

**Monroe Middle School**  
**601 East Sunset Drive**  
**Monroe, N.C. 28112**  
**704-296-3120-Phone**  
**704-296-3122-Fax**  
**School Motto: "...And then some!"**  
Web Site: <http://www.mms.k12.nc.us.com>

**ADMINISTRATION**

Montrio M. Belton, Sr.  
Principal

Elkin Lenis  
Assistant Principal

Amy Kerr  
Assistant Principal

Patricia Greene  
Assistant Principal

Zack Little  
School Counselor

Zulma Weste  
School Counselor

Kendall Kiser-Latham  
Literacy Coach

Dear Students,

Welcome to the 2011-2012 school year! I hope each of you is excited about being at Monroe Middle and yearning for the exciting academic and athletic challenges that await you. Please take your time and read this agenda. While perusing its contents, please give special attention to the school rules/consequences, information regarding attendance, and the standard code of dress. By familiarizing yourself with and adhering to these expectations, the administrators and teachers can focus on our primary goal: **"Preparing you to be tomorrow's leaders."**

The school's motto is **"...And then some!"** You can help us achieve excellence by doing your best in your studies, conforming to the established behavioral expectations, and participating in the various extra-curricular activities that are offered.

If I can be of any assistance to you or you have any suggestions of "things" you would like at your school, please let me know. Have a great year, and I will see you in the hallways!

Sincerely,  
Montrio Belton, Sr.-- Principal

**This Student Planner belongs to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

**UNION COUNTY PUBLIC SCHOOLS**  
**2011-2012 YEAR-ROUND (MONROE MIDDLE SCHOOL)**

**July 2011**

S	M	T	W	T	F	S
					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						

July 19, 22 – Optional Workdays  
 July 20, 21 – Required Workdays  
 July 25 – First Day for Students

**August 2011**

S	M	T	W	T	F	S
	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 22 – Required Workday

**September 2011**

S	M	T	W	T	F	S
					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

September 5 – Labor Day Holiday  
 September 16 – ½ day for Students  
 September 30 – Required Workday

**October 2011**

S	M	T	W	T	F	S
						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					

First Intercession – Sept. 30 – Oct. 14  
 October 21 – ½ day for Students

**November 2011**

S	M	T	W	T	F	S
		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			

November 10 – ½ day for Students  
 November 11 – Veteran's Day Holiday  
 November 23 – Optional Workday  
 November 24, 25 – Thanksgiving Holidays

**December 2011**

S	M	T	W	T	F	S
					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						

December 19, 20 – Optional Workdays  
 December 19 – 30 – Winter Break  
 December 26, 27 – Christmas Holidays  
 December 30 – New Year's Holiday  
 Second Intercession – Dec. 19-Jan. 6

**January 2012**

S	M	T	W	T	F	S
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				

January 16 – King Holiday  
 January 23 – Optional Workday

**February 2012**

S	M	T	W	T	F	S
		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			

February 10 – ½ day for Students  
 February 13 – Optional Workday  
 February 24 – ½ day for Students

**March 2012**

S	M	T	W	T	F	S
					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						

March 9 – Optional Workday

**April 2012**

S	M	T	W	T	F	S
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					

April 6 – Good Friday Holiday  
 April 9 - 13 - Spring Break  
 Third Intercession - April 6-20

**May 2012**

S	M	T	W	T	F	S
		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		

May 11 – Optional Workday  
 May 28 – Memorial Day Holiday

**June 2012**

S	M	T	W	T	F	S
						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						

June 7 – Last Day for Students  
 June 8, 11 – Required Workdays

July 25.....First Day for Students  
 June 7 .....Last Day for Students

**Legend:**

- GP = Grading Period
- RC = Report Card
- WD = Workday
- AL = Annual Leave
- H = Holiday
- M = School Month
- WD = Required Workday
- BD = ½ Day for Students

**Make Up Days:**  
 1 day ..... March 9, 2012  
 2 days..... March 9, 2012, May 11, 2012

**Note:** Saturdays and/or extended school days may be used for make up as determined appropriate by the Superintendent.

Additional days determined at the Superintendent's discretion  
 (See Calendar Guidelines for Options)

