.

Planned absences

When a student is planning an absence, a note from the parent must be brought to the office at least one day prior to the absence. It is the student's responsibility to notify each of his/her teachers of the dates of absence.

Class work that will be missed should be made up in advance if possible. Parts of some classes (i.e., movies, discussions, labs) will not be able to be made up. It should be noted that term tests are usually administered the last week of the term, and a student's grade may be adversely affected by an absence at this time.

Tardy policy

Tardiness is defined as not being ready to begin classroom work when the bell rings. If you arrive after the beginning of 1st period, you are required to check in at the office. Students who enter class late often disrupt the class and cause unnecessary repetition of instructions and explanations by the teacher. If a student is tardy to any class, the student may be excused if the teacher of the preceding class signs a hall pass.

It is the responsibility of the student to clear an absence report to a tardy if attendance slips have already been picked up for that class. If a student has an unexcused tardy to class, the student may be assigned up to 60 minutes after school for make-up with the teacher of the class. The student will have one day to make arrangements for staying after school.

An unexcused tardy of 15 minutes or more will be considered an absence. On the rare occasion that a student is tardy as a direct result of the actions of a parent/guardian, the parent may excuse that tardy upon administrative approval.

For chronic situations, Monroe Middle School reserves the right to consider all late arrivals (excused or unexcused) as tardies. Once a student is deemed to be chronically late to school, the school will officially notify the family and student. Each subsequent tardy may result in a loss of free time (lunch or after school). Students who are chronically tardy will be referred to Tardy School.

Truancy

Truancy is defined as a student being absent from a class without a legitimate excuse. Chronic absences or tardies (excused or unexcused) may result in a truancy referral to Lane ESD, an investigation, and a citation for up to \$190.00 and possible court appearance. Monroe Middle School's truancy process is to notify families twice in writing before a referral to Lane ESD. Students are not to leave school without checking out of the office. Checking in with the office is also necessary for late arrival to school.

Backpacks

Students at Monroe Middle School will carry their class materials and supplies to each of their classes without the assistance of a container or carrying case. Backpacks, book bags, shopping bags, etc. are to be stored in student lockers throughout the school day. If students bring items that cannot fit into their lockers, they may store those items in the Monroe Middle School office.

Closed campus policy

Students are expected to remain on campus from the time they arrive until the conclusion of their last period class, unless parents have requested permission for them to leave campus. Students need to check out in the office as they are leaving. Leaving the grounds without permission is cause for disciplinary action. Parents will be notified of their student's violation of this school policy.

Counseling

A school counselor is available to discuss problems that may arise. Students are encouraged to seek help regarding academic or non-academic problems, or to just come in to talk. Conferences are confidential.

Daily announcements

All announcements must be written legibly by an adult and handed in to the office not later than 3:45 p.m. the day before the announcement is to be read. Our daily announcements are read over the intercom at the beginning of first period. Daily announcements are posted in the office and some classrooms.

Early morning resource period

Students may enter the building through the front entrance on Monday, Wednesday, and Friday mornings from 8:30-8:40 a.m. to work with teachers. After 8:40 a.m. students will not be allowed to attend individual classrooms for Morning Resource. The 8:30-9:00 a.m. time is reserved for working on homework, checking assignments, making up work, and conferencing. Students are expected to stay in the same classroom after 8:30 a.m. Those students who do not wish to use the resource period will be allowed into the building at 9:00 a.m. Students are not to ask other students who are already in the building to open doors.

The cafeteria is open daily at 8:10 a.m. This provides a place for students to study or allow them to attend Early Morning Resource at 8:30 a.m. The kitchen is open and available for breakfast at 8:10 a.m.

Earthquake and fire drills

Earthquake and fire drills are required by law and are an important safety precaution. In the case of an earthquake, students and teachers should take cover under desks or tables and turn away from windows and outside walls. In the case of fire, an orderly evacuation is to be followed and evacuation plans are posted in each room. In both cases, students are to obey adult directions. When students are evacuated, they are to line up with their class for roll call.

Fire alarms are placed in convenient locations in the hallways to ensure safety in case of fire. Students should be aware of the penalty for a false fire alarm. The City of Eugene Uniform Fire Code, Chapter 27, Section 27.302, states that a \$250 fine will be levied against anyone intentionally setting off a false fire alarm.

End-of-year activities

There are several grade level year-end activities. These are events Monroe values, providing a nice closure to the school year for students. Student participation in these special activities is based on students maintaining appropriate behavior throughout the year. We will provide an alternative schedule at school for students who lose the privilege of participating.

Eighth grade promotion ceremony and dance

This event is held in the evening and is designed for family participation. Students are encouraged to wear nice clothing: dresses, slacks, shirts; ties are optional. We ask students to avoid prom-type dresses, tuxedos, and limousines.

A dessert is held for students and parents following the promotion ceremony with a dance for our eighth grade students. Parents are welcome to stay for the dance. No students from another grade or another school may attend the dance. The dance ends promptly at 10:00 p.m., and we ask parents to pick their student up no later than the ending time. At the end of the evening, eighth grade students are officially out of middle school and are asked not to return to Monroe Middle School while school is still in session for sixth and seventh graders. If eighth grade students have unfinished business, they may come to school the following week to complete this unfinished business.

Last day

This last day is a half-day for students and is over at noon. Lunch is not served; however, students may prearrange with the kitchen for a sack lunch. All six periods meet in an abbreviated schedule allowing students to say goodbye to staff and friends. All books and materials have been collected and lockers cleaned. Students are asked not to bring backpacks or valuables to school this day.

Sub-district and district track meets

These meets occur in May. There are no spectator buses, and all students not directly participating in the track meet will be expected to remain at school that day. We will not accept notes or phone calls excusing students to attend these meets. If you have a child who wants to watch a sibling participate, please notify the office one day in advance. All student spectators must be checked out of the office in person by their parent or guardian as the parent or guardian is responsible for supervision. Field events begin at 1:00 p.m.; running events begin at 3:30 p.m. These events continue until early evening.

