



...the future begins here!

Student Handbook

2019-2020

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

School Hours
Grades Pre K, K&1
AM Preschool 8:55-11:25
PM Preschool 1:25-3:55
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 2019-20

Mrs. Melissa Giffen	Principal
Mrs. Amy Flora	School Counselor
Mrs. Jill Griffis	Secretary
Mrs. Holly Stevens	Secretary/Media
Mrs. Danielle Brown	Preschool Intervention Specialist
Mrs. Sara Fenton	Preschool Intervention Specialist
Mrs. Marietta Hummons	Preschool Intervention Specialist
Mrs. Charlotte Austin	Kindergarten
Miss Britney Beck	Kindergarten
Mrs. Jordan Cornett	Kindergarten
Mrs. Abigail Garber	Kindergarten
Miss Maria Gaston	Kindergarten
Miss Kathrine Mickley	Kindergarten
Miss Rachael Siewny	Kindergarten
Mrs. Ashley Wilson	Kindergarten
Mrs. Emily Young	Kindergarten
Mrs. Amanda Anderson	Intervention Specialist
Mrs. Maggie Gattermeyer	Intervention Specialist
Mrs. Angela Lloyd	Intervention Specialist
Mrs. Nikki Beattie/Mrs. Melanie Stanley	First Grade
Mrs. Molli Carter	First Grade
Miss Alexa Dauphin	First Grade
Mrs. Tina Dirksen	First Grade
Mrs. Danielle Klan	First Grade
Miss Kelly Mueller	First Grade
Miss. Katelyn Norquist	First Grade
Mrs. Kelly Strickland	First Grade
Mrs. Natalie Woodruff	First Grade
Mrs. Karlena Boyle	Title 1 Teacher
Mrs. Bethlea Pieratt	Literacy Coach/ Title 1
Mrs. Emily White	Reading Specialist
Miss Kelly Kaiser	English Language Learners (ELL) Teacher
Mrs. Janice Harris	Art
Mrs. Hannah Fultz	Music
Mr. Matt Waits	Physical Education
Mrs. Amanda Adkins	OT
Mrs. Lori Eninger	OT
Mrs. Shannon Guiley	PT
Ms. Sarah Barnett	Speech/ Language Pathologist
Mrs. Jill Baker	Paraprofessional
Mrs. Ina Brubaker	Paraprofessional
Mrs. Melissa Hale	Paraprofessional
Mrs. Beth Marcum	Paraprofessional
Mrs. Beth Page	Paraprofessional
Ms. Jan Rouster	Paraprofessional
Mrs. Brigid Sowder	Paraprofessional

Monroe Primary School Calendar 2019-20

Dates are subject to change

August

- 5-6 Kindergarten Screening by appointment
- 7 Preschool Curriculum Night 5:00-5:30
- 8 Kindergarten “Meet and Greet” on the Playground 6:00-7:30
- 9 Class lists Posted at MPS & MES 5:00pm.
- 12 Preschool “Popsicles on the Playground” 5:00-7:00 (am class at 5, pm class at 6)
- 13 Meet the Teacher Open House (Kindergarten/1st Grade) 5:30-6:30 P.M.
- 15 **First Day of School for Students- Staggered start for Kindergarten & Preschool**
- 16 **Staggered start for Kindergarten & Preschool**
- 19 **Staggered start for Kindergarten & Preschool**
- 20 **All Kindergarten & Preschool attend**
- 26 Board of Education Meeting 7:00 P.M. in Elementary Cafeteria
- 27 Otis Spunkmeyer Cookie Dough Fundraiser Kick off

September

- 2 Labor Day **No School for Staff or Students**
- 5 Kindergarten Parent Orientation
5:30 - 6:00 (Austin, Wilson, Beck, Young)
6:15 - 6:45 (Mickley, Gaston, Siewny, Graber, Cornett)
- 12 First Grade Curriculum Night
5:30 - 6:00 (Carter, Strickland, Dauphin, Mueller, Norquist)
6:15 - 6:45 (Beattie/Stanley, Dirksen, Woodruff, Klan)
- 23 Board of Education Meeting 7:00 P.M. in Elementary Cafeteria
- 23-27 Homecoming Spirit Week (look for more info coming home)
- 26 Homecoming Parade

October

- 7-11 Fall Book Fair
National Fire Safety/ Fire Prevention week
- 8 Family Night at the Book Fair
- 9 Fire Prevention Day
- 9 Fall Pictures
- 11 End of 1st Quarter
- 14 Staff Development/**No School for Students**
- 18 Report Cards Go Home!
- 23 Unity Day! Wear Orange!
- 28 Board of Education Meeting 7:00 P.M. in Elementary Cafeteria
- 28-1 Red Ribbon Week!