Students do not attend school on days marked AL, H, WD or WD

CALENDAR APPROVED BY THE BOARD OF EDUCATION ON DECEMBER 7, 2010

**BELL SCHEDULE**  
2011-2012

	<b>STEMS Academy</b>	<b>VPA Academy</b>
Breakfast	<b>8:25-8:40</b>	<b>8:25-8:40</b>
1 <sup>st</sup> Period	<b>8:45-10:13</b> Social Studies/PE Planning	<b>8:45-10:13</b> Social Studies/PE Planning
2 <sup>nd</sup> Period	<b>10:16-11:51</b> Lunch A 10:20-10:40 Lunch B 10:45-11:05 Non Content Area Planning	<b>10:16-11:31</b> Non Content Area Planning
3 <sup>rd</sup> Period	<b>11:54-1:09</b> Science Planning	<b>11:34-1:09</b> Lunch A 11:34-11:54 Lunch B 12:00-12:20 Lunch C 12:25- 12:45 Science Planning
4 <sup>th</sup> Period	<b>1:12-2:27</b> Mathematics Planning	<b>1:12-2:27</b> Mathematics Planning
5 <sup>th</sup> Period	<b>2:30-3:45</b> Language Arts Planning	<b>2:30-3:45</b> Language Arts Planning

\* Principal reserves the right to alter the bell schedule as instructional needs demand.

## 1. ARRIVAL/DISMISSAL

A. When you arrive at school prior to 8:40 a.m., report to the **GYM or CAFETERIA** until the bell rings to begin school. Students are not allowed to roam in the halls or enter classrooms, unless making up work for a teacher. School doors will open promptly at 8:25 a.m. Do not bring your child to school prior to 8:00 a.m.; there will be no adult on campus to supervise them.

B. If you arrive at school after 8:45 a.m., go to the office and sign in.

C. If you plan to leave school before the end of the day, you must bring a note from home with a parent contact number requesting early dismissal. Also, the person who picks you up must sign you out in the office. The latest time to check out a student for early dismissal is 3:15 p.m. If you stay at school for a basketball game or dance, do **NOT** leave the campus. You are to stay in your last class or other designated area until you are called to the gym.

D. Any adult who checks in or out a child must have a picture ID. In addition, the person must be listed on the student's information form as having the right to pick up the student.

E. Once anyone arrives on this campus, regardless of mode of transportation, he/she is subject to all school rules and regulations. For example, a walking student should not return home for any reason without permission from the Principal or Assistant Principal.

F. If you wish to ride to and from school in any car, you must have written permission from your parents/guardians.

G. Do not bring visitors to school with you. Also, visitors are not permitted to ride our buses. All visitors must be registered with the Principal or Assistant Principal. Visiting friends will not be allowed to attend classes with students.

H. All afternoon car riders are expected to be off campus no later than 4:15 p.m. The school day ends at 3:45 p.m. Parents, please plan to pick up your child prior to 4:15 p.m. or arrange for your child to ride the bus. Teachers are off-duty at 4:00 p.m.

## 2. STUDENT PREPAREDNESS

A. Go to class prepared with books, pencils, paper, and keep up with all of your property. Failure to bring proper materials to class or complete homework or class assignments may result in disciplinary action.

B. When changing classes, you are not to loiter in the halls. You will have 3 minutes to change classes. Get the books and materials that you need and go directly to your next class. Go to your locker only during scheduled locker breaks. **Book bags should be left in your locker and used only to transport books to school and home.** Research has shown that excessively heavy loads carried in a book bag and book bags carried inappropriately may cause muscular-skeletal damage. Students are encouraged to carry no more than necessary in their book bags and to properly carry their book bags with both straps.

C. School regulations are to be followed at all school-related events regardless of the place, including field trips, basketball games, etc. Remember that you represent Monroe Middle School wherever you are. You will be subject to disciplinary action for violations of regulations in these areas.

D. Students using the computer labs are to clean up the area before returning to their classrooms. They are to work quietly so as not to bother others in the adjoining areas.

E. Students are to exhibit good conduct during assembly programs by not pushing, pinching, whistling, running under the bleachers, chewing gum, or talking when they are supposed to be listening. No unauthorized talking during announcements, assemblies, etc. is acceptable.