Yearbooks

These are distributed during the school day (in time for autographs) to students who have paid for a yearbook. Students should also have met the following expectations:

- Returned or paid for all library books and magazines;
- Returned or paid for all textbooks and classroom novel sets;

- Returned or paid for track uniform;
- Have completed all detention.

Any student who has not taken care of these items will receive his or her yearbook when items are turned in or paid for, or at the end of the school day on the last day of school.

Flag salute (House Bill 2384, October 23, 1999)

Monroe Middle School will provide students with the opportunity to salute the United States flag at least once each week of the school year by reciting: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Students who do not participate in the salute must maintain a respectful silence during the salute.

Gifts

Students enjoy receiving gifts, however, many times they are too large to fit in the student's locker. Gifts, flowers and balloons are often disruptive. Please celebrate these special occasions after school. Any gifts will not be given to the student until school is out for the day and will remain in the office.

Guest teachers

Occasionally a regular teacher may be absent. When this occurs, a guest teacher will teach the class. The guest teacher has a very difficult job to do, and it is expected that students will be courteous, cooperative and show the guest teacher the same respect that would be given to the regular classroom teacher.

Leaving school by 3:30 p.m. or last bus

Students are to leave the building and grounds by 3:30 p.m. unless they remain for a supervised activity or study. Students should go to their lockers before 3:30 p.m. to get coats, books, musical instruments, and whatever else they need to take home if they will be involved in study or an activity beyond that time. The last bus leaves at approximately 3:30 p.m. Students need to leave campus by the time the last bus leaves.

Library

The library is open to all members of the Monroe community. The department assistant and student assistants will help find materials that are available. Books may also be found by using the automated system. Students coming from a class must have a pass from a teacher. Books are not to be taken from the library unless they have been properly checked out from the person at the desk. Books may be checked out only in a student's own name. Any student who takes books or other material from the library without being checked out properly may forfeit library privileges. Students are charged for all lost or damaged books. Sixth and seventh graders may check out two books and 8th graders may check out three. No student may check out any books when they have an overdue book. Books are checked out for a two-week period and can be renewed as needed. Pamphlets and magazines circulate for two weeks.

The library is open generally for student use from 8:30 a.m. until 3:30 p.m. (depending upon the ability to staff the library). It is also open during resource time on Monday, Wednesday, and Friday. Students using the library before and after regular class periods are expected to follow the same rules of quiet study that are expected during class periods.

Care of textbooks

Textbooks are loaned to students on condition that the student shall pay for any loss or damage beyond ordinary wear before further loans can be made. The loss or damage is computed on the basis of the listed price of books. If students loan a textbook to another student or the textbook is stolen, they must assume the responsibility of paying for the text. All books will be checked out to students by the library staff or by the instructor in charge of the class for which the student needs the book. Students dropping classes from their schedule must return their extra textbooks to the library or to their instructor (whomever issued the textbook). Students are to cover their textbooks with covers that are provided.

Lockers

Lockers are provided for students to keep personal belongings, books, and school supplies in a central location. Lockers are the property of the school and should be treated with respect. An inspection of lockers may be conducted on a periodic basis for illegal items, school property, or student possessions determined to be a safety threat. (See information on Search and Seizure: *Use of Lockers and Desks* in **4j Student Rights and Responsibility Handbook page 9-10**)

Two students maximum are to share a locker. When a locker fails to work properly, obtain a locker jam pass from your teacher and go to the office.

Lockers are not absolutely secure. Valuable items should not be kept in them, but should be given to a teacher, administrator, or secretary in the office. If students need to bring to school items that will not fit in lockers (i.e., athletic equipment), they may ask to keep large items in the office. Students are to use the lockers assigned to them. If a student changes lockers or locker partners during the year, they must make arrangements with the office.

Students should not give their combinations to any other student. Problems often develop when a combination is shared with another person. If someone learns of your combination, come to the office for help and advice. Locker combination change requests can be made in the office.

The school is not responsible for items missing from lockers. Whenever a lock fails to work properly, a teacher, the office, or custodian should be notified immediately. At the end of the year, the locker must be cleaned to its original condition.

Lost and found

Lost and found items are located on the designated lost and found table and clothing hooks. Items are also located in the PE locker room areas. If a student has lost something, he/she should check the lost and found areas before checking in the office. If

a student finds something, it should be brought to the office. Articles not claimed by the end of each trimester are donated to local nonprofit organizations.

Lunch

Students may either bring a sack lunch from home or purchase lunch from the cafeteria. The cafeteria offers balanced meals to students at a reasonable price. We have three lines for purchasing food - two hot lunch lines and an a la carte line.

Students may purchase meals with cash or funds that have been added to their accounts. Each student has an ID number. She/he is able to enter her or his number on a keypad to purchase food. The appropriate amount is then deducted from their account.

Parents can go online to place money in their student's account. Go to 4J web page and click lunch menus, and follow directions. Please allow two to three days for this transaction to show on your student's account. There is a \$25.00 minimum and a 6% service fee if you pay online. You may also view the menus online. Parents may also pay for meals in the cafeteria.

Monroe is a closed campus. All students are expected to eat in the cafeteria and remain on school grounds. Parents who wish their child to eat at home must have on file in the office a parent request stating the student will be eating at home. Students are expected to be back to school on time and ready for the next class. Tardies related to off campus lunch are unexcused.

Most often students are not able to leave, eat, and return within the thirty-minute student lunch period. This results in students returning late, an unexcused tardy, and disruption to a class already in session. As a suggested alternative, adults are always welcome to come to the school and eat with students. It is also suggested that celebrations of events happen during non-school hours.

Medical

Accidents

Any student who has an accident resulting in injury should report the nature of the injury, and how the accident happened, to the teacher or to an office staff member. First-aid and follow-up will be available. The teacher in charge and/or office staff will fill out accident forms.

Emergency phone numbers

When a student is ill at school, it is very helpful to have someone, in addition to parents, to call to give permission to go home. Please keep these local phone numbers up-to-date in the office.