29	Parent-Teacher Fall Conference Night
November	
4-15	Square 1 Art Fundraiser
7	Parent-Teacher Fall Conference Night
5	Staff Development/ No School for Students
14	First Grade Music Programs (Times to be announced)
13	Picture Retakes
25	Board of Education Meeting 7:00 P.M. in the Elementary Cafeteria
27	Conference Exchange Day/ No School for Staff or Students
28-29	Thanksgiving Break/ No School for Staff or Students
December	
16	Board of Education Meeting 7:00 P.M. in Elementary Cafeteria
20	End of 2 nd Quarter
23 –January 3, 2020	Winter Break/ No School for Staff or Students
January	
6	Return from Winter Break! School Resumes! Board of Education Meeting 7:00 P.M. in Elementary Cafeteria
10	Report Cards Go Home!
20	Martin Luther King Day/ No School for Staff or Students
February	
13	Parent-Teacher Spring Conference Night
14	Staff Development/ No School for Students
17	Presidents' Day/ No School for Staff or Students
18	Parent-Teacher Spring Conference Night
24	Board of Education Meeting 7:00 P.M. in Elementary Cafeteria
March	
6	Jump Rope for Heart
10	Kindergarten Music Concert (Times to be Announced)
13	End of 3 rd Quarter
11	Spring Pictures
16-20	Spring Break/ No School for Staff or Students
23	Return from Spring Break! School Resumes!
27	Report Cards Go Home!
30	Board of Education Meeting 7:00 P.M. in Elementary Cafeteria
April	
TBD	First Grade Field Trip to the Reds
10	Good Friday/ No School for Staff or Students
13-23	All For Art Fundraiser

- 22 Earth Day
- 23 Primary Art Show
- 22 Administrative Professionals' Day
- 24 Staff Development/**No School for Students** - Preschool registration 9:00
- 27 Board of Education Meeting 7:00 P.M. in Elementary Cafeteria

May

- TBD Kindergarten Field Trip to Bonny Brook Farm**
- 4 Bus Driver Appreciation Day
- 4-8 Teacher Appreciation Week
- 6 National School Nurse's Day
- 8 Field Day
- 13 Kindergarten Readiness Parent meeting 6:00-7:30
- 15 Preschool Graduation
- Field Day rain date
- 20 First Grade awards ceremonies
 - 1:00-1:30 (Dirksen, Carter, Strickland)
 - 1:45-2:15 (Beattie/St Stanley, Dauphin, Mueller)
 - 2:30-3:00 (Klan, Norquist, Woodruff)
- 21 EARLY DISMISSAL 1:20 P.M.**
- 22 Staff Work Day

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 in the morning announcements will be designated to each class throughout the school year.

Anti-Bullying & Character Building Program

All teachers and students participate in the weekly program by following the instructional guide. Discussions, role playing, character building and anti bullying strategies for students will be topics for practice. The goal of the program is to demonstrate respect for all people.

Assemblies

Assembly Programs will be conducted throughout 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.

Assessment/Conferences

Reporting student performance to the parents consists of a pupil progress report card at the end of each quarter and opportunities for parent-teacher conferences throughout the year. Contact the teacher to schedule additional conferences.

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.

Students are expected to attend school regularly and arrive promptly. When it is necessary for your child to be absent, parents/guardians are to notify the school office at 360-0700 before 9:30 A.M. or parents may enter the reason for the absence by logging onto our school website at www.monroelocalschools.com, choose Primary school and then click on Quicklinks "Online Absence Note" on right to report the absence.

If the school office does not receive a call from the parent or guardian, notification by phone will be made to the absent child's home. This procedure is in accordance with the Missing Children's Act and the Board of Education policy. **Upon the student's return to school, a written note or doctor's note stating the reason for the absence is required on all absences and is to be given to the homeroom teacher.** Students will be credited with a tardy if arrival to school occurs after 8:55 a.m. or if the student leaves school prior to 3:55 p.m.

Absences will be excused for the following reasons per section 3321.04 of the Ohio Revised Code:

- Illness of the child
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death of a relative (The absence arising from this condition is limited to a period of three days/eighteen school hours unless a reasonable causes may be shown by the applicant child for a longer absence.)
- Medical or dental appointment
- Observance of religious holidays
- College visitation
- Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- Absences due to a student being homeless

- Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school

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 award assemblies:

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

Unified Arts Awards... (Music, Art, 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.*

50 books- Certificate

100 books- T-shirt

200 books certificate

300 books-plaque

400 books- plate for 300 plaque

500 books- plate for 300 plaque

End of the Year Awards:

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

Behavioral Expectations

Students are expected to follow all rules and expectations of the Monroe Local Schools and Monroe Primary. They should respect themselves and the rights of others. Students will know, understand, and practice expectations . . . Be Respectful, Be Responsible, Be Prepared, Be a Problem Solver. Efforts will be made to communicate with parents about behavioral concerns including when disciplinary action has been taken.

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 non food items to share. Birthday Treats are not permitted due to food allergies, however party favors may be passed out in lieu of treats. Students may also donate a book or indoor recess game to their class as a gift and will be labeled with their name.

Breakfast

Students may participate in the breakfast program at Monroe Primary. Students will enter the school at 8:40 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 8:55 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 school buses and other school related vehicles). Students who engage in such behavior are subject to disciplinary action, including removal 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.

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 morning. 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 \$13.50. The cost of milk is \$.60 a carton. Daily lunch cost is \$2.70 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.

Car Rider Dismissal

Cars may NOT begin lining up for primary dismissal until 3:30 p.m. or later as this does block our fire lane. If you arrive prior to this time please pull in a space in the parking lot and do not pull to the line until this time. If you are in line prior to our dismissal time (3:45 p.m.) then please remain in your vehicle. We do have students on the playground throughout the afternoon and to ensure all students' safety we ask that everyone remain in their vehicle.

Cell Phones

Primary students are not permitted to use cellular phones or cellular watches in the school building while school is in session except for those reasons listed in the Student Code of Conduct (Rule 16: PCDs, pg. 16). Cell phones and watches are not to be used on school buses. The school assumes no responsibility for the personal cell phones or cell watches when students bring them to school. Cell phones and watches interrupting the classroom instruction will be sent to the office and parents will be contacted to pick them up from the office. Cell phone watches can only be used for telling time. They are not to be used to text or make phone calls during the school day. Repeated offenses will be dealt with at the administrator's discretion.