F. You must never be out of class unless you have a hall pass by the specific teacher according to your schedule. This includes trips to the office or counselor. If a restroom break will cause you to be tardy for the next class, please report to class and get a pass from the receiving teacher.

### 3. SICK STUDENTS

**A.** There is no monitored sick bed at Monroe Middle School. Students who are too sick to remain in class will be encouraged to call their parents and go home. The school nurse is here on Tuesdays, Thursdays, and Fridays.

**B.** In order for students to receive medicine at school the following procedures must be followed. The school does not provide any medications.

1. Daily medicines require the following before school staff can give the medicine;
  - a. Signed, dated doctor's orders that give complete administration instructions. (Medication Consent forms are available on the Monroe Middle website or in the school office.)
  - b. The parent's signature requesting medication administration.
  - c. A fresh supply of medicine delivered in its original packaging, labeled with child's name.
  - d. Any change in medicine, dosage or administration time requires a new Medication Consent Form be given to the school.
2. As Needed medicines (used to treat chronic conditions like asthma, headaches, etc.) require the following:
  - a. A completed Medication Consent Form signed by both the parent and doctor if the medicine would need to be available at the school for the entire year (i.e. more than 10 days allowed with short-term medicines).
  - b. A fresh supply of medicine in the original package, labeled with the child's name.
  - c. If the medication will need to be carried by the student, be sure to note that on the Medication Consent Form and get the doctor's approval.
3. Short-Term medicines are needed infrequently and require the following:
  - a. They may be given with the written permission of the parent only.
  - b. Please send with complete information that gives student name, name of medicine, amount to be given, and time to be given.
  - c. Send a fresh supply of medicine, in its original package, labeled with your child's name.
  - d. These medicines may be given for up to 10 calendar days without the signature of a physician.

THE SCHOOL WILL ASSUME NO RESPONSIBILITY FOR STUDENTS WHO SELF MEDICATE. STUDENTS WHO ARE IN POSSESSION OF ANY TYPE OF UNAUTHORIZED MEDICATION MAY FACE DISCIPLINARY ACTION.

### 4. ABSENTEES

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

The only lawful absences or tardies include:

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

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

**B.** If a student must leave school for a part of the day, a written request by the parents/guardians must be submitted to the office before reporting to homeroom. The authorized party must come to the office to sign the student out of school.

**C.** Students who are absent are responsible for making up any missed work within 3 days in order to receive credit.

**D.** A student shall be recorded present for any day that he/she is present at a place other than the school with the approval of the Principal for the purpose of attending a school activity which has been officially authorized under the policies of the Board of Education or the Principal. This may include field trips, athletic contests, music festivals, student conventions, and similar activities. Students who go on these out-of-school trips **MUST** get assignments and make them up.

**E.** Students who have not been temporarily excused from attendance by the Principal or Superintendent in accordance with G.S. 115C-378 of the Compulsory Attendance Law and the State Board of Education's Handbook on School Attendance (Policy Manual 10.2100) shall be considered an unlawful absence.

**F.** According to Union County Public Schools policy, students in elementary school (K-8) who have 15 unexcused absences will not pass their grade and will be retained. (Absences include those excused, unexcused, or due to suspension.)

**G.** Students who are absent 15 days due to chronic illness, communicable disease, injury, or other medical reason (substantiated by a doctor's note) will not lose course credit. However, the student must maintain an acceptable academic average for passing.

## **5. CHEATING**

Each person is responsible for his/her honesty and integrity. A person must not receive nor give help on a test, nor should he/she condone other observed receiving or giving help. Cheating will be addressed according to the current Monroe Middle School Student Discipline Policy.

## **6. GRADING SCALE**

Grades on report cards are assigned by numerical equivalents rather than letter grade (i.e., science: 88, math: 93). The following scale can be used in comparing numerical grades to letter equivalents.

Superior	93-100	A
Above Average	85-92	B
Average	77-84	C
Below Average	70-76	D
Unsatisfactory	Below 70	F

Conduct Grades  
Conduct grades for all levels are:  
O – Outstanding  
S – Satisfactory  
N – Needs to Improve  
U - Unsatisfactory

**7. REPORT CARD DATES**

Report Cards will be issued every six weeks: September 14, 2011; November 9, 2011; January 18, 2012; March 7, 2012; May 2, 2012; June 7, 2012.

