

# Monument School District



## Student/Parent\* Handbook 2020-2021

Monument School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

\*As used in this document, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student or a foster parent, as defined in OAR 581-015-0005. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 109.056.

## **Preface**

The information contained in this handbook is intended to provide staff with a ready reference to general operations and procedures for Monument School District. It is not intended to enlarge or diminish any Board Policy, Administrative Regulations or negotiated agreements. Where applicable those Policies (Administrative Regulations – AR's), Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR's), or contractual agreements will be referenced.

This document and information in it are subject to change or revision during the school year or as circumstances necessitate.

For Monument School Board Policies refer to <http://policy.osba.org/monument/index.asp>

## **Monument School District Vision Statement**

“Monument School District will provide a supportive and safe environment to foster social/emotional and academic growth.

## **Monument School District Mission Statement**

“The Monument School District, in partnership with the community and the parents of its students, will offer a secure environment which will build self-confidence and wisdom in order to promote life-long learning and to achieve career success in our ever-change technological world.”

## **Monument School District Goals**

The district shall maintain a coordinated K-12 program that supports the physical and cognitive growth and development of students, designed to improve student achievement, supports students becoming proficient in the knowledge and skills of the student's current grade level and encourages the attainment of individual goals.

The following practices contribute to achieving this goal.

The district will develop a partnership with staff, parents and community members to identify and revise goals consistent with the goals adopted by the State Board of Education. To successfully prepare students to function effectively in a rapidly changing world and for the futures they choose to pursue, goals adopted by the district will:

- Ensure that all students, regardless of linguistic background, culture, race, sex, sexual orientation, capability or geographic location, have access to a quality education in a safe, motivating environment;
- Hold all students to rigorous academic standards and expect them to succeed;
- Provide students with opportunities to demonstrate their achievement in knowledge and skills;
- Encourage parental and community involvement in their student's education;
- Develop in students' lifelong academic skills to prepare them for an ever-changing world;
- Develop in students the core ethical values that our diverse society shares and holds important, including but not limited to: respect, responsibility, caring, trustworthiness, justice, fairness, civic virtue and citizenship;
- Equip students with the knowledge and skills necessary to pursue the future of their choice and to prepare students to function effectively in various life roles; and
- Utilizes valid and reliable data for evaluating the success of curriculum, instruction, resource allocation and school improvement.

Dear Students, Parents, Families, and Friends,

**Welcome back!!** On behalf of our entire staff, we would like to welcome our new and returning students and families to Monument School District. School pride, dedicated staff, community support, and incredible students and families are the backbone to the success of Monument over the years. The staff and student body at Monument School District take pride and responsibility in the overall success of our district. I look forward to strengthening that this year by students and staff showing their Tiger P.R.I.D.E.

## Tiger P.R.I.D.E.

<b>P</b> articipation	<ul style="list-style-type: none"><li>• Be present every day</li><li>• Do your best at all times</li><li>• Turn work in on time</li><li>• Be prepared</li></ul>	<ul style="list-style-type: none"><li>• Be on time every day</li><li>• Report anything unsafe</li><li>• Be dependable</li><li>• Be engaged and active in class</li></ul>
<b>R</b> espect	<ul style="list-style-type: none"><li>• Use kindness</li><li>• Use appropriate language</li><li>• Use appropriate voice level</li><li>• Walk, don't run</li><li>• Keep your hands, lips, and body parts to yourself</li></ul>	<ul style="list-style-type: none"><li>• Clean up after yourself</li><li>• Agree to disagree</li><li>• Respect others, yourself, &amp; facilities</li><li>• Have good manners</li></ul>
<b>I</b> ntegrity	<ul style="list-style-type: none"><li>• Do your OWN best work</li><li>• Accept responsibility</li></ul>	<ul style="list-style-type: none"><li>• Be where you are supposed to be</li><li>• Always be honest</li></ul>
<b>D</b> etermination	<ul style="list-style-type: none"><li>• Have goals to work towards</li><li>• Always try your best</li></ul>	<ul style="list-style-type: none"><li>• Be open to new things</li><li>• Never give up</li></ul>
<b>E</b> xcellence	<ul style="list-style-type: none"><li>• Always try your best</li><li>• Ask questions</li></ul>	<ul style="list-style-type: none"><li>• Get help when you need it</li><li>• Treat other as you wish to be treated</li></ul>

The 4th quarter of the 2019-2020 school year was one none of us every imagined. While this year will not look like it has in the past, it is the district's goal to make school as normal as possible while ensuring state and local guidance is followed in an effort to keep everyone as healthy as possible. None-the-less, students are coming back to school for in-person instruction and for that the staff is thankful. It has been lonely with no students in the building since March 13<sup>th</sup>!

It has once again been a busy summer. The walls of the high school have received a fresh coat of paint and the custodians have worked diligently, as always, to ensure the school is ready for the staff and students to return. The teachers and support staff have spent many hours during their summer attending professional development classes, preparing materials, and preparing their classrooms for the year.

I am once again excited to see what amazing things the upcoming school year brings when our buildings are once again filled with our outstanding students and staff!

This will be an exceptional year!

Laura Thomas  
Superintendent/Principal

# Monument School District #8

*Home of the Tigers!*

## 2020/2021 School Calendar

Calendar Color Key	
	Winter/Spring Breaks
	Teacher Only Days
	Holiday - No School
	School Day

Student Days: 158  
Teacher Days: 168  
Holidays: 9

Adopted 1/16/2020  
Re-Adopted 4/16/2020

**January**  
Student Days: 16 Teacher Days: 17 Holidays: 2

Su	Mo	Tue	We	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**February**  
Student Days: 16 Teacher Days: 16 Holidays: 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**March**  
Student Days: 17 Teacher Days: 18 Holidays: 0

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**April**  
Student Days: 17 Teacher Days: 18 Holidays: 0

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**May**  
Student Days: 16 Teacher Days: 16 Holidays: 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June**  
Student Days: 7 Teacher Days: 8 Holidays: 0

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**August**  
Student Days: 5 Teacher Days: 8 Holidays: 0

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**August**  
18 - 20 Staff In-Service  
24 First Day of School

**September**  
7 No School - Labor Day

**October**  
9 Teacher Work Day - State In-Service  
22 End of 1st Quarter  
23 Teacher Work Day - Grades  
30 Parent Teacher Conferences

