



...the future begins here!

Student Handbook

2016-2017

Monroe Primary
225 Macready Ave.
Monroe, Ohio 45050
(513) 360-0700

Monroe Local Schools Vision/Mission

Monroe Local Schools- Motivating, Leading & Succeeding

Motivating by fostering self-worth and mutual respect in a secure and caring environment

Leading by providing innovative and challenging learning opportunities in partnership and families and community.

Succeeding by empowering students to become responsible, contributing members of society.

School Hours

Grades Pre, K&1

AM Preschool 8:55-11:25

PM Preschool 1:25-3:55

Kindergarten and First Grade 8:55-3:55

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Kindergarten and First Grade 8:55-3:55



Many of you remember your first day of school! It brings back memories of joy, anticipation and unknowns. We consider it a privilege to have your child at Monroe Primary. Our hope is that we will meet or exceed your expectations for a wonderful school experience.

Monroe Primary Staff

The intent of this student handbook is to inform the students and parents of the behavioral, academic, and procedural guidelines at **Monroe Primary**. The guidelines have been clearly stated and designed with the compliance of the Monroe Local Schools District Policy, the students, staff, and the administration of Monroe Primary. The students and their parents are expected to read the information and be knowledgeable of the contents, as well as follow the expectations. Additions and revisions may occur when necessary.

District Vision & Mission Statements

Monroe Local Schools

MOTIVATING LEADING SUCCEEDING

MOTIVATING by fostering self-worth and mutual respect in a secure and caring environment.

LEADING by providing innovative and challenging learning opportunities in partnership with families and community.

SUCCEEDING by empowering students to become responsible, contributing members of society.

Staff Roster 2016-2017

Mrs. Kathy Gall	Principal
Ms. Jill Hetttersimer	Psychologist
Mrs. Jill Griffis	Secretary
Mrs. Holly Stevens	Secretary/Media
Mrs. Danielle Brown	Preschool Intervention Specialist
Mrs. Danielle Klan	Preschool Intervention Specialist
Mrs. Charlotte Austin	Kindergarten
Miss Britney Beck	Kindergarten
Miss Ashley Gehm	Kindergarten
Miss Emily Gorman	Kindergarten
Miss Rachael Siewny	Kindergarten
Miss Caitlyn Sprong	Kindergarten
Mrs. Melanie Stanley/ Mrs. Nikki Beattie	Kindergarten
Miss Alison Stupp	Kindergarten
Mrs. Maggie Gattermeyer	Intervention Specialist
Mrs. Karlena Boyle	First Grade
Mrs. Molli Carter	First Grade
Mrs. Jenny DeBord	First Grade
Miss Erin Graber	First Grade
Mrs. Nikki Gwinn	First Grade
Mrs. Stephanie Jenkins	First Grade
Mrs. Sarah Eckley	First Grade
Mrs. Kate O'Hara	First Grade
Mrs. Kelly Strickland	First Grade
Ms.. Megan Turner	Intervention Specialist
Mrs. Bethlea Pieratt	Literacy Coach/ Title 1
Miss Kelly Kaiser	English Language Learners (ELL) Teacher
Mrs. Janice Harris	Art
Miss Hannah Robertson	Music
Mr. Matt Waits	Physical Education
Mrs. Amanda Adkins	OT
Mrs. Lori Eninger	OT
Mrs. Sherri Collier	PT
Mrs. Jeanie Dittrich	Speech
Mrs. Jill Baker	Paraprofessional
Mrs. Julie Douglas	Paraprofessional
Mrs. Coryn Sowder	Paraprofessional
Mrs. Beth Page	Paraprofessional
Mrs. Beth Marcum	Paraprofessional
Mrs. Ina Brubaker	Paraprofessional
Mrs. Brigid Sowder	Paraprofessional

2016-2017

Monroe Primary Calendar

- September 2 Otis Spunkmeyer Cookie Dough Sale Kick off
5 Labor Day No Staff or Students
12 Cookie Dough Sale ends
13 First grade Curriculum Night
15 Kindergarten Curriculum Night
16 Staff Development/No Students
19 Board of Education Meeting 7:00 P.M.
- October 5 Vision and hearing testing
12 Vision and hearing testing
14 End of First Quarter
13 Fall Pictures
19 Board of Education Meeting 7:00 P.M.
27 Fall Conferences
- November 8 Election Day/ Staff Development, No students
10 Conference Night
17 Picture retakes
21 Board of Education Meeting 7:00 P.M.
23 Conference Exchange Day No Staff or Students
24 & 25 Fall Break No Staff or Students
28-Dec 9 Gifts From the Heart Food Drive
- December 5-9 Holiday shop
13 First Grade Music Performances 6:00-6:30 & 7:00-7:30
Board of Education Meeting 7:00 P.M. Elementary Cafeteria
16 End of 2nd Quarter
17 - January 2, 2017 Winter Break No Staff or Students
- January 3 Return from Break
16 Martin Luther King Day No Staff or Students
- February 17 Conference Exchange Day No Staff or Students
20 President's Day No Staff or Students
23 Mobile Dentist at MPS
- March 9 End of 3rd Quarter/ MPS Conference Night
10 Staff Development Day/ No Students

	23	Spring Pictures
	21	Kindergarten Music Performances 6:00, 6:45 & 7:30
April	10-16	No School/ Spring Break
May	3 & 4	Kindergarten to Bonnybrook Farm
	11	Kindergarten AM & First Grade PM Field Day
	12	Staff Development Day/No Students
	23	Awards Assembly - First Grade
	25	Last day of School for Students

*Dates are subject to change.

Monroe Primary Information

After School Programs

After school programs may be offered to Monroe Primary students. It will be the responsibility of the parents to register their child for the class, pay for the class, and provide transportation home after the class. Enrollment is open to all students and based on availability. Any funds due for the class is to be sent directly to the organization offering the activity.

Allergies

Monroe Primary has children who have been diagnosed with severe allergies. Parents of those children need to contact the school nurse with information regarding the specific needs of their child. Monroe Primary continually strives to keep all of our students safe and healthy. Therefore, peanuts, peanut products, and latex are discouraged at school.-

Animals

For the health and safety of all students, animals are not to be brought to school unless permission is granted by the administration. Special requests to show a pet at school must have prior approval from the building principal. Pets are not to be brought into the school building during the school day due to the number of students experiencing allergies and the risk of injury to the students. Exceptions are service animals. Special requests to show a pet at school must have prior approval from the teacher and building principal. The student and his/her family assume all responsibility for the pet, as Monroe Primary will not be responsible for the animal and its actions.

