



Monroe Middle School
601 E. Sunset Dr.
Monroe, NC 28112
Union County Public Schools
<http://mms.ucps.k12.nc.us>

August 24th, 2015

Dear Students,

Welcome to the 2015-2016 school year. The teachers, administrators, staff, parents, and your fellow students want this year to be a great success for each of us. In order to be successful we must all commit to a set of common beliefs that will guide and support us throughout the school year. There is no doubt that the decisions you make this year will impact your success.

In our student agenda you will find important information regarding our school rules and consequences. Please read it carefully and commit to adhering to these Redhawk expectations. You will also find school and district policies for attendance, tardiness, and grading. Pay particular notice to our “Standard Code of Dress” found on page 15. Your goals can easily be accomplished if you commit yourself to academic excellence each and every day. In following the rules and procedures outlined in your student agenda you are already on your way to achieving success. Together we can accomplish great things for you and for our school. So, Remember our **Monroe Middle School Pledge**.

We are the Redhawks
And we will fly.
We will succeed like no other
And do what’s right.
We are here to learn.
We are here to grow.
We will do our best.
Our respect will show
We will soar,
Because we are the Redhawks!

Respectfully,

Monroe Middle School Administrators


Monroe Middle School is proud to be a PBIS school.

- The definition of PBIS: Positive Behavior Interventions and Support
- Throughout the school there are common expectations taught to students and posted throughout the school. The matrix on the next page outlines all of the school-wide expectations.
- Noise levels in the school are: 0 (silent), 1 (whisper), 2 (softly talking), 3 (loud talking/outside voice)
- Each student is expected to **Be Responsible, Be Respectful and Be Prepared** in all that they do.
- Students are rewarded with staff signatures for meeting the expectations by: no referrals, no tardies, perfect attendance and making honor roll.
- All students are issued signature cards and must not lose them. Signatures lost or stolen will not be replaced.
- Students cannot share their signatures with other students.

Students have the opportunity to earn the incentives below in exchange for signatures earned:

Reward	# of Signatures	Reward	# of Signatures
Pen	20	Dress Down Day	60
Fancy Pen	30	Book bag	200
Pencil	20	Movie Showing	90
Mechanical Pencil	30	Pencil Pouch	60
Spirit Friday	30	Free Period	90
Calendar	50	Journal	90
Snacks	30	Media Time	60
Homework Pass	30	Spirit T-Shirt	130
Extra Bathroom Pass	30	MP3 Player	500
Notebook	30	Ipod Touch	1,500
Notebook Paper	30	Sports Equipment	150
Erasers	1 or 10	Gaming System	2,500
Binder	60	Handheld Gaming System	1,500
Basketball Game Admission	120	Dance Admission	100

Monroe Middle School Expectations Matrix: Our Students SOAR

Expectations			
	BE RESPECTFUL	BE RESPONSIBLE	BE PREPARED
Arrival	<ul style="list-style-type: none"> - Respect other's personal space - Respond to others appropriately - Remain at a noise level 0 – 2 	<ul style="list-style-type: none"> - Report directly to breakfast, locker and then homeroom - Keep food and drink in cafeteria when you finish breakfast 	<ul style="list-style-type: none"> - Ensure that you have all of your materials for class - Ensure that you have your agenda - Be in dress code upon entering the building
Hallways/ Transitions	<ul style="list-style-type: none"> - Respect other's personal space - Respond to others appropriately - Keep your locker space and area around it clean - Pick up trash if you find it - Remain at noise level 0 – 2 	<ul style="list-style-type: none"> - Arrive to your destination on time - If you are in the hallway during class, have a signed pass - Walk in the correct direction 	<ul style="list-style-type: none"> - Check your dress code - Go directly to your destination/assigned area
Classroom	<ul style="list-style-type: none"> - Respect other's personal space - Respond to others appropriately - Actively listen and participate in class - Be a good member of the classroom community - Remain at noise level 0 – 2 	<ul style="list-style-type: none"> - Arrive to class and be seated on time - Take care of school property - Complete all assigned tasks - Clean up your area 	<ul style="list-style-type: none"> - Arrive with all materials and a positive attitude ready to learn - Check your dress code - Go directly to your assigned area
Restroom	<ul style="list-style-type: none"> - Flush the toilet - Clean up after yourself - Only one student per stall - Remain at noise level 0 - 1 	<ul style="list-style-type: none"> - Use your assigned restroom only - Use the restroom in an appropriate and timely manner - Wash your hands - Return to class promptly 	<ul style="list-style-type: none"> - Always have a pass when in the restroom - Check that you are in dress code before you leave
Cafeteria	<ul style="list-style-type: none"> - Respect other's personal space - Respond to others appropriately - Remain at noise level 0 - 2 	<ul style="list-style-type: none"> - Stay in assigned location - Clean up your area - Take only what you pay for 	<ul style="list-style-type: none"> - Go through the line once and get everything that you need - Have your lunch money ready - Move through the line quickly
Bus	<ul style="list-style-type: none"> - Respect other's personal space - Respond to others appropriately - Remain at noise level 0 – 2 	<ul style="list-style-type: none"> - Keep the bus clean - Put all food and drink items away prior to boarding the bus and during transport - Remain seated the entire route 	<ul style="list-style-type: none"> - Be at your stop on time - Get directly on the bus in the afternoon
Gym/Activity Time/Field	<ul style="list-style-type: none"> - Respect other's personal space - Respond to others appropriately - Keep your remarks/gestures positive and polite - Follow directions and be attentive - Remain at noise level 0 – 3 	<ul style="list-style-type: none"> - Stay in assigned area - Use equipment properly - Stay with your assigned group - Arrive on time - Keep area clean - Enter and exit area properly 	<ul style="list-style-type: none"> - Wear your gym uniform - Stay in appropriate dress code
Dismissal	<ul style="list-style-type: none"> - Respect other's personal space - Respond to others appropriately - Remain at noise level 0 - 2 	<ul style="list-style-type: none"> - Be in your assigned areas - Stay attentive - Report directly to your dismissal location - Remain on campus only if you are permitted 	<ul style="list-style-type: none"> - Have all materials needed for homework - Have agenda