Progress Reports will be issued every third week of the six weeks: August 12, 2011; September 27, 2011; November 29, 2011; February 2, 2012; March 19, 2012; May 16, 2012.

**OVERDUE FINES**

FINES OWED TO THE CAFETERIA OR MEDIA CENTER NEED TO BE PAID PRIOR TO FINAL REPORT CARDS BEING ISSUED. REPORT CARDS WILL BE HELD FOR THOSE OVERDUE FINES!

**8. TELEPHONES**

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

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

**PARENT PHONE CALLS**

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

**9. SELLING ITEMS AT SCHOOL**

All sales not connected in any way with Monroe Middle School are prohibited. Items illegally placed on sale will be confiscated.

**No student deliveries will be accepted at Monroe Middle School! This includes Valentine, birthday, and other occasional gifts.**

**10. LOCKERS AND LOCKS**

Each student will be assigned a locker, which is the property of Monroe Middle School. Students must provide a combination lock and give the combination to his/her homeroom teacher and the school's administration. Students may only visit lockers when approved and designated by teachers and administration. Students are never to swap lockers or assume ownership of a locker that has been vacated.

**11. BOOKBAGS**

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

**12. LOST AND FOUND**

Please remember to write student names inside jackets, winter hats, gloves, book bags, books, etc. Students who find lost articles are asked to take them to the office. The lost articles will then be placed in the custodial closet. Lost articles, which are not claimed within a reasonable time, will be given to charitable organizations.

**13. VISITORS**

PARENTS ARE ALWAYS WELCOME, BUT ARE ASKED TO MAKE AN APPOINTMENT TO SEE A TEACHER, THE PRINCIPAL, OR TO VISIT THEIR CHILD'S CLASSES. All visitors to the school are required to register their visit in the school office and to wear a VISITOR'S PASS while they are on campus.

**14. FACILITY CARE/USE**

- A. Take care of furniture, equipment, materials, rest rooms, and lockers. We have a beautiful school, and we should take care of it.
- B. Check your desk and locker before leaving school in the afternoon to make sure that you have your books and personal items.
- C. Keep your locker clean. It will be checked periodically by your teacher and the administration. A lock must remain on all assigned lockers.
- D. Students are not to use the windows as a place to enter or leave the classrooms, or as a seat or bookshelf.
- E. Students are not to jump up in order to hit the ceiling tiles with hands or other objects.
- F. Students are not to put up posters or signs unless they have permission from the Principal.
- G. If a student abuses school property, the following will be done:
  - 1. Clean, if possible, with notification of parent/guardian.
  - 2. Referral to the office
  - 3. Possible report to SRO Kilgo.
  - 4. Make restitution, if applicable.

**15. SOFT DRINKS**

**Students are not to bring soft drinks in a can or glass/plastic bottle to school—not even with a bag lunch or for breakfast.** These items, if found, will be confiscated and discarded.

Students are not to have any food, including snacks, in the halls, on the buses, or on school grounds.

Students may bring money to purchase water from machines or other items in the cafeteria. **Items purchased in the cafeteria MUST be consumed in the cafeteria.**

**16. FACULTY LOUNGE/WORKROOM**

No students allowed for any reason.

**17. LUNCHROOM BEHAVIOR**

Students are to practice good manners in the cafeteria. Running, pushing, kicking, tripping, breaking in line, throwing food, tampering with other students' food, popping milk cartons, or other disruptive behaviors will not be tolerated and can lead to disciplinary action.

**18. HALLWAY BEHAVIOR**

1. Go directly from one class to the next.
2. **KEEP TO THE RIGHT IN PASSING THROUGH THE HALLS. NO MORE THAN TWO STUDENTS SIDE BY SIDE IN THE HALL.**
3. Do not run, loiter, or group together in the halls. This is dangerous and impedes traffic flow.
4. Students must carry a pass signed by a teacher when in the hall during class times.
5. Hats, loud noises, and physical contact are not tolerated.
6. Students must remain on the hallway assigned to their respective class.