**November**  
2 - 6 MCT Week  
11 No School - Veteran's Day  
25 Half Day  
26 - 27 Thanksgiving Break

**December**  
21 - 31 Winter Break

**January**  
14 End of 2nd Quarter/1st Semester  
15 Teacher Work Day - Grades  
18 No School - MLK Day

**February**  
15 No School - President's Day

**March**  
18 End of 3rd Quarter  
19 Teacher Work Day - Grades  
22 - 26 Spring Break

**April**  
2 Parent Teacher Conferences

**May**  
31 No School - Memorial Day

**June**  
5 Graduation  
9 Last Day of School!  
End of 4th Quarter/2nd Semester  
10 Teacher Work Day - Grading

**September**  
Student Days: 18 Teacher Days: 18 Holidays: 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**October**  
Student Days: 17 Teacher Days: 20 Holidays: 0

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**November**  
Student Days: 18 Teacher Days: 18 Holidays: 3

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December**  
Student Days: 11 Teacher Days: 11 Holidays: 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



# MONUMENT Jr. High/HIGH SCHOOL 2020-2021 Schedule

	1 <sup>st</sup> Period 8:00 – 8:56	2 <sup>nd</sup> Period 9:00 – 9:56	Break 9:56 – 10:00	3 <sup>rd</sup> Period 10:04 – 11:00	4 <sup>th</sup> Period 11:04 – 12:00	Lunch 12:00 – 12:30	5 <sup>th</sup> Period 12:34 – 1:30	6 <sup>th</sup> Period 1:34 – 2:30	7 <sup>th</sup> Period 2:34 – 3:30
Mr. Masonheimer Social Studies/ Health/PE	9/10 US History	11/12 Personal Finance & Careers		7 <sup>th</sup> /8 <sup>th</sup> History	7 <sup>th</sup> /8 <sup>th</sup> Health/ Keyboarding/ Study Skills 9 <sup>th</sup> -12 <sup>th</sup> Yearbook Spanish 1		PREP	9 <sup>th</sup> /10 <sup>th</sup> PE	5 <sup>th</sup> – 8 <sup>th</sup> PE
Mrs. Engle Language Arts/ CTE	7/8 English	9/10 English		11/12 English	Welding (High School Only)		Construction	7/8 Ag & Science	Distance Learning & Independent Studies
Mr. Metts Math/Science	11/12 Math	7/8 Math		9/10 Math	Prep		Emerging Technologies	11/12 Science	9/10 Science
Ms. Pogue Music					9 <sup>th</sup> – 12 <sup>th</sup> Music		Prep and Elementary Music Classes		

\*Schedule subject to change

**Administration**

**Laura Thomas**  
Superintendent/Principal

**Shannah Schafer**  
District Secretary

**Stacie Holmstrom**  
Business Manager

**Certified Staff**

Treila Osborne..... Kindergarten/1<sup>st</sup> & 2<sup>nd</sup> Grade  
Mary Cade..... 3<sup>rd</sup>/4<sup>th</sup> Grade  
Jessica Hudson..... 5<sup>th</sup>/6<sup>th</sup> Grade  
Michele Engle..... 7<sup>th</sup> – 12<sup>th</sup> Language Arts/Career Technical Education  
Dallas Masonheimer..... 7<sup>th</sup> – 12<sup>th</sup> Social Studies  
Michael Metts..... 7<sup>th</sup> – 12<sup>th</sup> Math/Science

**Classified Staff**

Teri Hamilton..... Pre-School  
Chuck Thomas..... Maintenance/Custodian/Bus Driver  
Kristi Emerson..... Head Cook/Custodian  
Peggy Clark..... Cook  
Jeff Schafer..... Bus Driver

**Other Organization Staff**

Janessa Pogue (Ethos)..... K – 12 Music  
Stephanie Gilbert (ESD)..... K-12 Special Education/Speech

**Extra Duties**

Jessica Hudson..... Robotics Coach  
Michele Engle..... Skills USA Advisor  
Dallas Masonheimer..... Student Council/Yearbook  
Teri Hamilton..... Testing Coordinator

**Jr. High Sports**

Volleyball..... Mitsie Wilburn  
Flag Football..... Miranda Carlin  
Cross Country..... Lisa Neuberger  
Boys & Girls Basketball..... Mitsie Wilburn  
Track..... Lisa Neuberger

**High School Sports**

Volleyball..... Treila Osborne (Head)/ (Assistant)  
Football..... Kyle Hand (Head)/Heather Bowlus (Assistant)  
Girls Basketball..... (Head)/ (Assistant)  
Boys Basketball..... Jeff Schafer (Head)/ (Assistant)  
Track..... Lisa Neuberger/Jeff Schafer

# District Information

## Board of Directors

The legislature of the State of Oregon delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residences of the district are as follows:

<u>Name</u>	<u>Term Expires</u>
Josh Hamilton – Chair	2023
Vonda Stubblefield – Vice Chair	2021
Maria Thomas	2021
Casey Schultz	2021
Liz Lovelock	2021
Chris Carlin	2023
Carrie Jewell	2023

## Board Meetings/Communications

Regularly scheduled board meetings are set for the third Thursday of each month at 6:30pm in the district meeting room. All regular and special meetings of the board are open to the public unless otherwise provided by law.

All are invited to attend board meetings. All formal communications, reports, or agenda item requests to the board shall be submitted through the superintendent. All official board communications, policies, and information of student/parent interest will be communicated to the staff through the superintendent.

## Community Building Use

The buildings are open to community groups during the week and weekends for approved use when there is no interfere with the district programs. Use of the buildings by community groups must be approved through a facilities use agreement, available in the office.

## Conference Affiliations

The district's high school is a member of the Oregon School Activities Association (OSAA) and participated in recognized activities in the high desert with schools comprised of comparable enrollment and activity programs.

## District Office Hours

The district office is open from 7:30am – 4:00pm on school days and teacher work days. During the summer the office is open 8:00am to 4:00pm with the exception of days the secretary or superintendent are not in the office.

# Student Information

## Academic Integrity

Student achievement of academic goals is accomplished through honest and diligent effort by students to understand the subject matter, themselves, and the world we live in.

Academic dishonesty includes but is not limited to sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor; using or sharing prohibited study aides or other written materials on tests or assignment; or knowingly sharing false information or misleading another to reach a false answer or conclusion. Furthermore, students are expected to put forth their best effort and not deliberately underperform on tests or assignments.

Violation of this policy shall result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense. Discipline may include, but are not limited to, prohibition from participation in school-sponsored activities or events for a specific period of time; denial or revocation of school-conferred titles, distinctions, honors or privileges; or suspension or expulsion.

## Admission

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations.

