



James Monroe Middle School 2025-2026 Student Handbook

I have read and understand the James Monroe Middle School Handbook. I agree to comply with the James Monroe dress code and discipline policy.

Student Signature:

Parent/Guardian Signature:

JAMES MONROE MIDDLE SCHOOL

6100 Paradise BLVD NW
Albuquerque, NM 87114
Main Phone Line 897-0101

ADMINISTRATION

Olivia Oyinatumba	Principal	ext. 40801
Christine Herrera	Assistant Principal	ext. 40802
Russ Jones	Dean of Students	ext. 40805

OFFICE STAFF

Miranda Chavez	Principal Secretary/Book keeper	ext. 40803
Elizabeth Andrade	Assistant Principal Secretary	ext. 40800

SUPPORT STAFF

Marissa Cassidy	A-N Counselor	ext. 40809
Sheila Barbour	M-Z Counselor	ext. 40810
Racquel Leland	Head Special Education Teacher	ext. 40812
Jeanelle Adkins	Nurse	ext. 40813
Linda Moore	Health Assistant	ext. 40905
Elif Gulaydin	Cafeteria Manager	897-2179
	Social Worker	ext. 40832
TBD	Campus Security	ext. 40807
Luke Barbian	Technology Coordinator	ext. 40893
Matthew Chavez	Athletic Director	ext. 40874

JMMS WEB PAGE	www.jamesmonroe.aps.edu
JMMS ATTENDANCE LINE	505-897-0101 Option 2
JMMS FAX MACHINE	505-897-2371
APS TRANSPORTATION	505-880-3989
APS MAIN SWITCHBOARD	505-897-0101



Welcome to James Monroe Middle School



HOME OF THE RAPTORS

James Monroe's instructional component is in the form of a six period day, which has all instructional periods in 56-minute increments. This provides a long instructional opportunity for students to improve and master the specific content areas and standards. Students are placed with a team of teachers who share a common group of students, when possible. These teams of teachers meet regularly to discuss students' achievement and progress. This enables teachers to coordinate curriculum in a concerted way.

Many activities are provided for students at James Monroe. We have a variety of clubs, intramurals and other opportunities for involvement, such as Student Council and National Junior Honor Society. We want to encourage students to grow both socially and academically.

We want the middle school years to be positive for parents and students alike. Please take time to familiarize yourself with the contents of this handbook. If you have any questions, please feel free to call the school.

During office hours (8:00 a.m. - 3:30 p.m.), the office staff does their best to answer all incoming calls. If the automated system answers, it means they are on another line or helping someone. Please feel free to leave a message and your call will be returned or forwarded promptly. Please refer to the directory on page 1 for additional numbers.

JAMES MONROE MIDDLE SCHOOL ATTITUDES AND VALUES

The character and conduct of our society are reflected in our youth. A responsible society requires an active and caring citizenry that reflects in a positive manner on our entire community. Positive character development is encouraged by the learning process and is critical to the preparation of our youth in a diverse society. The following attitudes and values are encouraged:

- *Encouraging healthy lifestyles
- *Respecting the importance of learning
- *Respecting the ideas and property of others
- *Using judgment in seeking the help of others
- *Seeking positive approaches in making decisions
- *Encouraging cultural opportunities and experiences
- *Being responsible for performing to our own potential
- *Actively listening when others are speaking or performing
- *Encouraging positive, effective responses to negative peer pressure
- *Appreciating cultural diversity while searching for cultural similarities
- *Taking responsibility for the care of self, family, school, and community
- *Understanding how the behavior of an individual can help or harm others
- *Involving students in the making and interpreting of classroom and school rules
- *Preparing for a changing world by a variety of academic and community experiences
- *Supporting the rights and responsibilities provided by the Constitution of the United States
- *Demonstrating an ability to work both independently and cooperatively in a responsible way
- *Developing a sense of responsibility needed to address the emotional impact of difficult societal issues.



James Monroe Middle School's staff knows that every student can achieve and succeed. We are committed to providing the maximum learning opportunities for all. We ask parents and students to make us aware of situations that need attention.

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT (ADA)

Section 504 and the Americans with Disabilities Act (ADA) are federal laws that prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. The Acts define a person with a disability as anyone who:

- has a mental or physical impairment, which substantially limits one or more major life activities. (Major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
- has a record of such impairment; or
- is regarded as having such impairment.

In order to fulfill its obligation under Section 504 and the ADA, the Albuquerque Public Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under Section 504, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) Inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the Director of Quality Assurance Processes/Americans with Disabilities Act Coordinator for the school district, at **880-3722**.

DISABILITY HARASSMENT

Our school prohibits harassment of any kind including harassment based on an individual's disability.