**19. PERSONAL VALUABLES**

Do not bring large sums of money or valuable items to school. Every effort will be made to teach honesty at MMS and protect your property, **but the school will not be responsible for any lost or stolen items. Be especially careful not to take any valuables or money into the gym locker rooms. Gym locker rooms and lockers are not secure.**

**20. MEDICATION**

Aspirin for students is not available from the school office. Prescription drugs will be dispensed through the office when brought from home with written directions and permission from parents/guardians. An adult will always dispense medication and log it in each time.

**21. MONIES, SCHOOL STORE**

- A. You are urged to bring correct money amounts for various needs.
- B. Checks for lunch will not be cashed in the school office.
- C. Students who need to purchase pencils, desk pens, gel pens, and notebook paper from the school store should get them before school or during homeroom only.

**22. GUM AND CANDY**

NONE!! NO GUM is allowed at MMS!

**23. FIELD TRIPS**

- A student who has disciplinary infractions or OSS may be ineligible for field trips the remainder of the school year.
- Refunds of field trip costs cannot be made once checks have been cut for trip expenses.
- Each grade level/learning community/team may establish its own criteria for field trip participation.
- Students who owe media center fines or have overdue books may not be allowed to go on field trips.

**24. DANCES**

Dances are scheduled from 4:00 – 6:00 p.m. Our goal is to have dances scheduled throughout the school year.

Admission cost will be \$3.00 per student.

**25. CAFETERIA FEES**

	PAID BREAKFAST 2010-2011	REDUCED BREAKFAST 2010-2011	PAID LUNCH 2010-2011	REDUCED LUNCH 2010-2011
Elementary Schools	\$ .85	\$ .30	\$1.95	\$ .40
Middle/ High Schools	\$ .85	\$ .30	\$2.05	\$ .40
UCPS Employees	a la carte		a la carte	
Visiting Child	a la carte		a la carte	
Visiting Adult	a la carte		a la carte	

Student Breakfast and Lunch Information:

- Breakfast cannot be charged at any school.
- Middle school lunch: Only 5 days can be charged, which is \$2.05 X 5 = \$10.25

Non-Sufficient Funds Check Fee                      \$25.00

**26. PROMOTION POLICY**

Union County Board of Education Policy states:

**To be promoted to the next grade, middle school students must demonstrate grade level proficiency by scoring a Level III or above on EOG’s in reading and math. Local standards state that students must also pass English/Language Arts and Mathematics. In addition to English/Language Arts and Mathematics, the student must also pass two(2) of these three subjects – Science, Social Studies, and Health/Physical Education.**

Approved by BOE, May, 2010.

**27. BUS TRANSPORTATION**

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

1. Give the bus driver full cooperation.
2. Conform to the time schedule of the bus.
3. Ride **only the bus** which you are assigned unless you have the Principal’s or Assistant Principal’s permission to ride another bus.
4. No fighting pushing, or shoving, etc.
5. Stay seated except loading/unloading.
6. No horseplay including yelling, loud talking, singing, chanting, throwing objects, etc.

7. Do not extend hands, arms, feet, and head out of the windows.
8. Do not litter the bus. Eating and drinking are not permitted on the bus.
9. Do not damage the bus seats, etc.
10. Do not bring water on the bus in water pistols, balloons, bottles (plastic or glass), etc.
11. Observe all school rules while on the bus. If you break a school regulation while on the bus, you will be punished for disregarding the school rule, and you may also be suspended from riding the bus.
12. Each of you may be assigned to a certain seat on the bus. You must sit in that assigned seat in the mornings and the afternoons.
13. Get on the correct bus immediately after entering the bus parking lot in the afternoons.
14. Students who do not report to the buses immediately after school may temporarily lose their riding privileges.

**DISCIPLINARY ACTION TO BE  
TAKEN WHEN STUDENTS MISBEHAVE ON THE BUSES**

- 1<sup>st</sup> Offense: Warning and notification of parents/guardians, or punishment deemed appropriate by the principal.
- 2<sup>nd</sup> Offense: Appropriate punishment, notification of parents/guardians, and possible removal from the bus for 1 or more days.
- 3<sup>rd</sup> Offense: Appropriate punishment, notification of parents/guardians, and removal from the bus for 2 or more days.
- 4<sup>th</sup> Offense: Appropriate punishment, notification of parent/guardians, removal from the bus for 3 days. Notify parents that the next bus offense can result in bus suspension for the remainder of the school year.
- 5<sup>th</sup> Offense: Appropriate punishment and request made to the Board of Education that the student be removed from the bus for the rest of the school year.

