

# 2024 - 2025

# Monroe

# School

# Handbook

*Home of the warriors*



**HARNEY COUNTY**  
SCHOOL DISTRICT #3

[www.hcsd3.org](http://www.hcsd3.org)

## Who we are

Monroe School is a part of Harney County School District #3. We are housed inside the Eastern Oregon Youth Correctional Facility. Students housed here have access to grades 7-12 education, special education, vocational education, and post-high school higher education with our partner, Treasure Valley Community College.

- low teacher: student ratios
- student first approach to support whole student learning
- specialized support for credit-deficient students to get back on track for an on-time graduation
- CTE with certification programs in welding, woodshop, construction, and barista services
- highly effective school staff

*Harney County School District #3 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; and the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.*

**Any information contained in this school handbook is subject to unilateral revision or elimination from time to time without notice.**

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## Mission Statement and Goals

Monroe School provides a meaningful educational opportunity to assist each student in returning to their community as a productive citizen.

Our goals are to:

- Provide an environment for academic achievement
- Cultivate acceptable and responsible social behaviors
- Develop career-related vocational skills

Our students are more than just students - they are individuals, family members, citizens, producers, and consumers.

## Preface

The material covered within this school handbook is intended to communicate to students and guardians general school information, rules, and procedures and is not intended to enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. The material contained herein may, therefore, not be superseded by such Board policy, administrative regulation, or negotiated agreement.

Any information contained in this school handbook is subject to unilateral revision or elimination from time to time without notice.

Students are responsible for conducting themselves properly, in accordance with the policies of the Eastern Oregon Youth Correctional Facility, the school district, and the lawful direction of staff. The school district is responsible for affording students certain rights as guaranteed under federal and state constitutions and statutes.

The Monroe School administration reserves the right to modify, delete, or add to the rules and procedures described. The administration also has the right to interpret the meaning and/or intent of any part of this document.

## Table of Contents

Daily School Schedule  
Introduction  
Attendance  
Bullying/Hazing/Harassment/Intimidation/Menacing/Cyberbullying  
Cheating/Plagiarism  
Chromebook  
Classroom Behavior  
Discipline Procedures/Options  
Expulsion  
Graduation Requirements  
Headphones/Electronic Devices  
Rights of Students  
Schedule Changes  
Student Responsibilities/Code of Conduct  
Textbooks/Equipment

## Daily School Schedule

<b>1st period</b>	<b>8:00 – 8:55</b>
passing	8:55 – 9:15
<b>2nd period</b>	<b>9:15 – 10:05</b>
passing	10:05 – 10:25
<b>3rd period</b>	<b>10:25 – 11:20</b>
passing	11:20 – 11:30
lunch	11:30 – 12:30
<b>4th period</b>	<b>12:30 – 1:18</b>
passing	1:18 – 1:38
<b>5th period</b>	<b>1:38 – 2:21</b>
passing	2:21 – 2:36
<b>6th period</b>	<b>2:36 – 3:30</b>

# Introduction

Welcome to Monroe School

We realize your past experiences with school may have been less than pleasant. We also know that without at least a solid basic education, your chances of success back in the community will be more challenging. While enrolled here, we hope you will take advantage of a unique opportunity to earn credits and raise your skill levels at a rate far greater than most public schools. You can be assured that the teachers and staff at Monroe School will do everything within our power to help you find your success.

You may believe that you cannot learn. It is necessary that you and we recognize any limitations you may have. However, we believe that you can learn. For this to occur, two things must happen:

- First, you must realize that a High School diploma is not earned overnight. Diplomas take time to earn.
- Second, you must be willing to do all you possibly can to learn the material. If you do not understand, please ask for help rather than becoming angry and quitting on yourself.

It is very important that you understand that "not working" is not an option while you are attending Monroe School. Your choices and decisions will determine what you accomplish. Please think before acting and make good choices.

# Attendance

Punctual and regular attendance is essential to the academic success of students. School staff will consider a student's attendance in determining a grade reduction or credit denial. Such a decision will not be based on non-attendance due to religious reasons, a student's disability, or an excused absence, as determined by district policy.

Attendance is the same as behavior and will be reflected in your class period grade. If you do not attend or refuse school, you will be marked absent and earn a 0.00 for the day. If you are ill, being disciplined for behavior or safety, or going to be absent for any reason, OYA staff will notify the school staff promptly.

# Bullying/Hazing/Harassment/Intimidation/Menacing/Cyberbullying

According to Harney County School District #3 Policy JFCF/GBNA: Monroe School is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying, including cyberbullying, is strictly prohibited and shall not be tolerated in the District. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is strictly prohibited. Students who have engaged in behavior prohibited by this policy will be subject to remedial action and discipline. Students who have engaged in behavior prohibited by this policy will be referred to their EOYCF unit leadership.