The following are examples of circumstances that may constitute disability harassment:

- Several students continually remark out loud to other students during class that a student with dyslexia is "retarded" or "deaf and dumb" and does not belong in the class.
- A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' mobility.
- Habitually subjecting a student to inappropriate physical restraint because of conduct related to his disability.
- Repeatedly denying a student with a disability access to lunch, field trips, assemblies, and extracurricular activities as punishment for taking time off from school for required services related to a student's disability.
- Repeatedly belittling and criticizing a student for using accommodations in class.
- Taunting and belittling a student with mental retardation by mocking and intimidation.

School personnel who become aware of disability related harassment shall promptly and effectively act to end the harassment and prevent it from recurring and, where appropriate, remedy the effects on the student who was harassed.

DISABILITY HARASSMENT

Remedial measures will generally include counseling both person (s) who have been harmed by harassment and person (s) who have been responsible for the harassment of others and implementing monitoring programs to follow up on the resolved issues of disability harassment.

Students should report any concerns related to disability harassment to a school administrator.

BULLYING

Bullying - The following three components must be present in order for it to be considered a bullying situation: 1) An Imbalance of power: Involved parties feel differently about the outcome. The target feels scared, afraid, or hurt; 2) Repeated over time: Cannot be a one time event, unless something is posted on-line; this could have the impact of being repeated, even though only posted once; and 3) Intent to harm, which should be determined by an adult, not the students involved.

Bullying may take the following forms: hitting, kicking, spitting, pushing, taking personal belongings, taunting, malicious teasing, name calling, making threats, spreading rumors, manipulating social relationships, engaging in social exclusion, and extortion or intimidation. All bullying behaviors are a form of harassment.

- Physical bullying involves harmful actions against another person's body or property.
- Verbal bullying involves speaking to or about a person in a hurtful way.
- Psychological bullying involves behaviors that upset, exclude, or embarrass a person
- Bullying can become Sexual Harassment when it singles out a person because of gender and demonstrates unwelcome sexual behavior.
- Anyone who is different is a more likely target for bullying: gender expression; race/ethnicity; sexual orientation (perceived or real); learning differences; physical appearance; and socioeconomic status.

Cyberbullying

Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior that is intended to harm others (students & adults are included).. With all the recent advances in electronic devices, technology has become a frequent and potentially dangerous form of bullying. Pictures and messages can be extremely damaging and can be shared with unlimited numbers of others at the push of a button. Information cannot be secured and can be damaging to others for many years to come. Sexual harassment in the form of sexting is hurtful and damaging and has legal ramifications. Students use social media outside of school hours, however the issues often flow into school interactions resulting in a disruption of the educational process. In these circumstances the school may intervene.

SEXUAL HARASSMENT

Sexual harassment can be verbal: sexual remarks, howling or smacking sounds; sexual jokes, sexual solicitations/invitations; pressure for dates; obscene language which is gender specific or sexual in nature; asking questions about sexual fantasies, preferences or history.

Sexual harassment could be physical: touching or grabbing (esp. private parts); massaging; standing too close; lengthy handshake; sexual gesturing, or blocking or preventing movement.

Sexual harassment could be visual: display of pictures, drawings or cartoons which are offensive in a sexual context; staring, ogling or leering; any behavior with sexual overtones; wearing revealing attire.

Sexual harassment could be requests: unwanted sexual advances or "quid pro quo sexual harassment.

***The severity of any kind of harassment will be at the discretion of administration.**

The Albuquerque Public Schools requires Sexual Harassment training of all students and APS Employees once every three years. At James Monroe Middle School we strive to keep our campus harassment free. In an effort to do so, we ask that all students review the following information regarding Sexual Harassment and General Harassment, then sign the enclosed form and return it to their 1st Period teacher the first week of school.

What is Sexual Harassment?

- Physical Sexual Harassment (to include, but not limited to the following)
 - Purposely bumping and rubbing against someone
 - Kissing or holding a person against his or her will
 - Impeding someone's movement or preventing someone from moving freely
 - Grabbing or touching someone, especially his or her body parts
 - Tearing or pulling at someone's clothing
- Verbal Sexual Harassment (to include, but not limited to the following)
 - Comments about body parts or rating someone's body
 - Sexually suggestive jokes
 - Using sexual orientation (homosexuality or bisexuality) as an insult
 - Sexually suggestive threats
 - Spreading sexual rumors or stories
- Nonverbal Sexual Harassment (to include, but not limited to the following)
 - Displaying obscene sexual material or placing it in someone's locker or on someone's desk/computer
 - Writing someone's name along with sexual remarks, suggestions, or drawing in public places, e.g. bathroom
 - Staring or pointing at someone's body or body parts
 - Making obscene gestures

What is General Harassment?

General Harassment includes, but is not limited to: threatening physical harm, blackmailing, name calling, constantly irritating a person, spreading rumors, intimidation and stalking.