Kindergarten Requirements – age 5 no later than September 1<sup>st</sup> of the current school year

Pre-school Requirements

- Fully potty trained prior to attending
- Age 3 or older no later than September 1<sup>st</sup> of the current school year

Students and their parents should contact the office for further admission requirements.

## Alternative Education Programs

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible.

## Assemblies

Periodically throughout the year, assemblies will be scheduled to enhance the educational experience. All students are expected to attend and conduct themselves in the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

## Assessment Programs

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.

The district participates in the use of a formative assessment program throughout the year along with progress monitoring testing as recommended. Testing may be administered by the testing coordinator, or it may be administered by the



classroom teacher. Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting-out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

### **Assignment of Students to Classes**

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to administrator. Final decisions are the responsibility of the administrator but may be appealed to the school board.

### **Attendance**

Regular attendance is critical in a student's success. We strive that every student is in attendance a minimum of 90% of the school year. We understand that occasionally doctor appointments need to be schedule and illness occur but with our 158 student days, we strive to see students missing no more than 16 days throughout the year. While daily attendance is important to a student's education and growth we understand given the current situation of the Coronavirus and updated guidelines, students may have a higher rate of absences this year. If your student is having a higher rate of absence or an extended absence it is critical to maintain strong communication with the school district and classroom teacher(s).

- **Compulsory School Attendance**

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend regularly.

The district will notify the parent, in writing and in the native language of the parent, that, in accordance with law, the superintendent will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements.

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such request must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school.

- **Absences**

Anytime your student is going to be absent, please contact the school to notify us of the absence. When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence.

If a student must leave during the school day, they must checkout with the office and have a note from home or a phone call to the office from the parents.

Should a student become ill during the school day, with a teacher's permission, will report to the office and the office will determine if the student should be sent home and will notify the student's parents as appropriate.

A student who is absent from school for any reason will not be allowed to participate in school-related activities on that day or evening unless prior approval has been granted by the school administrator.

- **Excused Absences**

Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Bereavement or serious illness of a family member;
3. Quarantine;

4. Medical or dental appointments. Confirmation of appointments may be required;
5. Educational/Occupational Interviews;
6. Inclement Weather;
7. Religious Instruction;
8. Other emergencies deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Under Oregon Law, parents are not given unilateral permission to excuse their student from school; excused absences are at the discretion of the school district.

- **Pre-Arranged Absences**

When an absence is going to occur, it is best if it can be pre-arranged. To pre-arrange an absence please send a note with your student or contact the office and the student can then pick up their pre-arranged form, which will need to be signed by each teacher and then returned to the office prior to their absence.

- **Tardy**

It is critical to the education of each student to be in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of Monument standard of excellence, which prepares students for success later in life.

The **student's responsibility** is to consistently improve personal efficiency in utilizing passing time, planning the quickest route while still moving safely with the hall traffic. Teachers will encourage students and parents will support students, but it is still the student's responsibility to BE ON TIME!

The **teacher's responsibility** is to encourage students to discover the best routine for the most efficient use of passing time. Teachers will be standing at the classroom door to supervise students during passing time and to encourage students to be punctual to class.

The **parent's responsibility** is to discuss this expectation with their child, reinforcing the student's ability to meet this responsibility of learning promptness, and supporting the necessity for the school's establishing immediate consequences to prevent chronic tardiness.

**CONSEQUENCES FOR TARDIES PER QUARTER**

**1<sup>st</sup> tardy:** student/administrator conference

**2<sup>nd</sup> tardy:** administrator contacts parent

**3<sup>rd</sup> tardy and any thereafter:** administrator contacts parent, student/administrator conference, student loses off campus privileges for 1 week

- **Truancy**

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, and ineligibility to participate in athletics or other activities.

The school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

**Awards and Honors**

Honor rolls will be determined for grades five through twelve for each grading period. Honors are those with a G.P.A. of 3.5 – 4.0 and Honorable Mention are those with G.P.A. of 3.0 – 3.49.

## Building Hours

Students should not arrive to school prior to 7:30 and should leave the school as soon as it is released at 3:30 unless they are under the direct supervision of a teacher.

## Class Ranking

Valedictorian and salutatorian are selected by accumulated G.P.A. at the end of the third quarter grading period of senior year. Senior students must have a minimum accumulated G.P.A. of 3.5 to be eligible for valedictorian and 3.3 for salutatorian. If valedictorian and salutatorian candidates are less than 1/100<sup>th</sup> of a G.P.A. point apart, they will share the valedictorian honor.

To be eligible for valedictorian and salutatorian status students must show continuous enrollment, in the Monument School District, during their junior and senior years.

- Students who do not have at least 16 quarters in school at the end of their senior year, or graduate early, are not eligible for either valedictorian or salutatorian.
- Students who are eligible must be meeting the higher education graduation standards. Subjects to be excluded from determining the G.P.A. are Teacher Aides, Study Hall, and Special Education classes.

## Clubs and Organizations

Student clubs and performing groups such as band, SkillsUSA, and athletic teams may establish rules of conduct – and consequences for misconduct which are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization.

## Communicable Diseases

Children who are too ill to participate in normal school activities should not be at school. Sometimes there is worry that your child will miss important work or perfect attendance, but it is important to remember that a healthy child is a better learner. Like adults, children will have differing tolerances for discomfort and illness. Even with a common cold, some are able to function well while others are miserable. Staying home when ill serves to protect everyone in our school community. This is especially important with given the current situation of the Coronavirus.

If your child is sick with a diagnosed communicable disease such as strep throat, scarlet fever, mononucleosis, chicken pox, MRSA, conjunctivitis, hand, foot, and mouth disease, or head lice and/or nits, please notify the school as soon as possible to prevent the spreading of it.

Keep your student home if...or students will be sent home if...

- **Cough:** Persistent cough with or without fever; serious, sustained coughing; shortness of breath or difficulty breathing.
- **Diarrhea:** 3 or more loose, watery stools in one day. May return when diarrhea has resolved for 24 hours.
- **Fever:** More than 100.4 F. May return when temperature is below 100.4 F (orally) for a minimum of 24 hours without use of fever-reducing medication.
- **Jaundice** (yellow color of skin and/or eyes): May return after diagnosis from a physician and clearance is given.
- **Lice** (live bugs): May return after a pediculicide lice treatment shampoo has been applied (per manufacturer or physician instruction) and there are no live bugs or visible nits.
- **Rash** (any new rash if accompanied by fever): May return when symptoms are resolved or a diagnosis has been made and clearance given by a health care provider.