Settings

1. ARRIVAL/DISMISSAL

- A. When you arrive at school prior to 8:40 AM, report to the Cafeteria or your homeroom class until the bell rings to begin school. Students who abuse this responsibility will be placed on a restricted transition schedule. School doors will open promptly at 8:15 AM. Do not bring your child to school prior to 8:00 AM; there will be no adult on campus to supervise them.
- B. If you arrive at school after 8:45, go to the office and sign in.
- C. If you plan to leave school before the end of the day, you must bring a note from home with a parent contact number requesting early dismissal. Also, the person who picks you up must sign you out in the office. The latest time to check out a student for early dismissal is 3:15 PM. If you stay at school for a basketball game or dance, do NOT leave the campus. You are to stay in your last class or other designated area until you are called to the gym.
- D. Any adult who checks in or out a child must have a picture ID. In addition, the person must be listed on the student's information form as having the right to pick up the student.
- E. Once anyone arrives on this campus, regardless of mode of transportation, he/she is subject to all school rules and regulations. For example, a walking student should not return home for any reason without permission from the Principal or Assistant Principal.
- F. If you wish to ride to and from school in any car, you must have written permission from your parents/guardians.
- G. Do not bring visitors to school with you. Also, visitors are not permitted to ride our buses. All visitors must be registered with the Principal or Assistant Principal. Visiting friends will not be allowed to attend classes with students.
- H. All afternoon car riders are expected to be off campus no later than 4:15 PM. The school day ends at 3:45 PM. Parents, please plan to pick up your child prior to 4:15 PM or arrange for your child to ride the bus. Teachers are off-duty at 4:00 PM.
- I. All walkers must have written permission from a parent/guardian. All walkers must exit through the front door and should not be on the bus lot. Students who are walkers who are on the bus lot will be given disciplinary consequences.

2. STUDENT PREPAREDNESS

- A. Go to class prepared with books, pencils, paper, laptop and keep up with all of your property. Failure to bring proper materials to class or complete homework or class assignments may result in disciplinary action.
- B. When changing classes, you are not to loiter in the halls. You will have 3 minutes to change classes. Go to your locker only during scheduled locker breaks. Book bags should be left in your locker and used only to transport necessary school materials to school and home.
- C. School regulations are to be followed at all school-related events regardless of the place, including field trips, basketball games, extra-curricular activities, etc. Remember that you represent Monroe Middle School wherever you are. You will be subject to disciplinary action for violations of regulations in these areas.
- D. Students using the common areas, including cafeteria, lecture room, gym, and school grounds are to clean up the area before returning to their classrooms.
- E. Students are to always transition quietly so as not to bother others in the adjoining areas.

- F. Students are to exhibit appropriate conduct during assembly program. They should remain in assigned areas, follow directions of staff/adults, and keep hands, feet and objects to self, practice good audience behavior by refraining from talking and noise making.
- G. You must never be out of class unless you have a hall pass by the specific teacher according to your schedule. This includes trips to the office or counselor. If a restroom break will cause you to be tardy for the next class, please report to class and get a pass from the receiving teacher.

3. Technology/Chromebook Preparedness Policy

- A. Students are expected to bring their Chromebooks to school every day.
- B. Chromebooks should be fully charged at the beginning of the school day.
- C. Students should not loan their Chromebooks to other students.
- D. Homeroom teachers will perform "Chromebook checks" each morning to ensure that all students are prepared for class.

Disciplinary Actions to be taken if student is not prepared:

- 1st Offense: Warning and Paper/Pencil Alternative Assignment (Provided by teacher)
- 2nd Offense: Silent Lunch and Phone Call Home (The parent must bring the chromebook to school.)
- 3rd Offense: Phone Call Home and Saturday School (The parent must bring the chromebook to school.)
- 4th Offense: Saturday School and Parent Conference
- 5th Offense: Suspension

4. COST OF MEALS:

Students may NOT charge meals in the cafeteria. Students are encouraged to turn all applications for Free/Reduced Price Lunch to our cafeteria manager.

Monroe Middle School offers free breakfast for all students.

Paid Breakfast: \$1.15 (Prices have been verified)

Paid Lunch: \$2.40

Only 5 days can be charged, which is $\$2.40 \times 5 = \12.00

Visiting Adults and Children: a la cart

5. SICK STUDENTS

- A. Please make sure students are well enough to attend school if they are feeling ill at home in the morning.
- B. In order for students to receive medicine at school the following procedures must be followed. The school does not provide **any** medications.
 - 1. Medication must be sent in the original container if it is an over-the-counter medicine or a prescription bottle if it is a prescription medicine.
 - 2. Please check expiration dates. School personnel are not allowed to give expired medications.
 - 3. The school does not provide any medications including ointments, creams, pain relievers, eye drops, etc. Any medication given at school must be provided by the parent/guardian.