Announcements

Students are expected to listen to the daily morning announcements. Participation of the morning announcements will be designated from each class throughout the school year.

Assemblies

Assembly Programs will be conducted at the end of the year. It is the expectation for all students to enter the gymnasium orderly and respectfully. Parent compliance of the student expectations is greatly appreciated so that all students receive the recognition they deserve. Students will treat all guests, speakers, and peers with respect.

Attendance

Students are permitted to enter the building at 8:45 A.M. and must exit the building by 3:55 P.M. unless permission has been granted by a staff member and the student is directly supervised by that person.

Awards Assemblies

Award Assemblies will be conducted at the end of the year to recognize the achievements of the students.

Awards to be presented at the semester award assemblies:

Perfect Attendance- in attendance each day of the grading period with no tardies

Unified Arts Awards... (Music, Band, Physical Education)

Most Improved...Students who demonstrate the greatest improvement in an academic or behavioral area.

Reading Awards...Reading, and documenting the number of books read.

Other awards may be awarded and students recognized during the assemblies.

End of the Year Awards:

***Perfect Attendance...**No absences or tardies the entire school year.

*Bonus awards are made possible by donations from area businesses (ice cream party, free one day passes to the Beach Waterpark, etc.)

Behavioral Expectations

Students will know, understand, and practice expectations . . .Be Respectful, Be Responsible, Be Prepared, Be a Problem Solver.

Birthdays

Personal birthday invitations are not to be distributed at school. This presents issues for the class, student, and teacher. Students wishing to share a treat are encouraged to bring healthy birthday treats. email and phone lists will not be shared unless parents sign a release from the teacher.

Breakfast

Students may participate in the breakfast program at Monroe Elementary. Students will enter the school at 8:25 A.M., proceed directly to the cafeteria, select their food items, pay the cashier, and eat in the cafeteria.. All students are responsible for cleaning their eating area following breakfast. Students are expected to report to class by 8:40 A.M.

Bullying

The Board of Education and Monroe Primary do not tolerate harassment, intimidation or bullying of any student on school property or at a school-sponsored event, regardless of whether the event occurs on or off school property (including on school buses and other school related vehicles). Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. This includes cyber-bullying. *Students and parents can report bullying to the appropriate school official.*

Bus Safety

All students are to review the bus/transportation expectations and follow the safety guidelines as outlined. Failure to comply with the safety expectations will result in immediate disciplinary action to the student.

Cafeteria

Cafeteria rules and appropriate lunchroom manners and behavior should be followed each day. Students are to bring only their lunch or money to the cafeteria. No student is permitted to skip lunch without a note from home. Students may not purchase a snack in the place of their lunch. Money may be applied to the Point of Sale Debit System (EZ-Pay) on the mornings of the first day of the week. When the students fail to bring a lunch or money, the student may charge one lunch through the Point of Sale System. It is the responsibility of the student to repay the food service provider. Any balance on the student's account is the responsibility of the student. The weekly cost of school lunches is \$12.50. The cost of milk is \$.60 a carton. Daily lunch cost is \$2.50 for students.

Calamity Days

A parent notification message will be sent to parents via phone call when school is not in session. Information will continue to be advertised on-line at www.monroelocalschools.com and sent to TV and radio stations.

Cell Phones

Students are not permitted to use cellular phones in any school building while the school is in session. Cell phones are not to be used on school buses. The school assumes no responsibility for the personal cell phones when students bring them to school. Cell phones interrupting the classroom instruction will be sent to the office and parents will be contacted to pick up phone from the office.

Classroom Scholastic Book Orders

When ordering books and other items from Scholastic or any other company, Monroe Primary will accept payments in the form of **checks or money orders made out to the company only. NO CASH or checks made out to Monroe Primary will be accepted.**

Cleanliness of the Building

All students are to take great pride in the appearance of our building. Classrooms, halls, cafeteria, and playgrounds are to be kept free from litter. It is the responsibility of the students to display an attitude of pride and respect for the property at Monroe Local Schools.

Climate of the School

Students are to maintain a positive attitude and respect toward staff, the school, fellow students, and self at all times.

Code of Student Conduct/Discipline

It is the responsibility of every student to read and understand the Code of Student Conduct and follow these expectations daily. (Code is included.) No student will disrupt the instructional process by violating the articles of the Code of Student Conduct. Classroom Discipline plans are to be followed. Parents will be notified of the violation of these articles.

Communication

Students are expected to accurately communicate with the teachers and parents regarding the information that has been shared at school. It is the student’s responsibility to deliver communiqués to parents/teachers in order to facilitate communication. Parents are expected to read monthly newsletters for the office and to read weekly communications from the teachers.

Computers

All students will adhere to the guidelines for computer usage as developed by the Monroe Local School District. Any student in violation of these guidelines will be referred to the administration. Proper care of all computer equipment is expected by all users.

Dress

Students must follow the adopted Student Dress Code as included in the Code of Student Conduct. Students found to be in violation of the dress code will call a parent for assistance. Reoccurrences may result in disciplinary action.

Drugs

No student shall possess, use, transmit, or be under the influence of any narcotic drug. Students are prohibited from possessing or distributing to others any form of prescription or nonprescription medication. Students are not permitted to deliver medication of any kind from home to school or school to home.

Fast Food

Fast Food and sodas are not permitted to be brought to school for lunch in the cafeteria. Our effort is to provide healthy, nutritional food and drinks to our students.

Fees

The Monroe Local School will be collecting fees at the Primary building. Primary students will be assessed the following fees per student to cover workbook/journals fees, technology, art supplies, Scholastic News etc. for the year.

Fees will be collected from students and sent to the office for deposit and documentation. Online payment is also provided for parents through EZPay. There is a \$2.00 fee per transaction when using EZPay. Credit cards are accepted.

Kindergarten School Fees		1st Grade School Fees	
Math Workbook	23.00	Math Workbooks	23.00
Scholastic News	7.00	Scholastic News	7.00
Art Fee	3.00	Art Fee	3.00
Journals	2.00	Journals	3.00
Science	3.00	Science	3.00
Paper	10.00	Paper	10.00
Parent responsibility	\$48.00	Parent responsibility	\$49.00

Field Trips

Information regarding the grade level field trips for the year will be discussed with the students and sent to parents. It is the responsibility of the student to complete the requirements and expectations in order to participate in the field trip. Following the directions of the chaperone/leader and showing respect to the adults in charge is the expectation for all students representing Monroe Primary while on a field trip. Parents chaperoning assume supervisory responsibilities and are not permitted to ride on a school bus or bring siblings on the field trip.