NOTE: THIS IS NOT AN ALL INCLUSIVE LIST OF BEHAVIORS THAT COULD BE CONSIDERED SEXUAL HARASSMENT OR GENERAL HARASSMENT.

- What to do if this happens to you?
 - Let the harasser know you don't like the behavior or comments
 - Tell a parent, teacher, counselor, principal, etc. and keep telling individuals until you find someone who will help you.

Keep a written record of the incident (s) describing what happened, when, where, who, etc.



RESPECT

Don't practice Sexual Harassment/General Harassment.
Don't be a target of Sexual Harassment/General Harassment.
Treat others as you want to be treated.
Put a stop to Sexual Harassment/General Harassment.
You are responsible for your behavior.

**CHARACTER COUNTS!
AT JAMES MONROE MIDDLE SCHOOL
AND IN THE ALBUQUERQUE PUBLIC SCHOOLS**

The staff at James Monroe help model and support the six Pillars of Character in all aspects of academics and behavior. Parents and community members can support our students, as well, in this effort.



2025-2026 APS/JAMES MONROE CALENDAR DATES

August 7, 2025	First Day of Classes- All Students
September 1, 2025	Labor Day Holiday (No School)
October 9, 2025	End of First Nine Weeks
October 10, 2025	Fall Break (No School)
October 13, 2025	Indigenous People Day (No School)
November 4, 2025	Election Day (No School)
November 11, 2025	Veterans Day (No School)
November 24-25, 2025	Parent-Teacher Conferences
November 26-29, 2025	Thanksgiving Break (No School)
December 19, 2025	End of 1st Semester
Dec. 22, 2025 - Jan. 5, 2026	Winter Break (No School)
January 5, 2026	Staff PD Day (No School for students)
January 6, 2026	First Day of Second Semester - All Students
January 19, 2026	Martin Luther King, Jr. Day (No School)
February 16, 2026	Presidents' Day (No School)
March 13, 2026	End of Third Nine Weeks
March 26-27, 2026	Parent-Teacher Conferences
March 30-April 2, 2026	Spring Break (No School)
April 3, 2026	Vernal Holiday (No School)
May 25, 2026	Memorial Day (School and Office Closed)
May 28, 2026	Last day of School for students

** Dates May be Subject to Change*

Phone APS Community Relations Office with APS calendar questions: 880-3730



BELL SCHEDULES

2025-2026

Monday, Tuesday, Thursday, Friday

56-minute classes

A-Lunch		B-Lunch	
8:00	First Bell	8:00	First Bell
8:05-9:01	1 st Period	8:05-9:01	1 st Period
9:05-10:06	2 nd Period w/ announcements	9:05-10:06	2 nd Period w/ announcements
10:10-11:16	3 rd Period w/ DEAR	10:10-11:16	3 rd Period w/ DEAR
11:20-11:50	A-Lunch	11:20-12:16	4 th Period
11:54-12:50	4 th Period	12:20-12:50	B-Lunch
12:54-1:50	5 th Period	12:54-1:50	5 th Period
1:54-2:50	6 th Period	1:54-2:50	6 th Period

Wednesday

(Includes Genius Hour and Advisory-45 minute classes/43 minutes Genius Hour)

Lunch		B-Lunch	
8:00	First Bell	8:00	First Bell
8:05-8:50	1 st Period	8:05-8:50	1 st Period
8:54-9:39	2 nd Period	8:54-9:39	2 nd Period
9:43-10:28	3 rd Period	9:43-10:28	3 rd Period
10:32-11:02	Advisory	10:32-11:02	Advisory
11:06-11:36	A-Lunch	11:06-11:51	4 th Period
11:40-12:25	4 th Period	11:55-12:25	B-Lunch
12:29-1:14	5 th Period	12:29-1:14	5 th Period
1:18-2:03	6 th Period	1:18-2:03	6 th Period
2:07 - 2:50	7th Period (Genius Hour)	2:07 - 2:50	7th Period (Genius Hour)

Due to the size of our campus, please allow at least 20 minutes for us to get your student out of class if you need to pick him/her up. If your student is at lunch, please allow additional time. Thank you for your understanding.

Again due to the large size of our campus student pick up for any appointment will end at 2:20pm. If you need to pick up your student for an appointment please arrive before 2:20pm.

ALBUQUERQUE PUBLIC SCHOOLS

Albuquerque Public Schools in collaboration with the community provide quality education, which prepares all students to become contributing members of a diverse, changing world.

Vision for a Learning Community

The Albuquerque Public Schools are the center of a community of learners. Students, teachers, community members, parents, and other staff participate together in learning activities. Through the learning community, our students are provided with many opportunities to meet their unique educational needs.