- **Skin lesions or drainage** that cannot be contained within a bandage. May return when discharge is gone or student has been on antibiotics for 24 hours and has a written consent from the health care provider upon return to school.
- **Stiff Neck** (or headache with accompanying fever): May return when symptoms are resolved or a diagnosis is made and clearance given.
- **Strep throat:** May return after 24 hours on antibiotics.
- **Vomiting:** More than twice in 24 hours, unless determined to be from non-communicable conditions. May return when vomiting is resolved.
- **Colored drainage (any color that is not clear) from the eyes, ears, nose, mouth or any part of the body** is a reason to keep your child at home. Don't send them back until the discharge is gone or the child has been on antibiotics for 24 hours.
- **Symptoms or complaints** that prevent the student from participating in his/her usual school activities. An example: your student is lethargic and complaining that they do not feel good.
- **Symptoms specific to Coronavirus:** cough, fever or chills, shortness of breath, difficulty breathing, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose.

A child with a known or suspected communicable disease should stay home until a doctor approves their return to school, (in writing), when temperature is below 100.4 F (orally) for a minimum of 24 hours without use of fever-reducing medication, or when symptoms are no longer present. (Examples of communicable diseases: strep throat, chickenpox, shingles, herpes simplex, hepatitis A, impetigo, fungus skin infections, head lice, hand, foot and mouth disease, scabies, reddened eye with thick mucus or pus draining from it, conjunctivitis, etc.) When a child is diagnosed with such a disease, the school health office should be alerted.

Any student who has knowingly been exposed to COVID-19 within the preceding 14 days is required to remain home from school until the 14 days post exposure has occurred and they are showing no symptoms.

A child with a rash of unknown cause should stay home until seen and released by a doctor as being not contagious, or until the rash is gone.

A child who has undergone a medical procedure requiring general anesthesia should stay home for at least 24 hours following anesthesia.

*Physician Note Required:* If a student has been seen by a physician for a communicable disease; staff at Monument School will verify with the office that a student has a physician's medical release to return to school; therefore, it is important to provide the office staff with a copy of the release. If clearance has not been provided or if any student exhibits the above stated symptoms or cannot function at school, parents/guardians will be asked to come pick up their student.

## Complaints

A complaint is negative information received from a third party and conveyed to the administration with the intent that the district takes action. Every effort will be made to ensure that such complaints are handled, resolved informally, and as close to their origin as possible. If a complaint is made against an employee, the complaint procedure as listed in the appropriate negotiated contract (PCEA or OSEA) and relevant AR's will be followed.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

Remember the chain of command when filing a complaint and try to resolve the complaint at the lowest level first.

- Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.
- If the complaint is not informally resolved, students, parents, and others shall file a signed, written complaint with the superintendent. The superintendent shall investigate the complaint, confer with parties involved, and prepare a written response with the findings within 10 working days of the complaint being filed.
- If the students, parents, and others are dissatisfied with the superintendent's findings and conclusion, the complainant may appeal the decision to the board of directors within 5 working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes.

The complainant shall be informed of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision will be final.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. Complaints against the Board chair may be made directly to the Board vice chair on behalf of the Board.

### **Computer Use**

Computers and electronic devices are provided for the students to use for educational purposes. District computers and electronic devices are not to leave school district grounds without written permission from a staff member.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring.

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

### **Conduct**

*Students should conduct themselves in a kind and respectful manner that is in line with Tiger P.R.I.D.E., Board policy, administrative regulation, and school and classroom rules during the school day and during any school sponsored event, regardless of the location.*

- **Student Rights and Responsibilities**

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;

3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

- **Student Code of Conduct**

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Off campus conduct and outside of school time conduct that violates the district's Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Students will be subject to discipline including but not limited to detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Harassment, intimidation, bullying/cyberbullying or teen dating violence;
3. Coercion;
4. Violent behavior or threats of violence or harm;
5. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon;
7. Vandalism/Malicious Mischief/Theft;
8. Sexual Harassment;
9. Use of tobacco, alcohol, drugs, or vaping;
10. Use or display of profane or obscene language;
11. Open defiance of staff's authority;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

## **Counseling**

- **Academic**

All students are required to talk with teachers and building administrator in order to plan the appropriate class selections and ensure they are on track with graduation requirements. Students who are interested in attending a college, university or training school, or pursuing some other advanced education, should work closely with their counselor so that they may take the courses that will best prepare them for future work. The principal can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

- **Personal**

The administrator or class sponsor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol, or tobacco dependency. Student counseling services will be available at the school through Community Counseling Solutions. Students and/or parents may request services or a staff member may refer a student for services. If a student needs further services that are not offered, they should contact the administrator who can aide in finding the appropriate services.

### **Credit for Proficiency**

In accordance with Policy IKH, in addition to credit by completing classroom or equivalent work in a course of at least 130 clock hours, a student may receive credit toward a diploma or a modified diploma based on any one or more of the following options levels in which the student demonstrates proficiency or mastery of recognized standards through:

- Classroom or equivalent work;
- Passing an appropriate exam;
- Providing a collection of work or other assessment evidence and/or;
- Providing documentation of prior learning experiences.
- Completes a combination of options set above.

### **Cyberbullying**

The district prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

### **Daily Bulletin/Announcements**

A Daily Bulletin and Announcements are prepared and distributed daily. They are read over the PA system at the beginning of the school day and are typically sent out during the first half of the day via email. This protocol and delivery is determined by the staff and is subject to change.

### **District Property – care and use of**

School equipment (computers, tools, cameras, desks, etc.) and property should be used with care and not be taken off of school property without the knowledge and approval of the school administration. A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property.

### **Dances/Social Events**

The rules of good conduct and grooming shall be observed for school dances and social events. Guests will be expected to observe the same rules as students attending the events. The person inviting the guest will share responsibility for the conduct of the guest. A student attending a dance or social event may be asked to sign out when leaving before the end of the activity. Anyone leaving before the official end of the activity will not be readmitted.

### **Discipline/Due Process**

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

Students will be afforded the following due process procedures:

1. The student shall be informed of the charges against her/him.
2. The student shall be permitted to hear the evidence presented against her/him.
3. The student shall be afforded the right to present her/his version as to the charges.
4. The administrator/teacher shall determine the facts of the case on the evidence available from his/her investigation.

The district's disciplinary options include using one or more discipline management techniques, including counseling by teachers and administrators; detention; suspension; expulsion; loss of privileges, honors and awards and removal to an alternative education program.

Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. In addition, when a student commits substance abuse, drug or

drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

To mitigate disciplinary action for drug- and alcohol-related offenses, a student may voluntarily complete a drug and alcohol assessment or evaluation at parent expense, by a qualified professional approved by the superintendent or designee and the student's parent. If the parent/student agree(s) to the voluntary assessment or evaluation, the student may be readmitted to school after arrangements for the assessment or evaluation are verified by the superintendent or designee and completion of the terms of the mitigated district-imposed discipline. Failure to complete the evaluation or to comply with the recommendations of the evaluator will result in imposition of the unmitigated terms of the original disciplinary action.

Discipline Consequences can include but are not limited to:

- **Loss of Privileges**

This can include but is not limited to open campus, technology, sports, and activities.

- **Detention**

A student may be detained outside of school hours for not more than two hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

- **Suspension**

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, and a plan for readmission.

Every reasonable and prompt effort will be made to notify the parents of a suspended student. While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

Schoolwork missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

- **Expulsion**

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion-hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

- **Discipline of Students with Disabilities**

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.



The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

### **Distance Learning**

The district may grant credit for approved online courses offered by district-approved institutions or for online courses offered by a Board-approved vendor. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards. All courses must be completed in the semester they are started unless the superintendent approves an extension to the following semester.

- **Expanded Options**

Students in 11<sup>th</sup> or 12<sup>th</sup> grade may also apply to take an online, eligible post-secondary course through the district's Expanded Options Program. If a student wishes to receive credit toward graduation that student and the online course offered through the post-secondary institution must meet statutory and district criteria.

When the District pays tuition/fees/books costs for post-secondary coursework, a student failing to earn a grade of "C" or better may be required to reimburse the District for the costs associated with the course.

- **Comprehensive Distance Learning**

To support the needs of some students who are not able to return to school for in-person instruction in connection to the Coronavirus the district will be providing a Comprehensive Distance Learning program. It is designed to replace in-person instruction with students still connected to their class by viewing the daily lessons via Google Meets and Google Classroom and submitting their assignments daily just as they would if they were physically in the classroom.

If you have a need for Comprehensive Distance Learning but internet connectivity is a challenge please contact the school administrator to see if any options are available.

### **Distribution of Material**

Written materials, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on school property by anyone with the approval of the administration.

## **Dress and Grooming**

The basic responsibility for the appearance of students rests with the parents and the students themselves. Parents have the obligation and, within certain prescribed bounds, the right to determine their student's dress; however, these guidelines must be followed:

1. Attire must not be distracting or interfere with the classroom learning environment;
2. Pajamas may not be worn;
3. Leggings may be worn with a shirt that covers the students' bottom;
4. No undergarments may be showing;
5. Hats may not be worn in the classrooms, cafeteria or at school activities;
6. Sunglasses are prohibited in the building;
7. For health reasons, shoes must be worn;
8. Dress must comply with the health and safety codes of the state of Oregon;
9. Obscene, profane or provocative pictures, advertising for alcoholic beverages, tobacco or controlled substances or any other vulgar or inappropriate material on clothing or jewelry is prohibited;
10. The judgment of any teacher as to the dress of any student who they feel is disruptive to their class will be upheld;
11. Garments deemed to be unsuitable by the administration are prohibited.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if these standards are not met.

## **Drug, Alcohol, and Tobacco Prevention Program –**

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An age-appropriate drug, alcohol and tobacco prevention curriculum will be provided annually through health education courses for grades K-12. Students not enrolled in health education shall receive such instruction through other designated courses. The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the office for information on district and community resources available to assist students in need.

Any staff member who has reason to suspect a student is in possession of, or under the influence of unlawful drugs, alcohol, other intoxicants or tobacco on district property, on a school bus or while participating in any district-sponsored activity, whether on district property or at sites off district property, will escort the student to the office or designated area and will report the information to the principal or designated representative.

The principal or designee will:

1. Call law enforcement if deemed appropriate;
2. Call the parents for a meeting;
3. Discuss the incident with student, parents if available and police if contacted;
4. Impose the penalty for violations using due process procedures;
5. Tell parents about resources which offer treatment or assistance for young people suffering from drug, alcohol, or tobacco-related problems.

## **Drug, Alcohol, and Tobacco Use**

The district will not tolerate the possession, sale or use of unlawful and harmful drugs (illicit drugs, nontherapeutic use of prescribed drugs, misuse of solvents and other dangerous substances and drug paraphernalia), alcohol or tobacco in the schools, on district property, on a school bus or while participating in any school-sponsored activity.

## Eligibility/Athletic & Activity Code

Eligibility requirements for high school students in accordance with Policy IGD/IGDA/IDGJ/IGDJ-AR.

- No failing any subjects and a current 2.00 G.P.A.
- Passing at least 5 subjects during the immediate preceding quarterly grading period.
- Showing satisfactory progress towards graduation. In addition to the previous requirements listed above, students need to have earned a minimum number of the quantity of credits indicated on the chart below prior to the start of the specified school year.

<b>Total Credits Required to Graduate</b>	<b>26</b>
Credits per year	6.5
Required prior to year 2	4.5
Required prior to year 3	11
Required prior to year 4	18

- Any student who is failing one or more classes at the weekly grade check, regardless of athletics, will lose their Off-Campus privileges for the remainder of the week as their use of their warning week.
- Satisfactory academic progress is required for student participation in athletics and activities. For students earning an F, teachers submit grades to the superintendent by 12:00pm on Mondays. Eligibility will be enforced with the consequences outlined below.
  - 1<sup>st</sup> Week** – Formal warning
  - 2<sup>nd</sup> Week** – Allowed to practice but not participate
  - 3<sup>rd</sup> (and subsequent) Week(s)** – Not allowed to attend practice or participate until grades reach eligible level at normal grade check time.
- Good citizenship (cooperation, etc.) in all classes
- To participate in practice or games, students must be in attendance at school unless excused by the superintendent.
- Appeals and adjustments are handled by the superintendent.

Eligibility requirements for jr. high school students in accordance with Policy IGD/IGDA/IDDJ/IGDJ-AR.

- Satisfactory academic progress is required for student participation in athletics and activities. For students earning an F, teacher submit grades to the superintendent by 12:00pm on Mondays. Participants should ensure that his/her name does not show on that list to avoid the eligibility consequences outlined below.
  - 1<sup>st</sup> Week** – Formal warning
  - 2<sup>nd</sup> (and subsequent) Week(s)** – Not allowed to attend practice or participate until grades reach eligible level at normal grade check time.
- Good citizenship (cooperation, etc.) in all classes
- To participate in practice or games, students must be in attendance at school unless excused by the superintendent.
- Appeals and adjustments are handled by the superintendent.