Food Service

School lunch is served daily for the students. Cafeteria Rules are expected to be followed daily to ensure the safety of all students. Refer to “Breakfast” for Point of Sale system.

Grades

Students will be assessed periodically throughout the grading quarter. The assessment will be based on the student performance in the classroom. Report cards will be distributed quarterly to the students to collectively reflect assignment and test performance. Performance is the responsibility of the student and must be demonstrated to the teacher to receive full credit for the skill.

The grading scale is as follows:

P- Progressing
S- satisfactory
E- excellent

Homework

Homework assignments are assigned at the discretion of the individual teachers. Assignments should be completed neatly per the teacher directives and expectations. All homework is to be completed and turned in to the teacher per the time frame and stated by the teachers. All homework completion and return is the responsibility of the student.

Illness

Students who are ill are to remain at home until they feel strong enough to return to school and complete work. Any missed work is the responsibility of the student to complete and return to the teacher. Students who are too ill to remain in the classroom will be sent to the clinic and the decision will be made by the school nurse as to whether the child will be sent home.

Lunch

If a parent would like to eat lunch with their child and wish to purchase a school lunch, please call the school before 10:00 A.M. to order the lunch. Visitors will sit with their child at their class table. Breakfast will be available to our students each morning for a minimal fee. Please DO NOT bring pop or fast food items to school.

Money

Students are NOT to bring large sums of money to school. Parents will be called when this occurs as the school cannot be responsible for the cash.

Social Skills Program

All teachers and students participate in the monthly program by following the instructional resources provided. Discussions, role playing, and social skills mock situations for students will be topics for practice. The goal of the Social Skills Program is to demonstrate respect for all people will learning socially acceptable behaviors.

Performances

Performances by the students will occur throughout the year. Students who have been selected for the performance are expected to attend the concert, activity, or event unless the teacher is notified by the parent.

Personal Items

Per the Code of Student Conduct (1.B.m), expensive personal items are not to be brought to school or used on buses. These items may include toys, cell phones, trading cards, Ipods, Kindles, radios, headsets, DVD's, electronic games, skateboards, computer games or other expensive equipment. The school will not be responsible for damage or loss of any personal items that are brought to school. Parents will be notified when this issue occurs. The item will be confiscated and placed in the safe for parents to pick up.

Recess

Students are expected to follow the guidelines as written for the playground. Safety is practiced when using equipment or playing on the playground. Students are to dress appropriately for action and play, and when their dress is in question, students may be required to have an alternative activity. "Inside Recess" will be scheduled as dictated by cold, wet, muddy, or snowy conditions. Students are to be respectful of the classes who are not participating in a recess activity at the same time that their class is.

Safety

Students are to follow the information and procedures as described by the administration or their teacher for emergencies which may include fire, bomb threat, tornado, or any other crisis situation. Students are to remain calm and listen to the adults for further instructions.

Staff

It is the responsibility of every student in the school to treat **all staff** (teachers, paraprofessionals, secretaries, cooks, custodians, bus drivers, administration) with **respect and dignity** and follow the requests from them made to the students regarding behavioral and academic expectations. Failure to comply will not be tolerated!

Staff Workrooms

Students are not permitted to enter the Teacher Work Rooms unless permission has been granted by the teacher.

Students Leaving the Building During the School Day

Parents must check in at the school office and sign out their child in order for the student to leave school prior to the dismissal time. Students who are to be dismissed early will be called to the office for dismissal. Any adult other than the child's parent or guardian desiring to sign out the child should have a note from said parent or guardian stating the permission for release. Children may be released to the names indicated on the emergency form. Teachers may not allow nor grant permission for students to leave the school site. Permission is granted only through the office.

Tardies

Students will be credited with a tardy if arrival to school occurs after 8:40 a.m. or if the student leaves school prior to 3:40 p.m. Habitual absences and/or tardies may result in a referral to the attendance officer.

Telephones

Students may **not** use phones during school hours without special permission from a school staff member. Students are to make arrangements and communicate with their parents so that phone calls will not be necessary during the school day.

Transportation

No student is permitted to travel in a teacher's car, except when the teacher is a family member. All transportation guidelines (see attached) are to be followed daily and respectfully.

Tuition (Preschool Only) Preschool tuition is \$250.00 per month and is due by the 10th of the month each month. Tuition statements are sent out on the 1st of the month.

Unified Arts Classes

Students will receive instruction in music and physical education by Unified Arts teachers. Art instruction will occur under the supervision of the classroom teachers. Participation is expected in all classes unless a doctor's excuse is received by the teacher. The schedule may rotate quarterly to make every attempt that all students receive a variety of classes in the Unified Arts Classes. Students are to show respect at all times to the staff and peers.

Vacations

In the event a family vacation is scheduled during school hours, a request must be submitted to the administration and teacher at least two weeks prior to the trip. Administration will consider the request and approve or deny the request based on the student's grades, attendance pattern, and behavior. Parents will be notified of the decision within a reasonable amount of time. All work must be completed within three school days of returning to school.

Visitors

Visitors to Monroe Primary are required to register their attendance in the office and wear a Visitor's Badge at all time during the visit. This practice is to ensure a safe environment for all staff and students. Students are expected to welcome our guests. In the event a visitor is not wearing a badge, it is appropriate for the student to report the visitor to the teacher. Any visitor may be required to show ID to school personnel.

Volunteers

Students will be working with parent/community volunteers who have completed a background check performed at Administrative offices located at 500 Yankee Road, prior to volunteering in the schools. Students will treat them with the same respect that is shown to the Monroe Primary Staff. All volunteers working with students are required to have a criminal background check through the board office. All parents are encouraged to be actively involved in their child's education. Your involvement demonstrates to your child that you value education and care about your child's learning. Many volunteer opportunities exist for your involvement. **Young children (siblings) are to remain at home during the time a parent volunteers at school.**

Walking Home

Due to the safety of all of our students, no child will be permitted or granted permission to walk home alone from school. A parent must escort the child home.