Students are learning the essential knowledge and skills to ensure success in their future. They demonstrate the use of their knowledge and skills by making responsible, information-based decisions in school and at home. They work by themselves and with other students or community members to produce quality work. Many different forms of assessment judge the quality of student work. Students participate in school and community activities. They understand the different cultures and practices in their community and the world. They participate as caring and responsible citizens.

Instruction occurs through the latest technology and teaching methods based on research and educational practices that work. Student progress, staff and management performance, and the success of programs are measured by clear standards and goals. District plans are directed by the results of this assessment process.

Learning takes place in a safe, orderly environment. There is a climate of mutual trust and respect. Communication is open, responsible, and timely. New ideas are encouraged and planned together. The decision-making process is well defined and provides opportunities for participation by all to maximize student success.

STUDENTS, PLEASE BECOME FAMILIAR WITH THE INFORMATION IN THIS HANDBOOK. YOU WILL FIND THAT IT WILL ANSWER MANY QUESTIONS YOU MIGHT HAVE CONCERNING THE SCHOOL. IT WILL ALSO HELP YOU TO BE MORE SUCCESSFUL AT JAMES MONROE MIDDLE SCHOOL.

Mission Statement

Our mission is to teach the whole child by addressing their emotional and academic needs and social development to prepare them for success in college and career.

We will achieve this by creating a safe, engaging learning environment that encourages students and staff to develop their unique abilities, diversity of thought, shared accountability, and the goal of becoming better people than we were the day before.

JAMES MONROE SCHOOL-WIDE GOALS

For the coming school year we have identified the following areas for emphasis at James Monroe:

Encourage parent, student and community involvement

- Provide structured opportunities to improve staff collaboration, interaction, enthusiasm and cluster communication
- Promote student achievement through standards-based differentiated instruction
- Promote the use of technology in all content areas
- Promote literacy in all forms
- Provide a safe learning environment through emphasis on the Six Pillars of Character®:
- Promote small learning communities

CIBOLA CLUSTER

VISION

All Cibola Cluster students will graduate prepared to enter the world of post secondary education and/or participate in careers as competent, productive members of a **diverse** society.

MISSION STATEMENT

Cibola Cluster schools will create **personalized**, safe, and effective learning environments that emphasize high academic standards, increased attendance, reduced dropout rates, productive and positive parent and community involvement, and comprehensive health and mental health programs.

VALUES

Cibola Cluster schools share values that guide actions.

- Quality educational programs
- Character development
- High expectations of students and staff
- Pride
- Respect
- Environments that encourage academic excellence

WHEN IS THE STUDENT HANDBOOK IN FORCE?

The provisions of the James Monroe Middle School Student Handbook are in force:

- *During regular school hours;
- *During transportation of students;
- * Students going to and from home and school;
- *At times and places where appropriate school administration and staff have jurisdiction, including, but not necessarily limited to, school-sponsored events, field trips, athletic functions, and other school-related activities;
- ***On the way to, or going home from, school or a school-related function.**

Additionally, the principal, any public school official, or designated chaperone is authorized to take administrative action when a student's misconduct at school, away from school, or during a school activity has a detrimental effect on other students or staff, or on the orderly educational process.

The staff at James Monroe is committed to providing a safe and orderly environment in which students can learn. Students who do not adhere to appropriate behavior or who interfere with the learning process for themselves or others will be disciplined. Disciplinary offenses are divided into six types: classroom, minor, medium, major, severe, and critical. Committing an offense will result in a disciplinary consequence. The more severe the offense, the more severe the consequence. Also, repeated breaking of the rules will result in more severe consequences. Students who do not comply with or complete their consequences face in-school suspension or home suspension.

Discipline records will be kept for the duration of a student's stay at James Monroe Middle School. School rules also apply to the bus, all school activities during or after regular school hours, and to and from school.

ACADEMIC INTEGRITY

James Monroe Middle School is committed to fostering an environment of academic honesty and integrity. Plagiarism and other forms of academic dishonesty undermine the educational process and the value of the achievements of all students. This policy outlines our expectations and the consequences of academic dishonesty.

Definition of Plagiarism:

Plagiarism is the act of using someone else's work, ideas, or expressions without proper acknowledgment. This includes, but is not limited to:

- Copying text, graphics, or other material from any source (books, articles, internet) without proper citation.

- Paraphrasing someone else's work without giving credit.
- Submitting work created by another student or individual as one's own.
- Using AI tools or other technologies to generate content without proper attribution.

Other Forms of Academic Dishonesty:

In addition to plagiarism, academic dishonesty includes:

- Cheating on exams or assignments.
- Fabricating data or sources.
- Helping others commit academic dishonesty.
- Submitting the same work for multiple classes without permission from all instructors.

Policy on Copying from Other Students:

Copying another student's work, in part or whole, is considered plagiarism and will be treated as a serious violation of academic integrity. This applies to all forms of work, including homework, projects, and exams.

