

# ***MONROE MIDDLE SCHOOL***



***Parent/Student Handbook and  
Student Planner***

***2020 -2021***

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*Dear Students and Parents:*

*Welcome to Monroe Middle School!*

*It is our guarantee that students will have many opportunities for academic and social growth at Monroe. Our staff is committed to supporting all students and we are looking forward to working together to ensure every student's success. At Monroe, we appreciate diversity and individual differences, so we expect students to act in a safe, respectful and responsible manner. Our handbook has been prepared so that students and parents can know more about Monroe's total program and our school community. 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 objective that students and families will have a very successful middle school experience at Monroe and that it will be among the happiest days of your educational career.*

*Sincerely,  
Sun Saeteurn  
Principal*

#### **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.

#### **Supply List (Hybrid/Same Student Online SSO)**

See website for most current information.

#### **Supply List (When at School)**

- Binder: should have a sturdy cover, either vinyl or cloth, with at least 2" metal rings
- Dividers: 10 dividers with plastic tabs properly labeled by subject and arranged by class period
- Paper: 50 sheets of three-hole, 8.5" x 11" paper with margins in notebooks at all times
- Graph Paper: a pad of 1/4" square quad rule graph paper for any math or science class
- Spiral Notebook: 70-90 page notebook for journaling or math
- 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).
- Backpack
- iPad & charger
- Earbuds/headphones
- Water bottle

#### Other General Supplies:

Pouch (for carrying pencils, pens, etc.)

Pencils (mechanical are ok)

Erasers

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

Colored Pencils

Ruler (with metric and English units)

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 or with plastic rings, and 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 student's 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!

**Bell Schedule:**

## **Monroe MS Hybrid Bell Schedule 2021**

### **A- Day Schedule**

<b>Period</b>	<b>Class Time</b>	<b>Cleaning Bell</b>	<b>Dismissal Bell</b>
<b>1 + Lunch</b>	<b>12:40-1:30</b>	<b>1:30</b>	<b>1:35</b>
<b>2</b>	<b>1:40-2:20</b>	<b>2:20</b>	<b>2:25</b>
<b>3</b>	<b>2:30-3:10</b>	<b>3:10</b>	



### **B-Day Schedule**

<b>Period</b>	<b>Class Time</b>	<b>Cleaning Bell</b>	<b>Dismissal Bell</b>
<b>4+ Lunch</b>	<b>12:40-1:30</b>	<b>1:30</b>	<b>1:35</b>
<b>5</b>	<b>1:40-2:20</b>	<b>2:20</b>	<b>2:25</b>
<b>6</b>	<b>2:30-3:10</b>	<b>3:10</b>	

### **Monroe Anti-Bullying and Harassment Policy**

Monroe Middle School has a commitment to end all types of bullying, harassment and aggression.

**Harassment:** See Non-discrimination and Harassment in the 4J Student Rights and Responsibilities Handbook p. 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. 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
- Sexual or racist comments
- Physical harassment (pushing, pushing down, hitting, etc.).
- Demearing 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
- One or more students making unwanted comments about another student

**Student responsibility regarding harassment:** Students are taught to report incidents of harassment to a staff member. Statement of Concern 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.

The following is a list of steps followed by our teachers, counselor, and administration when addressing concerns regarding harassment:

- Statement of concern is to be used to resolve issues or conflicts that students feel they need the support of a teacher, counselor, and administrator.
- The forms can be filled out if you are the witness or the recipient of a behavior that you feel is not safe, not respectful, or not warranted.
- The type of issues that we could assist students with are: conflict mediation, harassment, bullying, theft, defacing/vandalism of personal or school property, concerns for friends safety, and many other issues that may be bothering you.
- Students who seek the assistance of the administration may remain anonymous to the other student(s), but we will need the name(s) of the person(s) submitting the form to verify its legitimacy and get as many facts about the issue as possible.
- In many situations, we will offer to work to resolve the concern by having a restorative conversation with you and the student of concern to solve the problem. Should this intervention not resolve the issue or should you not feel comfortable with this process, we will handle the situation through an alternative method.
- Students should use the form only when real concerns are present and not solvable by the individuals involved or if they have witnessed something that is not in alignment with the school or district policies regarding harassment and/or respect for others. Students who use the form inappropriately to falsely accuse others will result in discipline for those involved in the false accusations.

## **Student and Parent Information**

**Address Information:** Please make sure your correct address is on file with the school registrar. Parents are required to submit documentation with the new address such as a rental agreement or mortgage document and a utility bill.

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

**Alternative Work Center (AWC):** This room serves as a silent study area for students who are not meeting classroom expectations. Students sent to the AWC for behavior issues will receive a minor referral and contact home from the teacher. Teachers will follow up with students regarding the appropriate classroom behavior. Students are expected to be seated and remain silent in the AWC room.

**Athletic Physical Exam Requirements:** 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.

**Attendance:** We ask that parents please call the attendance line (**541-790-6325**) to report any absence, tardy, or other attendance information. 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.

Regular attendance is a necessity for two reasons. First, state law requires it; second, it is essential to success, enjoyment and achievement in schoolwork. Work missed through absences is difficult to make up. Parents can submit a homework request to the office when a student has or will miss three or more consecutive days of school. If the absences are less than three days we suggest for students to check with a friend or the teacher's website about the daily homework.

**Announcements:** Students are expected to be in class and ready for announcements at the first period bell. Students and staff are expected to be quiet and respectful during announcements and the weekly pledge of allegiance.