# Cheating/Plagiarism

Monroe School respects students' need to discover individualized and cooperative learning methods. The school's faculty and administration believe that the education and diplomas students receive will reflect its high academic standards. To ensure this, Monroe School has established the following academic regulations to maintain its integrity and allow students to pursue a quality education.

Academic dishonesty includes, but is not limited to:

- Cheating on a quiz/test/exam
- Receiving help from others in work to be submitted if contrary to rules of the course
- Plagiarizing (using another's ideas and/or writings as own without citing source)
- Submitting work from another course unless permitted by the teacher
- Using technology or other (computer, notes, etc.) to duplicate another's work
- Assisting anyone else to do any of the above

If students are suspected of classroom cheating, plagiarism, or otherwise misrepresenting their work, they will be subject to the following consequences:

1. Assignment(s) will receive a "zero" grade
2. Failure of the class period

## Chromebook

Students are responsible for the Chromebook assigned to them. Any damage (broken screen, lost/missing keyboard keys, etc.), misuse, or loss of Chromebook will result in failure of the class period.

## Classroom/School Behavior Guidelines

At Monroe School, specific rules and procedures are established to guide you through constructive growth and into mature adulthood. These are the behaviors we expect you to follow:

Respect Yourself

Respect Others

Respect Property

Behaviors considered inappropriate will be graded accordingly, and you may be removed from the classroom. This is the procedure teachers will follow when students are disruptive:

1. The teacher will discuss the inappropriate behavior with the student.
2. The teacher will award the student a 0.00 for the class period and notify the GLC about the inappropriate behavior if it continues.
3. If the inappropriate behavior continues, the student will be removed from the classroom.

## Discipline Procedures/Options

A student who violates the Student Code of Conduct shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators. The district's disciplinary options include using one or more discipline management techniques, including counseling by teachers and/or administrators, behavioral contracts, suspensions, and loss of privileges. When a student is involved in a fight, commits assault, is in possession or use of a drug or drug paraphernalia, alcohol, and/or tobacco-related product, or is engaged in any other criminal act, he/she will be referred to the EOYCF management.

Teachers and school staff will not argue with or threaten students. However, they will immediately give a 0.00 for the applicable class period and call for unit staff (if not already present). For behaviors deemed moderately and/or extremely inappropriate, the teacher will complete a Special Incident Report (SIR). A copy of the report will be given to the applicable Living Unit Manager (LUM), and the Principal will enter it into JJIS.

Students must be a BRONZE TAG or higher to participate in a vocational education shop class (e.g., metal, wood, barista, barber). This demonstrates a commitment to growth, success, and safe choices for self and others.

If a student is removed/dismissed from a shop class due to safety during the first half of the term, they will not be able to return until the next term begins. If a student is removed/dismissed from a shop class during the second half of the term, they will not be able to return for one full term.

## Monroe School Discipline Matrix

The discipline code was established by Monroe School and is intended to be used as a guideline that permits uniform administration of consequences throughout the school but allows for some latitude with individual needs. The consequences section (indicated by step number under a sequence of offense categories) represents minimum starting points for disciplinary consequences. Successive offenses in each category may result in movement to the next step or more. **Continued infractions in a level could be continuous and not start over. The administration reserves the right to modify or add to steps.**

## Discipline Matrix

Step 1 = 0.00

Step 2 = 0.00 and removal from classroom/shop/program for the class period

Step 3 = 0.00 and suspension from shop/program

Step 4 = 0.00 and dismissal from shop/program

Infraction	Definition	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 or more offenses
Disobeying staff	Failure to follow directives, not complying with requests or directions	warning	1	2
Disrespectful behavior	Exhibiting a lack of respect, rude and discourteous behavior, behavior that is unwelcome and personally offensive, which fails to respect the rights of others	warning	1	2
Food/drink violation	Food/drinks in the classroom	warning	1	2
Tardiness to class	A student is not in the classroom ready to work when the class begins	warning	1	
Profanity	Use of offensive language or obscenities	warning	1	2
Cheating/plagiarism	Copying of assignments, tests, quizzes, and exams from the work of others or using unauthorized materials	1	2	
Skipping class	not attending class without permission	1		
Failure to follow safety rules or procedures	Endangering self, others, or school property by not following safety guidelines or directives	1, 2	2, 3	3, 4
Willful damage or theft of property	Damaging or stealing school or personal property (restitution if appropriate)	2	3, 4	
Bullying/cyberbullying/harassment	Verbal assault directed towards student/staff or unprovoked physical assault of student or staff	2	3, 4	
Fighting	Any student who has an opportunity to walk away from a potential fight and chooses to participate	2	3, 4	
Gross disrespect	Repeated violations of a code of conduct, severely rude or offensive behavior	2	3, 4	
Insubordination	Refusal to follow directions from staff	2	3, 4	
Drug/alcohol/tobacco policy violation	Possessing, using, being under the influence of drugs and/or alcohol (this includes not complying with drug/alcohol testing)	4		
Computer misuse	Any computer use that is not directly related to individual schoolwork	1 (HS) 4 (vesoy)		

## Expulsion

High School students will not be expelled from school.