Health room

No student is to use the health room facility without first notifying the office. Any student who becomes ill should report to class if possible and then to the office. Any student requiring more than one period in the health room will need to make arrangements to go home. One of the secretaries, or a school volunteer, will contact the student's parent or

emergency contact for permission to send the student home. No student is to go home without the office being notified.

Medication

When possible, please give your child medication at home. However, if needed, medication can be given to students at school. We are happy to assist you with this, but we must have your written consent. A special permission form, available in the office, is required for all medication, both prescribed and over-the-counter. For your child's protection, this permission form needs to be updated as medication changes occur. **A new form is to be completed yearly.** Medications should be brought to the school office by a parent or adult and must be in an originally labeled bottle (i.e., pharmacy bottle for prescription medication). All medications must be kept in the office, with the exception of emergency medicine such as asthma inhalers.

Students may administer his or her own medication in the following situations unless the school determines that the student does not demonstrate the ability, developmentally and/or behaviorally, to administer medication to him or herself without the assistance of a trained staff member.

Students may carry and self-administer one day's dose of non-prescription medication with the written consent of the parent. This note must be given to the office.

Optional purchases

Accident and dental insurance

The 4J School Board authorizes accident and dental insurances each year. The insurance is available at a nominal cost. Insurance information is available in the school office.

School pictures

A professional photographer takes pictures of all students during the first week of school. Pictures are taken again in the spring. There is no obligation to purchase.

Student body card

The student body card fee helps support student body activities such as assemblies, speakers, socials, and handbooks. A card, issued upon payment of this fee, provides current identification at events sponsored by the Sheldon Community Center just for middle school students, reduced entrance fees at some movies, skating rinks, high school games, and Monroe school events. Cards also provide picture identification at airports, hospitals, etc.

Yearbook

Students may purchase a yearbook that will contain pictures of the student body plus activity photos.

Out of classroom

Students temporarily gone

Permission to leave the classroom during class time to go to the office, etc. must be granted by the teacher in charge. No student is to leave class without first obtaining a hall pass from the teacher.

Physical education

Gym shoes

Students are not permitted to play on either gym floor without wearing appropriate gym shoes and under the supervision of a teacher. Flip-flops and sandals are not permitted in Physical Education classes.

P.E. excuses

The school will honor a parent request for P.E. participation release for up to three days. However, at the teachers' discretion, an alternate written assignment might be given. Anything beyond a three-day period may require a doctor's statement, stating length of time and in what part of P.E. the student should or should not participate.

School P.E. lock - required

All students will be required to purchase a school P.E. lock. We encourage students to use their school P.E. locks from year-to-year.

Restricted and prohibited items

Cell phones

The umbrella policy for cell phones is that they should be turned off and kept in the student's assigned locker for the entire school day. If a student chooses not to follow the umbrella policy, the cell phone may be confiscated and brought to the front office which could result in disciplinary action. If confiscated, the student or parent/guardian will need to pick it up in the front office after school. (See Serious Misconduct: *Substantial Disruption of School or School Activities* in the **4j Students Rights and Responsibilities Handbook page 10-11**)

Cell phones may not be used to take pictures while on campus. This is to prevent students from taking inappropriate pictures or taking pictures of people without their permission. Picture taking may result in disciplinary action.

Electronic devices

To list and discuss all electronic devices would be futile since technology is continually changing. Therefore, items such as MP3 players, I Pods, electronic games etc. are not to be used in ways that disrupt the educational environment. Such items are not to be used during the instructional day except before school and at lunchtime in a responsible manner. They are to be safely locked in the student's assigned locker at all other times. Most of these items are also expensive and are always the potential targets of theft.

Monroe is not responsible for the damage or theft of these items.

Cameras

Cameras are prohibited except for designated special events that are announced as camera days by administration.

Laser pens

Laser pens, etc. are not allowed at Monroe Middle School. All non-school items should remain at home. Violation of this policy may result in disciplinary action

Inline skates, skateboards, and scooters

Monroe's policy regarding inline skates, skateboards and scooters is that they are not allowed to be used on campus except in designated areas. Students may use inline skates, skateboards and scooters as a form of transportation to and from school.

School ownership and care of school property

Taxpayers pay for equipment and supplies as well as repairs to the building and grounds. Your pride in Monroe is reflected directly in the way you take care of it. Oregon law specifically provides that parents or students will be required to pay for any damaged or lost equipment or property.

Socials

Students will have the opportunity to participate in various activities during the year. These socials are part of the regular school day. Students will not be given permission to call home in order to not attend the social. We will not accept notes or phone calls excusing students to not attend the social. Any parent or guardian who does not want their student to attend the social, must notify the office by 9:00 a.m. on the day of the social and must come into the office to check out their own student as the parent or guardian is responsible for supervision.

Student dress

Monroe is committed to establishing a healthy and professional leaning environment that is conducive to learning and positive, social interactions. Student dress and grooming shall be clean and in keeping with health, sanitary, and safety practices. Because of health and sanitation considerations, students shall wear footwear while on school property. In addition, all clothing worn to school needs to be modest and may not become revealing while engaging in any school activity. Students are expected to follow Eugene 4j *Dress and Grooming policy*: the **Student Rights and Responsibility Handbook page 5**.

The following items of apparel are not considered to be appropriate at school:

Clothing that displays illegal or inappropriate items, such as:

- Language that is vulgar and plainly offensive, obscene or sexually explicit
- Cigarettes or other tobacco products
- Alcoholic products or drugs
- Sexual connotations

Clothing that is likely to disrupt or interfere with school, such as:

- Crop tops, skimpy clothing (bare midriffs), or spaghetti straps
- Clothing that reveals undergarments
- Clothing that supports gang activity
- Heavy chains or studs

Footwear that poses a safety or health risk, such as:

- Wheelie shoes (shoes with wheels in them)
- Footwear without a street-worthy sole

Eighth grade promotion ceremony attire

Every year we honor our eighth grade students at our Promotion Ceremony. Attire for the evening is "good school clothes." Please keep in mind that this is NOT a high school graduation or prom. Limousines, tuxedos and formal dress are discouraged. The following suggestions will help you decide what to wear:

- Boys: Shirts with collars, slacks (ties and jacket are optional).
- Girls: Nice dresses or slacks.