**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). Quick hello and goodbye hugs are acceptable. Holding hands is acceptable. Protracted or long hugs are not 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, the teacher will signal their dismissal of their class. We expect students to

be attentive and respectful of the performers, as well as the audience. Applause is the appropriate sign of appreciation.

**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, cinch 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 office.

**Bikes, Skates, Skateboards, and Scooters:** All bicycles and skateboards must be parked in the bike cage on the west side of the building. We ask students to bring their own lock and lock their bikes and skateboards 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 3:35 p.m. to 3:50 p.m. The cage is locked at all other times.
- The bike cage is off-limits during the school day.
- Students are not to touch anyone else's property.
- Students will only be able to enter the school through the main entrance.
- Bikes and boards can be ridden on the bike path behind the building and in the bike lane on the west side of the building ONLY.
- Bikes and boards 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 or boards 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 or boards. Arrangements for unlocking the cage will be made when they check out.
- Skateboards, inline skates, scooters are not to be ridden in areas within the yellow lines on the sidewalk and driveway.
- Students are to be respectful of our neighbors and not loiter and/or ride skateboards, inline skates, and scooters on their property.
- Skateboards, inline skates, scooters cannot be secured in the office. They may be secured in the bike cage.
- Bike cage rules apply to skateboards, inline skates, and scooters.

**Buses:**

The bus schedules are released by the school district's transportation office prior to the opening of school. Bus schedules are available online at the 'Find My Bus Stop' link at <http://findyourstop.4j.lane.edu/liveweb/webquery/> or call 541-790-7474.

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- 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 and 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 will report any misconduct to the principal or assistant principal.
- When a disciplinary problem arises, the bus driver will fill out a Bus Driver's Report on a 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.

**Cafeteria:** Breakfast and lunch 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 food, beverage and lunch tray. Extra food and papers are to be routinely thrown away by students. Cans are to be placed in the appropriate recycling containers. Students observed throwing food, making excessive noise or failing to clean up their trash 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 enter through the lunch line doors and buy items before sitting down in the cafeteria. Students are prohibited from ordering food and drink for delivery to lunch (ex. Pizza, Subway, ect.). All students are to remain seated for the first fifteen minutes in the cafeteria. At release time students may have their table checked. Providing all trash is picked up, tables are clean, and appropriate items for recycling are placed in containers, students may be released to go to the gym/activity area, library (when open) or stay in the cafeteria. Locker bays and courtyard are off limits unless permission is given by a staff member. Restrooms by the front office should be used during lunchtime.

**Cell Phones/Electronic Devices:** The policy for cell phones and all other electronic devices is that they should be turned off and away from 9:00-3:35pm, including lunch. Our policy aligns to best practices and research around what is best for all kids. Cell phones and other electronic devices are not allowed in the hallways during passing periods and should be off and away at all times. We encourage students who carry cellphones on their person to keep them powered off or in airplane mode for the school day. Students are not allowed to wear earbuds or headphones during passing periods. If a student chooses not to follow the policy, the cell phone or electronic device may be confiscated and brought to the front office for the remainder of the day. For a second offense, the phone will be confiscated, the parent notified and the student will be issued a lunch detention. Parents will be informed of the number of incidents and administration will attempt to make a plan with the student and parents to prevent future occurrences.

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, 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.

**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.

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

1. Be ready to work when the 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. Teachers will advise students 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.

**Closed Campus:** 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 must be checked-out by an authorized adult in the office as they are leaving. They cannot leave alone. Leaving the grounds without permission is cause for disciplinary action. Parents will be notified of their student's violation of this school policy.

**Comprehensive Distance Learning (CDL) Technology Guidelines: See Addendum at end of handbook.**

**Courtyard:** All food and drink is to be eaten in the cafeteria and not taken to the courtyard. Use indoor voices and avoid disturbing nearby classes. Students should refrain from running, jumping over and on benches, and be respectful of the school and other people's property. Students need to walk, be safe, and keep their hands and feet to themselves. During lunchtime access to the locker bays from the courtyard are off limits unless permission is been given by a staff member.

**Dances and Year End Activities:** The Monroe Parent Group and Student Council organize dances throughout the school year (usually held on a Friday evening). These dances provide students a fun and safe environment to socialize with their friends. There are grade level year-end activities. These are events Monroe values, providing a nice closure to the school year. Student participation in these special activities is based on students maintaining appropriate behavior, good academic standing, and attendance throughout the year. If necessary, we will provide an alternative schedule at school for students who lose the privilege of participating. **All of these events are for Monroe students only.**

**Earthquake, Fire and Lockdown Drills:** Safety 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.

**Eighth Grade Promotion Ceremony and Dance:** This event is held in the evening and is designed for family participation (tickets are required for entrance). 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. **Students may be uninvited from participation in the dance, if their behavior has not been in align with the student conduct codes and policies outlined in this handbook.** At the end of the evening, eighth grade students are officially out of middle school and are asked not to return to Monroe 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.



**Enrollment:** Parents are responsible for submitting any court documentation for students who have any custody court orders.

**Fees: General School Support-** Parent funding support is needed to maintain a strong instructional program for our students. These funds are used to maintain instructional technology, to help make field trips possible, for classroom supply costs that exceed our general district funding, and to purchase student planners and student body cards. The student planner is used to help teach organizational and time management skills, as well as a communication device between school and home. We understand that some families may wish to contribute in other ways or may find this contribution to be financially challenging, and therefore please know that this is not required.

**Please Note: There are no student fees this year.**

**Yearbooks and Mustang Merchandise are available to purchase on our website.**

**Flag Salute:** (House Bill 2384, Oct. 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.

**Food and Drink Items:** Food and drink must be consumed in the cafeteria only. Non-glass bottles containing water (no sodas or flavored drinks) are allowed in classrooms.