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, playground, and the cafeteria 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, along with their parent/guardian, 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/guardian 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 newsletters from the office and to read weekly communications from the teachers. If you do not have internet, please let the teacher know so you can receive hard copies of all communication.

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.

Deliveries

Students are not permitted to receive deliveries to the school. We will not accept any of these deliveries (balloons, flowers, cookies, baskets, etc...) for any students. Please be sure to share this with relatives as we will deny the delivery.

Dress

We expect our students to attend school dressed neatly and appropriately. We rely to a great extent on the good judgment of our parents for support in this matter so that learning is not disrupted. Please refer to the Student Dress Code. Students must follow the adopted Student Dress Code as included in the Code of Student Conduct (included below). Students found to be in violation of the dress code will call a parent for assistance. Recurrences 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 to or from school.. Parents must deliver medicine to the school clinic.

Extra Credit

Extra credit will not be available to the students who do not complete their daily assignments and should not be requested by the students.

Fast Food

Fast Food and sodas are not permitted to be brought to school for lunch in the cafeteria. This includes when having lunch with your child. 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, art supplies, Scholastic News, paper 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. Credit cards are accepted.

Kindergarten School Fees		1st Grade School Fees	
Math Workbook	23.00	Math Workbooks	23.00
Scholastic News	9.00	Scholastic News	9.00
Art Fee	3.00	Art Fee	3.00
Journals	2.00	Journals	5.00
Science	3.00	Science	3.00
Paper	10.00	Paper	10.00
Parent responsibility	\$50.00	Parent responsibility	\$51.00

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.

Grades

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

The grading scale is as follows:

- P- Progressing
- S- Satisfactory
- E- Excellent

Health & Emergency Needs

Our nurse administers first aid for minor injuries and illnesses in the clinic. When a serious injury occurs, parents are notified immediately and, if appropriate, the rescue squad may be called. ALL STUDENTS MUST HAVE AN EMERGENCY NUMBER ON FILE IN CASE THEY NEED IMMEDIATE MEDICAL ATTENTION. THESE NUMBERS NEED TO BE UPDATED SO THAT THE SCHOOL WILL ALWAYS BE ABLE TO REACH YOU OR YOUR DESIGNEE IN THE EVENT OF AN EMERGENCY. If a child complains of being ill or has a headache and no fever, the student will rest for ten or fifteen minutes and be sent back to class with the understanding that if the pain or illness persists, he/she is to come back to the clinic. The clinic is only a temporary site for the ill child until the parent or designee arrives. The clinic cannot keep a sick child in school the rest of the day. If your child is too ill to remain in class, you or your designee must come and get him/her. If you are unable to pick up a sick child, the names listed on your child's emergency sheet will be called to pick up your child. If your child has head lice or a communicable disease, he/she may not stay at school, and must receive medical attention before returning to school.

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 (See Health & Emergency Needs above).

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 lunch. Visitors will sit with their child at the visitor 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.

Medication

In order for prescription medications to be administered at school, a permission form must be signed by the physician and the parents. This form must be on file in the nurse's office before school personnel will administer the medication. If your child carries an inhaler, an additional form is to be signed by the physician and parent. All medication is to be brought to school in the original pharmacy container, properly labeled with the child's name, the physician's name, the name of the medication, the dosage, and the time of administration noted on the container label. All medication is to be delivered to the school by an adult. The Code of Student Conduct forbids the carrying of labeled or unlabeled drugs by students, and students found in violation are subject to suspension and/or expulsion from 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 any cash.

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, I-Pods, 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. Recess may be outside assuming the conditions are warmer than 32 degrees and the conditions are dry.

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 Workroom

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

Students Leaving the Building During the School Day

Students are not permitted to leave school premises during the regular school hours without the written approval of the custodial parent/guardian. If you wish to have your child released from school early or transport your child, it will be necessary for the parent/guardian to sign out the student in the office. 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 reason/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. The office staff may request proper ID at any time. Permission is granted only through the office.

Tardies

Students will be credited with a tardy if arrival to school occurs after 8:55 a.m. or if the student leaves school prior to 3:55 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. Monroe Local Schools require a transportation registration form to be completed for every child that is a bus rider. Students are encouraged to have one pick-up and one drop-off location throughout the school year. This transportation form will also be required whenever you are requesting transportation change for your child. Transportation may need up to three days to make the necessary transportation change, so please plan ahead. Please direct questions to the school office at 513-539-8101 or to Transportation at 513-539-0324. 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.

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.

Transportation Changes

In an effort to ensure the safety of all students and value the instructional time during our school day, transportation changes must be made by 10:00 a.m. We will no longer accept transportation changes by phone or through emailing a staff member (teacher, office staff, etc...). You may send a note signed by the parent/guardian with the following information;

- child's first and last name
- child's homeroom teacher
- details regarding the change
- date of the change
- signed by a parent or guardian.

OR you can complete an online transportation change request. Once dismissal has begun (3:45 p.m.) we will no longer allow parents to sign out their students. We are unable to call students from the bus once the dismissal process has begun.

Unified Arts Classes,

Students will receive instruction in music, art and physical education by Unified Arts teachers. Participation is expected in all classes unless a doctor's excuse is received by the teacher. The schedule may rotate by trimesters 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

Every effort should be made to avoid family vacations during school hours especially during testing weeks; see attendance (pg. 7) which lists excused absences per the Ohio Revised Code. 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 progress, attendance pattern, and behavior. Absences may be considered unexcused based on the district attendance policy. Parents will be notified of the decision within a reasonable amount of time. All work must be completed upon 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 times 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.