Monroe Local Schools

Code of Student Conduct

2016-2017

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MONROE LOCAL SCHOOLS STUDENT CONDUCT

(Zero Tolerance)

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one calendar year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property, or at a school activity, event or program.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

LEGAL REFS.: ORC 3313.20;3313.534; 3313.66; 3313.661;

CROSS REFS.: Section 5000 (Students) of Monroe Board Policy

Monroe Local School District, Monroe, Ohio



Monroe Local Schools Code of Student Conduct (5500A)

The following code sets forth school rules prohibiting certain types of student conduct.

This Code of Student Conduct applies to all students: (1) On school grounds/property (or closely proximate to) at all times; (2) Off the school grounds or property at a school activity or event; and (3) Going to or coming from school or a school activity (including field trips) or event while riding in a school-sponsored vehicle. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of Monroe Local Schools. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

Pursuant to House Bill 204, ORC 3321.01; 3321.04; 3321.13; 3321.14; 3321.38, students may have their driver's license revoked if expelled for being absent without legitimate excuse or for use or possession of drugs or alcohol. It shall be the decision of the proper school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, as to which corrective measures are appropriate.

A student found to be in violation of any of these rules may be suspended beyond the current semester but not more than ten (10) school days, assigned to Friday School, assigned to Alternative School/Programs, or be expelled for a period exceeding ten (10) school days, but not more than one calendar year. It shall be the decision of the proper school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, as to which corrective measures are appropriate or adequate.

1. Disruption of School (5520)

A. No student, by use of violence, force, noise, coercion, threat, intimidation, fear, active passive resistance, or any other conduct, shall intentionally cause the disruption or obstruction of any lawful mission, process or function of the school, or urge other students to engage in such conduct. Examples include but are not limited to horseplay, bullying, cyber-bullying, harassment, hazing, inciting verbal altercations/physical violence, etc.

B. The following acts are **prohibited**:

- 1) Occupying any school building, school grounds or parts thereof, with intent to deprive others of its use;
- 2) Blocking the entrance or exit of any school building or corridor or room therein, with intent to deprive others of lawful access to or from those areas
- 3) Setting fire to or damaging any school building or property;
- 4) Possessing firearms, explosives or other weapons;
- 5) Preventing or attempting to prevent by physical act the conveying or continued functioning of any school, class or activity, or of any lawful meeting or assembly on the school premises;
- 6) Preventing students from attending a class or school activity;
- 7) Blocking normal pedestrian or vehicular traffic without administrative permission
- 8) Continuously and intentionally creating noise or acting in any manner so as to interfere with a teacher's ability to conduct his/her class;
- 9) Taking another student's property through coercion or threat of bodily harm;
- 10) Gambling on school property is forbidden; participation of students in school related activities of a "game of chance" nature is forbidden;
- 11) Socially obscene or indecent behavior
- 12) Illegal or unethical acts including forgery, lying, cheating, plagiarism, etc.
- 13) Bringing to school any electronic devices for use outside of instructional purposes and/or without prior permission from proper authority (includes laser pointers).
- 14) Bringing to school expensive items or large sums of money
- 15) No open lunch. No outside lunch from restaurants, etc.
- 16) No loitering in the parking lot before, during, or after school
- 17) Posting or distributing information without permission from a school administrator
- 18) Soliciting signatures on a petition or any other document without prior administrative approval
- 19) Committing any other act deemed as inappropriate behavior including horseplay.

2. Student Cell Phone Use Policy

- a) Students are not permitted to use cellular phones during school hours. (8:30 – 3:30).
- b) Cell phones must be turned off and stored out of sight in a purse, pocket or locker at all times between 8:30-3:30. If a phone rings during class, the teacher will invoke the Cell Phone Use Policy. "Forgetting" to turn off the cell phone is not an excuse.
- c) Use of a cell phone during a test (i.e. text messaging, etc) will be considered cheating and appropriate disciplinary action will be taken.
- d) Students are prohibited from using a cell phone to take photographs or record video at any time on school property. This includes taking photographs or video recordings in restrooms, locker room areas, etc.
- e) If a student violates the Cell Phone Use Policy, the teacher or school staff shall confiscate the cell phone and take it to the office.

- f) A student is required to hand over the cell phone and all its individual parts, including but not limited to the battery and memory card(s), to a teacher or school staff when requested.
- g) If a student has a cell phone taken by a teacher or member of the school staff, the appropriate administrator will assign disciplinary action and parents will be notified.
- h) If a cell phone is confiscated more than once, the administrator will handle this situation as insubordination and discipline will be progressive. The student may no longer be permitted to bring the cell phone to school without permission from the school administration. Ohio Revised Code §3313.753
- i) A student who uses their cell phone to contact parents without going through proper channels may receive discipline.

3. Damage, Destruction, Theft or Misuse of School Property (5513)

- A. No student shall intentionally cause or attempt to cause damage to school property, including defacing or stealing or attempting to steal school property; (also includes littering)
- B. No student shall use any school property or material for any purpose other than authorized curricular, co-curricular or extracurricular activities.
- C. No student shall post video or picture display of school property and/or school functions on the internet without the written consent of a school official.

4. Damage, Destruction or Theft of Private Property (5513)

No student shall intentionally cause damage to private property, including that of other students, teachers, administrators or other school employees, or steal or attempt to steal private property.

5. Bullying

Students will not participate in bullying behaviors such as making degrading statements; hit, kick, trip or push another student; or isolate another student from participating in regular school activities. This includes cyber-bullying. *Students and parents can report bullying to the appropriate school official.*

6. Assault upon Another

No student shall intentionally cause or attempt to cause or threaten physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow student, or any other person.

7. Verbal/Written Abuse of Another (5517)

No student shall intentionally direct to a school employee or another student words or gestures which are slanderous or degrading in nature or which are obscene, profane or insulting. This includes, but is not limited to, cyber-bullying posted on the Internet.

8. Weapons and Dangerous Instruments (5772)

No student shall knowingly possess, handle or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, machete, metallic knuckles, or other object that reasonably can be considered a weapon or looks like a weapon.

9. Narcotics, Alcoholic Beverages and Stimulant Drugs (5530)

A. Unless prescribed by a physician or dentist, or, in the case of legally obtainable nonprescription drugs, used with the consent of his/her or parent/guardian, no student shall knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine or other stimulant, barbiturate or other sedative, marijuana, inhalant, alcoholic beverage or intoxicant of any kind.