**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.

**Grades:** 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.

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.

**Grading Conferences:** Parents will have an opportunity to schedule grading conferences with their students' teachers during the first trimester's designated 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 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

**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.

**Gum:** Gum is allowed in the school; however, staff members determine classroom policies. The gym is to remain gum-free.

**Hallways/Courtyard:** Walk at all times. Keep hands and feet to self. Respect each other and school property. Use indoor voices and appropriate language. Students must have a hall pass in halls during class times.

**Hats and Hoodies:** Wearing a hat at Monroe is a privilege that comes with a lot of responsibility and sensitivity to the rights of others. Individual teachers may request students to remove their hats or hoodies in their classroom. Taking another person's hat can cost you the privilege of wearing one in school. Hoodies should not cover the face or ears.

**iPads:** See iPad addendum at end of handbook.

**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.

**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). When a locker fails to work properly, obtain permission 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 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.

**Lost and Found:** Lost and found items are located on the designated lost and found table and clothing hooks by the cafeteria. 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. They are able to enter their 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. Parents may also pay for meals in the cafeteria. Students are prohibited from ordering outside vendors food and drink for delivery (ex. Pizza, Subway, ect.).

**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. A staff member will fill out an accident form.

**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. Office staff will contact the student's parent or emergency contact. 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 carry and self-administer one day's dose of non-prescription medication with the written consent of the parent.

**M&M's Mustang Award:** M & M Awards are given to students in recognition for their actions, both in and out of class, that support building-wide goals such 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 make's a difference!" Sample prizes include: free personal pizza at Papa's Pizza, t-shirt, lanyards, water bottle and many others.

### **MODEL Mustangs-**

**MODEL Mustang** is an acronym created with input from students and staff to teach and recognize the positive characteristics we all strive for in our community. **MODEL** Mustangs are **Motivated** to do their best every day, **Optimistic** about their futures, demonstrate **Diversity** in their thinking and actions towards others, strive to give their best **Effort** on all tasks, and demonstrate positive **Leadership** in the classroom and in their lives. We will teach these characteristics as a mindset for success in the classroom and beyond. Our goal is to recognize students weekly that exemplify these characteristics and honor them on our Instagram page to showcase the awesomeness within our community. **Go Mustangs!!!!**

**Mustang Shout-Outs-** a positive referral used by our staff to recognize our students for doing good work or making positive contributions to the campus and climate. Students who receive positive referrals will be entered into a weekly drawing for a small gift to show our appreciation.

**ParentVUE:** ParentVUE is a website that offers secure, private access to school and student information, including assignments, grades, attendance, school calendar and teacher contact details. While the website is accessible over the

Internet, access is secured via a user name and password. To create an account, please contact the registrar, as you will need an activation key.

**Pets:** Students are forbidden at any time to bring pets to school; exceptions may be granted for instructional purposes.

**Prohibited Items:** The following are not allowed at school: cameras, combustibles (matches or lighters), laser pointers/pens, permanent markers (Sharpies), possession of any controlled substance (tobacco, alcohol, prescription or illegal drugs), rubber bands, weapons of any variety (pocket knives, leatherman multi-tool), items deemed to be a distraction to the learning environment such as slimes, putties, non-approved Fidget toys, blankets, ect. Violations of this policy will result in loss of the item until the end of the day or year depending on the occurrence and/or student discipline.

**Progress Reports:** Student's 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 student's 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.

**Release of Students:** Students will not be released from school without an authorized adult and identification. If you would like your student to be released without an adult to supervise them, please contact the office to make arrangements in advance and submit your request in writing with the date, time, and reason for your request. An email will suffice.

**Schedule Change:** Classes are scheduled with the support of teachers/advisors, counselor, administrators and parents during the registration period. Much time is taken to make certain the decisions made during the registration period are in the best academic interest of the student. Any changes to schedules have a serious impact on class size, teaching assignments and the overall operation of the academic program of Monroe. Students may request a change in their schedule during the first week of each trimester however, changes will not be considered for teacher or period preferences. Schedule change forms are in the front office. All schedule change requests need parent signatures and are approved by the registrar or the assistant principal.

**SSR (Silent Sustained Reading):** Monroe has a strong commitment to emphasizing reading skills throughout the curriculum to provide 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 can before school, at lunch or after school.

**Student Dress Code:** *The Responsibility for the dress and grooming of a student rest primarily with the student and their parents or guardians. If you need resources or ideas, please let us know.*

**I. Student Dress Code:** Monroe is committed to establishing a healthy and professional learning 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. The basic principle is that certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, and breast are full covered with fabric that is not see through. Students are expected to follow Eugene 4J Dress and Grooming policy (Student

Rights and Responsibility Handbook). Clothing that displays illegal or inappropriate items such as language that is vulgar or plainly offensive, obscene or sexually explicit, drug or alcohol related, has sexual connotations, or is culturally insensitive.

## **II. Students Must Wear:\***

- Shirt: Fabric that covers front, sides, and back required
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes-must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.

\*Students have the right to dress in accordance with their gender identity. District schools are committed to accommodating students who need an exception to the dress code for religious reasons.