Visitors

Parents are always welcome at Monroe Primary. However, for the safety and security of the students and staff, ALL VISITORS MUST REGISTER AT THE PRIMARY MAIN OFFICE AND WEAR A VISITOR'S BADGE. ALL communiqués to students and teachers are to be made through the office, voice mail, or by appointments with the teachers. Please cooperate with us regarding this critical safety issue. All visitors to Monroe Primary are required to register their attendance in the office and wear a Visitor's Badge at all times 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 if they are walking home.



Monroe Local Schools

Code of Student Conduct

2019-2020

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 to school regulations and accept directions from authorized school personnel to maintain an appropriate educational climate in our building. The Board has a "Zero Tolerance" policy for violent, disruptive or inappropriate behaviors, including excessive absences. (5600)

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, 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. The Student Code of Conduct is made available to students, parents and is posted online in a central location within each building. LEGAL REFS: ORC 3313.20:3313.534; 3313.66; 3313.661; Monroe Local School District, Monroe, Ohio

Monroe Local Schools Code of Student Conduct 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. (4) If it occurs off property owned or controlled by the district, but is connected to activities or incidents that have occurred on property owned or controlled by the district. 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. 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 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. Suspended students may make up the work/assessments for 100% credit that they missed while suspended, however all work/assessments are due when they return to school in the number of days they were suspended. It is the student's responsibility to collect and complete the missed work/assessments within the allotted time.

Personal Property: Students are discouraged from bringing large sums of money, Personal Communication Devices, or other expensive items to school. The school will not be responsible for such items if stolen, lost or damaged.

Lockers: Lockers are the property of the Monroe Local Schools Board of Education and are provided to the students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers are subject to search by school authorities at any time and without warning.

Surveillance Cameras: Students are duly informed that their behavior may be monitored on school property transportation and/or adjacent property by cameras.

Extra-Curricular Attendance: Attendance and/or participation at extra-curricular events is at the sole discretion of school administration.

Levels of Offenses: Acts of misconduct are categorized into the following four levels of offenses:

Level I: Violation of general classroom rules, tardies, dress code and bus rules – Level I consists of minor offenses that generally occur in the classroom, on the bus or on school premises and can be corrected by the teacher, driver or school administrator.

Level II: Conduct requiring administrative intervention – Level II consists of offenses that are more serious in nature or persistent or serious Level I misconduct.

Level III: Level III consists of offenses that significantly disrupt the educational process, school environment, and/or school-related activities, including bus transportation, or persistent, or serious Level I or II misconduct. May require Friday school detention, In-School Suspension (ISS), and/or suspension.

Level IV: Level IV consists of serious offenses which include willful or malicious acts that have the effect of materially and substantially disrupting the educational environment in the school, on the school bus or at school activities or Level I, II, or III infractions depending on the severity or persistence of the act. Requiring a suspension and/or expulsion.

Level I Offenses

Rule 1 – Dress Code (5511) 15

The Board believes that student dress should enhance a positive image of students and the Monroe Local Schools. Students will not be permitted to dress in a way that makes staff or other students uncomfortable. The standards of dress and grooming outlined are necessary to promote discipline, maintain order, secure student safety, and provide a healthy environment that is conducive to learning. When a student is at school, participating in school activities or at school-sponsored events, his/her dress and grooming must not:

- A. Present a health or safety hazard to the student or to others in the school or attending the school-sponsored activity;
- B. Materially interfere with school work, create disorder, or disrupt the educational environment;
- C. Cause excessive damage or wear-and-tear to school property; and/or
- D. Keep the student from participating safely in his/her own education.

To facilitate a consistent pattern of application of the student dress code, the following standards shall be applied:

- Students will not wear short-shorts, rompers, mini-skirts, and pajama pants (including cotton or flannel pajama-type pants).
 - Shirts and tops must cover all undergarments and have high enough necklines to cover all cleavage. Strapless, backless, crop, and see-through tops are not acceptable.
 - Lower garments should not drag on the floor or allow undergarments to be exposed when the student sits, stands, raises his/her hand, or bends over. Form-fitting lower garments must be worn under a shirt, skirt or dress that extends to the thighs. Pants may not have gaping holes that expose skin on the upper thigh or expose skin and undergarments on the backside.
 - No skin should be visible between a student's top and bottom garment when the student sits, stands, raises his/her hand or bends over.
 - Clothing or accessories that include obscene, violent, gang, tobacco, drug or alcohol related writing or images are not acceptable. Items of clothing that belittle others may not be worn (i.e., race, religion, gender, etc.).
 - Coats and jackets meant for outdoor wear, sling bags, book bags and oversized bags or purses must be kept in the school locker or other designated area during the school day. ● Only small purses are allowed in the classrooms.
 - Head coverings, bandanas, sunglasses, and hoods should not be worn inside the building. Head coverings worn for religious and/or medical reasons (directed by a doctor) shall be permitted.
 - Appropriate footwear must be worn to provide for safe and sanitary conditions.
 - No slippers or heely's. ● Students should wear hard sole shoes.
 - 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 or a ring. Septum piercings are not permitted. Example no bull rings.
 - Extreme makeup and/or hair color that causes a disruption to the school environment and/or causes a serious distraction to others from the learning environment will not be permitted.
 - Tattoos (including non-permanent skin graffiti), slogans, insignias, buttons and other paraphernalia may not be worn or displayed if the message may be reasonably be anticipated to create a disruption to the educational process. In case of exposed areas, the administrator may require the student to cover a tattoo with a bandage, or by some other means, while at school.
 - Heavy chains, studded bracelets, dog collars and other articles which may be judged to be potentially harmful to students and/or could be used to harm others will not be permitted.
 - Building administrators shall judge student dress and grooming in individual buildings. The building administrator may exclude (i.e. not admit to class or suspend) any student, when in his/her judgment, the student is not following appropriate dress and grooming standards.
 - Exceptions to these standards may be considered based on personal circumstance, cultural beliefs and to promote school spirit.
- Students, who request an exception, must have parental permission to do so and obtain written permission from the building administrator prior to deviating from the standards of dress. A parent conference may be requested by the building administrator.

