

Monroe High School Student Handbook 2019-2020

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PRINCIPAL'S MESSAGE

To Monroe High School Students:

On behalf of the faculty and staff of Monroe High School, I would like to welcome you to the best high school in the nation! I am honored to serve as your principal. We are very excited about having you as a member of our student body. We hope that you are excited about the 2019-2020 school year as well. With hard work, determination, and dedication from you, and our staff, we hope to instill in you a love for learning, a passion for service to others, and commitment to become a person of integrity. We will work alongside you, your parents, our teachers and the community to shape and mold you into a citizen that respects and acknowledges the rich diversity in our communities both locally and globally.

As many of you already know, you will find a caring and family-like atmosphere here at Monroe High School. You will also find that every member of our staff has very high expectations for all of our students. Our teachers will constantly challenge you to reach your maximum potential. Our goal is to not only help you become a better student, but prepare you to become the best citizen possible in your future. Our goal is that we build upon your skills and competencies necessary to enable you to become college and career ready. When fully prepared, you will be globally competitive and be able to contribute formidably to society. We will demand high quality work on all assignments. We guarantee that if you put in your best effort and attend school as required, you will be fully equipped to excel in all areas at Monroe High School and beyond.

The staff of Monroe High School works very hard to maintain a safe and orderly environment. All personnel constantly patrol campus to ensure we have a safe and orderly environment. We expect you to immediately notify an adult if you see anything that may pose a safety threat.

For those of you entering your senior year, congratulations! I encourage you to cherish and make your senior year memorable. I commit to you that I will do everything possible to help you accomplish your goals and have you fulfill the experience of graduating from Monroe High School in June. I, along with the entire faculty and staff has high expectations of you to be leaders in our school and to continue to prepare yourselves for your next challenge in life. Whether you plan to join the workforce, armed services, college or university, the choices you make each day will impact your future. Once you have chosen your path, please remember to give back to the community of Monroe as well.

We hope you have enjoyed your summer and you are ready to return to school. Once again, we welcome you to Monroe High School. If you or your parent/guardian have any questions or concerns, please feel free to call or stop by my office anytime.

Best Regards,

Christopher Kelly, Ed.S.

MISSION STATEMENT

Our mission is to educate and prepare our students to be more productive citizens in a diverse and technologically driven society.

GENERAL SCHOOL INFORMATION

This student handbook is intended to provide basic information about Monroe High School and its policies and procedures. Parents and students are responsible for being familiar with the contents of the Monroe High School Student Handbook as well as the Union County Public Schools High School Student Handbook. School policies are subject to change as needed by the administration. Please help us to keep you informed of these changes and other pertinent information by ensuring that MHS has accurate parent contact information. Parents and students are also encouraged to visit the county and school websites (www.ucps.k12.nc.us, and <http://mhs.ucps.k12.nc.us>) for more valuable information. If you have questions concerning school or county policies or procedures, or your student's attendance, discipline or grades, please contact a member of MHS administration for clarification.

Telephone Directory

Main Office	(704) 296-3130
FAX (Main Office)	(704) 296-3138
Cafeteria	(704) 296-3137

Visitors at School

All visitors must sign in at the main office before being redirected.

Students are not allowed to invite visitors to school (including lunch.)

Delivery of Message/Forgotten Items

We do not accept deliveries for students. Please plan ahead for events such as a forgotten lunch by arranging to have a balance in the student's cafeteria account. To reduce classroom interruptions for students and teachers, MHS will not call a student out of class for family members except in an emergency situation. You may leave items in the office for students to pick up during transitions between classes.

Student Use of School Phone

Students who need to call home during school hours must obtain a pass from their teacher to use the telephone located in the front office. Students are not allowed to use cell phones or other electronic devices during school hours with the exception of their lunch period. Students may use their cell phones in the cafeteria, hawk's nest or courtyard during their lunch period. Students are encouraged, however, to leave these and other valuable items at home.

2019-2020 Bell Schedule*

Breakfast: 7:20 – 7:50

Daily Bell Schedule

1st Period	Redhawk	2 nd Period	3 rd Period	4 th Period
8:00-9:25	9:30-10:05	10:10-11:35	11:40-1:35	1:40-3:05

Lunch Schedule

A Lunch	B Lunch	C Lunch
11:45-12:15	12:25-12:55	1:05-1:35
Release Time 12:10	Release Time 12:50	Release Time 1:35

* Classroom doors are closed and locked at the bell that signifies the beginning of a period. Students that are not in the classroom when the bell rings are considered tardy. Students who are tardy are to report to the closest teacher/administrator on lock-out duty to obtain a pass and then return directly to class.