**Consequences for fighting and extreme behavior problems will be the same as those listed under INAPPROPRIATE BEHAVIORS.**

**BUS LOT BEHAVIOR GUIDELINES**

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

1. Students will not run on the bus lot while moving to their bus to load or while waiting on their bus to arrive.
2. Students will not push, shove, fight, or attempt to cause any physical harm to another student on the bus lot.
3. Students will respect adult monitors on the bus lot.
4. Students will not throw rocks, footballs, baseballs, or other objects while waiting to board their bus.
5. Students should not consume food or drink on the bus lot.
6. Students will not re-enter the building for any reason without permission from an adult.

Adult monitors are on the bus lot to protect your child. The above guidelines must be followed to maintain an orderly and safe atmosphere on our bus lot.

28. **AFTER-SCHOOL ACTIVITIES** (School dances, basketball games, talents shows, concerts, etc.) Inappropriate behavior at an after-school event will result in the appropriate punishment according to the consequences which govern student behavior during normal school hours.

## **BASKETBALL and CHEERLEADING GUIDELINES**

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

1. The student must maintain a minimum of a 77 average when all grades are averaged together after each grading period. Should the student fail to maintain this average, the student will have until the next progress report to raise the average to 77. Failure to raise the average to 77 will result in the student being removed from the team for the remainder of the season.
2. The student will maintain at least an average of satisfactory on conduct for the year.
3. The student must be counted present by the SIMS/NCWISE attendance accounting process on game day in order to play in the game.
4. Three office referrals for disciplinary problems, an Opportunity Room assignment, or a suspension from riding the bus during the sports season will result in a one game suspension.
5. An out-of-school suspension during the sports season will result in the student being suspended from the team/squad for a minimum of two games. A second out-of-school suspension during the sports season will result in the student being removed from the team/squad for the remainder of the season.

*\*Sports season is defined as beginning with the first day of practice (once the team/squad is selected) and lasting through the last game of the schedule.*

### **Standard Code of Dress for 2011-2012 School Year**

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

**\*The principal or designee may use discretion in determining whether or not dress is inappropriate / distracting to the educational environment.\***

**\*\*Principal has discretion to amend Standard Code of Dress if circumstances deem necessary.\*\***

#### **Top Wear**

Shirts (Boys and Girls)

- Shirts and blouses will be color coded for the students' grade levels.
- Golf-type pull-over shirts with collars, or button up shirts with collars will be permitted.
- Shirts may bear a manufacturer's logo (no larger than 1") or the MMS logo.
- Shirts must be long enough that they can be tucked in at all times.  
Shirts must remain tucked when student is standing with arms raised over head.
- Shirts must remain appropriately buttoned at all times.

#### **Grade Level Colors for Shirts**

- 6<sup>th</sup>-Grade- Hunter Green
- 7<sup>th</sup>-Grade- Navy Blue
- 8<sup>th</sup>- Grade-Red

### **Sweaters and Sweatshirts**

- Sweaters and Sweatshirts must be crew neck or v-neck in style.
- Sweaters and Sweatshirts may be worn over the grade level collared shirt.
- The collar must be visible at all times.
- Sweaters and sweatshirts must be either the solid grade level color, gray, or white. The only acceptable logo is the MMS logo.
- Sweaters and Sweatshirts must be crew neck, v-neck or cardigan in style.
- Vests, zippered pull-overs, or fleece must be left in locker at the beginning of the day.
- Shirts may not be tied around the waist on neck.
- No hooded sweaters or sweatshirts should be worn at any time.