## **III. Students May Wear**

- Hats, including religious headwear
- Hoodie sweatshirts (over head is allowed/face and ears should be visible)
- Tank tops including spaghetti straps
- Ripped jeans, as long as underwear and buttocks are not exposed
- Swimsuits (for field trips only)

## **IV. Students Cannot Wear Clothing With:**

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same, including tobacco, marijuana, and other controlled substances.
- Hate speech, language, or images targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected class.
- Profanity of any kind; lewd language or images
- Pornography, nudity, or sexual acts

## **Student Cannot Wear:**

- Visible underwear, including sports bras as a shirt. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
- Any helmets, masks, hats, or sunglasses that hides or obscures the face (except as a religious observance)
- Clothing that supports gang activity
- Heavy chains or studs
- Blankets
- Backpacks In Class

**IV.** Staff will apply dress code equitably and consistently. If conversations about dress code occur they will be respectful and discreet.

If dress is inconsistent with this policy, students will be given options to:

- Put on their own alternative clothing, if already available at school, to be dressed to code for the remainder of the day.
- Provided with temporary school clothing to be dressed to code for the remainder of the day.

- Call home and have something brought to them if needed.

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type or body maturity. The dress code guidelines shall apply to regular school days, as well as any school-related events and activities, such as departure ceremonies, dances, and field trips.

**Student Planners:** Planners are required. Students are to maintain an assignment record in their personal planners. These planners are to be kept in the notebook at all times. Parents are encouraged to routinely check student planners to see that they are used correctly and regularly.

**Supervision Hours:** The school provides supervision only between the hours of 8:10 a.m. and 3:50 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 3:50 p.m. unless they remain for a supervised activity or study.

**Teacher Concern:** If a student alleges a concern with a teacher, the student and parent are encouraged to schedule a meeting to resolve the concern. The following is the recommended course of action:

1. A conference with the teacher, parent, student and possibly counselor in order to address the concern and discuss solutions.
2. A conference with the teacher, parent, student and administrator in the event the concern has not been resolved after the initial conference.

**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.

**Track:** Track is the only school sponsored sport offered to all middle school students during spring term. 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. Student athletes dismissed for disciplinary reasons will receive no refund.

**Unplanned School Closures, Safe Operations of School Buses and Snow Routes:** 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 will be made at 6:00 a.m. 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, school is 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.

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.

**Visitors:** All visitors must check into the main office any time they come on to campus. Parents are welcome to visit classes, with prior administration and teacher approval. We ask you to call the office at least 24 hours in advance as class schedules may change. Please check into the office the day of your visit to receive a visitor's pass. Parents who observe classrooms should not interfere with instruction in any way. Students from other middle schools or high schools are not permitted to visit classes. For all other situations we have a No Visitor Policy in effect. The policy is implemented for security reasons for the safety of students and staff. Un-identifiable, non-Monroe students create a security hazard for administrators, campus supervision staff, and other students and staff. We request the cooperation of both students and parents in not asking for permission to have visitors accompany students to school.

**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 through an application process. 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.

**Withdrawing from School:** The office should be notified when withdrawing from school. Parents are responsible for ensuring that all fines have been paid, books have been returned, and that all obligations to the school have been cleared. Parents are responsible for ensuring that the new school of enrollment sends a records request verifying the enrollment.

**Yearbooks:** These are distributed during the last school day (in time for autographs) to students who have paid for a yearbook. Before receiving their yearbook students are expected to have returned and/or paid for all library and textbooks, and returned or paid for their track uniform. Students are to write respectful and appropriate language within yearbooks. Students who write inappropriate messages in another student's yearbook may be responsible for restitution charges to replace the inappropriate yearbook.

### **Attendance and School Discipline**

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.

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. Vacations are unexcused absences from school.

**Legal Attendance Requirements:** Oregon Revised Statute 339.010 requires parents to send their children to school and maintain regular attendance. Any student who has more than eight unexcused half-day or four full day absences within a four week period, or has established a pattern of excessive absences or tardiness, is considered to have irregular attendance. Parents/Guardians who do not maintain their children in regular attendance are subject to citation for a Class B infraction may be subject to fines.

#### **Attendance:**

Class attendance is a responsibility of all students. Attendance expectations are:

- Attend class regularly and on time. Regardless of whether a tardy/absence is excused by parents, excessive tardies/absences will constitute truancy. It is the sole discretion of the school to excuse any absence or tardy.
- Be prepared for class and arrive with all necessary materials (pen, pencil, binder, planner, etc.)
- Complete work on time and seek teacher support when needed.

Parents and families can support student success by:

- Monitoring attendance
- Being informed of attendance policies
- Understanding what is considered an excused absence
- Reporting excused absences by 9:30 am (preferred) or writing an excuse note that is given to the office indicating the student's name, date(s) of absence(s) and reason for absence.
- Signing into ParentVue to keep updated grades and attendance.
- Following up on automated attendance calls. We use an auto-dialer to contact families regarding attendance, special events, and other announcements. This system complements, but does not replace live parent/school communication.
- Requesting homework after 3 days of absence.

**Absences Due to Illness:** Parents should call the attendance line (541-790-6325) by 9:30 a.m. The student's parent should call every day. 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 and an administrator will determine if it is to be excused. If a student is absent for more than ten days for any reason, the student will be withdrawn.

**Absences and Excuses:** Absences from school or a class will only be excused under the following circumstances:

- Student illness, health condition, or medical appointment including but not limited to medical, counseling, dental, or optometry. Administrators may ask for documentation from a medical provider regarding an appointment, illness, or health condition.
- Family emergency, including but not limited to a death or illness in the family
- Court proceeding

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 disability or for personal, religious, or ethnic considerations. Please call the attendance secretary 541-790-6325, the morning of your child's absence.

**Absences and 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.

**Planned Absences:** When a student is planning an absence, a prearranged absent form 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, but please communicate with your teacher to find alternative solutions. 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.