We encourage students to participate in extra-curricular and co-curricular activities; however, students may not stay on campus after school unless they are under the direct supervision of a faculty member or coach. Students waiting to be picked up from school are to wait outside the school's front entrance.

Bus Riders

Bus assignments are made based on home address. Students should arrive at their designated bus stop 10 minutes prior to the scheduled stop time. Buses may not wait for students not at their stop at the assigned time.

Any student wishing to ride a bus that is not their normally assigned bus must present a signed parental note to that effect (with parent contact information included) to the guidance department or an administrator for approval before their lunch period on that day. Once guidance/administration has confirmed that note with a parent the student will be provided with a bus pass for that afternoon. The student must present the bus pass to the bus driver when boarding the bus. If a student wishes to ride a bus that is not their normally assigned bus in the morning the student must follow the previously described procedure the day before. Please note if a bus is at capacity we may not be able to accommodate the request.

Dress Code

Monroe High School has established a dress code that we feel is appropriate for an academic environment. We believe that students dressing in good taste and propriety and in appropriate clothing worn in a conventional manner help to create an environment conducive to learning. Clothing which is disruptive or which interferes with the normal operation of class or the school is not permitted. MHS administration reserves the right to determine what is considered appropriate school attire. More detailed information on what is and what is not appropriate attire is outlined in the Monroe High School Code of Conduct.

Honor Code

The Monroe High School Honor Code requires all students to do their own work. Students are expected to conduct themselves in an honest and honorable fashion in all curricular, co-curricular, and extra-curricular activities as long as they are students at Monroe High School. Developing a sense of honor and integrity is a vital part of a young person's development. Students understanding and embracing our Honor Code in an academic environment helps to create and instill a sense of honor that can be extended to all aspects of their lives.

MHS Honor Pledge: I have neither given nor received unauthorized aid on this work. Students are expected to know our Honor Pledge and may be required to write the pledge on their work/tests, as required by teachers.

Securing Personal Items

Students are encouraged to leave valuable items at home. Students are responsible for the safekeeping and securing of their personal belongings while on campus. Lockers are available in the hallways and in the locker rooms. Locks, which are assigned to specific lockers, are made

available to all students. These locks are to remain on the assigned locker and may not be moved to a different locker. Students should always lock valuables in a locker and should not leave valuables unattended. MHS is not responsible for lost, stolen, or broken/damaged items.

Absences

Parents are encouraged to schedule students' medical and personal appointments for after regular school hours. Parents should also ensure that their student arrives on time each day.

All students and parents are responsible for being familiar with Union County Public Schools High School attendance policies as outlined in the UCPS High School Student Handbook. **Monroe High School DOES take DAILY attendance in each class.** Attendance records are maintained based on the attendance taken each day in each period/class. Class work missed as a result of an excused absence may be made up for credit within two days of returning from the absence (or four days if returning from a two days absence...). Parents are responsible for monitoring their student's absences and should request a meeting with the attendance counselor if their student has five unexcused absences in a class. Seven or more absences in a class may result in failure of that class.

- A student is considered tardy if they are **not in class when the bell rings** at the beginning of a period.
- Students who are late for school because the school bus was late will be given a late bus pass by an administrator when they arrive and will not be counted as tardy.
- Students who are late for first period must report to the front office for admittance.
- **Students who accrue more than 15 unexcused absences will fail their class(es) due to their absences. Attendance is taken by the teacher each class period. Students will not be allowed to recover unexcused absences beyond the 15th absence.**
- **Students who miss more than 25 minutes of class are considered absent from that class period.**

Students' Responsibilities for Absences/Tardies/Early Dismissals

Absence Excuses: Students absent from any or all classes are required to abide by the following procedures:

1. Written documentation by the parent or guardian stating the dates of the absence(s). Excuses for absences must be presented within three days after the first day the student returns to school stating the reason(s) the absence(s) was necessary. If the absence is for a doctor's appointment, a note from the doctor's office is required.
2. Documentation (handwritten note from parent or doctor) of absence should be given to the attendance counselor. Absences that are not supported by the proper documentation will be coded as unexcused regardless of the reason for the absence.
3. Excuses for tardiness which result in a missed class(es) and early dismissals are

handled in the same manner as any other absence.

Early Dismissal: Students needing to be dismissed prior to the end of the school day must bring written parental permission to leave school.

1. Bring parent note to the attendance counselor to obtain a dismissal pass before school. (Parent notes must include parent signature and phone number.) Under no circumstances can a student leave campus without signing out and without appropriate permission.