4. A medication consent form is required for any medication given at school.
 5. **Signatures from a parent/guardian AND the student's health care provider are required for ANY medication to be given at school. This includes prescription as well as over the counter medications.**
 6. Faxed consents from parents and/or doctors are acceptable.
 7. The entire UCPS medication policy may be viewed online at www.ucps.k12.nc.us .
 8. THE SCHOOL WILL ASSUME NO RESPONSIBILITY FOR STUDENTS WHO SELF MEDICATE. STUDENTS WHO ARE IN POSSESSION OF ANY TYPE OF UNAUTHORIZED MEDICATION MAY FACE DISCIPLINARY ACTION. REFER TO UCPS POLICY MANUAL.
- C. Parents of Students with chronic health conditions are asked to do the following:
1. If your child has a life-threatening condition/allergy, please notify the school nurse and any other staff members who will be in contact with your child (including the cafeteria/bus driver/coach/extracurricular activities).
 2. Contact the school nurse if you need to schedule a conference to discuss details regarding the development of a health care plan for your child.
 3. Provide necessary changes that occur during the school year, either with contact numbers or your child's health condition

6. ABSENTEES

A student who is absent will bring a written excuse signed by his/her parents/guardians and turn in to the front office. Parents will be notified when the child reaches 3 unexcused absences, 6 total absences or 6 unexcused absences, 10 total absences or 10 unexcused absences, 15 total absences, and 20 total absences. (15 unexcused absences can prohibit a child from being promoted to the next grade.) The parents/guardians will also be notified of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of NC and the Union County Board of Education.

The only lawful absences or tardies include:

1. Illness or injury
2. Death in immediate family
3. Medical or dental appointment
4. Court or Administrative Proceedings
5. Religious observance
6. Educational opportunity – Pre-approved by the Principal (this DOES NOT include family vacations)
7. Quarantine
8. Special emergencies - Approved by the Principal

Parents/guardians please understand that an excused absence will remain an absence. Only in the event of your child's absence of 15 days or more will a doctor's note make the absence legitimate. Car riders who are late due to traffic receive an unexcused tardy. See Middle School Attendance Policy for further information regarding early check-out and penalties involved.

- A. If a student must leave school for a part of the day, a written request by the parents/guardians must be submitted to the office before reporting to homeroom. The authorized party must come to the office to sign the student out of school.
- B. Students who are absent are responsible for making up any missed work within 3 days in order to receive credit.
- C. A student shall be recorded present for any day that he/she is present at a place other than the school with the approval of the Principal for the purpose of attending a school activity which has been officially authorized under the policies of the Board of Education or the Principal. This may include field trips, athletic contests, music festivals, student conventions, and similar activities. Students who go on these out-of-school trips **MUST** get assignments and make them up.
- D. Students who have not been temporarily excused from attendance by the Principal or Superintendent in accordance with G.S. 115C-378 of the Compulsory Attendance Law and the State Board of Education's Handbook on School Attendance.
- E. Policy Manual 10.2100 shall be considered an unlawful absence.
- F. According to Union County Public Schools policy, students in elementary school (K-8) who have 15 unexcused absences will not pass their grade and will be retained. (Absences include those excused, unexcused, or due to suspension.)
- G. Students who are absent 15 days due to chronic illness, communicable disease, injury, or other medical reason (substantiated by a doctor's note) will not lose course credit. However, the student must maintain an acceptable academic average for passing.

7. CHEATING/ACADEMIC INTEGRITY

Each person is responsible for his/her honesty and integrity. A person must not receive nor give help on a test, quiz or any academic assignment. Student will receive an opportunity to redo assignment for ½ of original possible credit after parent is notified (Teacher may give an alternative test, assignment and time of completion). If student refuses the alternative assignment and/or time, teacher may assign a zero (0) after parent is notified.

8. GRADING SCALE

Grades on report cards are assigned by numerical equivalents rather than letter grade. The following scale can be used to translate into letter equivalents. A=90-100, B=80-89, C=70-79, D=60-69 and F=59 or less.

9. PROGRESS REPORTS/REPORT CARD DATES

1 st six weeks	Progress report 9/16/15	Report card 10/21/15
2 nd six weeks	Progress report 11/04/15	Report card 12/02/15
3 rd six weeks	Progress report 12/16/15	Report card 01/27/16

4 th six weeks	Progress report 2/17/16	Report card 3/16/16
5 th six weeks	Progress report 4/6/16	Report card 5/04/16
6 th six weeks	Progress report 5/25/16	Report card 6/09/16

*Dates are subject to change due to inclement weather cancellations.

MONIES OWED TO THE CAFETERIA, MEDIA CENTER OR ANY OTHER FEES ASSOCIATED WITH MONROE MIDDLE NEED TO BE PAID PRIOR TO FINAL REPORT CARDS BEING ISSUED. REPORT CARDS WILL BE HELD FOR OVERDUE ACCOUNTS.

10. TELEPHONES

The telephones at school are for use only in the case of an emergency. Make all necessary plans with family and friends before you come to school. If your parents are picking you up, ask them to let you know before you leave home in the morning. As a rule, students will not be called to the office to take a phone call. If a call must be made, notify your teacher. At the discretion of the principal, emergency calls may be made. The office phone is unavailable for student use between 3:00 and 4:00 p.m.

Students are not allowed to make long distance calls. Emergency calls for injured students will be made at the school's expense.

Students may not use personal cell phones during the instructional day unless authorized by a teacher or administrator. Personal phones should not be used in the hallways for any reason. Students observed with their phones will have them confiscated until a parent can pick them up.