WEB

WEB is a transitional program for our incoming 6th graders. WEB is an acronym for "Where Everybody Belongs". The goal of this program is to help 6th grade students feel welcome and comfortable so they are successful at Monroe. Monroe staff members carefully select 8th graders. Selected students attend multiple training sessions. WEB leaders serve as role models who help our 6th graders get to know each other, familiarize themselves with Monroe's campus, learn daily routines of our school, and help teach academic strategies for success.

Supervision hours

The school provides supervision only between the hours of 8:10 a.m. and 3:30 p.m. and during official school events and programs that occur before and after school. Students are encouraged not to be on campus before 8:10 a.m. Students are to leave the building and grounds by 3:30 p.m. unless they remain for a supervised activity or study.

Telephones

The building telephones are for school business by staff members. Students will be allowed to use the phones with permission from a staff member if they are sick or get hurt or if it is school-related; i.e., forgot to bring homework, staying after school for detention, making up tests, etc.

Students and parents are reminded to make personal arrangements before they leave home in the morning or the night before. When a student receives a personal message, their name will be written on a piece of paper and put in the front office window. It is the student's responsibility to come into the office for their message.

Students will not be dismissed from class to use the phone or to answer a telephone call made to the office. We do not take messages for students from brothers or sisters.

Transportation

Bicycles

All bicycles must be parked in the bike cage on the west side of the building. We ask students to lock their bicycles while at school; do not lock another student's bike with yours.

Students who leave their bikes overnight at school run a significant risk of theft or vandalism.

- The bicycle cage is open 8:10 a.m. to 9:00 a.m. and 3:15 p.m. to 3:30 p.m. The cage is locked at all other times.
- The bike cage is off-limits during the school day.
- Only students with bikes will be allowed in the cage. Students are to secure bikes, helmets, and leave the cage immediately. No loitering.
- Students are expected to bring their own locks.
- Students are not to touch anyone else's property.
- Students will only be able to enter the school through the main entrance.
- Bikes can be ridden on the bike path behind the building and in the bike lane on the west side of the building ONLY.
- Bikes are to be walked on sidewalks and in front of the school at all times.
- Students who arrive late to school are to secure their bikes to the racks outside the cage.
- Students who need to leave school early can have the bike cage unlocked in order to get their bikes. Arrangements for unlocking the cage will be made when they sign out in the office.
- Oregon law requires bike helmets.

Skateboards, scooters, and inline skates

- Skateboards, inline skates, scooters are not to be ridden on school property. This includes before school, after school, weekends and holidays.
- Skateboards, inline skates, scooters are not to be ridden in areas within the yellow lines on the sidewalk and drive way.
- Students are to be respectful of our neighbors and not loiter and/or ride skateboards, inline skates, scooters on their property.
- Skateboards, inline skates, scooters will no longer be secured in the office. Skateboards, inline skates, scooters may be secured in the bike cage.
- Bike cage rules apply to skateboards, inline skates, scooters.

Riding the school bus

Schedules

The bus schedules are released by the school district's administrative office prior to the opening of school. Bus schedules are available in the main office.

Bus Assignment

Each middle school student living over one and one-half miles from school is eligible to ride and will be given a bus assignment. Students should not request to ride a bus other than the one they are assigned to ride to and from school.

Rules

All students must abide by the rules posted in each bus. They are to follow the rules and requests of the bus driver as well.

Loading, Unloading, Seating

Students should line up in an orderly manner behind the white lines, and keep their place in line before the bus comes. Students should be ready to board the bus when it stops and

keep their place in line as they board. The driver to the principal or assistant principal will report any misconduct. When a disciplinary problem arises, the bus driver will fill out a Bus Driver's Report on Pupil Conduct form. The original and pink copy will be given to the student to take to the school principal or assistant principal. The student must obtain parent's signature and the principal's or assistant principal's signature on the original copy and return it to the bus driver **before** being permitted to ride the bus again. The following guidelines for handling the Bus Driver's Report on Pupil Conduct will be observed:

- First violation** warning by principal or assistant principal.
- Second violation** 10 day suspension from riding the bus.
- Third violation** 30 day suspension from riding the bus.
- Fourth violation** permanent suspension from riding the bus for the remainder of the school year.

Unplanned school closure

Severe weather

In the event of severe weather or other emergency situations, you can listen to KRVM (91.9 FM), the Eugene School District radio station, or other local stations for announcements of school closure or delayed starting time. The announcements will be made starting at 6:00 a.m.

Safe operation of school buses

The major factor in making a decision about school closures has always been whether school buses can be operated safely. When the District cannot operate buses safely, schools are closed. The District has always made, and will continue to make, the decision to close all schools (rather than opening some and closing others) because of the mobility of our staff and students and to avoid confusion within the community.

Snow bus routes

Several years ago, the District began the operation of snow bus routes. Under this procedure, the Transportation Department modifies designated bus routes in areas that predictably experience hazardous driving conditions. Parents are informed in advance that they live on such a route and are asked to listen to the radio on days when the weather may interfere with the operation of school buses. Typically, the modification requires students to walk to a different bus stop. The use of snow routes has helped limit closures even when there has been extremely harsh weather. We anticipate these routes will continue to reduce the need to close schools.

Make-up days

Because it is important for students to be in school as many days as possible, the District will continue to make up most days it closes due to severe weather.

Visitors

Parents are always welcome to visit classes. We ask you to call the office a day in advance as class schedules may change due to assemblies, a movie being shown, etc.

Please check into the office the day of your visit to receive a visitor's pass.

- Students from other middle schools are not permitted to visit classes.
- Students are forbidden at any time to bring pets to school; exceptions may be granted for instructional purposes.