OR

If sick, the student will be called down from the nurse's office or classroom once a parent has arrived to take them home. For students that have MHS parking passes, a parent will have to fax or email permission (must include contact phone number for parent) for the student to leave school.

2. Students with MHS parking passes may sign themselves out in the front office provided they have presented written parental permission and obtained a dismissal pass from the attendance counselor before school. Parents who will be picking their student up must come into the front office to check them out. **Parents – please be prepared to show proper picture identification** when coming into the office to check out your student. If a situation arises that a student needs to be released during the school day but a parent or listed emergency contact will not be personally picking the student up, parents must provide written authorization (fax or email which included a copy of the parent's driver's license) to release the student with a specific individual. That individual must present proper identification in the front office when picking the student up.

3. Marketing/Co-op students should see the Work Based Learning Coordinator for check-out procedures.

4. Work release students must leave the campus immediately after their last class or lunch, whichever is deemed appropriate. Work release students are not permitted to return to campus unless they are here attending a school sponsored activity, i.e. athletics, band performance, club meeting, etc.

5. Students with non-traditional schedules are to report to ISS if they are on campus during a period which they do not normally have an assigned class.

School Nurse

MHS has a school nurse. Though adhesive bandages and basic first aid are available in the nurse's office, **please note** the school does not supply any medications (i.e. ointments, creams, pain relievers, eye drops, etc.) A student who is injured at school must immediately report the injury to their teacher, regardless of whether or not the student visits the school nurse as a result of the injury.

Students are **NOT** allowed to possess **any** drugs at any time at school. (Students are allowed to carry EpiPens, rescue inhalers and diabetic supplies provided physician's orders for the current school year are on file in the nurse's office.)

UCPS policies must be followed regarding medications. The administration of medication at school is discouraged. However, if you and your child's doctor decide it is necessary for your child to receive medication during the school day, these policies must be followed.

Medication must be sent in the original container if it is an over-the-counter medicine or in the prescription bottle if it is a prescription medicine. Please check expiration dates since school staff is unable to give expired medication. The school staff must have written permission and complete instructions before giving any medicine. Medication consent forms are available in the school office and should be on file in the school nurse's office before the start of each school year. Both a parent/guardian signature and a signature from a health care provider are required for any medication to be given at school. This includes both prescription and over-the-counter medicines, before administration can begin. Faxed signatures are acceptable. Short-term medications such as antibiotics that are given 1-3 times daily should be given at home.

In cases where a student may have an immediate need for an over-the-counter medication, the parent may bring that medication to the front office where they will be able to give it directly to their student who will be called out of class. Under no circumstances can a parent leave any type of medication for their child at the front desk without following the previously mentioned UCPS policies regarding medications.

School Fees

Students are responsible for all textbooks, laptops, laptop bags and components, and locks that are issued, media center materials, cafeteria charges, and any fees associated with participation in an extracurricular activity. Fees and fines assessed must be cleared as soon as possible and will accrue from year to year. Students with outstanding fees are not eligible for parking passes. Items still outstanding must be cleared prior to graduation and the issuance of a diploma.

The following fees are automatically assessed at MHS:

- Senior Fee: \$25 (applicable only to students in the 12th grade)

Athletic Fees:

Students who have an outstanding athletic fee at the end of the school year will be ineligible for all sports the following year or until fees from the previous years are paid.

All Fees:

Students who have an outstanding balance will lose the following privileges until fees are paid: Parking, Prom, Attendance, Athletic Events, Non Curricular field trips and/or other school based activities requiring monetary admission.

IN ADDITION, ANY SENIOR WHO OWES FEES WILL NOT BE PERMITTED TO PARTICIPATE IN THE GRADUATION CEREMONY

*** Students have the right to appeal and all final decisions will be made by the principal**

Cafeteria

Monroe High School serves breakfast and lunch daily. There are four lunch periods. Students are to eat in the cafeteria only. Students are to remain seated while in the cafeteria. Students who have finished eating may leave the cafeteria and go to the Hawk's Nest or the courtyard. (Students are not permitted to loiter in the cafeteria hallway.) Students are not permitted to leave campus for lunch OR order lunches to be delivered to Monroe High School. Dispose of your trash in the designated containers when you finish eating; don't wait for the bell to ring.

Information concerning menus and free and reduced lunch applications, and how to use the online prepay system can be found on the Child Nutrition page of the UCPS website.