B. Unless possessed for a lawful purpose and with the consent of his/her parent or guardians, no student shall knowingly possess:

- 1) Any instrument, article, or thing whose customary and primary purpose is for the administration or use of a dangerous drug, i.e., any drug which, under F.D.A. regulations, Federal Narcotic Laws or Ohio Statutes, may be dispensed only on a prescription; narcotic drugs available without prescription; drugs intended for injectable use;
- 2) Paraphernalia for the use of any drug, illegal, prescription, or over the counter, i.e., any instrument, device, article or thing whether or not of crude or extemporized manufacture or assembly that is used or intended for use for any of the following:
 - a. preparing drugs for injection, inhalation or other introduction into the body;
 - b. injecting, inhaling or otherwise introducing drugs into the body;
 - c. enhancing the effect of drugs upon the body;
 - d. testing the strength, effectiveness, purity or the measurement of any drug.

C. Section 2925.37 ORC makes it a crime to make, possess, sell or attempt to sell a counterfeit controlled substance, i.e., something which appears to be a drug abuse substance, but is not.

D. A student permit shall be used for dispensing non-prescription medications and oral prescription medications during school hours. Forms must be obtained through the building nurse. (5330)

E. The District provides instruction on the dangers of Chemical Use/Abuse and has staff in place to support and provide assistance to those students who need treatment. In the event students are reported to school officials for substance use/abuse, this discipline policy will be followed:

1) Possession and Use

a. First Offense:

- (1) Parents will be notified and the student will be removed from school for the remainder of the day.
- (2) The appropriate legal agency with jurisdiction will be notified of the incident and, at their discretion, may conduct an investigation.
- (3) The student will be suspended for the ten school days in accordance with the established student due process procedure and will be recommended to the Superintendent for expulsion.

- (4) At the hearing, the parent and the student will be offered an alternative to expulsion. Student and parent must officially sign an agreement to have an evaluation by a trained chemical dependency assessor. The evaluation must take place during the first 48 hours of the ten-day suspension which must be served.

If the assessor determines that the student needs treatment, the student must start treatment. During treatment, regular education will be provided if the treatment center recommends this. Expulsion will be tabled as long as treatment is followed. If treatment is not followed, expulsion will be rescheduled. When treatment is completed, the student will be reinstated.

If the assessor determines that the student does not need treatment, the student must participate in a drug education program as determined by the school. During the drug education program, the student may attend school.

b. Second and Subsequent Offenses.

- (1) Parents will be notified and the student will be removed from school for the remainder of the day
- (2) The appropriate legal agency with jurisdiction will be notified and, at their discretion, may conduct an investigation
- (3) The parents will be notified and informed of their student's involvement, the consequences and the need for their child to receive and/or continue help from a substance use/abuse agency.
- (4) The student will be suspended for ten school days in accordance with established student due process procedure and will be recommended to the Superintendent for expulsion.
- (5) Whenever a student is expelled for use or possession of drugs or alcohol, the Superintendent may notify the Registrar of Motor Vehicles and the Judge of Juvenile Court. Such notification is to be given within two (2) weeks after the expulsion in a manner that complies with the provisions of ORC 3321.13(B) (3).

2) Selling-First Offense

- a. Parents will be notified and the student will be removed from school for the remainder of the day.
- b. The appropriate legal agency with jurisdiction will be notified and, at their discretion, may conduct an investigation.
- c. The parents will be notified and informed of their student's involvement, the consequences and the need for their child to receive and/or continue help from a substance use/abuse agency.
- d. The student will be suspended for ten school days in accordance with established student due process procedure and will be recommend to the Superintendent for expulsion.

10. Failure to Obey Instructions / Insubordination

No student shall fail to comply with reasonable instructions or requests of teachers, student teachers, substitute teachers, security personnel, principals or other authorized school personnel during any period of time when he/she is properly under the authority of such school personnel.

11. Tobacco (5512)

The use and possession of tobacco products or paraphernalia by students in school buildings or on school grounds is forbidden. This includes, but not limited to cigarettes, cigars, chewing tobacco, snuff, clove/herbal cigarettes, matches, lighters, or any other matter or substances that may contain tobacco or be considered unsafe.

12. Removing or Altering Student Records/Notes

No student shall remove any student record from its official place of deposit without the permission of the record custodian. Students may not alter or forge information on official records including but not limited to medical and parent notes.

13. Extortion

No student shall obtain something of value from another person by physical force, threat or intimidation.

14. Trespass

No student shall be present in an unauthorized place on school property or refuse to leave any such place when ordered to do so by authorized school personnel.

15. Pornography

No student shall access, possess, or display to another person, pornographic material of any type.

16. Leaving School / Class Cut / Out of Bounds

No student shall enter or leave the school premises during the school day or be absent from a scheduled class/area without permission from his/her teacher or from other authorized school personnel.

17. Truancy

No student under 18 years of age shall be absent from school without written authorization for such absence from a parent or guardian on the first day the student returns to school. Please see attendance policy.

18. Sexual Harassment and/or Misconduct (5517)

A. Sexual harassment towards any student or staff will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexually suggestive nature when such conduct has the purpose or effect of interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive school environment. Examples of such contacts may include but are not limited to: suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, graffiti, assault, touching, impeding or blocking movement, leering, exposing oneself, gestures, or display of sexually suggestive objects, pictures, or cartoons.

B. Any student who knowingly or intentionally submits a false allegation concerning sexual harassment by another student will be subject to disciplinary action.

C. Misconduct of a sexual nature will not be tolerated. Sexual misconduct may include but is not limited to: public display of affection, touching, spoken obscenities, hugging, kissing, holding hands, exhibitionism, or any act committed for the purpose of sexual interests.

19. Computers, Software/On-Line Services (7540.03)

Students must submit a properly signed Acceptable Use and Internet Safety Policy in order to have computer network and internet access for educational purposes **only**. The user's use of the computer network and internet is a privilege, not a right. A user who violates this policy shall, at a minimum, have his/her access to the computer network and internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he/she permits another to use his/her account or password to access the computer network and internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

20. Medium Communication

Photos, videos, or any other medium of communication that includes a Monroe Local School District staff member or student is protected by copyright. The use of such mediums in any way without the written permission of a school administrator is strictly prohibited. Violation of this item may result in disciplinary action taken by the district and may also include legal action.

21. Pursuant to House Bill 204, ORC 3321.01; 3321.04; 3321.13; 3321.14; 3321.38, students may have their driver's license revoked if expelled from school for being absent without legitimate excuse.