**Unexcused Absences:** When students miss classes for any reason, they miss curriculum and instructional opportunities that are difficult to duplicate outside of the classroom. Unexcused absences add to this time away from class. The following are examples of unexcused absence reasons:

- Truancy (skipping all or any portion of the school day)
- Missed bus or ride
- Babysitting
- Oversleeping
- Shopping, non-medical appointments
- Going to another campus without permission
- Vacations

**Tardy Policy:** Tardiness is defined as not being in the classroom when the bell rings. If you arrive after the beginning of first 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.

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. Please note: Two unexcused tardies equates to one half day unexcused absence and will be considered a violation of the compulsory attendance law ORS 339.010.

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).

Monroe Middle School's Unexcused Tardy Policy is as follows:

- 1<sup>st</sup> and 2<sup>nd</sup> Tardy will result in a warning and teacher reminders
- 3<sup>rd</sup> Tardy- Minor referral and Lunch Detention. Parent will be notified by campus supervisor.
- 4<sup>th</sup> Tardy- Minor referral and Lunch Detention. Parent will be notified by administration.
- 5<sup>th</sup> Tardy- Minor referral and After School Detention. (45 minutes)
- 6<sup>th</sup> Tardy- Minor Referral, After School Detention (60 minutes)

Students who are chronically tardy will have a support plan made with parent, student, and administration. Consequences assigned beyond your sixth tardy will be determined by administration. Repeated tardies will primarily result in a lunch detention, unless the behavior does not improve.

**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, 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 truancy referral is made. 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.

#### 4j 10-Day Withdraw Process

According to state law (OAR 581.023.0006), a student must be withdrawn if absent for **10 consecutive days**, no matter what the reason. Students may only be kept on the roll for 10 consecutive weekdays of absences or until their withdrawal status is known, whichever comes first. This includes excused and/or unexcused absences, such as, out-of-school suspensions, absences due to medical reasons, and extended planned absences. There are no exceptions to this law. On day 11, the student must attend for .5 of their schedule to stay enrolled, if the absence value is 1.0 on day 11, the student must be withdrawn.

#### OAR 581.023.0006

4(b) A student whose withdrawal status can be determined within ten school days of their first day of absence shall be marked as a withdrawal on the school day following that determination. A student must be withdrawn from the active roll on the day following the tenth consecutive full school day of absence but may be retained on the inactive roll at the district's option. A student must be present for at least one-half day in order to restart the count of consecutive days' absence. Under no circumstances shall a student who is absent for the first ten days at the beginning of the school year be counted in membership prior to the first day of school attendance. A student whose attendance is reported as hours of instruction must be withdrawn from the active roll on the day following the tenth consecutive day of absence from the program in which they are enrolled. A student must be present for at least one hour of instruction in order to restart the count of consecutive days' absence. A student who is enrolled in dual programs and reported as both days present/days absent and hours of instruction must be withdrawn according to the instructional unit in which fifty percent or more of the student's time is scheduled. Under no circumstance shall a student who is absent for the first ten days at the beginning of the school year be counted in membership prior to the first day of school attendance.

**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 students are expected to act in a safe, respectful and responsible manner. Students will receive clear behavior expectations from 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.

**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.

**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. Students will be given due process, please refer to 4J's Students Rights and Responsibilities Handbook pages 14-15. 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 inschool/out-of-school suspensions, to expulsion and the involvement of law enforcement.

**Violation Definitions and Consequence Guidelines:** Depending on the seriousness of the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of school suspension, and possible expulsion. Disciplinary Procedures: See 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: 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.

- Procedure: Depending on seriousness of the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school suspension and possible expulsion.

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

- 1st Offense: 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 the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school 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 the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school suspension and possible expulsion.

**Continuing Disruptive Behavior:** Actions that disrupt classroom activities, or interfere with the school operations, or the rights and property of other students/staff, are unacceptable. Examples include but are not limited to: destroying property, harassment, littering, loud shouting or screaming, profanity to staff or students, threats, and inappropriate touching.

- Procedure: Depending on seriousness of the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school 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 the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school 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 the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school 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 the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school 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 the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school 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 the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school 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 the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school 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 the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school 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 the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school suspension and possible expulsion.

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

- Procedure: Depending on seriousness of the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school 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 the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school suspension and possible expulsion.

Theft: Any student, while under the supervision of the school, that 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 the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school 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. Any lighted or unlighted tobacco paraphernalia, including e-cigarettes.

- Procedure: Depending on seriousness of the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school 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 the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school suspension and possible expulsion.

Tuancy, 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 the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school suspension and possible expulsion.

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

- Procedure: Depending on seriousness of the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school 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 the situation a full range of sanctions may apply including conference, warning, detention, in-school suspension, out-of-school 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: Any student who brings a weapon (as defined in the section on Serious Misconduct, subsection 9 of 4J's Student Rights and Responsibilities Handbook) onto school property or to a school-sponsored activity, or possesses, conceals, or uses a weapon on school property or at a school sponsored activity, shall be expelled for one calendar year unless a specific exception is made by the superintendent.

# Monroe Middle School

## Comprehensive Distance Learning Technology Guidelines

As Monroe moves forward with Comprehensive Distance Learning (CDL) and utilizes online communication tools and platforms, such as Canvas, Google Classroom , or Zoom, the following norms, expectations and guidelines apply. Parents/guardians and students please review the information in this document carefully to help our students prepare to be positive, polite, and respectful online participants in our new paradigm of Comprehensive Distance Learning.