Media Center

The school media center is a place where you can do research, get help, find information, use computers, study, or read. There are lots of new books and materials, as well as new computers and computer programs to help you to succeed in your school experience

The school media center hours are 7:30 a.m. to 3.30 p.m. Monday – Friday. In addition to before and after school, students may also use the media center (with a pass) during lunch to read, do research, or use the computer. Any student that needs to use the media center during lunch must obtain a pass from the media center or their teacher in advance.

When arriving at the media center, all students should sign in at the circulation desk, beginning at 7:30 a.m. Sign in continues until the end of the regular school day. Please respect everyone's right to have a quiet place to work and study, and do not utilize the media center as a place to socialize.

All students must have a pass to enter the media center once the school day begins at first period. Students must enter and exit through the main entry located in the hallway.

ABSOLUTELY NO FOOD OR DRINKS ARE ALLOWED IN THE MEDIA CENTER, THIS INCLUDES THE DISTANCE ONLINE LEARNING LABS.

Students are allowed to check out materials in the media center. You may also reserve books. Books are checked out for two weeks and may be renewed as needed. When media center

materials have been lost, the student should report it at once. Students are responsible for the replacement cost of any lost or damaged materials.

There are printers and copiers available for student use in the media center.

Computer and Internet Use

All students are eligible to use a school assigned laptop computer once the proper procedures have been completed. Once issued, students are to bring their laptop computers with them each school day. School issued laptops are for school use only and students should refrain from downloading personal items or personal applications. School administration reserves the right to impose discipline for inappropriate computer use or failure to follow teacher directions concerning computer use. Though students take their laptop computers home, the laptops remain the property of Union County Public Schools and students/parents are responsible for damage or loss.

There are numerous computers available on the school network for student use – all with Internet capabilities. There are also several stand-alone computers available. All students are allowed access to the Internet unless written notification is received from the parent/guardian denying them permission.

All students are issued a login name and password for computer use. This should be memorized and not shared with other students. Sharing your login information or using another person's login will result in the loss of computer privileges. The student's internet use must be in support of education and research and consistent with the instructional objectives of the school system. Non-educational games are not consistent with this philosophy and may not be played.

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the user who must adhere to strict guidelines that mandate ethical and legal usage of the network resources as well as adherence to school and system codes of conduct. If a student violates any of these provisions, his or her privilege to use the Internet will be terminated and future access can be denied, as well as disciplinary measures being imposed.

All students are responsible for being familiar with the UCPS Internet Acceptable Use Guidelines found in the UCPS High School Handbook (BOE Policy 5.2) and the UCPS website (www.ucps.k12.nc.us). Any student in violation of the UCPS Acceptable Use Policy in regard to computer use will be suspended from school. This includes, but is not limited to, storing files on any network drive other than their home directory or a teacher approved folder, downloading games, music or proxy bypass settings or programs. Computer storage areas, whether on site or brought on campus in portable form, may be treated as school lockers. Administrators may

review files and communications to maintain system integrity and ensure that users are acting responsibly and not accessing inappropriate information.

Safety Drills

Safety drills are conducted throughout the year to ensure that students are prepared should an emergency arise.

1. Fire Drills: There will be several fire drills during the school year. The fire alarm has a series of long sirens. You are to follow the instructions of your classroom teacher.
2. Tornado Drills: The Tornado alarm is different from the fire bell so please follow the instructions of your classroom teacher.
3. Emergency Lockdown: There will be emergency drills during the school year that will require evacuation and/or lockdown of the building. You are to follow the instructions of your classroom teacher.

Field Trips

UCPS Board Policy 5-16 states; “school trips designed to stimulate student interest and inquiry can be appropriate and valuable extensions of the classroom. School trips can help meet educational goals and objectives by connecting learning to experiences outside the classroom environment. “It further states that; “Board policies concerning student behavior, student safety and supervision of students will apply to all students and teachers while they are taking part in school trips. Student behavior prior to the trip, regardless of whether a suspension is imposed or not, may impact whether a student will attend a non-required school trip. In addition, Board Policy 4-16 (Use of Student Transportation Services) will apply to the use of vehicles for all school trips.”

1. Students who have exceeded the allotted number of absences per semester will not be permitted to participate in field trips.
2. Students who have accumulated 5 or more referrals per semester will not be permitted to participate in field trips.
3. Students who are failing more than 1 class per semester will not be permitted to participate in field trips.
4. Alternative assignments will be provided for students who are not participating by the classroom teachers who are sponsoring the trip.
5. Attendance for students who are not participating in field trips is still required unless the absence qualifies as a lawful absence.

ACADEMICS

Monroe High School is proud of the various curriculum opportunities afforded our students and we encourage each of our students to take full advantage of these opportunities during their high school years. The expectation is that all students fulfill their potential by participating in rigorous courses, developing higher level thinking skills, and exploring career choices. The Principal reserves the right to grade, classify and place students.