### **Bottom Wear (Boys)**

- Pants or shorts must be khaki and must be worn on the waist at all times.
- No denim, wind pants, or sweatpants.
- All shorts must be knee length only.
- No oversized pants will be permitted (Principal or designee determines if pants are oversized and raises a safety concern)
- No “sag and drag”, rolling up pant hems, or tucking pants legs into socks.
- Belts must be worn at all times with pants and shorts that have loops.
- Belts must be solid in color and without adornment (studs, etc.),
- Belts must be visible at all times and may not exceed 6 inches in length when buckled.
- Students may not remove belt loops from clothing

### **Bottom Wear (Girls)**

- Pants, shorts, or skirts must be khaki in fabric and color.
- No denim, wind pants, sweatpants, velour, corduroy, or spandex material.
- Pants, shorts or skirts must be worn at the natural waist at all times.
- Pant hems may not touch or drag the floor.
- Belts must be solid in color and without adornment.
- Belts must be worn on all pants, shorts, and skirts with loops. Loops may not be removed if manufactured on pants.
- All shorts, skirts, and jumpers must be at least fingertip length (no daisy dukes, short skirts, etc.)

### **Jackets**

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

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

- No platform shoes, sandals, flip flops, shower shoes, slippers, or shoes with open toes or open heels.
- Shoes with shoe strings must be laced and tied. Any buckles must be buckled.
- Any shoe higher than the ankle must be worn underneath the pant leg.

### **Headwear**

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

### **Jewelry**

- Large jewelry is not permitted and necklaces (wooden, metal, etc.) should be tucked inside shirts.
- Earrings may not be over 1 inch in size. This creates a safety concern.
- No jewelry is to be worn during PE.
- No armbands or jelly bracelets are permitted.
- Sunglasses are not permitted and will not serve as headbands.
- Grills (metal teeth coverings) or other mouth accessories are not permitted.

### **UNIFORM DURING PHYSICAL EDUCATION**

- Students are required to wear PE uniforms. Parents are required to purchase the PE uniform for \$12.00. The uniform belongs to the student and can be used all three years at Monroe Middle.
- Students are responsible for the care of the uniform. Students who fail to wear a PE uniform will be penalized as not dressing out properly and may receive a lower grade.

### **Monroe Middle School-wide Rules for the 2011-2012 Academic Year**

#### **1. Dress Code Violation**

1st Violation: Teacher warning and contact parents.

2nd Violation: Teacher assigned and supervised ASD or lunch detention/w parent notification

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

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

1<sup>st</sup> Offense – Warning and Guidance Referral—Counselor will contact parents

2<sup>nd</sup> Offense – 2 days ASD/lunch detention (administrator discretion)

3 or more Offenses—May result in Out of School Suspension

#### **3. False Accusations of School Staff**

1<sup>st</sup> Offense – Administrator Discretion—May result in up to 5 days of Out of School Suspension

2 or more Offenses – May result in up to 10 Days Out of School Suspension

#### **4. Failure to Comply**

1<sup>st</sup> Offense – Call Parent/Guidance Referral

2<sup>nd</sup> Offense– ASD or Lunch Detention

3<sup>rd</sup> or more Offense- Administrator Discretion (ASD, Saturday School, Parent/Student Conference with contract, OSS)

#### **5. Running in Hallways (Consequences assigned by adult observing behavior)**

1<sup>st</sup> Offense – Warning

2<sup>nd</sup> Offense – Call Parent

3<sup>rd</sup> Offense – 2 days ASD/ 1 day Saturday School

4 or more Offenses – Administrator Discretion

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

**7. Students in Unauthorized Areas**

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

**8. Classroom Disruption**

1<sup>st</sup> Offense – Warning by Teacher/Parent Contact  
2<sup>nd</sup> Offense – Guidance Referral during non-instructional time, parent contact by teacher/counselor, teacher assigned ASD or lunch detention  
3<sup>rd</sup> Offense – 2 days teacher assigned ASD,  
4 or more Offenses – Office Referral (Consequences deemed appropriate by administrator—ASD, lunch detention, Saturday School, 3-5 days OSS)

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

1<sup>st</sup> Offense – Administrator Discretion (Saturday School, 1-3 Day(s) OSS w/Guidance Referral)  
2<sup>nd</sup> Offense – 5-10 Days OSS  
3 or more Offenses – Refer to School Board Policy

**10. Instigating or Promoting Common Area Disruptions (Including but not limited to loud altercations in the hallways, drawing large crowds, running in the hallways to an altercation, shoving, horse playing, or fights).**