Consequences of Academic Dishonesty:

Violations of this policy will result in disciplinary action, which may include:

1. Receiving a failing grade on the assignment or exam.
2. A conference between the student, guardian, teacher and/or administrator.

ADVISORY CLASS

As a general definition, the Advisory Class is a structured part of the middle school's schedule where small groups of students meet for a specified purpose. Our Advisory classes meet once a week on Wednesdays for approximately 30 minutes. The Advisory teachers are staff members at JMMS, including counselors and head teachers. The lessons focus on academics, which include: goal setting, career exploration and development, improving academically and transitioning to the next grade level. Lessons focus on social and emotional, such as: Bullying Prevention and the Six Pillars of Character (e.g. Citizenship, Respect, Responsibility, Trustworthiness, Caring and Fairness)

Advisory teachers should be a teacher that your child sees during the school day for at least one quarter. Educational research shows that when students, especially those identified as high risk, are known on a personal basis by at least one caring adult, they achieve a higher level of academic success and personal growth in school, have lower dropout rates, an increased sense of belonging, better communication within the school community, and even a reduced incidence of alcohol and tobacco use in schools. The goal for JMMS is to try to create "a small school within a school." Our Advisory classes are an ideal place for academic guidance and support.

ASSEMBLIES

Assemblies are held at various times throughout the year for many different reasons. Students are expected to act appropriately and abide by the following rules:

1. Enter quietly and quickly.
2. Sit with their teacher and class.
3. Do not talk to neighbors.
4. Show appreciation by applauding at appropriate times in an acceptable manner. Never whistle, scream, or boo.
5. Wait to leave until properly dismissed.
6. Walk to class in an orderly fashion.

Inappropriate behavior will result in removal from assembly and a discipline referral.

ATTENDANCE

Regular, consistent attendance is of high importance here at James Monroe Middle School. It is imperative that you are here at school. It is your responsibility, along with the cooperative effort of the school and your parents to assure this policy is enforced. The student needs to be in his/her class no later than 8:05 am EACH SCHOOL DAY. **If you are absent more than 50% of the class period, you are considered absent for that entire class.**

When arriving late to school, students must report to the administrative office to receive an “Admit Slip”. The student can bring with them the note from the Dr. Office to excuse the absent or tardy. A parent can also upload that Dr. note to ParentVue instead of sending it in. Students will be checked for dress code upon arrival, and if out of dress code will call parents to bring a change of clothes.

Remember if you are leaving for the day, your parents must check you out through the attendance desk in the Administrative Offices.

If you must be absent, your parents **must** call our MONROE MONITOR LINE (897-0101 option 2) **EACH DAY** you are out of school. Failure to notify the school for absences will result in a documented, unexcused absence. **Excessive excused or unexcused absences can result in loss of credit or disciplinary consequences. Chronic unexcused absences will result in a referral to the District Attendance Office.**

According to the Albuquerque Public Schools (APS) Children’s Court Liaison Office, **a student can not be absent for more than 9 days throughout the entire school year or 4-5 absences per semester.** Three steps have been developed to deal with truancy and excessive absences. Please be advised that these steps are outlined in the APS Attendance Plan. For further information, please read School Attendance Policy in the Student Behavior Handbook.

If you are absent, excused or unexcused, it is **your responsibility** to make up any and all missed work. You will need to make arrangements with each of your teachers upon returning to school. If you will be out for more than three consecutive days, your parent can call the attendance secretary for your assignments. There is a 24 hour waiting period to gather assignments from your teachers. All work can be picked up in the administrative offices during school hours. For each day you are absent, you will be allotted one day for the return of assignments to your teacher or as is deemed reasonable by your teacher, parent or administrator.

On special schedule or activity days, all students are expected to remain in school until 2:50 pm.

PLEASE PHONE THE ATTENDANCE LINE PRIOR TO 9AM, IF YOUR
CHILD IS GOING TO BE ABSENT FOR THE DAY.
897-0101 option 2

We want to know he/she is safe and with you!!

School Messenger will place a phone call and email to parents of students that are absent for any reason, excused or unexcused, to ensure parents are aware of the absence. **It is not necessary to phone the school to discuss the absence, as long as they have contacted the attendance line. It is very important that Parents/Guardians go to the school to update any phone or address information so that your student’s record is accurate. Thank you for your cooperation.**

BUS TRANSPORTATION

Bus transportation is provided for all students attending James Monroe Middle School within a designated boundary area. Bus schedules outlining times and stop locations will be available at registration. Each student entitled to bus transportation **must present an JMMS identification card**, upon request, when boarding. Students may be assigned seats on the bus, which may be changed at the discretion of the driver. If any questions arise, feel free to contact James Monroe Middle School Administrative Offices or APS Transportation at 880-3989.