### **Guidelines For Students In Distance Learning:**

1. Students and their families are prohibited from using any device or mechanism to record, capture, and/or distribute any online educational activities (voice and/or image) including in Canvas, Zoom, or any other site or platform used for CDL. Teachers may use Zoom and other applications to record instruction for posting for asynchronous learning.
2. All school rules outlined in the [4j Student Rights & Responsibilities Handbook](#), the Monroe Student Handbook & Planner, and the [iPads For Students: Guidelines & Procedures document](#) also apply in Distance Learning. Students should follow all school guidelines, especially regarding cyberbullying and non-discriminatory behaviors and comments while working digitally.
3. When engaging in CDL, students should use their first and last name. We cannot allow students to join Zoom or Canvas sessions without their name.
4. Do not give out personal information to others including log-in and password info, Google Classroom Codes, and Zoom Meeting ID invitations and passwords.
5. When joining an online meeting, please mute your microphones to reduce distracting noise for others.
6. Please wear school appropriate clothes when visible on video.
7. Practice good social skills online. Greet people as the meeting begins and say thank you/goodbye when the meeting ends, or send a quick greeting in the chat box. Be polite and respectful towards others.
8. Keep the Chat box open during the meeting. It can be used to ask questions or clarifications, which may be especially important for the teacher to see. The chat box can get overwhelming if too many people use it at one time. Be considerate when posting, and always ask questions when they come up.
9. In meetings with many people, students can digitally raise their hand to be called on by the teacher before speaking. In Zoom, for example, this can be done by clicking on the “participants” box, which opens up a list of everyone in the meeting. Students can find their name and hover to the right where they will see the hand icon.

10. Be mindful of the surrounding environment. Don't include items in the background that are not appropriate to be seen by others during school. Backgrounds can be distracting to others. Have a clean, neutral background to ensure everyone can remain focused on the meeting.
11. When appropriate, the teacher will provide guidance on using the camera or not when participating online. Consider the angle of the camera when on video. Be considerate of the light in the surrounding so students are visible.
12. If a student has computer headphones, earbuds, or airpods, it is a good idea to use them during online meetings. Doing so will help students hear better and be less distracted by things that might be going on around them.
13. Join online meetings from inside. Being outside during an online meeting can result in wind and other background noise making it hard for others to hear.
14. Close/quit all unnecessary applications during online meetings so all processing power can be used to maximize the quality of the session. Additionally, closing other applications and tabs will eliminate the temptation to multitask and assist in staying focused.
15. Avoid unnecessary movement like 'talking with one's hands'. Too much movement can cause the video to pixelate and degrade.
16. Keep an open line of communication with teachers about online learning. If students have suggestions for ways to improve online meetings or online learning experiences, please send a private message to their teacher through Canvas or 4j email. Teachers appreciate knowing how to best support students.
17. Review and know the PBIS expectations outlined below in the MMS Distance Learning Matrix.

# MMS PBIS Distance Learning Matrix

	Be Safe	Be Respectful	Be Responsible
Distance Learning	<ul style="list-style-type: none"> <li>Always ‘THINK’ before posting (Is it True? Is it Helpful? Is it Inspiring?, Is it Necessary? It is Kind?)</li> </ul>	<ul style="list-style-type: none"> <li>Take turns to comment during Zoom/online lessons</li> <li>Stay Muted unless called to talk</li> <li>Respectful &amp; kind words, actions, and facial expressions</li> <li>Supportive of my classmates and their opinions</li> <li>Maintain confidentiality and do not post student work elsewhere or give out personal information</li> </ul>	<ul style="list-style-type: none"> <li>Follow <a href="#">4j Responsible Use Policy Technology Agreement</a></li> <li>Be ready with all the materials you have access to</li> <li>Check Canvas or other sites daily</li> <li>Use Office Hours if you want help</li> <li>Attend Zoom/online meetings on time</li> <li>Turn assignments in on time</li> <li>Turn in my own work</li> <li>Follow conduct guidelines outlined in <a href="#">Student Rights and Responsibilities Handbook</a></li> </ul>
Technology	<ul style="list-style-type: none"> <li>Use school issued device for school work only</li> <li>Take good care of device</li> <li>Avoid eating or drinking while using device</li> <li>Keep log-in, passwords, and private information private</li> <li>Report inappropriate sites and unsafe use to teacher or admin</li> </ul>	<ul style="list-style-type: none"> <li>Value school property</li> <li>Use computers/devices in a responsible and appropriate manner</li> <li>Follow school rules concerning behavior and communication that apply to technology use</li> <li>Practice positive digital citizenship</li> <li>Only send, access, upload, or download materials that are related to instruction and approved/ allowed by staff</li> </ul>	<ul style="list-style-type: none"> <li>Charge device each night</li> <li>Keep Google Drive organized</li> <li>Save files where you can find them</li> <li>Always cite sources of pictures and information used</li> <li>Inform a teacher if school issued device is damaged or not working properly</li> </ul>



# Monroe Middle School

## iPads For Students: Guidelines & Procedures

### Overview

The focus of the iPad 1:1 distribution at Eugene School District 4J is to provide tools and resources for use by the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational environments. Increasing access to technology is essential for our students as they prepare for the future. One of the learning tools of the 21st Century for students is the iPad. Having a personal learning device, such as the iPad, is a way to empower students to maximize their full potential and ensure their college and career readiness. Learning results from the continuous and engaging interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. An effective 1:1 program increases student engagement, innovation, responsibility and collaboration.