Specific information concerning courses, course requirements, and graduation requirements are available in the Union County Public Schools Program of Studies, available on the Union County Public Schools website (www.ucps.k12.nc.us) as well as in the Guidance Office.

Online Classes

Students in online classes will follow all MHS and UCPS codes of conduct while participating in online classes. Online students are required to login and show progress every school day for each class for which they are registered. Students are responsible for reporting their grades to the Distance Learning Lab Assistant every three weeks. Administration reserves the right to prohibit students from participating in online learning opportunities.

Progress Reports

Monroe High School has six-week grading periods. Formal progress reports will be sent home with each student at the end of the third, ninth, and fifteenth week of each semester to keep parents informed of the students' progress. Parents are expected to ask for and review these progress reports with their students. Parents can also access their student's grades at any time through the Parent Portal (<https://ucps.powerschool.com/public/home.html>). Parents can obtain their individual login credentials by presenting proper identification in the main office.

Teachers will make every effort to notify parents when students are in jeopardy of failing. Parents are also expected to maintain open communication with teachers and should feel free to call the school or email the teacher if they wish to check on student progress.

Report Cards

Each student will receive a report card at the end of each six-week grading period. The student's homeroom teacher will distribute report cards at the designated time during the school day. Any change/correction must be made within three days after report cards are issued.

STUDENT SERVICES/PROGRAMS

Cooperative Education/Work Release

In order for a student to be excused from school for employment, the student must be at least 16 years old, be a junior or senior in good academic standing and meet the criteria as outlined in either one or two below. Juniors must be registered for at least four and one-half hours per day in school, and seniors must be registered for at least three hours per day in school. In addition, the Superintendent must approve each individual case.

1. The student must be actively enrolled in a bona fide Cooperative Vocational Education Program and must remain at school until a designated time, which shall be established, to allow adequate and reasonable travel time to the respective job training station. Co-Op students are not permitted to leave MHS before the beginning of fourth period.

2. Work release students must sign-out with their work release teacher and must leave the campus immediately. They are not to remain on campus for lunch or wait for the bus or other rides.

Additional Co-Op information can be found in the Cooperative Educational Policies and Procedures Manual

http://www.ucps.k12.nc.us/forms_manager/forms_public2.php?category=55).

Remediation Guidelines

Remediation courses are provided for all students who fail one or more of their EOC exams and for those high school students whose school records indicate they may fail one or more of the tests.

EXTRA CURRICULAR ACTIVITIES

Being a member of a Monroe High School team, club, or organization is the fulfillment of an early ambition for many students*. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great tradition is not built overnight; it takes the hard work of many people over many years. As a member of a student organization, you will be faced with either the task of maintaining an already successful tradition or the task of establishing a new tradition.

**Students participating in a Non-Curricular Club must submit a completed Non-Curriculum Club Parent Permission Form, available from the club sponsor. All extracurricular meetings and activities are to take place before or after regular school hours and must be approved by MHS administration.*

Student Responsibilities

It is not easy to build a great tradition in either athletics or other activities. When you represent your school, we assume that you not only understand our goals and traditions, but are also willing to assume the responsibilities that go with them. We hope that the contributions you make result in a satisfying accomplishment for you and your family. Our expectations for all students involved in extracurricular activities are as follows:

1. Responsibilities to yourself - The most important of these responsibilities is to broaden your character. You owe it to yourself to get the greatest possible “good” from your high school experiences. Your academic studies and your participation in other school activities, as well as sports, will prepare you for life.
2. Responsibilities to your school - Another responsibility that you assume as a participant is to your school. Your school cannot build or maintain a tradition of excellence unless you do your best in whatever activity you choose to participate in. You assume a leadership role whenever you take part in a school activity. The student body, our community, and other communities judge our school by your conduct and attitudes, both in and out of school. Because of your leadership role, you can contribute to school spirit and community pride. Make your school and your community proud of you and your ideals.
3. Responsibilities to others - As a group member you have responsibility to your family. You should never give your family anything to be ashamed of. Remember that other students are watching you and may copy you in many ways. Do not do anything to let them down. Set a good example.

Participation Limitations

In order to guarantee a wide distribution of student participation in positions as student officers and other extra-curricular activities, as well as to protect a single student from over-participation, the faculty has agreed to the following guidelines:

1. A student may hold “officer” positions in two clubs excluding Inter-Club Council, but only one of these can be the office of President.
2. A student may be a “member” of as many clubs as he/she desires with the understanding that clubs have the right to include in their bylaws any further restrictions concerning attendance and participation that prove successful to their club.
3. Since the Student Government is an organization where members carry more responsibility than those of most clubs, their by-laws may restrict their officers and members as they deem necessary.