When students should come to the office

Students should come to the office to pay a bill, report locker problems, if they are ill, and when arriving or leaving school at other than the regular times. **Students may always come to the office if they have a safety issue or need the support of an administrator.**

Withdrawing from school

The office should be notified when withdrawing from school. A Withdrawal or Transfer Slip must be obtained from the office and be signed by each teacher on the student's schedule, indicating that all fines have been paid, books have been returned, and that all obligations to the school have been cleared. The slip is then returned to the office in order that the transfer may be completed and any refunds due may be paid.

Curriculum

Homework

Educational research shows that homework is an important component of academic success in school. Amount and frequency of homework varies with each class. Some time is normally given in class to work on assignments; however, students can expect homework each school night. Homework is expected to be finished and turned in when it is due.

Incomplete grade

An incomplete grade is given due to insufficient work resulting in no credit at this time. Make-up work should be completed by the student within the time limit designated by the teacher following receipt of the progress report. An incomplete grade turns into an "F" grade if not made up. If the student receives an incomplete at the end of the school year, a record of work to be done will be left with the office.

Make-up work

When students miss class work, it is their responsibility to get assignments and make up tests. If a student misses school and has an excused absence, he/she has at least the number of days absent, plus one, to make up the work.

Basic academic expectations

Deadlines

Students will be expected to turn in all assignments on time to receive full credit (except in cases of excused absence). The individual teacher will determine the status of "late" assignments.

Dictionary use

Students will have access to dictionaries. Teachers will expect students to use them as a resource.

Handwriting legibility

Legible writing will be required. Pen (blue or black) or pencil will be used according to the subject. Students will be asked to rewrite assignments that are not legible. Quality work is an expectation.

Heading a paper

The basic heading for all papers should appear in the upper right hand corner of all assignments. The heading is the student's first and last name, the date written out, and the period number.

Sample: Adam Zimmerman

September 10, 2009

Period 1

Individual student differences

The ability level of individual students will be taken into consideration on all requirements and expectations as necessary.

Listening and following directions

All students will be expected to listen to directions the first time they are given. It will be a building goal for students to achieve this expectation.

Monitoring long-term assignments

Students will follow a timeline distributed by the teacher on long-term assignments. It will be the responsibility of the student to meet with the teacher, as needed, to check their progress on the assignment and to get needed help.

Notebooks

All students will have one large loose-leaf notebook that will be divided into sections for each class. All notes, assignments, and other materials will be maintained in chronological order. The students will also maintain an assignment record in their student planner to be kept in the front of the notebook. The notebook will be brought to class each day. Individual teachers will monitor the section of the notebook for their class.

Note taking

All students will be expected to take notes as required by individual teachers.

Preparing for tests

Students will be instructed on how to study for a test in each class. Teachers will use study guides or any method specific to the class.

Proofreading

Students are strongly encouraged to proofread all written work before submitting it for a grade.

Student planners

Students are to maintain an assignment record in their personal planners. These planners are to be kept in the notebook at all times. Teachers to communicate a daily assessment of a student's academic and behavior performance can also use planners. Parents are encouraged to routinely check student planners to see that they are used correctly and regularly.

Vocabulary introduction

When appropriate, teachers will introduce vocabulary and/or provide a motivational activity as a prerequisite for any reading assignment in a content area.

Grading conferences

Parents will have an opportunity to schedule ten-minute grading conferences with their students' teachers during the first trimester's designated day/night conferencing time. Because limited time slots are available for each teacher, parents usually are not able to see all their students' teachers during this conferencing time. Therefore, parents are encouraged to contact teachers at other times during the year for conferencing. Communication between school and home is of the utmost importance, and we strongly encourage this interaction.

Grading philosophy

Grading and evaluation at Monroe reflect our high standards, recognize effort as well as achievement, and accommodate differing levels of skills and abilities. As a transition between progress reports in elementary school and a highly formalized grading system in high school, our system provides evaluation that is realistic and encouraging for middle school students. Students who make sustained, honest, and conscientious efforts are reinforced for those efforts.

Grading procedures

Most classes at Monroe are graded on an A, B, C, D, or F basis:

A = Superior **B** = Above Average **C** = Average

D = Below Average **F** = Failing

Other grades that students might earn include:

I = Incomplete **P** = Pass **NP** = No Pass **NB** = No basis for grade

Challenging a grade

Occasionally, the need to challenge a final grade for the trimester may arise. When parents feel their child has received an incorrect grade for a course, **the teacher of that course should be contacted immediately**. Together, the teacher, parent(s), and student will work to resolve the grade issue. Grade change requests will be considered during the first nine weeks directly following the trimester the grade was issued.

For example:

Grading Trimester Last Day For Grade Changes

First Trimester Mid-term grading day of following trimester

Second Trimester Mid-term grading day of following trimester

Third Trimester Mid-term grading day of following trimester

Progress reports

Students' work is formally evaluated and reported to parents during the year. Progress reports are mailed out at the mid-trimester (6 weeks) and report cards at the end of each trimester (12 weeks). Trimester grades are permanent grades. In addition, teachers measure progress on a weekly basis and notify parents of students progress through grade reports, emails, and/or phone calls home. Early in each trimester, students who are receiving D's or F's in one or more classes will be referred to our school intervention team, who will work with staff and the family to develop a personal plan for the student.

SSR (Reading period)

Monroe has a strong commitment to emphasizing reading skills throughout the curriculum. To provide a reinforcement for reading instruction and an opportunity for leisure reading, Monroe has a silent reading period built into fourth period each day. During this time, students and teachers sit quietly at their desks and read. Students are expected to bring a book from home or the library to class to read. Reading material should be appropriate for the classroom. This is not an appropriate time to do homework. Students will not be allowed to leave the classroom during reading period. If students need to check out SSR books from the library, they will need to do so before school, at lunch, or after school.

Schedule change policy

Every student must follow his/her schedule as it is filed in the office. Requests for schedule changes will be considered mainly based on class size with careful attention being given to make sure classes are not overloaded or unbalanced in comparison to other similar classes.