Rule 2 – Tardiness

A student shall be prompt to school and to class according to its scheduled time.

Unexcused Tardy Students totaling 5 or more unexcused tardies will result in disciplinary action (Jr. High & H.S.). Tardies are counted by quarter and reset to zero each quarter. High School and Junior High

- 1 st - 3 rd tardy - No disciplinary action. 16
- 4 th tardy - Final warning.
- 5 th tardy - One hour after school detention.
- 6 th tardy - Two hour after school detention.
- 7+ tardy - Friday School Detention and/or Placement in the Behavior Intervention Center. Elementary and Primary
- 7th unexcused tardy - Phone call home to parent
- 8th unexcused tardy - One hour detention
- Additional tardies after the 8th unexcused tardy will continue to accrue detentions

Rule 3 – Trespassing

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.

- Jr. High and High School students are not permitted in the elementary area of the building unless instructed by a staff member.
- Restrooms past the trophy display case on Main Street are off limits to students during the school day. This includes during elementary hours (8:30AM – 3:45PM).

Rule 4 – (Not Applicable to Primary/Elementary Students) Student Drivers (5515)**Rule 5 – Student Conduct Involving Transportation (R.C. 3301-83-08) (5610.04) (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:

- A student shall obey the driver promptly and respectfully at all times.
- A student shall board and leave his/her assigned bus at a location so designated by the transportation supervisor.
- A student shall arrive at the bus stop before the bus is scheduled to arrive.
- A student shall wait at a pick-up location clear of traffic and away from the bus stop.
- Behavior at school bus stop must not threaten life, limb or property of any individual.
- A student is expected to board the bus in an orderly manner and walk directly to an available or assigned seat.
- A student shall remain seated and shall keep aisles and exits clear.
- A student shall keep noise at a minimum -- quiet conversation is permitted.
- A student shall be silent at all railroad crossings.
- A student shall not throw or pass objects on, from and/or into the bus.
- A student shall carry on the bus only objects that can be held in their laps; animals are not permitted on the bus.
- A student shall not put any part of his/her body out of the bus window.
- A student shall not open the emergency door or the front door without driver permission.
- 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.
- 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.
- A student shall not eat or drink on the bus.
- Students shall identify themselves when asked.
- 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.

Bus Passes (Junior High & High School ONLY) = any student who wishes to ride an alternative bus home must submit a parental note to the appropriate office prior to the start of school. Relevant parental contact information should be included in the note. Upon administrative approval, students will receive a bus pass to present to the appropriate bus driver.

Rule 6 – Food in classrooms and lunch protocol

Food is only permissible in the café during breakfast time before school or during the lunch periods. Students are not allowed to have food in the classroom, gymnasium, media center, and/or auditorium. Only exception are teacher approved special events.

- Lunches can be brought from home (packed) or bought at school.
- Food should not be ordered and/or delivered from outside of school.
- Food should not be stored in lockers overnight. This may cause a health hazard. Students caught storing food in their locker will be disciplined.

Rule 7 - Disrespect

Students shall not insult, harass, intimidate, or abuse students or staff members orally, in writing or via electronic means of communication.

Rule 8 - Offensive Language or Gestures

Students shall not speak, write or use technology to obtain or to generate profane, vulgar, derogatory, demeaning, sexual or other inappropriate language or use profane, vulgar, sexual or other improper or inappropriate gestures or signs or engage or attempt to engage in profane, vulgar, sexual, or other improper or inappropriate actions.

Rule 9 – Miscellaneous Offenses (5520)

Disciplinary problems such as not doing required homework, being tardy to class, not following staff members directions, not following classroom rules, horseplay, and other such offenses are prohibited and may result in disciplinary actions.

Level I Disciplinary Options

Disciplinary options or responses to Level I offenses as determined by the administrator may include, but is not limited to one or more of the following:

- Verbal correction
- Teacher-student conference
- Student-counselor conference
- Teacher-parent conference
- Behavioral probation
- Detention (maintained by teacher before or after school or during recess)
- Denial of school bus riding privileges or transportation privileges by the building administrator
- Denial of Personal Communication Device privileges.
- Other appropriate disciplinary action
- One or two hour detention
- Serious or repeated violations may be treated as Level II, III or IV infractions

Level II Offenses

Rule 10 - False Reporting/Statements

A student shall not make a false statement, a false accusation or provide false information that in any way interferes with an investigation by school personnel or defames or damages the reputation of another student or staff member.

Rule 11 – 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/ without permission from his/her teacher or from authorized school personnel, or be in any location that the student is not authorized to be in. This includes lunch periods.