Homecoming Candidate Requirements

1. An overall GPA of 2.75 or above (cumulative). Homecoming is an important tradition at Monroe High School. The crowning of the Homecoming Court is one of our Homecoming traditions and the culmination of Homecoming week. Those who meet all of the requirements may campaign during the approved campaign week. The student body nominates and elects the Homecoming Queen and the Homecoming Court. In order to be eligible to be a candidate, a student must have:
 2. No ISS time except for tardies from the previous and current school year.
 3. No OSS (cumulative).
 4. Active involvement in at least one civic and/or school activity and be a student in good standing.
 5. One teacher recommendation.

Student Government Officer Requirements

Any student who chooses to run for a class officer position in the student government will be required to attend all meetings and functions designated as mandatory. Failure to attend three meetings will result in forfeiture of class office and removal from the student government for the remainder of the year, including all functions requiring student government participation. Student government/class officers who fail to model appropriate behavior may be removed from their positions as determined by the principal.

Athletics

Participating in school sponsored athletics at Monroe High School is a privilege. Student athletes are reminded that though participating in athletics can be very demanding, it can never be at the cost of academics. Students wishing to try out for a sport must have all appropriate paperwork completed and **turned in prior to tryouts**. To be eligible to participate in athletics during the first semester, a student **must pass** a minimum of three out of four Carnegie units for schools on the block schedule, be present at least 85 percent of the previous semester, and have been promoted to the next grade level. To be eligible in the second semester, a student must pass a minimum of three out of four Carnegie units for schools on the block schedule and be present 85 percent of the previous semester. (Any summer school work used to make up part of the minimum load must be applied to the most recent semester.)

Coaches establish team rules with the approval of the administration. Team rules must be given to all participants in writing and explained fully at the beginning of the season. Copies of the team rules will be filed with the athletic director and the principal. Coaches have the right to discipline athletes for violation of school rules, violation of team rules and for any other behavior/situation that the coach feels should be addressed through disciplinary action, up to

and including removing that athlete from the team. Additionally, student athletes should be aware that any use of tobacco, alcohol or illegal drugs, in or out of season, will result in serious disciplinary action.

MONROE HIGH SCHOOL STUDENT CODE OF CONDUCT

Students at Monroe High School, regardless of ability level, are expected to act in such a manner as to enable themselves to acquire the fullest education possible while attending high school. Monroe High School has developed rules for general student behavior because we believe that no student can be allowed to interfere with the teacher's right to teach or another student's right to learn. Students are expected to avoid any behavior that is harmful to the order of the school, to other students, and/or to themselves. Interfering with instruction is considered harmful to the student, the teacher and to other students.

In order for effective discipline to be maintained at Monroe High School, the administration acknowledges that cooperative relationships must be established among students, parents and school personnel.

Students are encouraged and expected to conduct themselves in a manner which is conducive to effective learning and which respects the personal, civil, and property rights of fellow students. Students are expected to follow the rules and regulations of the school and each classroom teacher. If a student has a complaint or concern, he/she is expected to discuss the problem with school personnel and parents and to seek changes in an orderly, responsible manner.

Parents/guardians are expected to maintain regular communication with school personnel concerning their child's academic progress and conduct, to attend conferences scheduled at a time mutually convenient for all concerned, and to bring to the attention of school personnel any concern or problem which affects the education of their child. Parents are also expected to know and to encourage their child to follow the rules and regulations of the school and the classroom teacher.

Teachers are expected to promote effective instructional discipline through fair and non-discriminatory treatment of all students, to display an attitude of respect for all students, to initiate cooperative working relationships with all students and parents, and to seek parental input in the planning, implementation, and evaluation of discipline plans. It is the responsibility of all teachers to consistently and impartially enforce the rules and regulations of the school and classroom while protecting the constitutional due process rights of students.

Please note: The Union County Public Schools' Policies and Procedures may be found on the UCPS website at www.ucps.k12.nc.us. Click on the BOE Policy Manual to reference these policies.

This section of the Monroe High School Student Handbook contains important information for students and parents including an outline of disciplinary offenses and the various consequences relating to these offenses that are specific to Monroe High School.