If a change is to be considered, the change should be discussed with the teacher and the school counselor or an administrator. In most cases parent contact will need to be made. The issue of making a change may also be discussed with the teacher of a class into which a student may be transferring before final approval will be given. Again, class size will be a main concern in determining if any change will be made.

Teacher assistants

Seventh and eighth grade students are eligible to be a teacher assistant during the school year. Students who are invited to participate as helpers will be signed up at the beginning of each trimester. Exception to this policy allows students to participate as a teacher helper for three trimesters with the same staff member in the following disciplines: office, library and labs.

Cafeteria assistant

Students learn the basic principles of preparing food, i.e. wrapping hamburgers, preparing fruits and vegetables for the salad bar. Well supervised, students will become involved in details such as meal planning, correct temperature for foods, etc.

Classroom assistant

Student assistants help teachers with necessary tasks. These tasks will often include such things as running errands, setting up equipment, stapling, checking off homework, filing, helping other students, and other duties as assigned.

Custodial assistant

Students learn responsibilities of keeping a school in good condition. Tasks include sweeping the courtyard, washing windows and walls, organizing supplies, picking up paper, and other duties as assigned.

IMC assistant

Students assigned to work in the IMC help the Department Assistant in completing clerical requests from teachers. Duties include, but are not limited to, running the copier and assembling and stapling papers.

Lab assistant

Students who work as lab assistants may be responsible for a variety of tasks including equipment upkeep, setting up and taking down equipment, taking inventory of supplies and materials, helping small groups of students and cleaning equipment.

Library assistant

Students learn to perform many of the tasks that keep the library running smoothly. These jobs include checking out and in books, magazines, and other materials, putting returned books on the shelves in Dewey Decimal order, processing periodicals, preparing displays, and other jobs to keep the library neat and functional. Library assistants benefit by becoming familiar with the wealth of materials that are available to them in Monroe's library and other libraries and by learning how to use those materials.

Office assistant

This is an introduction to office-type work. Students work in the main office in various capacities assigned by the office staff. Responsibilities of an office helper are promptness, neatness, and politeness. Duties include, but are not limited to, picking up absentee slips from classrooms, making ice packs, running errands, and filing.

P.E. assistant

Students assist in physical education classes as directed by the course instructor.

Student recognition, rights, and responsibilities (For more information please read the [4j Student Rights and Responsibilities Handbook](#).)

Be Safe, Be Respectful, Be Responsible

Abide by the law

Students are expected to abide by all District 4J policies, state and federal laws. Violation of civil law on school property will subject the student to possible suspension from

school and to penalties by law enforcement agencies. School officials will notify police regarding students who are in violation of the law. A reasonable effort will be made to contact the parent or guardian of a student before allowing a police officer to talk to a student who is the focal suspect to an illegal act or a student who is to be questioned about an illegal act occurring off campus that is non-school related. *Cooperation with Law Enforcement: 4j Student Rights and Responsibility Handbook page 13.*

Behavior expectations

Appropriate touch

Monroe is committed to a healthy environment that is conducive to learning and positive social interactions. Students are expected not to display overt affection (wrapping arms around each other, kissing, intimate signs of affection, inappropriate touching or creating an environment that is offensive to others). Protracted hugs or quick hello and goodbye hugs are acceptable. Holding hands is acceptable.

Assemblies

Assemblies are an integral part of our program at Monroe. We do everything we can to ensure that the experience is successful for all presenters, performers, and audience. Students are expected to display the same kind of positive behaviors they do in the classroom. Students should follow their classroom teacher into the assembly in a quiet and orderly fashion. At conclusion, teacher will signal their dismissal of their class. We expect students to be attentive to and respectful of the performers, as well as the audience. Applause is the appropriate sign of appreciation.

Cafeteria

Lunchtime is an opportunity for students to meet, eat, visit with friends, and just relax. Students are expected to be polite, cooperative, and willing to assume responsibility for their own lunch, beverage, and lunch tray. Extra food and papers are to be routinely thrown away by students. Milk cartons and cans should be placed in the appropriate recycling containers. Students observed throwing food, making excessive noise, or failing to clean up their lunch tray or waste paper, etc. will be given cafeteria cleanup responsibilities and/or detention time. Food and drink should only be consumed in the cafeteria. Water bottles may be taken out.

Lunchtime procedures are that all students walk to the cafeteria at their lunchtime, whether or not they plan to eat. Students buying lunch or a la carte enter through the lunch line doors and buy items before sitting down in the cafeteria. All students remain seated in the cafeteria until the designated release time. At release time students may have their table checked. Providing all trash is picked up, tables are clean, and appropriate items for recycling and placed in containers, students may be released to go to the gym/activity area, courtyard, library (when open) or stay in the cafeteria.

Classroom

Even though behavior expectations might differ in each classroom, teachers will expect students to:

1. Be ready to work when the tardy bell rings.
2. Be good listeners when any person is speaking for the benefit of the class.
3. Respect the rights of other students to work without disruptions.
4. Be considerate of others' feelings.
5. Be working until dismissed by the teachers.
6. Accept the teacher's responsibility to conduct the classroom and maintain an effective learning atmosphere.

Acceptable classroom standards are posted in each room. Students will be advised by their teachers of the consequences for unacceptable behavior. The type of disciplinary action is primarily the responsibility of the teacher. However, in the event there is serious misconduct or a repetitious pattern of disruptive behavior develops, the parent will be contacted and the principal, assistant principal, or counselor may be involved in helping develop a plan to insure the student's compliance with rules.

Hallway and locker area

At Monroe, students are expected to walk in the halls and to speak in conversational tones. We take pride in having a clean and neat school, one that is free from litter and graffiti. Physical contact with other students should be kept to a minimum; there should be no running, shoving, pushing, tripping, or excessive displays of affection.

Library

Monroe has an excellent library. Students should have respect for other library users' rights. Students who need to talk should do so in a reasonably soft conversational level. Students are not allowed to eat, drink or chew gum in the library.