Rule 12 – Skipping Detention/Friday School

A student assigned to detention or Friday School shall report on the assigned day and at the assigned time.

- Skipping detentions or Friday School will add additional disciplinary action.
- Skipping teacher detentions will result in further disciplinary action with administration.

Rule 13 – Forgery (5520)

A student shall not change a grade or place the name of a parent, guardian, teacher or other individual as representative of that individual's signature on a school document or on an official document for school purposes.

Rule 14 – Gambling

A student shall not participate in gambling.

Rule 15 – Insubordination

A student shall not repeatedly violate rules or fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, bus drivers, cafeteria staff, secretaries, principals, or other authorized school personnel.

Rule 16 – Violation of the Acceptable Use and Internet Safety Policy

Students must have a signed Acceptable Use and Internet Safety Policy form before gaining access to the District's computer network. Students shall abide by the District's Network Acceptable Use Policy and any school or classroom rules for network access. Students will not abuse the privilege of using the Internet and Gmail. Any inappropriate behavior via school email while on a school or personal device may result in disciplinary action and may result in terminating one's ability to access the Internet from school.

Rule 17 – Medium Communication (5520)

Photos, videos, or any other medium of communication that includes a Monroe Local School District staff member or student is protected by privacy rights. The use of such mediums in any way without the written permission of a school administrator or without permission by a staff member / student is strictly prohibited. Violation of this rule will result in disciplinary action and/or legal action.

Rule 18 – Personal Communication Devices (5136)

Primary and Elementary students are not allowed to have a PCD on their person. They may bring a PCD to school, but must be kept in their backpack and powered off, including while on school transportation.

Junior High and High School students may possess and use personal communication devices (PCDs) on school property, school-provided transportation, or at school-sponsored activities only during approved times and for approved purposes. PCD's include, but are not limited to mobile/cell phones, smart watches, pagers, tablets, gaming devices, smart phones, electronic readers, etc. Student use of PCDs on school property is a privilege and not a right. This privilege may be revoked by the District at any time. The District reserves the right, in its sole discretion, to determine which types of PCDs it will allow students to use. Such determinations are subject to change. Notwithstanding the foregoing, Students may possess and use PCDs on school property and at school sponsored curricular and extracurricular activities according to the terms set forth in Board Policy 5136. Such use shall not create a distraction, disruption, or otherwise interfere with the educational environment. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the code of conduct. Below are guidelines to follow during the school day:

- A. Students shall not use PCDs in the classroom, media center, gymnasium, and auditorium without the direct permission from the teacher or substitute teacher;
- B. PCDs cannot be used during Hornet Time/Hive Time, study hall;
- C. Students are prohibited from using PCDs to take photographs or record video at any time on school property unless directed by a staff member for educational purposes. This includes bathrooms, locker rooms, etc.
- D. PCDs cannot be used in the office and clinic;
- E. PCDs can be used before and after school;
- F. PCDs can be used during designated lunch periods;
- G. During participation in curricular and extracurricular activities for instructional or educational purposes, and at the discretion of the District Official.
- H. When authorized pursuant to an Individual Education Plan ("IEP"), a Section 504 Accommodation Plan, or a Health Care/Medical Plan with supportive documentation from the student's physician.
- I. Students shall not use their PCD to access inappropriate material either stored on the PCD, through the District's network, or through a private network (i.e. 3G, 4G, LTE)
- J. Students will not abuse the privilege of using Gmail. Any inappropriate behavior via email while on a PCD will result in disciplinary action.

Consequences:

- Violation of this policy may result in disciplinary action including confiscation of the PCD.
- Teachers/staff members have a right to confiscate the PCD and take it to the office.

● Repeated offenses will result in PCD being turned in at the beginning of the day and returned at the end of the school day. The District is not responsible for stolen, lost, or damaged PCDs

Rule 19 – Truancy, Excessive Absenteeism (5200) (Refer to District website for full attendance policy)

It is important for every student at Monroe to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. The Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Definition of ‘habitual truant’ changed from days to hours.

The new definition is:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one month without legitimate excuse; or
- Absent 72 or more hours in one year without legitimate excuse.
- Includes ‘excessive absences’:
- Absent 38 or more hours in one school month with or without a legitimate excuse; or
- Absent 65 or more hours in one school year with or without a legitimate excuse.

With students who are ‘habitually truant’ or ‘excessively absent’ there will be the creation of an Absence Intervention Team (AIT) to develop absence intervention plans.

Consequences:

- Parent/guardian called immediately
- Written notification sent home (explaining the process and next steps)
- Set up a meeting with the parents ● Set up student attendance contract
- Schedule Absence Intervention Team (AIT) meeting
- Develop Absence Intervention Plan
- Refer to Children's Services / Juvenile Court

Rule 20 – Academic Dishonesty (5520)

Students shall not cheat on tests; shall not copy tests, assignments or papers; shall not plagiarize; and shall not violate copyright policy or law. “Tests” shall include but not be limited to classroom tests, quizzes, and State tests and assessments (i.e. AIR Assessments). In the event that a “testing violation” is deemed to have occurred by the Ohio Department of Education because of a student’s actions, the resulting discipline for the student will be under a Level III or Level IV disciplinary option. Disciplinary options may also include a zero on the assignment/assessment/project.