Parent Phone Calls

Parents may make appointments for conferences with teachers, the counselor, the assistant principal or the principal by telephoning the school office 704-296-3120. Teachers will return calls during their planning periods. Parents are encouraged to make arrangements with their children for afternoon activities BEFORE COMING TO SCHOOL. This practice will help free our phone lines for regular business and emergencies. PARENTS ARE ASKED TO CALL THEIR CHILDREN AT SCHOOL ONLY IN CASES OF AN EMERGENCY, STUDENTS WILL NOT RECEIVE PHONE CALLS, DELIVERIES, AND OR MESSAGES AT SCHOOL.

11. SELLING ITEMS AT SCHOOL

All sales not connected in any way with Monroe Middle School are prohibited. Items illegally placed on sale will be confiscated in addition to all monies associated with unauthorized sales.

12. LOCKERS AND LOCKS

Each student will be assigned a locker and lock, which is the property of Monroe Middle School, at no cost to the student. Students are not permitted to bring locks from home. Students may only visit lockers when approved and designated by teachers and administration. Students are never to swap lockers, share lockers, or assume ownership of a locker that has been vacated.

13. BOOKBAGS

Book bags, backpacks, string bags, suitcases, and etc. are not permitted in the classrooms. Students will be allowed to carry these items from home to school and from school to home. Upon arrival, book bags will be kept in the student's locker during the school day. Lockers will not accommodate many of the larger book bags. Ample locker time will be scheduled for the students between classes.

14. LOST AND FOUND

Please remember to write students names inside jackets, winter hats, gloves, book bags, books, etc. Students who find lost articles are asked to take them to the office. Items are no longer allowed to be left in classrooms overnight per Union County Health department regulations. All items left in classrooms will be turned in to the lost and found at the end of every school day. After six weeks, all remaining items in the lost and found will be given to charitable organizations.

15. VISITORS

PARENTS ARE ALWAYS WELCOME, BUT ARE ASKED TO MAKE AN APPOINTMENT TO SEE A TEACHER, ADMINISTRATOR, THE PRINCIPAL, OR TO VISIT THEIR CHILD'S CLASSES AS PER UCPS BOARD POLICY. Parents who arrive with no scheduled appointment will be asked to schedule a time to return when the staff member requested is available to meet. All visitors to the school are required to register their visit in the school office by showing a picture ID and to wear a VISITOR'S PASS while they are on campus.

16. DELIVERIES OF ITEMS TO STUDENTS

No student deliveries will be accepted at Monroe Middle School. This includes balloons, Valentine's, birthday, and other occasional gifts. Personal parties are not permitted at school.

17. FACILITY CARE/USE

- A. Take care of furniture, equipment, materials, rest rooms, and lockers. We have a beautiful school and we should take care of it.
- B. Check your desk and locker before leaving school in the afternoon to make sure that you have your books and personal items.
- C. Keep your locker clean. It will be checked periodically by your teacher and the administration. A lock must remain on all assigned lockers.
- D. Students are not to use the windows as a place to enter or leave the classrooms, or as a seat or bookshelf.

- E. Students are not to jump up in order to hit the ceiling tiles with hands or other objects.
- F. Students are not to put up posters or signs unless they have permission from the Principal.
- G. If a student abuses school property, the following will be done:
 - 1. Clean, if possible, with notification of parent/guardian.
 - 2. Referral to the office.
 - 3. Possible report to SRO Holt.
 - 4. Make restitution, if applicable.

18. SOFT DRINKS/SNACKS

- A. No outside food or drinks are permitted at school. Students are not to bring soft drinks in a can nor glass/plastic bottle to school-this includes items with a bag lunch or for breakfast. These items, if found, will be confiscated and discarded.
- B. Only clear/transparent water bottles will be permitted for students during school.
- C. Students are not to have any food, including snacks, in the halls, on the buses, or on school grounds.
- D. Students may bring money to purchase water from machines or other items in the cafeteria. All items purchased in the cafeteria **MUST** be consumed in the cafeteria.

19. FACULTY LOUNGE/WORKROOM

No students allowed in these areas for any reason.

20. LUNCHROOM BEHAVIOR

Students are to follow the guidelines outlined for expected behavior in the cafeteria. Students should line up upon entering and get all items they need the first time through the line. They should sit with their classroom and remain in their designated area. The area should be cleaned up prior to exiting. Student should be respectful of others and refrain from running, pushing, kicking, tripping, breaking in line, throwing food, tampering with other students' food, popping milk cartons/bags, or other inappropriate behaviors will not be tolerated and will lead to disciplinary action. Administrative discretion will be utilized in assigning consequences for inappropriate behavior. Food should only be consumed in the cafeteria or in the classroom under teacher supervision. No food should be taken from cafeteria without teacher supervision.

21. HALLWAY BEHAVIOR

- 1. Go directly from one class to the next.
- 2. Follow the one way traffic pattern in the hallways.
- 3. Do not run, loiter, or group together in the halls. This is dangerous and impedes traffic flow.
- 4. Students must carry a pass signed by a teacher when in the hall during class times.
- 5. Hats, loud noises, physical contact, electronic devices and headphones are not tolerated.
- 6. Students must remain on the hallway assigned to their respective class.

7. Students are not permitted at lockers during hallway transitions. Locker times have been assigned by homeroom teachers.

22. PERSONAL VALUABLES

Do not bring large sums of money or valuable items to school. The school is not responsible for lost/stolen electronics, such as MP3 players, iPods, handheld gaming systems, etc. School staff will not expend any time investigating lost/stolen electronics. Be especially careful not to take any valuables or money into the gym locker rooms. Gym locker rooms and lockers are not secure.