Refer to School Board Policy 4-3b (1e)

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

1<sup>st</sup> Offense – Warning by adult observing behavior  
2<sup>nd</sup> Offense – Counselor Referral by adult observing behavior  
3<sup>rd</sup> Offense – 2 days teacher/administrator assigned ASD or lunch detention  
4 or more Offenses – Office Referral on Failure to Comply

**12. Tardy to Class**

1<sup>st</sup> Offense – Teacher Warning and Parent Contact by teacher  
2<sup>nd</sup> Offense – Guidance Referral by teacher and Parent Contact by School Counselor  
3<sup>rd</sup> Offense – 2 days of teacher assigned ASD/lunch detention  
4 or more Offenses – Office Referral (Saturday School, ASD, OSS)

\*\*School Wide Lockouts:           1<sup>st</sup> Offense – 2 days ASD/Saturday School  
  2<sup>nd</sup> Offense – 1 day OSS

**13. Cheating on assignment**

Student receives opportunity to redo assignment for ½ of original possible credit after parent is notified (Teacher may give an alternative test, assignment and time of completion). If student refuses the alternative assignment and/or time, teacher may assign a zero (0) after parent is notified.

14. **Misuse of school issued or personal technology** (If administrator deems the material “hardcore pornography” or misuse a threat to student or equipment safety, principal may immediately terminate the student’s privileges **and** impose consequences including OSS—Please refer to BOE policies 4-3b #'s 11 and 15e)

1<sup>st</sup> Offense- Warning and parent contact

2<sup>nd</sup> Offense- Suspension of technology privileges (Up to 6 weeks)/Parent Contact

3<sup>rd</sup> Offense- Suspension of technology privileges (Up to 18 weeks)/Parent Conference

4<sup>th</sup> Offense- Suspension of technology privileges for remainder of academic year

**\*\*Principal has discretion to increase the severity of consequence for any violation if circumstances deem necessary.\*\***

### Policy on Regular Honor Roll

#### I. Academic Grades:

- A. All classes, including related arts and Health/PE, will count toward honor roll.
- B. To be on the “A” Honor Roll, a student must have all “A’s” in the academic subjects that are counted in relation to Honor Roll.
- C. To be on the “B” Honor Roll, a student must have “A’s” and “B’s” in the academic subjects that are counted in relation to Honor Roll.
- D. Health/PE will be a joint grade this year.

#### II. Conduct:

- A. To be eligible for the “A” Honor Roll, a student must have an “O” or “S” on all subjects, including related arts, band, and PE.
- B. To be eligible for the “B” Honor Roll, a student must have an “O” or “S” on all subjects, including related arts, band, and PE—except two (2) and those must be “N’s”.
- C. If a student makes a “U” on conduct in any subject, HE/SHE CANNOT BE ON EITHER HONOR ROLL.

### Criteria for Principal’s Honor Roll

#### I. Academic Requirements:

- A. Students must have all “A’s” and “B’s” and three (3) or more of these grades must be “A’s”.

#### II. Conduct Requirements:

- A. Students are allowed to have one (1) “N”; all other grades must be “S’s” or “O’s”.

#### III. Subjects to be Considered:

- A. All courses that are graded by numbers or the letter A, B, C, etc. are to be considered. A and A/B Honor Roll student will be recognized in a variety of ways at the conclusion of each grading period.

Principal’s Honor Roll students will be recognized in a variety of ways during second semester.

## PHYSICAL EDUCATION REQUIREMENTS

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

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

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

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

**TOPICS THAT MAY BE DISCUSSED  
WITH A MINOR WHOSE PARENTS HAVE  
NOT WITHHELD CONSENT**

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

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

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

2. Pregnancy Prevention

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

- a. rate of effectiveness
- b. advantages and disadvantages
- c. estimated cost

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

3. Pregnancy Testing

The student may be given information on pregnancy testing.

4. Pregnancy

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

Any student who is pregnant, or suspects she is pregnant, is always encouraged to tell her parents/guardian of her pregnancy and to make a decision, with their guidance, about her options concerning the pregnancy. Pregnancy options should be discussed with the student by her parents, primary care provider, obstetrician or the Health Department's medical staff who deals with maternity matters.