Use, Sale, and or/Possession of Tobacco, Alcohol, Illegal Drugs, and/or Inhalant

- 1<sup>st</sup> Offense** – Minimum of three (3) day suspension from practice and miss one game, match, or tourney.
- 2<sup>nd</sup> Offense** – Minimum of five (5) day suspension from practice and miss two games, matches, or tourneys.
- 3<sup>rd</sup> Offense** – Removal from the team for the remainder of the sports season.

## **Emergency Closures**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules appropriate to the particular condition. Such alterations include, but not limited to, closure of all county schools, closure of selected schools, districts or grade levels, delayed openings of schools and/or early dismissal of students. In the case of an alteration, staff and student households will receive a phone call to notify them of the change.

Staff members should refer to their collective bargaining agreements if there are questions about whether they are required to report to work on school closure days.

## **Emergency Medical Treatment**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

## **Emergency Procedures**

All schools are required to conduct fire, earthquake and safety threat drills. We are required to have monthly fire drills (one within the first 10 days of school), two earthquake drills, and two safety threat drills during the school year. All staff members are required to provide instruction on emergency procedures for 30 minutes each school month.

Each classroom, work area, or other use area will have a posted Emergency Procedures flyer and an evacuation route.

## **Extracurricular Activities**

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer.

Students/parents may be required to sign an acknowledgment of stricter standards of conduct as a condition for participation in extracurricular activities. Interested students should contact the office for additional information.

## **Fees, Fines, and Charges**

Materials that are part of the basic educational program are provided without charge to a student. Students are expected to provide their own supplies (i.e. pencil, paper, erasers, binders, etc.). If a fee is required for a course or activity families will be notified.

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such materials shall be released upon payment of moneys owed.

Any required fee or deposit may be waived if the student and parents are unable to pay; request for such waiver may be made to the administrator.

**Field Trips**

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be “in school” while participating in district-sponsored field trips. This means students are subject to the school’s student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor. All trips require administrator approval and out-of-state or overnight field trips additionally require Board approval.

**Flag Salute**

Students will be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*.

**Foreign Exchange Students**

The school may enroll students from other nations from those exchange programs officially recognized by the Board.

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by August 1, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 1.

Foreign exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers.

Foreign exchange students may be awarded a high school diploma upon satisfactory completion of the school’s prescribed course of study.

**Fundraising**

All fundraising must have administration approval prior to the fundraiser beginning or publicized. All money raised must be receipted and deposited within the district.

**Gangs**

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation will be subject to discipline in accordance with the district’s Student Code of Conduct.

**Grading**

Teachers are responsible for developing fair and comprehensive grading systems and communicating to students the grading requirements for their course. While many issues may be considered and ultimately factored into a grade – absenteeism or misconduct shall not be the sole criteria for the reduction of grades. Grades shall be based on academic performance to the highest degree and assigned in a timely manner. All grading must align with district policies.

**Graduation Exercises**

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the district’s diploma or certificate requirements will not be permitted to take part in the district’s graduation exercises.

Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee.

Graduation programs may be planned by the class sponsor on the date selected by Board. Student speeches may be permitted at the discretion of the district and shall be reviewed and approved in advance by the building principal or designee.

### Graduation Diploma Requirements

Detailed graduation requirements and options may be read in board policy IKF/IKF-AR

Monument School District will award a diploma to students in grades 9 through 12 who complete a minimum of 24 credits according to the following table:

Subject	Graduates of 2016 and beyond
English	4 (shall include the equivalent of one unit in written composition)
Math	3 (shall include one unit at Algebra I level and two units that are at a higher level)
Science	3
Social Studies	3 (including history, civics, geography and economics (including personal finance))
Health	1
PE	1
Career Technical Ed, The Arts or World Language (in any one or combination thereof)	3 (units shall be earned in any one or a combination)
Personal Finance	.5
Career Education	.5
Senior Project	1
Electives	6
<b>Total credits required to graduate:</b>	<b>26</b>
<b>Essential Skills required:</b>	Read and comprehend a variety of text, write clearly and accurately, apply math, any additional Essential Skills adopted by the State Board of Education.
<b>Other graduation requirements:</b>	Develop an education plan and build an education profile; Demonstrate extended application through a collection of evidence; and Participate in career-related learning experiences.

\*Due to the spring 2020 school closure for in-person instruction, the Senior Project Requirement and Essential Skills requirements have been waived for students scheduled to graduate in 2021 per ODE. These requirements remain in place for all other students.

### **Hazing/Harassment/Intimidation/Cyberbullying/Menacing**

Monument School District is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyberbullying or menacing by students, staff or third parties toward staff is strictly prohibited and shall not be tolerated by the district. Staff who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC). Students will be subject to discipline up to and including expulsion.

### **Homeless Students**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Shawnah Schafer, the district's liaison for homeless students.

### **Homework**

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

### **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

### **Infection Control/HIV, HBV, and AIDS**

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

### **Injury/Illness Reports**

All injuries/illnesses occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the superintendent immediately.

A completed injury/illness report form must be submitted to the superintendent within 24 hours or the next scheduled district workday, as appropriate. Reports will cover property damage as well as personal injury.

### **Insurance**

The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in a school-sponsored trip outside the district or in school-sponsored athletics, students and parents must show proof of insurance.

### **Lockers**

Lockers and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim district property including instructional materials.

### **Lost and Found**

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or district property should be reported to the school office.

### **Lunch/Breakfast Program**

The district participates in the National School Lunch, School Breakfast, and Commodity Programs and offers free and reduced-priced meals based on a student's financial need. Additional information can be obtained in the office.

	<b>"Free" Status</b>	<b>"Reduced" Status</b>	<b>Elementary "Paid" Status</b>	<b>Jr. High/High "Paid" Status</b>	<b>Adult</b>
<b>Breakfast:</b>	Free	Free	\$1.25	\$1.50	\$2.50
<b>Lunch:</b>	Free	\$0.40	\$2.25	\$2.50	\$3.50

### **Media Access to Students**

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

### **Medicine at School**

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

- **District Administered Medication**

Requests for the district to administer medication shall be made by the parent in writing.



Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included.

Written instructions of the parent, which include the information above, are required for all requests to administer nonprescription medication.

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

- **Self-Medication**

Students in grades K-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and principal permission. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to nonprescription medication.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosage, the student may carry one package. Sharing or borrowing medication is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.