Students have the privilege of riding the bus and may not at any time ride a bus other than the one assigned to him/her. A student who fails to maintain appropriate conduct **when on the bus, waiting for the bus, or walking to or from the bus stop** may be suspended from riding the bus or may be subject to other disciplinary actions.

All rules that apply at school are also in effect on the way to and from school. There are some rules that only apply to bus related situations. Misbehaviors on the bus will result in disciplinary consequences

All students walking to and from school are required to obey all traffic and safety rules. All students walking to school will be required to cross at Paradise Blvd. and La Paz St. at the crosswalk, both morning and afternoon.

Any students crossing Paradise at any other location by the school will be consequence with unsafe/dangerous behavior.
Any questions with this issue, please call the school.

CAMPUS VISITORS

It is policy that **all visitors to our school campus check in at the main office and present photo identification.** James Monroe Middle School also requests that you sign the visitor log on the counter in the main office and obtain a **Visitor's Badge.** If you wish to see a teacher, administrator, or counselor, please call to schedule an appointment. Parents are encouraged to visit classrooms, but we ask for 24 hours notice. Group teacher conferences are set through the counseling office. **Students ARE NOT PERMITTED TO BRING OTHER STUDENTS, siblings, or relatives as guests to visit James Monroe.** Any individual on campus or picking up a student will be asked for identification. **Students will not be released during a school day to any individual not designated on registration and/or health cards.** Parents please do not take this as an insult if this happens to you. We do this to ensure the safety of your student and all others. We ask that you allow 20 minutes for pick up of a child at school due to the size of the campus. We also ask that all visitors conduct themselves appropriately at all times.

CELL PHONE/ELECTRONICS POLICY 2025-2026

Cell phones have proven to be incredibly disruptive to the educational process. At James Monroe we want to deliver the best educational experience possible for all students.

While we understand that learning to appropriately use technology is a vital component, students perform better without the distraction of being tempted to check their phones or use their headphones during class.

All teachers here at James Monroe will EITHER be collecting cell phones and returning them to students prior to the end of class OR having cell phones stored in backpacks for the entire class period.

Phones will need to be powered off during class time. Teachers will check that cell phones are turned off at the beginning of 1st period. There will be times of exception based **on teacher discretion and learning activities.** **Cell phones will still be in the classroom in the event of a health and safety emergency.**

If a student has their phone in a place other than the designated phone area in the class or outside of their backpack - even if it is off - the phone will be confiscated and taken to the front office. If a cell phone goes off during class time (even if a student is not using the phone) , it will be confiscated and taken to the front office.

Any time a phone is confiscated from a student, the phone will only be released back to the parent . Parents will have to pick up the cell phone in the front office.

Wired headphones are the only headphones that are allowed to be connected to the Chromebooks for educational activities. Wireless headphones, wireless earbuds, AirPods and other such devices are not allowed to be used with the chromebook. If they are brought to school they should remain in the students backpack the entire day.

Students may NOT use cell phones at lunch.

If you need to get a message to your child, you are welcome to do so through the front office staff or send them a text that they can receive at lunch or the end of the day. Exceptions will be made if your child has a documented health condition that needs to be continuously monitored by an electronic device. We will need the medical documentation in the nurse's office.

While JMMS discourages students from bringing personal phone and other electronic devices to school, we understand that student may need to bring them for various reasons. **Cell phones and other personal electronic devices are the responsibility of the student. If items are lost or stolen, James Monroe Middle School is not responsible for searching for it, replacement, or reimbursement**

Consequences for violating the cell phone policy

1st & 2nd offense - Parents will be notified of the confiscation. A parent can pick up the phone/electronic device in the office the **same day**

3rd offense - Parents will be notified. A parent can pick up the phone/electronic device **after 5 days**

4th offense - Parents will be notified. A parent can pick up the phone/electronic device **at the end of the semester.**

CHROMEBOOK CHECK-OUT & USAGE EXPECTATIONS

Chromebooks will be checked out to students at the beginning of the school year. Parents are asked to carefully review the device for any existing damage at the time of checkout. It is important that any issues be reported during **August**. Please note that any damages identified or reported **after August 31** will be considered the responsibility of the student and may result in repair or replacement fees.

Students are expected to bring their **charged Chromebook and charger to school every day**. This device is an essential learning tool, providing access to the materials and resources needed for daily instruction. To ensure class time is used effectively, Chromebooks should be fully charged and ready for use each morning.

CLOSED CAMPUS

James Monroe Middle School has a closed campus to maximize safety and student learning. Students may leave only with parent permission. **Students are required to be signed out and in when leaving or arriving on campus anytime during the school day.** All these precautions are taken for the safety of your child.