23. MONIES

- A. You are urged to bring correct money amounts for various needs.
- B. Checks for lunch will not be cashed in the school office.

24. FIELD TRIPS

- A. A student who has disciplinary infractions or OSS may be ineligible for field trips.
- B. Refunds of field trip costs cannot be made once checks have been cut for trip expenses.
- C. Each grade level/learning community/team may establish its own criteria for field trip participation.
- D. Students who owe money to the media center or have overdue books may not be allowed to go on field trips. This will be based on the severity and length of time the money or materials has been owed.

25. DANCES

Our goal is to have dances scheduled throughout the school year. Dances are scheduled from 4:00 pm-6:00 pm. Admission cost will be \$5.00 per student. Appropriate conduct is expected during dances. Students with disciplinary infractions or those who display unacceptable behaviors on the day of a dance will not be permitted to attend the dance. Students will not be refunded the cost of the dance.

During the dance, students are to remain in the assigned area of the building. An appropriate amount of space between students is expected at all times and no large dance circles will be permitted at any time. Students who do not adhere to expectations and/or staff redirections may be asked to leave without refund and may be banned from future dances. Students who are not picked up on time will not be permitted to attend future dances.

26. PROMOTION POLICY

Union County Board of Education Policy states: To be promoted to the next grade, middle school students must demonstrate grade level proficiency by scoring a Level III or above on EOG's in reading and math. Local standards state that students must also pass English/Language Arts and Mathematics. In addition to English/Language Arts and

Mathematics, the student must also pass two (2) of the following three subjects – Science, Social Studies, and Health/Physical Education.

Approved by BOE, May 2010

27. BUS TRANSPORTATION

Riding a bus is a privilege, not a right. Students who ride a bus must demonstrate proper behavior or this privilege will be taken away and the student will have to provide his/her own transportation to school. Students are expected to abide by the following rules:

1. Give the bus driver full cooperation.
2. Conform to the time schedule of the bus.
3. Ride only the bus which you are assigned unless you have obtained a ridership form for another bus from the main office. The only way to obtain a ridership form for a different bus is to provide a note written by a parent stating the person with whom you are to ride the bus with and their address. Parent name and contact number must also be included on the note.
4. No fighting, pushing or shoving, etc.
5. Stay seated except loading/unloading
6. No horseplay including yelling, loud talking, singing, chanting, throwing objects, etc.
7. Do not extend hands, arms, feet, and head out of the windows.
8. Do not litter the bus. Eating and drinking are not permitted on the bus.
9. Do not damage the bus seats, etc.
10. Do not bring water on the bus in water pistols, balloons, bottles (plastic or glass), etc.
11. Observe all school rules while on the bus. If you break a school regulation while on the bus you will receive consequences for disregarding the school rules and you may also be suspended from riding the bus.
12. Each of you may be assigned to a certain seat on the bus. You must sit in that assigned seat in the mornings and the afternoons.
13. Get on the correct bus immediately after entering the bus parking lot in the afternoons. Students who do not report directly to their bus are in danger of being left and missing the bus. Drivers will not wait for students who are not promptly boarding the bus.
14. Students who do not report to the buses immediately after school may temporarily lose their riding privileges.

Disciplinary action to be taken when students misbehave on the buses:

1st Offense: Warning and notification of parents/guardians, or punishment deemed appropriate by administration.

2nd Offense: appropriate punishment (ASD, Saturday School, etc.) notification of parents/guardians, and possible removal from the bus for 1 or more days.

3rd Offense: Appropriate punishment, notification of parents/guardians, and removal from the bus for 2 or more days.

4th Offense: Appropriate punishment, notification of parent/guardians, removal from the bus for 3 days. Notify parents that the next bus offense can result in bus suspension for the remainder of the school year.

5th Offense: appropriate punishment and request made to the Board of Education that the student be removed from the bus for the rest of the school year.

Consequences for fighting and extreme behavior problems are dependent on the severity of the offense.

Administrators will follow UCPS Transportation Guidelines for discipline.

Bus Lot Behavior Guidelines

In order to maintain a safe atmosphere on our bus lot, it is important that your child adhere to the following guidelines:

1. Students should report directly to their bus and not loiter on the bus lot. Students who do not report directly to their bus will be in danger of being left by the driver.
2. Students will not run on the bus lot while moving to load bus or while waiting on the bus to arrive.
3. Students will not push, shove, fight, or attempt to cause any physical harm to another student on the bus lot.
4. Students will respect adult monitors on the bus lot.
5. Students will not throw rocks, footballs, baseballs, or other objects while waiting to board their bus.
6. Students should not consume food or drink on the bus lot.
7. Students will not re-enter the building for any reason without permission from an adult.
8. Students not assigned as bus riders found on the bus lot will face disciplinary action.
9. Students must not extend hands, arms, feet, and/or head out of the windows.

28. **AFTER-SCHOOL ACTIVITIES** (School dances, basketball games, talent shows, concerts, etc.) Inappropriate behavior at an after-school event will result in the appropriate punishment according to the consequences which govern student behavior during normal school hours. Students who are not picked up on time from after-school activities will no longer be permitted to participate in such activities. This includes participants and athletes. Students must be present at school to attend any after-school activity.