## **Open Campus**

Open campus is a privilege that may be revoked if the district sees fit. Students in grades 9 through 12 who have their parent's/guardian's permission to go home or off campus for lunch must obtain such permission in writing on the form adopted for such use and abide by the rules and regulation:

1. Students may not go to/in any other student's home or property
2. Students may not drive or be in or on automobiles, trucks, motorcycles, or other motorized vehicles during school hours.
3. Students shall not use or have in their possession alcohol, illegal drugs, or controlled substances during school hours on or off school property.
4. Students shall observe all community laws and respect the property and rights of others. This includes no littering or undesired loitering.
5. All other school rules and regulations apply as usual.
6. Failure to observe any of these rules will automatically result disciplinary actions.
7. Any student who is failing one or more classes at the weekly grade check will lose their open campus privileges for the remainder of the week once they have used their formal warning week.

## **Parent/Teacher Conferences**

Regular conferences are schedule annually in the fall and spring after the completion of the 1<sup>st</sup> and 3<sup>rd</sup> quarter to review student progress. Students and parents may also expect teachers to request a conference:

1. If the student is not maintaining passing grades or achieving the expected level of performance;
2. If the student is not maintaining behavior expectations;

3. In any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

### **Parental Involvement**

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the districts asks parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. The district newsletter published quarterly, "Back to School" nights in the fall provide opportunities for learning more about the district;
3. Become a district volunteer. For further information, contact the principal;
4. Participate in district parent organizations. The activities are varied, ranging from graduation activities to committees, with its emphasis on instructional improvement.

### **Parental Rights**

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

### **Personal Communication Devices and Social Media**

Personal communication devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner, that violates law, Board policy, administrative regulation or school rules. Students are not allowed to use or operate their personal communication devices during the school day with the exception of before school, after school, and at lunch.

Personal communication devices should be kept in a student's bag or locker, not stored in their pockets or displayed in plain view during prohibited times of use.

Personal communication devices which have the capability to take "photographs" or "moving pictures" shall not be used for such purposes while on district property or at school-sponsored events unless as expressly authorized in advance by the principal or designee.

The district shall not be responsible for loss, theft or damage to personal communication devices brought to district property or school-sponsored events.

Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative (Social Media Websites such as, but not limited to, Facebook, MySpace and Twitter).

The district will not be liable for personal communication devices brought to district property and district-sponsored activities. The district will not be liable for information/comments posted by students on social media Websites when the student is not engaged in district activities and not using district equipment

Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the principal will be subject to disciplinary action:

**1<sup>st</sup> Offence** – personal communication device will be confiscated and able to be picked up in the office at the end of the day by the student;

**2<sup>nd</sup> Offence** – personal communication device will be confiscated and able to be picked up in the office at the end of the day by the student with a phone call home notifying parents of the incident;

**3<sup>rd</sup> Offence (and subsequent)** – personal communication device will be confiscated and able to be picked up in the office at the end of the day by the parent.

### **Poster**

Signs, banners or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

### **Program Exemptions**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

### **Promotions, Retention, and Grade Level Placement**

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities in accordance with Policy IKE.

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district. If the student is unable to provide appropriate documentation, the principal or designee will make the grade level or course determination placement based on district-administered assessment(s) as deemed appropriate.

### **Release of Students from School**

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

### **Reports to Student and Parents**

Written reports of student grades and/or progress and absences shall be issued to parents at least four times a year. Letter grades will be used for grades 5-12. Grades and/or Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

Parents will also be notified of the student's performance if it is below average or below the expected level.

### **Searches**

- **Searches**

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation or the Student Code of Conduct is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

- **Questioning**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

### **Special Programs**

- **Alternative Education**

Alternative education programs have been developed and identified to meet the individual needs of students. These programs are made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; who have not met or who have exceeded all of Oregon's academic content

standards; when the district determines that the placement serves the student's educational needs and interests and assists the student in achieving district and state academic standards; or when a public or private alternative education program is not otherwise readily available or accessible. The involvement of staff, parents and the community in recommending alternative education programs for Board approval is encouraged.

Alternative education programs consist of instruction or instruction combined with counseling and may be public or private. Home schooling is not a permissible alternative education option.

If the student is not successful in the alternative education program, there is no obligation to propose or fund a second alternative.

- **Bilingual Education**

Students whose primary language is a language other than English are provided appropriate assistance until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal or signed communication in a language they can understand.

- **Breakfast and Lunch**

The district participates in the National School Lunch, School Breakfast, and Commodity Programs. Free and reduced-price meals are available for students unable to pay the full price for meals. General information, eligibility criteria and confidential application forms are available through the office.

- **Counseling and Guidance**

The district's counseling and guidance program is designed to involve all staff and parents in the educational, personal/social and career development of students and is the responsibility of the Principal.

The administrator or other staff may provide such services as academic counseling for students and parents, including assistance and information in the areas of scheduling, forecasting, assessments, alternative education programs, progress toward meeting local and state graduation requirements, scholarship and college entrance requirements and identification of district, community and statewide resources for students with academic personal/social or other needs.

- **Early Child Education**

The district recognizes the necessity to ensure that all children have access to early education opportunities to better develop the skills, attitudes and habits expected of kindergarten and first grade students. To this end, the district has coordinated and/or collaborated with a variety of programs for children birth through age five. These programs include early childhood special education, state and federal Head Start programs, Healthy Start and child development.

- **Health Services Program**

The district has an established health-services program; please contact the office for questions regarding specific programs.

- **Homebound Instruction**

Homebound instruction is provided to any student whose health or impairment causes him/her to be absent from school for at least 10 days. The amount of instructional service provided will be related to each student's educational needs and physical and mental health.

A physician's statement substantiating such absence is required in order for the district to authorize homebound instruction.

- **Home Tutoring Services**

Home tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school in excess of 10 consecutive school days. A physician's statement substantiating such absence is required in order for the district to authorize home tutoring. The home tutor will work with the student's teacher to provide the necessary instructional support needed to help the student maintain his/her academic progress.

- **Pregnant/Parenting Student Programs**

The district advocates the right to continued public education for all pregnant and parenting students. A pregnant and parenting student should be encouraged to continue with his/her educational program and to participate in all school-sponsored activities unless physically unable.

Teachers are expected to work cooperatively with counselors, parents and students in the development of individualized educational programs or services, or both, to address the needs of pregnant and parenting students when the regular-provided school program cannot meet their educational needs.

- **Special Education Services**

Students ages kindergarten through 21 living in the district that have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities shall be provided a free and appropriate education.