VESOY students may be expelled from school vocational education programs and/or the Monroe School College Program. An expulsion shall not extend beyond one calendar year.

## Graduation Requirements

To graduate from Monroe School, a student must obtain twenty-four credits of study. Of these, 15 are required courses, 6 are elective courses, and 3 are applied arts courses. Students must also complete 3 credits of math (Algebra I or above), civics, economics, personal finance, health 1 & 2, and PE.

All students who have successfully completed the requirements for a diploma or GED will have the option to participate in graduation exercises. A formal graduation will be held at the end of each school quarter to ensure all students have an opportunity to participate.

## Headphones/Electronic Devices

Students will be allowed to use school headphones while in class and working. They must be connected to the student's Chromebook. **No other headphones or electronic devices may be used in the classroom.**

## Rights of Students

Court decisions have indicated that young people in the United States have the right to receive a free and public education. The courts have also stated that students have the rights of citizenship as delineated in the United States Constitution and its amendments.

## Schedule Changes

Schedule changes will be arranged with the principal during the first week of each school term. Necessary changes made after this time may result in the student receiving an F grade for the term in courses being dropped.

## Student Responsibilities / Code of Conduct

The mission of Monroe School is to provide a learning experience that will assist all students in developing skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen. In order to maintain and advance this mission, it shall be the responsibility and duty of each student to:

1. Respect the rights of others. Students are responsible for avoiding expressing personal prejudice toward any individual or group because of race, sex, age, handicapping condition, religion, national origin, or language. Students will not be allowed to engage in conduct that interferes with the educational pursuit of other students.
2. Attend all classes each day on time with the necessary materials.
3. Participate in the learning process and take responsibility for your own learning.
4. Follow the direction of all staff.
5. Comply with the rules of the district and school.
6. Submit to reasonable corrective action or punishment imposed by the district/EOYCF and its professional staff for violation(s) of its rules.
7. Conduct yourself in a manner that will not discredit you or other school community members.

Discipline in the schools aims to teach the following fundamental concepts:

- a) Responsibility, self-discipline, and self-respect
- b) Respect for the rights, dignity, and safety of all individuals within the school community
- c) Respect for law and observance of school policies, procedures, rules and regulations
- d) Respect for public and private property

## Textbooks / Equipment

Students are responsible for their textbooks and instructional equipment loaned to them.

## Academic Honors

4.000	Superintendent's List
3.400 - 3.999	Principal's List
3.000 - 3.399	Honor Roll

## Students of the Quarter

Each school quarter (there are four), the high school student on each living unit with the highest GPA will be recognized as the Student of the Quarter and earn lunch from the school Principal. The minimum GPA for this recognition is 2.000.

# 24-25 Monroe School Calendar

July 2024						
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 2024						
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

September 2024						
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					

October 2024						
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		

November 2024						
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

December 2024						
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				

Monday - Friday  
7:30a - 3:30p  
228 days

Jul 1-5: NO SCHOOL (summer break)  
Jul 8-9: NO SCHOOL (teacher workdays)  
Jul 10: Q1 start

Aug 21: NO SCHOOL (district inservice)

Sep 2: NO SCHOOL (Labor Day)  
Sep 5-8: NO SCHOOL (county fair)

Sep 26: Q1 end  
Sep 27: NO SCHOOL (teacher workday)  
Sep 30: Q2 start

Oct 13: Burns Paiute Tribe Reservation Day  
Oct 18: NO SCHOOL

Nov 11: NO SCHOOL (Veterans Day)  
Nov 27-29: NO SCHOOL (Thanksgiving)

Dec 19: Q2 end  
Dec 20: NO SCHOOL (teacher workday)  
Dec 23-Jan 1: NO SCHOOL (winter break)

Jan 2: Q3 start  
Jan 20: NO SCHOOL (MLK Jr. Day)

Feb 14-17: NO SCHOOL (President's Day)

Mar 20: Q3 end  
Mar 21: NO SCHOOL (teacher workday)  
Mar 24-28: NO SCHOOL (spring break)  
Mar 31: Q4 start

Apr 18: NO SCHOOL

May 23-26: NO SCHOOL (Memorial Day)

Jun 18: Q4 end  
Jun 19: NO SCHOOL (Juneteenth)  
Jun 20: NO SCHOOL (teacher workday)  
Jun 23-30: NO SCHOOL (summer break)

January 2025						
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	

February 2025						
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	

March 2025						
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					

April 2025						
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		

May 2025						
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

June 2025						
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					

 School Closed  
 Teacher PD (no students)

 Teacher Workday (no students)  
 Start/End of Quarter

 Holiday (No School)