Possible consequences of library violations include:

1. Reminder of rules.
2. Detention after school.
3. Loss of library privileges.

Students are expected to take care of all materials borrowed from the library. They are expected to pay for lost and/or damaged materials. No fines are charged for overdue materials, but students lose checkout privileges if materials are not returned by the due date.

Recognition program

Currently Monroe has several programs for recognizing student achievement. It is our strong belief that students should be recognized and rewarded for their efforts to make Monroe a great place to get an education and enjoy school.

Attendance Recognition

Being in school every day is critical to success. We believe in acknowledging and rewarding those students who maintain excellent attendance. Students are also recognized for perfect attendance at the end of the year.

Certificates of Recognition

A special way for staff members to recognize positive behavior is by submitting Certificates of Recognition to the office. Certificates can be given to students for being friendly, helpful or considerate, being prepared for class, having a positive attitude, taking pride in school, and showing improvement and/or achievement in a particular area. Students receiving this type of recognition will have their names read during announcements.

M & M Mustang Award

M & M Awards are given to students in recognition for their actions, both in and out of class, that support such building-wide goals as classroom participation and risk taking, thoughtful acts of courtesy, leadership, and cooperation. Students sign their names to these slips of paper and bring them to the office. Students are awarded prizes if their name is drawn. It's the staff's way of saying, "Thanks! What you do counts. What you do makes a difference!"

Classroom Recognition

All staff members at Monroe believe it is important to recognize and reward students in a variety of ways. At staff meetings and informal gatherings, ideas are regularly shared on how to best maximize our efforts that stress the positive qualities in students. Doing so reinforces good behavior and effort as well as making the job of teaching exciting and rewarding. Students should make it a point to find out what each teacher expects of his or her class and cooperate in helping to achieve those goals.

Recognition Assembly

Twice a year staff and student body gather to recognize students for various attributes and accomplishments. Selected students receive award ribbons for various achievements like: Citizenship, Academic Excellence, or Academic Improvement.

Student of the Month

Students of the Month are selected by the Monroe staff from the cumulative list of students receiving Certificates of Recognition Awards. Students of the Month are announced to the student body, receive a letter of congratulation, a bumper sticker, and an invitation to lunch with the principal. They are also recognized in the school newsletter, and in the display case in the main hall.

Special activities

At Monroe, we believe that responsibilities equal privileges. Students who work hard in classes, and follow school rules, will be rewarded by participation in special events. Field trips, special activities, and some assemblies are by invitation only to those students who have exhibited positive school citizenship. Our goal is for each Monroe student to be able to participate in every special event.

Discipline Procedures

Appropriate behavior is expected from students at Monroe Middle School. At Monroe we believe students are capable of behaving in a responsible way, showing due respect for all others around them. We also believe students need guidance as they learn to manage their behaviors appropriately. Monroe Middle School students are expected to act in a safe, respectful and responsible manner.

Clear behavior expectations will be provided to students by their individual teachers as well as the administrative team. It is important that every student know the rules and regulations under which the school operates. Since the rules are few in number and are brought to the attention of each student, ignorance of the rules is not accepted as an excuse. It is every student's responsibility to know and abide by the rules. Please review the **4j Student Rights and Responsibility Handbook**.

Monroe provides both a recognition program and a discipline program. If students keep individuals from learning or teachers from teaching, there will be appropriate consequences.

Monroe Behavior Expectations

Regulations and Consequences

We at Monroe expect our students to:

- Act in a safe, respectful and responsible way. Follow the various rules around the school and on the buses.
- Treat all property with respect. Take care of textbooks, furniture, bathrooms, computers, and personal property of others.
- Respect the rights and needs of others. Work without disruption, show courtesy toward others, cooperate to help others learn, use appropriate and respectful language.
- Take responsibility for learning. Work hard and do your best. Come to school prepared to learn, be a good listener, turn in assignments on time, do homework, and set a good example for others.
- Comply with reasonable requests from bus drivers, teachers, and administrators.

The purpose of the disciplinary system is to provide a deterrent for misbehavior while providing opportunities to teach correct behavior to students. Each disciplinary consequence will have both of these components. We will use consequences that will provide a learning experience for students on an individual basis because it is recognized that there are individual differences between students.

Harassment: See Nondiscrimination and Harassment in the 4j Student Rights and Responsibilities Handbook page 6-7

Federal and state laws prohibit discrimination on the basis of race, color, gender, national origin, religion, and disabled status in public schools. School-based harassment is a form of discrimination under Title VI and Title IX. (Title VI is part of the Civil Rights Act of 1964 and Title IX comes from the Educational Amendments of 1972.) Oregon Law on Harassment, Bullying and Intimidation (HB 3403): "Harassment, intimidation or bullying" 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, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

Eugene School District 4J Board Policy 5205 also prohibits discrimination and harassment on the basis of ethnicity, sexual orientation, age, marital status, socioeconomic status, cultural background, familial status, physical characteristic, and characteristics of a national origin group.

The meaning of harassment

Harassment involves deliberate and/or repeated annoyances or attacks. Wearing down or exhausting a defenseless target by annoying or attacking it is very much a part of the meaning of harassment. Harassment means unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group on the basis of disability, race, color, gender, national origin, ethnicity, sexual orientation, age, marital status, socioeconomic status, cultural background, familial status, physical characteristics or linguistic characteristics of a national origin group.

Examples

- name calling, especially sexist, racist
- sexual or racist comments
- physical harassment (pushing, pushing down, hitting, etc.).
- demeaning jokes
- threats and intimidation
- making fun of people
- rumors and telling stories about people
- sexist pictures and written comments in lockers, on computers, etc. •commentary on body parts
- cornering, restraining, blocking the way, following
- inappropriate touching
- threatening someone with disrespect due to race or sex
- several people ganging up on one making comments about another

Student responsibility regarding harassment

Students are expected to report incidents of harassment to a staff member. Harassment Incident forms are available from the office, teachers or the counselor. Reporting harassment is the first step in remedying harassment issues. Students are expected to hold their peers and other students to the standards established by policy and this handbook and are encouraged to bring violations to the attention of a teacher, counselor, or administrator. Administration and staff handle all incidents of harassment seriously. Students who engage in any form of harassment will be held accountable and subject to disciplinary action.