In all cases of disciplinary action there will be appropriate hearings and reviews and the rights of individuals will be ensured and protected. Disciplinary actions, including in-school suspension, out-of-school suspension, transfer to Union County Alternative School, and expulsion will be administered consistently and fairly. (Please be aware, students under out-of-school suspension or expulsion are not allowed on any school campus or at any school functions. This includes all Union County Public Schools athletic events.) The principal, acting as the hearing officer for any disciplinary case, reserves the right to alter the consequences for any offense if he feels the results will be in the better interest of the school or the student.

Disciplinary Guidelines

Our disciplinary guidelines are aligned to the Union County Public Schools Board policies. Please review policies on the following link [UCPS Board Policies](#). Students and parents/guardians are responsible for knowing the contents of the Student Code of Conduct and for asking faculty or staff members for any clarification. When a student violates a code of conduct he or she will be given a copy of the referral and expected to share the information with his or her parent(s)/guardian(s). In all cases involving out-of-school suspension, a copy of the referral of suspension form will be mailed home. It is the parent(s)/guardian(s) responsibility to make sure all student demographic information is correct.

The principal and assistant principals reserve the right to provide disciplinary consequences for behaviors which endanger the welfare and/or safety of other students, faculty, or cause substantial disruption to good order and discipline in the school, even though such behavior is not specified in the Student Code of Conduct. This will include violations of the student dress code and like items addressed in the student handbook.**

The principal reserves the right to impose disciplinary action on any student who repeatedly violates the Monroe High School Student Code of Conduct. This could result in the placement of the student in an alternative school setting, short-term suspension or a long-term suspension for the remainder of the school year. Depending on the severity of the rule violation, a student may be long-term suspended even though he or she hasn't had previous violations of the rules.

Students under suspension or expulsion are not allowed on any school campus or at any school functions. (This includes Union County Public School athletic events.)

Students are to notify an administrator or staff member when illegal or suspected illegal items, dangerous items, or other items banned from school are found in the school building, on the school campus, or on the school bus. Students are advised not to pick up or handle these items, unidentified items, or items not belonging to them.

The principal or his designee has the authority to conduct a reasonable search of students, their possessions, their lockers, and their automobiles when on school property or property being

used by the school at any school function or activity or at any school event held away from the school if it is established there is reasonable suspicion of the student being in violation of an offense in this handbook. The administrator is required to have only reasonable suspicion to conduct such searches. The principal, administrator, or designee is authorized to search a vehicle provided: (1) reasonable suspicion is established, (2) an administrator's approval has been given, (3) the student and/or owner is present, and (4) another school employee or a law enforcement officer is present. If the student and/or his/her parent(s) or guardian refuses to allow the search, the police will be called and the matter will be turned over to them.

A student is deemed to be in possession of an illegal and/or banned item(s) when such item(s) is found on the person of the student, in his/her possessions, in his/her locker, in the student's vehicle on school property, or on property being used by the school, at any school function or activity or school event held away from the school. Students are subject to random metal detector searches in accordance with BOE Policy 4-9c as deemed appropriate by school administration.

A student on his/her way to or from school (bus transported), at any school function or activity (or any school-related activity), or at any school event held away from the school is under the jurisdiction of school authorities and is subject to the rules and regulations as stated in the **Code of Conduct**. Students found guilty of being accessories to any violation of school rules are subject to the same penalties as students who are actively involved in committing such offenses. Example: Boosting up a fight or encouraging a fight.

Students enrolled in Monroe High School whether they are participants or spectators, are deemed representatives of their school and subject to its discipline codes when visiting campuses of other schools, irrespective of the scheduling of a school function by either that school or Monroe High School.

***Because of the correlation between drugs and violence in society, a person who is associated with drugs by either selling or use becomes a safety hazard, thus creating an unsafe environment in the school.*

Traffic and Student Parking – The front entrance to the building will be for car riders and early dismissal students. Students **are not to be dropped off or picked up from the student parking lot, the bus loading area, or the faculty parking lot at any time.** Students waiting for a ride after school are to be picked up at the front entrance no later than 3:30 p.m. Teachers are dismissed at this time and supervision is limited. The night custodians will lock all doors at 4:30.

For students who drive, parking will be restricted to authorized holders of parking permits. The cost for parking is \$25.00 for the school year, \$15.00 for a single semester, or \$10.00 for the last six weeks of school. **Student vehicles lacking proper parking permits may be towed away at the owner's expense.** Students parked in designated fire zones, no parking areas, or areas other than those assigned/authorized may also be towed away at the owner's expense in accordance with NC 115C-46. Parking permits must be properly displayed.

Upon arriving at school in a private vehicle, students must immediately exit from their vehicle and enter the school building. They are not to loiter in the parking areas. Once at school, students may not return to the student parking areas. Violations of this policy constitute a violation of the discipline code.