Placements are made by the building's IEP team, which consists of the student's parent(s); one regular education teacher, if the student is participating in the regular education program, or, if the student does not have a regular education teacher, a teacher qualified to teach a student the same age; the student's special education teacher or a special education provider; a representative of the district; an individual, who may be another member of the team, who is knowledgeable about the student's disability and who can interpret the instructional implications of the evaluation results; the student, when appropriate, and other individuals who have knowledge or special expertise regarding the student, at the discretion of the parent or district; and other agency representative as provided by law.

All teachers are expected to work cooperatively with special education staff to modify curriculum, instructional strategies and grading as necessary to meet the needs of a student's IEP.

- **Talented and Gifted Programs**

Academically Talented and Gifted students are identified based on

1. Behavioral, learning, and or performance information;
2. Testing in the 97<sup>th</sup> percentile or higher in:
3. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
4. A nationally standardized academic achievement test for assistance in identifying academically talented students;
5. Oregon Assessments.

Specific Talented and Gifted programs will be designed as deemed appropriate by teachers and the administration.

- **Title 1 Programs**

In order to help meet the needs of disadvantaged students, the district participated in Title 1 federally-funded programs. Monument School District is designated as a School Wide Title 1 Program.

## **Sports Physicals**

Students in grades 5 through 12 must have a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sports season.

Students shall not participate without a completed school sports pre-participation examination form on file with the district.

## **Student Education Records**

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

- **Access/Release of Education Records**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 or older), inspect and review education records during regular district hours.

- **Request for Education Records**

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

- **Social Security Number**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

- **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

### **Student Assessments**

The district participates in the use of a formative assessment program throughout the year along with progress monitoring testing as recommended. Testing may be administered by the testing coordinator, or it may be administered by the classroom teacher.

### **Student Offices and Election**

Student Council officers shall be elected annually. See the Student Council Constitution for details.

### **Student Supervision**

Adult supervision is provided to students during regular school hours (8:00 AM until 3:30 PM), while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

### **Student Restraint/Seclusion**

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.

### **Teaching about Religion**

Religious education is the responsibility of the home and religious institution. Public schools are obligated to maintain neutrality in all such matters.

As religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions. Though teachers may be permitted to expose students to information concerning religious beliefs, a teacher may not advocate, openly, covertly or by subtlety, a particular religion or religious belief.

### **Threats**

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The district prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third parties on school property. A student also may not use electronic equipment belonging to the student or the school to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated.

Students in violation of the district's threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

### **Transcript Evaluation**

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

### **Transportation of Students**

Any student who is being regularly transported by the district needs to have a standard transportation plan in place which the parent, teacher, and office are all in understanding of; any and all deviations from this plan require a note to the school. Any student being transported on district-provided transportation is required to comply with the Student Code of Conduct and Transportation Rules. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

- **Transportation Rules**

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;



12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;  
Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

- **Violation of Transportation Rules (Discipline)**

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

**First Offense** – Warning: The driver verbally restates behavior expectations and issues a warning citation.

**Second Offense** – The student is suspended from the bus until a conference, arranged by principal, has been held with the student, the parent, the bus driver, and the principal.

**Third Offense of the Year** – The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by principal, has been held with the student, the parent, the bus driver, and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

**Severe Violations** – Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1year expulsion. There will be a hearing at this time, arranged by superintendent, involving the student, the bus driver, the parent and the superintendent.

In all instances, the appeal process may be used if the student and/or parent desires.

## **Vehicles on Campus**

Vehicles parked on district property are under the jurisdiction of the district. The district requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

In applying for parking permission, a student will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on district property, district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation. Parking privileges, including driving on district property, may be revoked by the principal or designee for violations of Board policies, administrative regulations or school rules.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 should wear a helmet as required by law.

The district assumes no liability for loss or damage to vehicles or bicycles.

## **Visitors**

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

Due to current requirements all visitors who are staff or students are required to wear a mask upon entering the school. Masks are available for use upon entry or anyone who wishes to not enter or wear a mask may knock on the door and a staff member from the front office will come to the door to assist the visitor.

### **Weapons**

No staff member or student shall possess, use, deliver, or manufacture a weapon, real or imitation, on school property or at any school activity. Weapons include – but are not limited to the following: firearms, any knife (regardless of blade length); cutting or stabbing instruments, explosive devices and electrical mechanical devices. It is a violation of federal Law for a firearm to be in a vehicle on school property or be in proximity to school property.

Individuals or programs may use specialized equipment specific to their curriculum such as: Agriculture Sciences, Vocational classes, Sciences, Arts, Skills USA, etc. as approved by the administration.

# Monument School District – 2020-2021 Student Handbook

## Student/Parent Acknowledgement

*Please sign both sides and return this page to the office no later than **Monday, August 31, 2020.***

I understand and consent to the information and responsibilities outlined in the Student Handbook, including but not limited to the student Code of Conduct and general student behavior expectations. I agree that I (student and parent) may be held accountable for the behavior and consequences outlined in the Student Handbook and/or Monument School District Policy at school during the regular school day, at any school-related activity regardless of time or location, and while being transported on district provided transportation. I understand that should I/my student violate any part of the information outlined in the Student Handbook and/or Monument School District Policy disciplinary action will be taken, up to and including expulsion from school and/or referral to law enforcement officials for violation of the law.

I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to: student name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. I understand that unless I object to the release of any or all of this information within fifteen (15) school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media, and for such other purposes deemed appropriate by the school administrator.

\_\_\_\_\_

Student Printed Name

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Printed Name

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Superintendent Signature

\_\_\_\_\_

Date

## Our Promise...

### Monument School will...

- Provide an environment that is conducive to learning.
- Enforce school and classroom rules fairly and consistently.
- Provide periodic reports on student progress.
- Set high expectation and goals for student learning.
- Accept parents as full partners in the educational process.
- Help each student grow to his/her fullest potential.
- Maintain open lines of communication with students and parents.

### As a responsible student, I will...

- Show respect for myself, my parents, my school, other's property, and other people.
- Know and obey the rules of my school.
- Attend school regularly, arrive to my classes on time, and prepared.
- Complete my assignments to the best of my ability, remembering that I am responsible for my own education.
- Maintain open lines of communication with parents and teachers.

### As a parent, I will...

- See that my child attends school regularly and on time.
- Become familiar with, and support the rules at school and in the classroom.
- Take an active role with my child's performance, instruction, and other issues.
- Provide positive reinforcement for homework and school responsibilities, encouraging my student to complete all assignments and homework.
- Maintain open lines of communication with my child's teacher.

***I understand and agree to the above terms and responsibilities.***

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Student Signature

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Date

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Parent Signature

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Date

---

Superintendent Signature

---

Date