22. Student Conduct Involving Transportation (R.C. 3301-83-08) (also: 5515A/5600A)

Although the District furnishes transportation in accordance with Ohio Law, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus, he/she becomes the responsibility of the District. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. (Disorderly conduct or refusal to submit to the authority of the driver will be reported to the appropriate building administrator in writing.) Persons who violate the rules and regulations of the Board of Education, the Ohio State Department of Education, the Department of Highway Safety, and the Ohio State Highway Patrol may forfeit his/her privilege to transportation by bus to and from school. To ensure the safety and welfare of all students, the following student transportation management regulations are set forth:

1. A student shall obey the driver promptly and respectfully at all times.
2. A student shall board and leave his/her assigned bus at a location so designated by the transportation supervisor.
3. A student shall arrive at the bus stop before the bus is scheduled to arrive.
4. A student shall wait at a pick-up location clear of traffic and away from the bus stop.
5. Behavior at school bus stop must not threaten life, limb or property of any individual.
6. A student is expected to board the bus in an orderly manner and walk directly to an available or assigned seat.
7. A student shall remain seated and shall keep aisles and exits clear.
8. A student shall keep noise at a minimum -- quiet conversation is permitted.
9. A student shall be silent at all railroad crossings.
10. A student shall not throw or pass objects on, from and/or into the bus.
11. A student shall carry on the bus only objects that can be held in their laps; animals are not permitted on the bus.
12. A student shall not put any part of his/her body out of the bus window.
13. A student shall not open the emergency door or the front door without driver permission.
14. When it is necessary to cross a road to board and/or leave the bus, the student shall look both ways and cross 10 feet in front of the bus.
15. A student shall not behave in any manner that prevents the driver from safely operating the bus and/or interferes with the welfare of the other passengers.
16. A student shall not eat or drink on the bus.
17. Students shall identify themselves when asked.
18. All other rules of the Code of Student Conduct shall apply to the student transportation management regulations.

The provisions of the ORC Section 3313.66 shall apply to suspension, expulsion, and immediate removal of a student from school bus riding privileges.

MONROE LOCAL SCHOOLS STUDENT DRESS CODE (5511)

Students shall dress in such a manner that their clothing or appearance is not a source of distraction and that it does not endanger their safety, their health or their physical well-being. Students will not be permitted to dress in a way that makes staff or other students uncomfortable. Students and parents/guardians should be aware that school is a place for the business of education and is not a showcase for extreme styles of dress and grooming. To be proper for school, dress and grooming should be clean, neat and conducive to learning. Examples of appropriate and inappropriate dress and/or grooming are listed herein; this is not intended to be an all-inclusive list.

It must be understood that final interpretations of appropriate dress and grooming will reside with the building principal and/or designees.

1. Lower body articles of clothing must be hemmed and must cover the body from waist to no more than three inches above the knee.

2. Form-fitting leggings, Lycra, or spandex styled apparel may be worn with a top covering the backside area or another lower body article of clothing like a skirts or shorts.
3. Students will not wear short shorts, biker pants, mini-skirts, lounge pants or pajama-type pants (including cotton or flannel pajama-type pants).
4. Upper body articles of clothing must completely cover the body from shoulders to waist; shirts exposing the midriff at any time will not be acceptable (no crop tops). Shirts must extend from the neck to the shoulder (no off the shoulder shirts or tank tops).
5. **ALL** clothing must cover undergarments and may not be revealing or see through exposing skin in areas that violate the dress code. Pants may not have any holes more than three inches above the knee and must be worn at waist level.
6. A) Clothing that bears statements, slogans, images or insignia that harass, threaten, intimidate, demean, suggest violence, or sexual innuendo and that creates a reasonable risk of substantial interference of the educational process, is not permitted.
B) Clothing that bears statements, slogans, images or insignia advertising, promoting or depicting alcoholic beverages, tobacco products or illegal drugs and that creates a reasonable risk of substantial interference of the educational process, is not permitted.
7. Tattoos (including non-permanent skin graffiti), slogans, insignias, buttons and other paraphernalia may not be worn or displayed if the message may reasonably be anticipated to create a disruption of the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.
8. No visible body, facial or tongue piercing will be permitted with the exception of the ears and nose. Nose piercing are limited to a stud.
9. Extreme makeup and/or hair color /hairstyles will not be permitted. Makeup and hair color must be of a natural color or tone. Extreme hair coloring can include unnatural highlighting or hair coloring.
10. Articles of clothing meant to be worn outdoors rather than indoors will not be worn during the school day and should be kept in the students' lockers. These include, but are not limited to fur-lined hooded vests, coats, parkas, jackets, or windbreakers. Suit coats and blazers are acceptable at the discretion of the building administration.
11. Hats, head coverings, headgear, bandannas, gloves or mittens, and/or sunglasses (unless directed by a doctor) are not to be worn.
12. Heavy chains, studded bracelets, dog collars and other articles which may be judged to be potentially harmful to students and/or could be used as a weapon will not be permitted.
13. Bookbags, backpacks and other bags (any bag 12" x12" or larger) will not be allowed in the classrooms and must be kept in school provided lockers, or in areas designated by administration, during the school day. Purses and drawstring bags are permitted and must be small enough to fit in the book rack under student desks.
14. Students should wear shoes with hard, non-skid soles (no slippers, heellies, etc.) and clothing to school that are safe and appropriate for the school environment.

R.C. 3313.20, 3313.60, 3313.6611, 3313.665

MONROE LOCAL SCHOOLS ATTENDANCE POLICY

Monroe Local Schools has a high regard for academic excellence and scholarship. Students should attend regularly and be there on time to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Even though most homework assignments missed due to absence may be made up at a later date, a student who misses class cannot benefit from missed educational activities such as verbal instruction, special help in skill development, group discussions, spontaneous dialogue between teacher and students, films, etc.

An absence from class disrupts the continuity of the learning process. In most situations, the work cannot be made up adequately. Also, students who have good attendance usually achieve higher grades, enjoy school more, and are more employable after leaving high school.

S.B. 55, Section 3313.609 (B) The Board of Education of each city, exempted village, local, and joint vocational school district shall adopt a grade promotion and retention policy for students, the policy shall prohibit the promotion of a student to the next grade level if the student has been truant for more than ten per cent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

ABSENCE FROM SCHOOL

Under the State regulations on attendance, the following reasons are accepted for excused absence:

1. Personal illness
2. Illness in family (where help is needed); absence due to work at home caused by illness of parents or guardians
3. Quarantine of home
4. Death of relative (limited to three days)
5. Absence due to observance of religious holiday
6. Medical appointments, dental appointments, etc.