Parking permits may be revoked at any time by the principal in the same manner as suspensions are invoked. Violations of parking area restrictions and safety regulations such as misconduct involving motor vehicles shall be considered ground for such revocation. This will be in addition to other disciplinary action taken in accordance with school discipline policy such as suspension from school or the revocation of other privileges. Revocation of a permit may be for any time up to one year, at the discretion of the principal. Revocation for any period longer than one year may be imposed with prior knowledge of the superintendent.

Additional conditions concerning students driving/parking on campus are as follows:

1. You are to park **ONLY** in your assigned space. If someone is in your space, you are to park in the faculty parking lot and notify an administrator immediately.
2. Trash in your space is your responsibility – **NO EXCUSES!**
3. If it becomes evident that you driving to school is causing you to be late on a continuous basis or if your car is being used to leave school without permission, your privilege to drive will be suspended for 30 days.
4. No students are allowed to park in the bus parking area at any time.
5. The speed limit on campus is 10 mph. Speeding will result in the loss of driving privileges.
6. Any suggested or written regulations about parking are subject to change.

Discipline referrals, lunch detention, academic detention, suspensions, and expulsions defined

Students whose behavior is not in line with school and/or county policies will receive written disciplinary referrals. Parents are responsible for monitoring their student's discipline and should request a parent conference if their student receives seven or more referrals. Ten referrals may result in recommendation for long term suspension.

Students who are assigned to lunch detention are **required** to complete school assignments in a designated location during their lunch period. Failure to attend lunch detention may result in one day out-of-school suspension.

Suspensions are defined in NC 115C-391 as a denial of the right of a student to attend school for a period not to exceed 10 days. There are two types of suspensions, in-school suspension

and out-of-school suspension. Expulsion is defined as the denial of the right of the student to attend school for the remainder of the current school year.

In-School Suspension (ISS) and/or Lunch Detention are defined as an assignment of a specified number of periods or days spent in the in-school suspension classroom. During this assignment, the following rules will apply:

1. The student will spend his/her entire period or school day in a highly structured classroom. The ISS teacher will notify the student's classroom teachers of his/her assignment to ISS and work with the teachers to get assignments. When assignments are completed, the ISS teacher will return them to the classroom teachers.

2. ISS/lunch detention students eat lunch with other ISS/lunch detention students, totally isolated from the general student population.

3. Students will only be allowed to go to the restroom at assigned times. There will be no morning or afternoon breaks.

4. They must spend their entire assignment in ISS; there will be no opportunity to earn "time off" for good behavior because good behavior is the expectation at all times.

5. ISS students will be counted present at school on daily attendance.

6. In some instances, in order for a student to be released from an in-school suspension, a parent/guardian must talk with the teacher, in-school suspension teacher, or an administrator concerning their child's behavior. If a parent/guardian does not have a conference, the student will be placed on an out-of-school suspension with each day being an unexcused absence. This suspension will remain in effect until the parent/guardian comes to school.

7. Marketing/Co-Op students may be released to go to work at their normal work time.

Academic detention – Academic **detention** refers to time assigned as a consequence of rule infractions. Academic **development** refers to the tutorial services available during lunch daily and after school Monday through Thursday for all students needing academic assistance. Academic detention time may be served in the academic development program so that the student will also receive an academic benefit.

Out-of-School Suspension (OSS) involves an at-home suspension from one to six days. The following rules apply to all out-of-school suspensions

1. Students receiving an out-of-school suspension are not allowed on the campus of Monroe High School during the suspension. They are also prohibited from attending all school functions (both home and away). If they come on the Monroe High School campus or any other campus or properties where a school event is taking place, they will be reported to law enforcement agencies and prosecuted for trespassing.

2. Students receiving an out-of-school suspension will not be permitted to return to regular classes without bringing his/her parent/guardian to school for a conference with an administrator. This step will insure that parents are involved and aware of any problems and provide guidance and support for the returning student.

3. Any student suspended for six days or more for disciplinary reasons could be recommended to the Union County Alternative School. If enrolled in the Alternative School, the student may forfeit his/her classes at Monroe High School for the remainder of the year.

GOVERNANCE

The Board of Education is the ruling agency for Monroe High School. Its responsibilities include:

- 1) Interpreting the needs of the community
- 2) Developing policies in accordance with state statutes and mandates and in accordance with the educational needs and wishes of the people of Monroe
- 3) Approving means by which professional staff may make these policies effective.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory

information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

In compliance with federal law, Union County Public Schools administers all educational programs, employment activities, and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.