The guidelines and information within this iBook apply to all iPads used throughout Eugene School District 4J, as well as other devices considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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## Chapter 1: Receiving and Returning An iPad

### Receiving an iPad

The iPads are the property of Eugene School District 4J. iPads are distributed to students at the beginning of the school year as a loan for use throughout the year.

### End of the Year Check-in

iPads will be returned during the final week of school for maintenance and updates over the summer. If a student transfers out of the Eugene School District during the school year, the iPad must be returned at that time.

Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at any school in the Eugene School District for any other reason must return their iPad before leaving.

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## Chapter 2: Proper iPad Care

### General iPad Care

Students are responsible for the general care of their school issued iPad. If an iPad is damaged or fails to work properly, please notify a teacher immediately.

The iPad is the property of the school district. All users will follow the guidelines and procedures in this handbook as well as those in the Eugene School District 4J Technology Appropriate Use Guidelines for all technology in general.

- Do not eat or drink while using the iPad.

## **General iPad Care (cont.)**

- iPads must remain free of any writing, drawing, stickers, skins, or labels except for those put on by Eugene School District 4J.
- Charging cables must be inserted and removed carefully into the iPad to prevent damage. Use only the district-provided Apple power adapter to charge the iPad.
- To prevent slipping, only use the iPad on a clean, flat surface (not on books, papers, or binders).
- iPads must be kept in your locker during lunch, PE, and at other times as designated by teachers or administration.
- iPads must never be left in any unsupervised area. Ex. iPads may only be left in a classroom or a locker. iPads may be temporarily stored on the identified table outside a restroom while a student uses the restroom.
- Do not lean on the iPad or stack heavy objects on the iPad that could put pressure on the screen.

## **Carrying iPads**

The protective cases provided for the iPads will not protect the iPad from damage if dropped or mishandled. Great care should be given when carrying and working with them in class and at home.

- iPads should be kept in their protective case at all times.
- iPads are to be used in classrooms only unless directed by a teacher. Students should not use the iPad while walking, standing at their locker, or in the hall.
- iPads are not to be zipped or placed in student binders.

## **Screen Care**

iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not put anything on top of the iPad, even when it is closed.
- Clean your hands before touching the screen.
- Use only a clean, soft cloth to clean the screen, no cleansers of any type. Cleansers may remove the special coating and/or scratch the screen.

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## **Chapter 3: Using an iPad at School**

iPads in the classroom and at home are intended to be a tool used to enhance student learning every day. It is of vital importance that the iPads are at school and ready to use when students need them.

Part of incorporating these interactive tools into our classroom requires classroom expectations to help ensure they are being used properly.

### **Following Teacher Instructions**

Students will be expected to use their iPads in the classroom as tools and follow teacher instructions quickly.

- Teachers will use management tools to monitor student activity and iPad use.
- Teachers will periodically look at recently used apps and browser history to monitor activity on student iPads.
- Students who misuse their iPad will temporarily lose the privilege to use their device.

### **iPads Undergoing Repair**

Temporary replacement iPads may be issued to students if their iPads are being repaired at the District Technology Department (subject to availability).

### **Screensavers/Backgrounds/Photos/Videos**

- Inappropriate media may not be used as a screensaver or background photo.

- Presence of inappropriate content on the iPad will result in disciplinary actions as determined by building staff.
- Photos taken with the iPad must be appropriate. Before taking a photo or video of another person, permission must be granted from that person.

### **Sound, Music, Games, or Programs**

- Music may not be downloaded on student iPads.
- Streaming music over the Internet is not permitted.
- Internet games are not allowed on the iPads.
- All Apps on the iPads must be district or school provided.

### **Printing**

It is possible to print from an iPad, but students are encouraged to use Google Drive, or other approved apps, to share documents and files with their teachers whenever possible. This supports college/career readiness for students. It also helps conserve paper. Students print with teacher permission.

### **Other Expectations**

- Passcode locks may not be created by students.
- Students should use their own iPads unless otherwise directed by a staff member.

### **Personal Device**

Students are required to use a school-issued device, rather than a personal device. This is because of the instructional materials that will be loaded on the devices for classroom learning and are unable to install on personal devices.

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## **Chapter 4: Managing Files and Saving Work**

### **Saving to the iPad/Home Directory**

Students in Eugene School District 4J use Google Drive and Google Apps for Education, as well as other workflow systems, to save and submit work. Storage space is also available on the iPad, but they will not be backed up. Therefore, storing work only on the iPad is not recommended. Please be sure to backup/save important files in the cloud to prevent accidental loss. Student data files will be erased from iPads at the end of each school year.

### **Naming Documents**

Good practice dictates that all information (files, datasets, documents, or records) should be identifiable and traceable. This can be achieved by following good practices of applying the following naming conventions to all documents/files.

- First and Last Name/Period/Assignment Name
- Example: Darth Vader/P2/Death Star Plans

### **Network Connectivity**

The Eugene School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## **Chapter 5: iPad Apps**

### **Originally Installed Software**

The apps originally installed by the school must remain on the iPad. From time to time the school may add new apps for use in a particular subject area.

## **Additional Apps**

Students are not permitted to load apps on their iPads without permission from the teacher. Students may not sync to personal iTunes accounts on home computers.

iPads are district property. Periodic and random checks of student iPads will be made to ensure that students have not changed settings, added new apps, and are using apps appropriately.

## **How are Apps selected for student use?**

A list of District approved apps and websites, and their data privacy policies, are posted online at <https://technology.4j.lane.edu/approved-apps/>. For questions about these apps and websites contact Instructional Technology or your school's administration.