BASKETBALL AND CHEERLEADING GUIDELINES

REQUIREMENTS TO REMAIN ON THE BASKETBALL/CHEERLEADING SQUAD DURING THE SPORTS SEASON:

The student must maintain a minimum of a 77 average when all grades are averaged together after each grading period. If the student fails to maintain this average, the student will have until the next progress report to raise the average to 77. Failure to raise the average to 77 will result in the student being removed from the team for the remainder of the season. The student will maintain at least an average of satisfactory on conduct for the year. The student must be counted present by the PowerSchool attendance accounting process on game day on

order to play in the game. Three office referrals for disciplinary problems or a suspension from riding the bus during the sports season will result in a one game suspension. An out-of-school suspension during the sports season will result in the student being suspended from the team/squad for a minimum of two games. A second out-of-school suspension during the sports season will result in the student being removed from the team/squad for the remainder of the season. Sports season is defined as beginning with the first day of practice (once the team/squad is selected) and lasting through the last game of the schedule.

STANDARD CODE OF DRESS FOR 2015-2016 SCHOOL YEAR

In order to promote an educational environment that is safe, conducive to learning, and to build school pride and student self-esteem, Monroe Middle School requires that all students adhere to the Standard Code of Dress.

*The principal or designee may use discretion in determining whether or not dress is found to be a distraction or inappropriate/disruptive to the educational environment.

**Principal has discretion to amend Standard Code of Dress at any time if circumstances deem necessary.

Top Wear

Shirts (Boys and Girls)

- Shirts and blouses will be color coded for the students' grade levels.
- Students are permitted to wear MMS Spirit Wear any day of the week. Spirit wear must be worn with khakis unless it is an approved "Jeans Day" or "Dress Down" day.
- Golf-type pull-over shirts with collars, or button up shirts with collars will be permitted.
- Shirts may bear a manufacturer's logo (no larger than 1") or the MMS logo.
- Shirts must remain appropriately buttoned at all times. The upper body cannot be overexposed.
- Shirts cannot be oversized.

Grade Level Colors for Shirts

6th Grade – Hunter Green

7th Grade – Navy Blue

8th Grade – Red

Sweaters and Sweatshirts (Boys and Girls)

- Sweaters and sweatshirts that are solid grade level color, gray, black or white may be worn over the grade level shirt or spirit wear.
- Hoodies purchased from Monroe Middle School may be worn.
- Sweaters, sweatshirts and hoodies must be either the solid grade level color, gray, black, white, or Spirit wear. The only acceptable logo is the MMS logo. Hoodies can be pull over or full zip.

- Fleece jackets are permitted.
- Any other jacket/coat and all vests must be left in locker at the beginning of the day.

Bottom Wear (Boys)

- Pants or shorts must be khaki, hemmed, and must be worn on the waist at all times.
- No denim, wind pants, or sweatpants.
- No oversized pants will be permitted (Principal or designee determines if pants are oversized and raises a safety concern).
- Rolling up pant hems or tucking pants legs into socks is not permitted.
- Students wearing belts must refrain from displaying inappropriate words, phrases or buckles. Buckles cannot be oversized.

Bottom Wear (Girls)

- Pants, shorts, or skirts must be hemmed and khaki in fabric and color.
- All shorts, skirts, and jumpers must be fingertip length.
- No denim, wind pants, sweatpants, velour, corduroy, or spandex material.
- Leggings/Jeggings cannot be worn as pants or under shorts/skirts.
- Pants, shorts or skirts must be worn at the natural waist at all times.
- Pant hems may not touch or drag the floor.

Jackets (Boys and Girls)

- Jackets may not be worn in the classroom or in the halls.
- Jackets must be left in the locker at the beginning of the school day and must remain inside the locker until the end of the school day.

Shoes, Socks, Headwear, and Jewelry (Boys and Girls)

- No platform shoes, sandals, flip flops, shower shoes, slippers, or shoes with open toes or open heels.
- Shoes with shoe strings must be laced and tied. Any buckles must be buckled.

Headwear (Boys and Girls)

- No headwear of any type will be allowed to be worn in building. Hats, combs, bandanas, picks, rags, scarves, and hats are inappropriate and will be confiscated if worn.

Jewelry (Boys and Girls)

- Large jewelry is not permitted and necklaces (wooden, metal, etc.) should be tucked inside shirts.
- Earrings may not be over 1 inch in size. Earrings with an attached ear cuff are not permitted. This creates a safety concern.
- No jewelry is to be worn during PE.

- Armbands and jelly bracelets are permitted. However, they must not have inappropriate words, phrases or symbols. They also may not cause any disruption to the learning environment.
- Sunglasses are not permitted and will not serve as headbands.
- Grills (metal teeth coverings) or other mouth accessories are not permitted.

Uniform during Physical Education

- Students are required to wear a Monroe Middle School PE T-shirt or staff approved PE attire. This must be worn with appropriate bottoms (gym shorts or sweatpants). Shorts must not be oversized and must come to the knee.
- Not dressing out for PE will have a negative impact on the student's grade. Please check with your child's PE teacher for their policy on grades and dressing out.

Disciplinary Action to be Taken for Students Not Dressing Out:

1st – 2nd offense: Warning parent contact

3rd offense: ASD

4th offense: Saturday School

5th offence: Administrative discretion

Dress Down Days: Certain days will be designated as dress down days. They may be offered as an incentive or at a cost to the student. On these days, students are not required to wear their uniforms. The student can wear school appropriate regular clothing. Tops must provide coverage of the midriff, shoulders, and chest area. Dresses, skirts, and shorts must be fingertip length. Bottoms must fit around the waist. Attire must not have inappropriate words, phrases or symbols.

Spirit Days: Students can wear a Monroe Middle School/Redhawk t-shirt with their khakis any day of the week. Most Fridays, students can wear jeans for \$2.00. With jeans, students can wear a Monroe Middle School t-shirt or their uniform top, other types of shirt will not be permitted. Furthermore, appropriate jeans should be of a solid color and may not have any rips, tears, or holes above the knees.