Level II Disciplinary Options

Disciplinary options or responses to Level II offenses as determined by the administrator may include, but is not limited to any of the previous (Level I) options and/or one or more of the following:

- Parental contact by phone and written or oral notification to parent or guardian
- Behavioral probation ● Administrator/teacher/student conference ● Detention
- Exclusion from extracurricular activity
- Mediation
- Behavioral contract
- Confiscation
- Temporary removal of the student from the classroom
- Placement in Behavior Intervention Center
- Friday school
- Denial of school bus riding privileges or transportation privileges by the building administrator
- Monetary restitution for damages
- Denial of Personal Communication Device privileges
- Other appropriate disciplinary option or logical consequence determined by the administrator
- Denial of school dances or extra-curricular activities
- Serious or repeated Level II misbehavior may result in a more serious consequence or treated as a Level III or IV offense

Level III Offenses

Rule 21 – Use/Possession/Transmission or Concealment of Tobacco/Alternative Nicotine Products (5512)

A student shall not use/possess/transmit or conceal tobacco or any tobacco products such as cigarettes, cigars, dip, chewing tobacco, etc. A student shall not use/possess/transmit or conceal any alternative nicotine products, such as electronic cigarettes, vapor cigarettes, etc. A student shall also not possess/use/transmit or conceal tobacco paraphernalia, including, but not limited to, water pipes, hookahs, lighters, pipes, etc.

Rule 22 – Safety and Security

Students shall not create disruptions to the standard operations of school through any form of communication that threatens, or falsely threatens, the safety and security of students and/or district employees. Students who cause substantial disruptions to the standard operations of school or cause panic within the school community may also be subject to criminal charges.

Students are required to follow the safety practices of their buildings. Failure to follow the appropriate safety practices (i.e. propping doors open, permitting entrance through non entrance doors, etc.) shall be considered a violation of safety and security protocols.

Students will be required to participate in all safety drills that are conducted within their building. Building safety drills may include, but are not limited to:

- Rapid Dismissal Drills
- Tornado Drills
- ALICE Drills

● Evacuation/Reunification Drills/Training

Rule 23 – Disruption of School (5520)

A student shall not by use of violence, force, noise, coercion, threat, false threat, intimidation, fear, passive resistance or any other conduct cause, or attempt to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Rule 24 – Stealing (5513)

A student shall not steal or attempt to steal school property or private property of other students or school personnel.

Rule 25 – Extortion

A student shall not extort or cause others to extort money or personal property from other students or school personnel.

Rule 26 – Damage or Destruction of School or Private Property (5513)

A student shall not intentionally cause or attempt to cause damage to public or private property, including that of other students, teachers, administrators and other school employees.

Rule 27 – Discrimination and Harassment (5517)

No student shall harass or discriminate against any student, employee or other person on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age or disability. No student shall retaliate, coerce or intimidate any person who exercises their right to file a complaint of harassment or discrimination, or who participates in the investigation of such complaint. Any participant in a school activity who believes this rule has been violated should report the matter immediately to a staff member or administrator.

Rule 28 – Bullying/Assaults/Hazing/Dating Violence (5517.01)

A student shall not harass, haze, bully, retaliate against, coerce, interfere with, intimidate, inflict injury, and cause another to inflict injury, or behave in any way which could cause physical injury or mental anguish to another student, teacher, or other school personnel. These acts are prohibited on school property, on a school bus, or at school sponsored events. A student shall not intentionally direct to another student, teacher or other school employee words, phrases, or gestures which are vulgar, obscene, or degrading. Students are prohibited from using a Personal Communication Device (PCD) to violate this Rule. This includes, but is not limited to, cyberbullying posted on the Internet.

- Any student or student's parent/guardian who believes he or she has been or is the victim of behavior prohibited by this Rule should immediately report the situation to the building principal or assistant principal.
- The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator.
- Every student is encouraged, and every staff member is required, to report student behavior prohibited by this Rule. Reports should be made to those identified above.
- All complaints about behavior that may violate this Rule shall be promptly investigated.
- A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident if that person reports an incident involving harassment, intimidation, bullying, assaults, hazing and dating violence, in good faith, and in compliance with the procedures specified in this rule. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about these prohibited acts.
- Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying, assaults, hazing and dating violence is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation. Suspected retaliation should be reported in the same manner set forth above. Making intentionally false reports under this Rule is similarly prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.
- For purposes of this rule, "intimidation or bullying" is defined as any intentional written, verbal, electronic or physical act that a student exhibits toward another particular student more than once and the behavior both:
 - causes mental or physical harm to the student, and
 - is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
 - violence within a dating relationship.

- For the purposes of this rule, "dating violence" is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. Dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.
- "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Rule 29 – Acts of Immorality (5517)

Possession of indecent, obscene or pornographic matter is prohibited. Possession includes accessing indecent, obscene or pornographic material via a personal communications device (PCDs) or gaming device on school property. Engaging in sexual acts, displaying excessive affection, or other inappropriate behavior is prohibited.

Rule 30 – Unauthorized Touching, Inciting & Fighting

Students shall not engage or attempt to engage another person with the intent or do bodily harm by hitting, unauthorized touching or disrupting while on school premises or buses at any time. Additionally, a student shall not behave in such a way as could reasonably be anticipated to cause physical injury to a school employee, fellow students, or any other person.

Students shall not incite another student to engage in willful physical conflict, unauthorized touching or combat.

Rule 31 – Threat(s)

Students shall not intentionally commit or promote any act or expression of a threatening nature directed to any individual or group of teachers, other staff members, students or other groups at school.