Upon receipt of a written request from a parent or guardian, permission may be granted by the Supervising Principal to attend the following types of events requiring excused absence from scheduled classes. Consideration for the request will be based on academic performance and previous attendance.

1. Family trips of personal nature (a maximum of five days per year and if the students has good grades and attendance as determined by administration).

- 2. Athletic participation
- 3. Others

DISCRETION SHOULD BE USED IN MAKING FINAL DECISIONS IN THESE MATTERS. It is the responsibility of the student missing classes to arrange for make-up work and scheduled assignments.

MISSING CHILD LAW

In accordance with this law, a notification of absence must be sent to the parents or guardians of each student that the school is unable to contact by telephone by the end of the school day. It is the responsibility of parent or guardian to contact the school by 10:00 A.M. If the school is not contacted, parents will be notified. If the parent, custodial parent, guardian, legal guardian or other person having care or charge of a student or their emergency number designee, is not contacted by the end of the school day, the building principal or his/her designee shall send written notification of the absence to the student’s residence. These students must provide a written note from their parent/guardian upon their return to school to receive an excused absence.

MONROE LOCAL SCHOOLS ATTENDANCE PROCEDURES

The Ohio Revised Code defines the terms habitually and chronically truant as they pertain to unexcused absences as follows: Habitual Truant (5 consecutive absences, 7 absences within a twenty day period or 12 days within a school year) and Chronic Truant (7 consecutive absences, 10 absences within a twenty day period or 15 days within a school year). When a student reaches habitually or chronically truant status, both the student and his/her parent will be cited to court by the district attendance officer as required by the Ohio Revised Code.

Unexcused Absences:

It is the responsibility of the parent/guardian to notify the elementary office when a student will be absent from school. Failure to provide written documentation regarding an absence within 24 hours of the student’s return to school will result in the absence being unexcused. Late assignments and make-up work resulting from unexcused absences may not be considered for credit. **Written documentation from a medical professional/office will be required when absences exceed four in a forty day period.**

3 rd Unexcused Absence	Letter to parent/guardian
7 th Unexcused Absence	Letter to parent/guardian or Referral to district Truancy Officer (if appropriate per truant status)
10 th Unexcused Absence	Referral to district Truancy Officer

Excused Absences:

It is the responsibility of the parent/guardian to notify the elementary office when a student will be absent from school. Upon receipt of the proper documentation within 24 hours of the student’s return to school, the absence will be excused and the student will be permitted to make up missed assignments. **Written documentation from a medical professional/office will be required when absences exceed four in a forty day period.**

AM/PM Tardy

Students who miss up to 90 minutes of a school day (late arrival or early dismissal) are considered **Tardy** and must be signed in or out at the office by a parent or guardian. All tardies are **unexcused** without a parent/guardian/medical/court note received within 24 hours of the tardy. Acceptable reasons to excuse tardies are the same as those for absences. **(See Absence from School)**

Unexcused Tardies per Quarter

Tardies without proper documentation provided within 24 hours will be considered unexcused. Late or missed assignments resulting from an unexcused tardy may not be accepted or considered for credit.

3 rd Tardy	Letter to Parent
5 th Tardy	Referral to district Truancy Officer

If a student accrues 7 unexcused tardies, she/she will be assigned a detention for each subsequent tardy.

Personal Absences/Vacations

While we strongly recommend that all vacations take place during times when school is not in session, students may be excused from school for reasons personal in nature at the discretion of the building principal or designee. A written request for a personal absence must be received by the office staff at least 5 days prior to the planned absence. Upon review of the student’s academic (“C” or above in the class) and attendance records, a written reply will be issued indicating whether the absence(s) will be considered excused or unexcused. A maximum of five days may be excused for trips of personal nature.



Bus Violation Plan

Dear Parents,

Transporting your child safely to school and back home each day is an important goal of the Monroe Local Schools Transportation Department. Your child's safety is our priority. In order to transport your child safely, students must closely follow all of the rules as set forth by the Monroe Board of Education. The bus driver is the adult in charge while transporting children to and from school. Students will listen to, and follow all directions given by the bus driver. Riding the bus is a privilege granted by the Monroe Local School District, not a right. If a student refuses to adhere to the rules or follow given directions, the student will face disciplinary action. The following outlines the disciplinary procedures for transportation at Monroe Local School District:

1st Bus Violation-Warning, conference with student, letter to parent

2nd Bus Violation-Warning, conference with student, action plan of behavioral improvement, phone call & letter to parent

3rd Bus Violation-3 day bus suspension, conference with student, action plan of behavioral improvement, phone call to parent, letter (notice of suspension) to parent

4th Bus Violation-4 day bus suspension, conference with student, phone call to parent, letter (notice of suspension) to parent

5th Bus Violation-5 day bus suspension, conference with student, phone call top aren't, letter (notice of suspension) to parent

6th Bus Violation-Bus Expulsion hearing with student, parents, and school representatives

**Dangerous acts or other serious misconduct on the bus may result in immediate suspension from the bus and/or school

**School administration reserves the right to extend and/or alter consequences as deemed necessary.

It is the intention of the Monroe Local Schools to provide a safe form of transportation for all students in the district. Please explain to your child the importance of bus safety. If you have any questions or concerns regarding the bus policy, please contact the Monroe Primary School (360-0700).

Sincerely,

Monroe Primary School



Playground Expectations

The playground is a place for children to safely enjoy themselves. In the interest of student safety, the following expectations will be enforced at all times.

All students will...

1. ...show respect for the staff at all times. It is the duty of the staff to stop potentially dangerous activity.
2. ...keep their hands and feet to themselves. Pushing, pulling, play-fighting, and physical contact with others is not allowed.
3. ...use footballs and soccer balls for passing between 2-4 people at one time only. Students are not to play competitive games with footballs and soccer balls during recess.
4. ...take turns when others are waiting to use equipment.
5. ...stay away from any equipment that has puddles in, under, or around it.
6. ...remain visible to the staff member(s) on duty at all times.
7. ...remain inside the fenced area at all times.
8. ...keep an appropriate clearance from the swings. Students are not to jump off of the swings.
9. ...remain seated with feet facing forward on all equipment.
10. ...Do not climb over the climbing wall. There should be no more than 2-3 students on each side of the wall at one time.
11. ...take turns while using all equipment.
12. ...enter the building quietly with permission from or at the request of a staff member.