MONROE MIDDLE SCHOOL-WIDE RULES FOR THE 2015-2016 ACADEMIC YEAR

1. Dress Code Violation

1st Violation: Teacher warning and contact parents.

2nd Violation: Teacher assigned and supervised ASD or lunch detention with parent notification.

3rd Violation: Will be defined as failure to comply (Refer to #4 below for consequences).

2. Skipping Classes (with or without passes) Student must be referred to administration.

Please refer to UCPS BOE Policy 4-3b #18. First offense can result in OSS.

1st Offense – ASD/Parent contact

2nd Offense – Saturday School/Parent contact

3rd or more Offenses – Out of School Suspension.

3. False Accusations of School Staff

1st Offense – Administrator Discretion, May result in up to 5 days of OSS.
2nd or more Offenses – May result in up to 10 days Out of School Suspension.

4. Failure to Comply: pertains to staff requests and general compliance with school/class rules.

Administrator Discretion: Depending on the severity of the action may result in ASD, Saturday School, Parent/Student Conference with contract, OSS. Chronic offenses will be treated with more serious consequences.

Included but not limited to: ignoring directives, requiring multiple requests, not following a posted class/school rule

5. Disrespect towards staff: Administrative discretion in determining an act to be disrespect and associated consequence. Depending on severity of the action may result in ASD, Saturday School, Parent/Student Conference with contract, OSS. Chronic offenses will be treated with more serious consequences.

Included by not limited to: Interrupting, raising voice, arguing, gestures (eye rolling, raising hand while being addressed), smacking teeth/lips, turning away while being addressed, walking away while being addressed

6. Running in Hallways

1st Offense – Warning
2nd Offense – Parent contact
3rd Offense – ASD/Saturday School
4th Offense – OSS

7. Bullying/Safety – Refer to Monroe Middle School Anti-Bullying Plan and UCPS Board of Education Policy 4-3b #13

8. Students in Unauthorized Areas

1st Offense – Warning by adult observing the behavior.
2nd or more Offenses – Please refer to BOE Policy 4-3b #18, Administrator discretion (Parent contact, ASD/lunch detention, Saturday school, OSS)

9. Classroom Disruption – Universal procedures for students who continuously disrupt the learning process:

1. Warning
2. Parent Contact/Silent Lunch
3. Bounced to another classroom (Limited to 3 bounces per grading period)
4. Administrative referral (ASD, Saturday School, OSS)

Students who continuously disrupt others from learning will face disciplinary action by MMS administration, including suspension. Students who are continuously bounced from class will face disciplinary action by MMS administration, including suspension. Students who are bounced to another location and cause disruption to another classroom will face disciplinary action by

administration, including suspension. Please refer to UCPS BOE Policy #4-3b #16 for students presenting chronic disruptive behaviors.

10. Common Area Disruption (Including but not limited to hallways, cafeteria, bus lot areas, and gymnasium)

1st Offense – Administrator Discretion (Saturday School, 1-3 day(s) OSS w/Guidance Referral)

2nd Offense – 5-10 days OSS

3rd or more Offenses – Refer to School Board Policy

Students causing a disruption in common areas and are not assigned to this area can be suspended for up to 10 days or recommended for long term suspension.

11. Instigating or promoting common area disruptions (Including but not limited to loud altercations in the hallways, drawing large crowds, running in the hallways to an altercation, shoving, horse playing, or fights)

Refer to School Board Policy #4-3b #1-e

12. Public Display of Affection (PDA) (i.e., including but not limited to hugging, kissing, hand-holding)

1st Offense – Warning and parent contact.

2nd Offense – 2 days teacher/administrator assigned ASD or lunch detention.

3rd Offense – Office Referral on Failure to Comply

13. Tardy to School

Reporting to school and to class on time during the instructional day is critical to a student's academic development. UCPS Board Policy states: Students who have 20 or more tardies to school can be referred to truancy court. Students reporting to class after 8:45 will be counted as tardy. After a student has accumulated more than 10 tardies a letter will be sent home to parents. After 15 tardies a parent conference with administration will be required. After 20 tardies students will be referred to truancy court.

Tardy to Class

Students who report to class after the allotted 5 minute transition time will be counted as "Tardy" to class. Students who are tardy to class present interruptions to the teacher's ability to effectively deliver instruction. Interruptions to instruction must be eliminated in order to promote academic growth. Students who report tardy to class without a pass will be given the following disciplinary actions:

After the 3rd Tardy to class – After School Detention

4th Tardy to class – Saturday School

5th Tardy to class – OSS

More than 5 tardies to class – Additional days of OSS

These consequences will start over every 6 weeks.

14. Lock Out Procedures

Students arriving to school or class late will be placed in the lock out trailer.

1st – 2nd Student will remain in lock out the class period in which they are tardy. This includes being tardy to school and remaining in lock out first period.

3rd – Student will remain in lock out the class period in which they are tardy and also receive an ASD.

4th - Student will remain in lock out the class period in which they are tardy and also receive a Saturday School.

5th – Student will remain in lock out the class period in which they are tardy and also receive an OSS.

More than 5 lock outs will result in increased days of OSS.

These consequences will start over every 6 weeks.

15. Misuse of school issued or personal technology

If administrator deems the material – pornographic, threatening to student or equipment safety, or gang related principal may immediately terminate the student’s privileges and impose consequences including OSS. Please refer to BOE policies 4-3b #'s 11 and 15e.