Serious offenses

The purpose of the Monroe behavioral guidelines is to assure the safety and welfare of students and staff. These guidelines are intended to promote an environment where teachers may teach and students may learn. The role of the Monroe staff is to support equally both the student's rights and responsibilities.

Any of the following offenses will result in a parent phone call and the corresponding student consequence. A full range of consequences can span from in-school/out-of-school suspensions, to expulsion and the involvement of law enforcement.

Violation definitions and consequence guidelines

Disciplinary Procedures: Student Rights and Responsibility Handbook page 11-13

Arson: Intentionally setting a fire, regardless of size involves a great danger to life and property and cannot be regarded as a harmless prank. All cases of violation of this rule will be considered arson with the intent to damage school property.

- 1st Offense: 10-day suspension and recommend expulsion. Refer to law enforcement agency.

Assault: Intentionally, knowingly or recklessly causing injury (including sexual assault) to other persons shall be considered assault.

- 1st Offense: Recommend expulsion.
Refer to law enforcement agency.

Bomb Threat: Oral, telephone or written threats of bombing are considered bomb threats and are prohibited.

- 1st Offense: 10-day suspension and recommend expulsion. Refer to law enforcement agency.

Burglary: Breaking and entering any school with intent to commit a crime is burglary and is in violation of district rules as well as state law.

- 1st Offense: recommend expulsion.
Refer to law enforcement agency.

Coercion, Blackmail, Extortion: Obtaining money or property by violence or threat of violence; forcing a person to do something against her/his own will by force or threat of force or by threatening to accuse another of a crime are violations of district rules as well as state law.

- Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Combustibles: (Explosive Materials): The possession, sale, distribution or use of any form of explosive materials is in violation of state law and school rules. The extreme hazard to the safety of pupils, staff, and property require strict enforcement.

- Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Continuing Disruptive Behavior: Actions that disrupt normal classroom activities, or interfere with the normal operations of the school or interfere with the rights and property of other students or staff, are unacceptable. Examples of disruptive behavior include but are not limited to a) destroying property, b) harassment (see specific heading), c) littering,

d) loud shouting or screaming, e) profanity to staff or students, f) threats, g) inappropriate touching.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Defiance Of School Authority (Insubordination): Refusal to comply with reasonable requests of teacher, bus drivers, or other authorities is considered insubordination.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Drugs And Alcohol: No student shall possess, use, distribute or be under the influence of any controlled substance or intoxicant of any kind on the school grounds or off the school grounds at a school-sponsored activity, function, or event.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion. Refer to law enforcement.

False Alarms: The willful act of pulling fire alarms is a FALSE ALARM and will not be tolerated.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion. Refer to law enforcement.

Fighting: Any student who is responsible for participating in or provoking a fight on school property or on a school bus or any school-sponsored activity will be in violation of the school rules regarding fighting. Where it is impossible to determine the original motivation or arguments resulting in the fight both parties will be held equally responsible.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Forgery: The illegal use of a teachers', administrators or parents signature or other student's is considered forgery.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Gambling: All forms of gambling are forbidden and will not be permitted. Soliciting or conducting a lottery on school ground is also forbidden.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Harassment: Any form of hazing, harassment, initiation, intimidation, either physical or verbal, the use of any inappropriate or disrespectful language, or degrading put downs of any student, teacher, or other staff member will not be tolerated. This includes the initiation of students new to the school.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Leaving Campus, Restricted Areas: Monroe is a closed campus. Students may not leave campus or be in any restricted areas without written permission. Once students are on campus, they are to remain on campus.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Lying/Plagiarism: Lying or cheating on schoolwork is inappropriate behavior and will not be tolerated.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Soliciting: Students are not allowed to sell or buy goods on the school campus for private profit. All sales on school ground must profit a school organization and must be approved by the principal.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Theft: Any student, while under the supervision of the school, who commits or attempts to commit an act of theft against the school, a fellow student, or against any other party, will be in violation of school rules.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Tobacco Paraphernalia: The possession or use of any paraphernalia expressly used for smoking, such as a pipe, cigarette papers, lighters, matches, etc.

•Procedure: Item(s) confiscated. Depending on seriousness of the situation, full range of sanctions apply including suspension and possible expulsion.

Tobacco; Use, Possession, Sale or Distribution: The sale, distribution, possession or use of tobacco in any form on school ground or while attending any school sponsored activity or while being transported on any school bus.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Truancy, Unexcused Absences, Skipping: Students who skip class or school, who are absent from class without parental, guardian, or school authorization are considered in violation of Oregon law and school rules.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

*Oregon Law now allows a school district to issue citation or \$190 to parents whose children do not attend school, that is, are truant.

Vandalism: Any willful vandalism or destruction of school property is a violation of school rules.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Vulgar and Plainly Offense or Obscene Language/Gestures And Pornographic Materials:
The use of language and/or gestures that are vulgar and plainly offensive, obscene, or sexually explicit are sufficient cause for disciplinary action. Clothing with profane or obscene references and comments is prohibited.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion.

Weapons: The possession of ANY weapon or object considered detrimental to the education process of the school setting or which may be used to disrupt or endanger people in that setting is prohibited. No student shall possess, carry, exhibit, display or draw any firearms, dagger, sword, knife, or other cutting or stabbing instrument, nor shall any instrument capable of producing bodily harm be displayed in such a manner as to intimidate another person or create fears for the safety of another person. Any such objects discovered at school will be confiscated.

•Procedure: Depending on seriousness of situation, full range of sanctions apply including suspension and possible expulsion. Under Oregon Law a student bringing a dangerous weapon to school must be expelled for a calendar year. The Superintendent will decide exceptions on a case-by-case basis.