No students shall remain on the playground after their class and supervisor have entered the building.



....the future begins here!
2016-2017

Dear Parents,

The Monroe Local Board of Education has authorized the student school fees for 2015-2016 at Monroe Primary. Monies collected from the grades K & 1 school fees will be used for materials/supplies that are consumable items for the students instructional use.

School fees will be collected every day during the first week of school, at Open House, or each Friday during the first quarter of school. Please make checks payable to **Monroe Primary** and include your child's name and homeroom teacher's name on the check for proper identification. Parents may also choose EZpay system, credit card, or extended time for payment.

Kindergarten School Fees		1st Grade School Fees	
Math Workbook	23.00	Math Workbooks	23.00
Scholastic News	7.00	Scholastic News	7.00
Art Fee	3.00	Art Fee	3.00
Journals	2.00	Journals	4.00
Science	3.00	Science	3.00
Paper	16.00	Paper	16.00
Parent responsibility	\$48.00	Parent responsibility	\$49.00

All students will be responsible for their daily school supply items. The list of the items was included in the end of the year report card, is published on the monroelocalschools.com website, and is posted on the school window. Your prompt attention to this matter will be appreciated.

Thank you for supporting the education of your child. We anticipate a great year!

Sincerely,

Monroe Primary

...the future begins here!!



Monroe Local Schools is offering to all parents SPS EZpay.

Parents may pay fees and meals on-line. Parents can go to the district website, www.monroelocalschools.com or www.spsezpaymonroe.com and set up their account. You will need to have the students ID number, which will be given on the first day of school. Once you have an account set up then you can look at balances, pay into your child's meal account or pay fees. There is a \$1.00 per transaction fee to use this service.

No credit card information is stored and the transaction is completely secure. Parents still have the option to pay with a check or cash.

The customer service number SPS EZpay is 1-866-942-EZpay (3729) Ext. 240.

We hope you take advantage of this convenience! We look forward to a great school year!

For easy reference, write your ID number here when you call the office to receive it

ID # _____

Monroe Primary

Student Handbook Highlight Page

Listed below are a few of the expectations listed in the Monroe Elementary student handbook. Please review the list below as well as the entire policy to gain a full understanding of the expectations your child/student will be required to follow.

1. Dress Code: (Page 19)

- a. Lower body articles of clothing must be hemmed, and must cover the body from waist to no more than 3 inches above the knee regardless of whether tights or leggings are worn underneath.

1. Attendance: (Page 20-21)

- a. **Unexcused Absences:** It is the responsibility of the parent/guardian to notify the primary office when a student will be absent from school. Failure to provide written documentation regarding an absence within 24 hours of the student's return to school will result in the absence being unexcused. Late assignments and work resulting from unexcused absences may not be considered for credit. **Written documentation from medical professional/office will be required when absences exceed four in a forty day period.**

3rd Unexcused Absence Letter to parent/guardian

7th Unexcused Absence Conference with parent/guardian or **Referral to district Truancy officer**
(if appropriate per truant status)

10th Unexcused Absence **Referral to district Truancy Officer**

- a. **Unexcused Tardies per Quarter:** Tardies without proper documentation provided within 24 hours will be considered unexcused. Late or missed assignments resulting from an unexcused tardy may not be accepted or considered for credit.

3rd Tardy Letter to Parent

5th Tardy **Referral to district Truancy Officer**

2. Vacations: (Page 11,21)

- a. In the event a family vacation is scheduled during school hours, a request must be submitted to the administration and teacher at least two weeks prior to the trip. Administration will consider the request and approve or deny the request based on the student's grades, attendance pattern, and behavior. Parents will be notified of the decision within a reasonable amount of time. All work must be made up. Please try to refrain from vacations during testing weeks.

3. Cell Phones and Electronics: (Page 8,10, and 15)

- a. Students are not permitted to use cell phones in any school building while the school is in session. Cell phones are not to be used on school buses.

4. Transportation: (Page 22)

- a. Transporting your child safely to school and back home each day is an important goal of the Monroe Local Schools Transportation Department. Your child's safety is our priority. In order to transport your child safely, students must closely follow all of the rules as set forth by the Monroe Board of Education. The bus driver is the adult in charge while transporting children to and from school. Students will listen to, and follow all

directions given by the bus driver. Riding the bus is a privilege granted by the Monroe Local School District, not a right. If a student refuses to adhere to the rules or follow given directions, the student will face disciplinary action.



Student Handbook Agreement

The intent of the student handbook is to inform the students and parents of the behavioral, academic, and procedural guidelines at **Monroe Primary**. The guidelines have been clearly stated and designed with the compliance of the Monroe Local Schools District Policy, the students, staff, and the administration of Monroe Primary. The students and their parents are expected to read the information and be knowledgeable of the content.

After reviewing the Student Handbook and Code of Conduct, both located on Monroe Primary's webpage at www.monroelocalschools.com, please fill out below and return to your child's teacher.

I/We, _____, the parents of

Parent's/Guardian's Printed Names

_____ have read and understand the Monroe

Student's Name

Primary Student Handbook/Code of Student Conduct and the expectations set forth. We confirm that our child's intentions are to abide by the terms and conditions in the handbook.

Parent's/Guardian's Printed Name

Parent's/Guardian's Signature

Date

Student's Printed Name

Student's Signature

Date

Monroe Primary School

INDEX OF HELPFUL NUMBERS

<u>Monroe Primary School Office</u>	phone: (513)360-0700 fax: (513)360-0720
<u>Monroe Elementary School Office</u>	phone: (513)539-8101 fax: (513)539-8151
<u>Monroe Jr.Sr. High</u>	phone: (513)539-8471 fax: (513)539-8474
<u>Athletic Office</u>	phone: (513)539-8111
<u>Board of Education Office</u>	phone: (513)539-2536
<u>Petermann Transportation Office</u>	phone: (513)539-0324
<u>EZ Pay</u>	phone: 1-866-693-9729 Ext. 242 (Contact the school office for student ID numbers)

Safer Schools Ohio Helpline phone: 1-844-723-3764. Your call is confidential 24 hours, 7 days a week. https://saferschools.ohio.gov/content/tip_line_information

Additional Resource List

Monroe Police Department 539-9234 (All Emergencies = 911)
Monroe Fire Department 539-8380
Butler County Sheriff 887-3010
Butler County Mental Health Board 860-9240
Domestic Violence 1-800-325-2685