1st Offense – Warning and parent contact

2nd Offense – Suspension of technology privileges (Up to 6 weeks)/ Parent Contact

3rd Offense – Suspension of technology privileges (Up to 18 weeks)/ Parent Conference

4th Offense – Suspension of technology/privileges for remainder of academic year.

Teachers will be required to provide alternative assignments in the event that a student has lost their technology privileges. Loaner laptops will not be available for students in the event that they do not have their own laptop for any reason. Principal has discretion to increase the severity of consequence for any violation if circumstances deem necessary.

Students are responsible for their laptops and all components. Laptops and/or chargers should never be loaned out or used by anyone other than the student in which it has been issued.

Policy on Regular Honor Roll

1. Academic Grades:

A. All classes, including related arts and Health/PE, will count toward honor roll.

B. To be on the A Honor Roll, a student must have all A’s in the academic subjects that are counted in relation to Honor Roll.

C. To be on the A/B Honor Roll, a student must have A’s and B’s in the academic subjects that are counted in relation to Honor Roll.

D. Health/PE will be a joint grade.

2. Conduct:

A. To be eligible for the A Honor Roll, a student must have an O or S on all subjects, including related arts, band, and PE.

- B. To be eligible for the A/B Honor Roll, a student must have an O or S on all subjects, including related arts, band, and PE.
- C. If a student makes a U on conduct in any subject, HE/SHE CANNOT BE ON EITHER HONOR ROLL.

PHYSICAL EDUCATION REQUIREMENTS

1. **Dressing Out:** Dressing out is a requirement, not an option. All students are required to dress out for P.E. in P.E. uniforms, socks and tennis shoes. Only tennis shoes will be allowed. Depending on the weather, your child may wear either shorts or pants (no long blue jeans) but not the pants they wear to school that day. No muscle shirts or tank tops are allowed. Shirts must be tucked in at all times and shorts worn at the appropriate level. Biking shorts are not allowed. No turf shoes. If your child is not dressed out properly, points will be deducted from his/her P.E. grade. Book bags are not allowed in the locker room. Students may carry P.E. clothes in a small, separate see through bag.
2. **Valuables:** We urge your child NOT to bring any money or jewelry into the locker room. We are outside on many occasions and we cannot be responsible for valuables left in the locker room.
3. **Participation:** Participation in P.E. is of utmost importance for every child. Participation is a requirement not an option. If your child has a legitimate medical problem and cannot take P.E. one day, you will need to write a note explaining the cause for nonparticipation. Notes on a repetitive basis may require a parent/teacher conference. Forged notes by students will not be tolerated. For a lengthy medical problem of more than 3 days in a 6 weeks grading period a doctor's excuse will be required.
4. **Grading:** Grades in P.E. will be based on dressing out and participation, skills and written tests, along with attitude and sportsmanship. Failure to comply with ANY of these guidelines will result in a lower grade. Alternative assignments may be given. All school rules apply in gym and health class. Any violation will result in further point deduction and/or office referral.
5. **Supplies:** It is required that each student purchases a PE uniform and other supplies specified by Health/PE teachers.
6. **Gum or other food or drinks, except water, are not allowed in the gym.**

**Guidelines for Counseling of a Pregnant or Sexually Active Student,
A Student with a Substance Abuse Problem, and/or
A Student with Emotional Problems
By School Board employees and School Health Nurses**

The student will be asked if he/she has talked with his/her parent(s) about their concerns. A school board employee or a school health nurse who counsels a student about pregnancy, sexual activity, substance abuse, or emotional problems will always encourage the student to confide in their parent/guardian about their concerns.

- **If the student agrees**, a meeting with the student and his/her parents may be arranged to discuss all options and referral information may be provided as requested by parents.
- **If the student does not want the parent to know**, the school employee must check the student's cumulative folder for a parent signed consent letter or form. If the parent(s) have signed a letter or form withholding consent, the student will be informed that neither a school board employee nor a school health nurse can assist them in any way without first obtaining their parents' permission. School health nurses may refer the student to a private physician or the Health Department for information, as authorized by state law.
- **If a parent has not withheld consent** the student will be informed that they can give a private physician or the Health Department effective consent for medical health services for the prevention, diagnosis and treatment of sexually transmitted diseases, pregnancy, abuse of controlled substances or alcohol and emotional disturbances.
- **If a student fails to obtain prenatal care**, the parent(s) will be informed of the student's need for the service

**TOPICS THAT MAY BE DISCUSSED
WITH A MINOR WHO'S PARENTS HAVE
NOT WITHHELD CONSENT**

1. Sexually Transmitted Diseases, including HIV/AIDS and Hepatitis B

The student may be referred to a private health care provider or to the Union County Health Department for information on how to treat or prevent sexually transmitted diseases, pregnancy, abuse or controlled substances or alcohol and emotional disturbances.

If the student fails to obtain treatment for a STD, their parent/guardian will be informed of the student's need for treatment and the options available for treatment.

2. Pregnancy Prevention

Abstinence will always be referred to as the only 100% effective method of birth control. The student may be given information on any method of birth control that includes the following:

- a. Rate of effectiveness
- b. Advantages and disadvantages
- c. Estimated cost

The student may be referred to a private physician or the Union County Health Department for information about birth control.

3. Pregnancy Testing

The student may be given information on pregnancy testing.

4. Pregnancy

Abortion will not be discussed with a student by school health nurses or by school board employees.

Any student who is pregnant, or suspects she is pregnant, is always encouraged to tell her parents/guardian of her pregnancy and to make a decision, with their guidance, about her options