COUNSELING

The counselors are at your service to help with personal, social, emotional, career and academic concerns (including program and schedule planning). Parent conferences are also an integral part of the counseling services at James Monroe. Counselors, teachers, and/or administrators are available for conferences with parents and students regarding student progress. Parents, classroom teachers, counselors and/or administrators may initiate conferences. Students are to attend parent/teacher conferences held on their behalf. **Parents are strongly encouraged to contact the counseling office to request conferences with all of their student's teachers. Questions about grades or for individual teacher conferences can be directed to the individual teachers in lieu of a team conference.**

If you are in need of individual and family counseling, please see the school counselor.

With regard to student placement policies, no changes in core class placement will be considered until the student has been in his/her assigned class for a minimum of two weeks. Should a change in placement ultimately be approved, the new placement will be based, in part, on existing class sizes and compositions.

The steps listed must be followed in order when seeking a change in placement:

1. The parent must call the teacher regarding the concern, and the teacher and parent attempt to resolve the issue. If there is an issue, after 1-2 weeks and it is not resolved, the parent goes to step 2.
2. The parent makes an appointment with the teacher to observe in the classroom, twice, during instructional time for a period of thirty minutes or more each time.
3. The parent makes an appointment with the teacher to discuss concerns and expectations after the observations.

4. If this does not resolve the problem, the parent writes a letter to the principal with a copy for the teacher, stating the reason(s) for the requested change in placement. (The teacher has the option of seeking support in an effort to respond to the parent's concerns).

The parent, teacher, and principal will then meet to discuss the change request and attempt to come to consensus about approving or disapproving the change in placement. If the group is unable to reach consensus, the principal makes the final decision. If the change in placement is approved, the new placement will be made considering existing class sizes and compositions.

DELIVERIES TO THE OFFICE

Please plan to celebrate birthdays and other holidays before or after school. Deliveries of balloons, stuffed animals, flowers, etc. during school hours, will be denied. This is very disruptive to the instructional process. Classes may not be disturbed. Please do not bring birthday cakes or party items to school.

- 1) Classwork/homework that is being dropped off for a student will be held at the front office. The front office will notify the student and they will be able to pick it up during their lunch period.
- 2) Instruments that are being dropped off for a student will be held at the front office. The front office will notify the student and they will be able to pick it up during their lunch period. If the bus does not allow instruments, you must make arrangements with the teacher for before school delivery.
- 3) Students are not permitted to order and receive Door Dash or any other food delivery services. If parents bring food for students for lunchtime, the food will be held until lunch and students can pick up from the front office at start of lunch hour.

Field trip permission slips and/or money will NOT be accepted in the front office. These items need to come to school with your students before the assigned due dates and turned in to the teacher in charge of the field trip.

JAMES MONROE DRESS CODE 2025-2026

SHIRTS	Polo Shirts Button Down Shirts with collar JMMS T-shirts APS Athletics/Activities T -Shirts	Not allowed: Non-JMMS Tshirts, Crop Tops, Tank Tops, low neckline, cannot promote drugs, alcohol, weapons, profanity
PANTS	Jeans Khaki / Joggers (not sweat pant material) Camo	Pants that have rips or tears, even if the tears are covered and do not show skin. Leggings/SweatPant Joggers/ Spandex/Jeggings/flairs are not permitted as standalone pants. Pants/shorts must not sag (worn at the waist). Underwear and athletic shorts should not be visible under pants. Pajama pants are not allowed
SHORTS	Shorts of the same material (jeans/khakis/camo) as pants and must be solid colored. All shorts must be at or beyond fingertip length when arms are held at side.	Any shorts that are too tight, short, leggings, athletic pants or pantyhose under shorts.
SKIRTS & JUMPERS	Fingertip Length or Longer	No skirts that are too short or too tight. No fishnet or lace pantyhose, thigh high socks under skirts.