Level III Disciplinary Options

Disciplinary options or responses to Level III offenses as determined by the administrator may include, but is not limited to any of the previous (Level II) options as well as:

- Detentions
- Suspension
- Expulsion
- Friday School
- Placement in Behavior Intervention Center
- Denial of school dances or extra-curricular activities.
- Serious or repeated Level III misbehavior may result in a more serious consequence or treated as a Level IV offense
- Another appropriate disciplinary option or logical consequence determined by the administrator. The administrator will determine the length of the suspension or removal on a case-by-case basis.

Level IV Offenses

Rule 32 – Narcotics, Alcoholic Beverages, Drugs, Counterfeit or Look-Alike Drugs and Drug Paraphernalia (5530)

A student shall not possess and shall not receive, buy, use, transmit, sell, or show evidence of use or consumption of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, any illegal mind-altering substance, inhalant or intoxicant of any kind.

A student shall not possess and shall not receive, buy, use, transmit, sell, conceal or be under the influence of any counterfeit or look-alike controlled substance. A counterfeit or look-alike controlled substance is any substance that is made to look like a controlled substance or is represented to be a controlled substance or that a student believes to be a controlled substance. 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.

Except as legitimately provided for in Policy, a student shall not buy, sell, transfer, possess, conceal or use any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substances.

Drug paraphernalia shall not be worn, carried, or brought to school or school events.

- Students in grades 7-12 found to be in violation of this rule shall be recommended for expulsion unless an alternative to expulsion is determined for a first-time offender pursuant to Policy.
- Subsequent violations are an automatic recommendation for expulsion.
- Students in grades 7-12 found to be in violation of this rule shall be provided information about drug and alcohol counseling and rehabilitation. Provide procedures to direct students and their parents to the appropriate programs. And provide information about the reentry process.

Rule 33 – Weapons and Dangerous Instruments (5772)

A student shall not possess, handle, transport, carry, use, conceal, or transmit any objects that can reasonably be considered a weapon, a firearm (including any object represented as a firearm or made, construed, or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm), a knife, or other dangerous object of no reasonable use to the student.

Any student who is determined to have brought to school or to a school-related activity a firearm or knife as defined below shall be recommended for expulsion for not less than one year, subject to reduction of this term by the Superintendent on a case-by-case basis. The Superintendent, in determining the term of expulsion on a case-by-case basis, shall consider all of the relevant facts and circumstances, including (a) applicable Ohio or federal laws, (b) the student’s disability, and (c) extent of culpability of the student. The Superintendent shall notify the appropriate criminal justice or juvenile delinquency authorities of these determinations.

This rule incorporates 18 U.S.C. §§ 921 et seq. which defines “firearm” as

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any such weapon; ● any firearm muffler or firearm silencer; or 23
- any destructive device.
- The term ‘destructive device’ means
 - bomb,
 - grenade,
 - rocket having a propellant charge of more than four ounces,
 - missile having an explosive or incendiary charge of more than one-quarter ounce,
 - mine, or
 - device similar to any of the devices described in the preceding clauses.

For the purposes of this rule, a “knife” is defined as any device consisting of a sharp blade three (3) inches or longer in length, whether or not fastened to a handle, designed or intended for use as a cutting instrument.

For the purposes of this rule, a “dangerous object” is defined as a device which is or may be used to cause harm to another person, including but not limited to a club, chain, razor or other sharp blade less than three (3) inches in length, metal knuckles, noxious irritants, chemicals, or explosive or incendiary device.

Level IV Disciplinary Options

Disciplinary options or responses to Level IV offenses as determined by the administrator and Superintendent may include, but is not limited to any of the previous Level II and III options as well as:

- Another appropriate disciplinary option or logical consequence determined by the administrator. The administrator will determine the length of the suspension or removal on a case-by-case basis.
- Suspension and Expulsion



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:

1. Bus Violation - Warning, conference with student, letter to parent
2. Bus Violation - Warning, conference with student, phone call, letter to parent
3. Bus Violation - 1 day bus suspension, conference with student, phone call to parent, letter to parent
4. Bus Violation - 2 day bus suspension, conference with student, phone call to parent, letter to parent
5. Bus Violation - 3 day bus suspension, conference with student, phone call to parent, letter to parent
6. Bus Violation - 4 day bus suspension, conference with student, phone call to parent, letter to parent
7. Bus Violation - 5 day bus suspension and 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 at 513-360-0700.

Sincerely,
Monroe Local School District



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!
2019-2020

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	
Math Workbook	\$25.00
Scholastic News	\$7.00
Starfall Journal	\$2.00
Art Fee	\$3.00
Science	\$3.00
<u>Paper</u>	<u>\$10.00</u>
Total:	\$50.00

1st Grade School Fees	
Math Workbook	\$25.00
Scholastic News	\$7.00
ECRI Journal	\$3.00
Art Fee	\$3.00
Science	\$3.00
<u>Paper</u>	<u>\$10.00</u>
Total:	\$51.00

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,

Melissa Giffen
Principal

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 student's 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.

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 # _____



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

Monroe Primary School Office

phone: (513)360-0700
fax: (513)360-0720

Monroe Elementary School Office

phone: (513)539-8101
fax: (513)539-8151

Monroe Jr.Sr. High

phone: (513)539-8471
fax: (513)539-8474

Athletic Office

phone: (513)539-8111

Board of Education Office

phone: (513)539-2536

Petermann Transportation Office

phone: (513)539-0324

EZ Pay

phone: 1-866-693-9729 Ext. 242
(Contact the school office for student ID numbers)

Safer Schools Ohio Helpline Calls or text to 844-SaferOH (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