Approved apps:

- Provide an engaging learning experience
- Are appropriate for a K-12 school environment
- Have limited, if any, advertising
- Are supportive of Eugene School District equity practices
- Have data privacy policies that restrict the use of student information

## **Software Updates**

- Upgraded versions of licensed Apps become available from time to time. Periodic updates and syncing may occur at any time.
  - iPad apps and iOS are updated only with staff permission.
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# **Chapter 6: Pictures, Content, and Data**

## **Cameras and Microphones**

iPads have two cameras, front-facing and back-facing and they have a built-in microphone. This enables students to take pictures, record audio, and record video. All recordings and pictures created with a district-owned iPad are subject to Eugene School District 4J policies as well as state and federal laws. Photos, audio, or video should only be taken during the school day if a teacher or administrator includes it as part of their instruction. Never photograph, record video, or create an audio recording of another person without that person's knowledge or permission.

- Use of electronic devices and cameras are strictly prohibited in locker rooms and bathrooms.
- Do not use the camera to take inappropriate photos or video.
- Do not use the camera or microphone to embarrass, bully, or harass anyone in any way or disrupt the educational environment.
- Do not post, email, or electronically send the video, photos, or audio of others without their written permission.

## **Sound, Music, and Games**

The sound on the iPad should be muted at all times unless otherwise instructed by a teacher or administrator. Permission may be given to use earbuds or earphones. If this occurs, the volume should be low enough that the iPad cannot be heard by anyone nearby.

# **Chapter 7: Storing and Charging Your iPad**

## **iPad Storage**

When students are not using their iPads, the iPads should be stored on their desks, lockers, or in the charging cart, unless given special instructions from the teacher.

## **iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, gym locker rooms, library, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being lost/stolen. If an iPad is found in an unsupervised area, it will be taken to the office and logged as a misuse. While using the restrooms, the iPad may be temporarily stored on the identified table outside the restroom.

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## **Chapter 8: Acceptable Use**

### **Responsible Use**

The use of District owned technology is a privilege, not a right. This chapter outlines the responsibilities associated with ethical and lawful use of technology resources.

If a person violates any of the User Terms and Conditions named in this policy, privileges may be revoked, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Eugene School District's Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

### **Parent/Guardian Responsibilities**

Talk to your children about the standards that they should follow when using the Internet just as you would with the use of all media information sources.

### **School Responsibilities**

- Supervision of student use is the responsibility of the classroom teacher, support program teacher, or staff member.
- Providing Internet and Email access to students.
- Providing Internet filtering of inappropriate materials as able.
- Providing space on networked District servers and Google for Education (G-Suite for Education) for data storage. Eugene School District reserves the right to review, monitor, and restrict information stored on or transmitted via Eugene School District owned equipment and/or network. This includes the right to investigate inappropriate use of resources.
- Providing staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

### **Student Responsibilities**

- Using computers/devices in a responsible and ethical manner.
- Following school rules concerning behavior and communication that apply to iPad use i.e. waiting until the cart manager is ready to remove their iPad and returning their iPad to the cart each day.
- Using iPads in an appropriate manner so that no damage to the device occurs.
- Understanding that using information obtained via Eugene School District's designated Internet System is at your own risk. Eugene School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping to protect our network by contacting an administrator about any security problems students may encounter.

### **Student Responsibilities (cont.)**

- Informing a teacher if the iPad is damaged or not working properly.
- Monitoring all activity on their account(s) and keeping password and log-in information private.

- Reporting to a teacher or administrator any communication containing inappropriate or abusive language, or questionable subject matter.

### **Prohibited Activities**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing Board policy or public law
- Sending, accessing, uploading, downloading, or distributing inappropriate materials
- Airdropping or sharing of photos or work unless supervised or instructed to do so by the teacher
- Use of chat rooms
- Use of sites promoting academic dishonesty
- Internet games
- Use of external attachments without prior approval from the administration
- Changing of iPad settings (exceptions include personal settings e.g. font size, brightness, desktop background, etc.)
- Downloading apps
- Spamming or sending mass or inappropriate emails
- Gaining access to another student's accounts, files, and/or data
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity
- Giving out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy iPads or Apps)
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the district web filter through a web proxy
- Disabling the bluetooth function without teacher permission

### **Copyright and Plagiarism**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or guardian.
- Plagiarism is a violation of the Eugene School District Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the Eugene School District 4J.

### **Student Discipline**

If a student violates any part of the policy, the student may face discipline as determined by administration which may include but is not limited to a loss of iPad privileges for a designated length of time.

**Eugene School District**  
**Student iPad Use Agreement**  
**Pledge for iPad Use**

1. I will take good care of my iPad and not remove it from the protective case.
2. I will never loan out my iPad to other individuals, nor will I allow someone else to get my iPad from the cart or return my iPad to the cart for me.
3. I will know where my iPad is at all times.
4. I will keep food and beverages away from my iPad since they may cause damage to the device.
5. I will not disassemble any part of my iPad or attempt any repairs.
6. I will only use my iPad in supervised classrooms or with direct teacher supervision (not in halls, locker bays, or the cafeteria).
7. I will use my iPad in ways that are appropriate, meet district expectations and are educational (no online games).
8. I will not place decorations (such as stickers, writing, etc.) on the iPad. I will not deface or remove the serial number and iPad sticker on any iPad.
9. I will follow the policies outlined in the *iPad for Students: Guidelines and Procedures*.

I agree to the stipulations set forth in the above document *iPad for Students: Guidelines and Procedures*; and the Student Pledge for iPad Use.

**Student Name (Please Print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I verify that I have read all of the *iPad for Students: Guidelines and Procedures*; and agree to the stipulations set forth within.

**Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_