HOODIES SWEATERS SWEATSHIRTS	Hoodies, sweaters, sweatshirts that are school appropriate. JMMS Spirit Wear is acceptable and encouraged. APS Athletics/Activities wear	Any sweatshirts or hoodies with inappropriate logos or sayings. Flannel shirts over the polo. Hoods are not allowed to be worn indoors.
COATS & JACKETS	Coats and jackets are encouraged in the cold weather. Bulky outerwear can be placed in lockers before school and students can wear hoodies and sweatshirts to class.	Outerwear must be school appropriate and may not promote negative behavior or display drugs, alcohol, weapons, or profanity.
OTHER	All articles of clothing should fit properly. Most jewelry is acceptable. Pierced ears and nose studs. Sunglasses may be worn outside - must be taken off when you come inside the building.	Tight or baggy clothing, sagging pants, transparent, sheer materials, lace or net, spandex, chains, dog collar necklaces, metal ball, studded or spiked jewelry, oversized rings or oversized facial jewelry. Sunglasses must be taken off inside the building.
FOOTWEAR	Students must wear any closed-toe footwear, shoes must cover the toes. Crocs are okay and can be worn in sports mode or not.	Flip flops, slippers, and sandals that do not cover the toes or secure the heel, shoes with heels. Slides with or without socks.
HATS	Beanies can be worn outside during cold weather.	Hats and baseball caps are not allowed at school hoods on hoodies and beanies cannot be worn in the building
DRESS DOWN DAYS	On certain days throughout the year the students will earn Dress Down Days or Spirit Days. All APS Dress Code rules apply on those days. What is OKAY to wear: • T-shirts appropriate for school • Polo shirts • Sweat Shirts (no hoods in the building) • Jeans with holes, rips or tears knee or below • Athletic Leggings (no sheer or cutouts) • Shirts that cover your stomach and/or back • Shorts/skirts that meet the fingers at the side measurement • Sweat pants • Jerseys What is NOT okay to wear: • Slippers • Clothes with obscene logos, beer, cigarette, drug logos, anarchy signs, or skulls including "Cookies" • Jeans that are sagging • Pajama pants • Shirts/tops that show your stomach and/or back • Short shorts/skirts that are shorter than fingertips • No low cut or spaghetti strap shirts • No accessories with any type of spikes or excessive metal • Hats	

Students who violate the dress code will be given a Raptor Reminder and asked to change. They will call home to get a change of clothes brought to them. Repeated dress code violations will result in disciplinary action.

EMERGENCY PROCEDURES

The following emergency procedures will be implemented at James Monroe Middle School in the event of early dismissal due to inclement weather or any other unforeseen events that necessitate closing school early:

1. The local **media** will broadcast that students will be dismissed early from school.
2. Students will **report back to their first period teacher** and remain there until a parent or designee arrives in the office to pick up the student, the busses come, or until other instructions, outlined by the parent for the teacher on the blue Emergency Dismissal Procedure/Pick-up Procedure, can be implemented.

3. If the information on the Emergency Dismissal Form is incorrect or incomplete, or if we cannot reach a parent, a designee (listed on enrollment card) will be contacted to pick up the student. If no one designated can be reached, school personnel may transport the student to home or the parent's workplace.
4. Whenever possible, parents will be notified by phone of the decision to dismiss students early from school.

Please note that school officials request **identification** for releasing the student to any person, which officials do not recognize as the parent or designee.

It is important to realize that under some emergency situations, it may not be possible to notify everyone by telephone, but we will do our best with your cooperation. Your assistance is necessary in order to have a safe and orderly dismissal. To assist us you will need to do the following:

1. Verify that ParentVue and **emergency phone numbers are kept accurate**.
2. Please realize that we will comply with your requests concerning emergency dismissal in as reasonable a manner possible. The staff and administration, in some circumstances, reserves the right to use reasonable discretion concerning the release of any student.

Thank you for your cooperation in helping to keep our students safe. ***Please complete and return the blue form!***

Please note: In very rare circumstances when no one on the registration card arrives to pick up a student, and school personnel can no longer stay with or transport a student, it is APS procedure to release the student to the police who may transport the student. This procedure is rarely implemented, but we present it for your information.

EMERGENCY DRILLS

If a fire alarm sounds, you never know whether the occasion is a drill or a real emergency. It is essential that you remain absolutely quiet and follow instructions exactly. There is a map posted in each room next to the exit, which shows the emergency exit route for that classroom. **If an emergency drill occurs during the passing period or at lunch, go out the nearest exit and report to the area assigned to your previous class period.** Students should not talk, run, or push so that order can be maintained during the evacuation of the buildings. Once you and your teacher are clear of the building, remain together so that the teacher can take roll call. A signal bell will be sounded for returning to class. It is YOUR RESPONSIBILITY to know and follow these rules for your own safety. IT COULD SAVE YOUR LIFE.

In the event of a serious emergency condition that requires the evacuation of the campus or the early dismissal of students before the regular dismissal time, local media will be informed if at all possible. Parents should tune in to the radio/TV stations for such information, rather than calling the school. Parents also need to discuss with their students **what to do or where to go** in the event of an emergency early dismissal from school.

James Monroe has a Safe School Response Plan in place. Lockdown/ALICE drills are practiced. Staff periodically receive review and training in safety issues.

FOOD, DRINKS, AND GUM

All food and drinks should be kept in the cafeteria. Food or drinks (including candy) should be consumed in designated areas only. Students will be asked to dispose of any food or drinks outside designated areas. Should this rule be violated, disciplinary consequences may be given. Students should not take these items into a classroom at any time unless special teacher/administrative approval has been granted. Students should not purchase any drinks during passing periods. Food and drink must be consumed only during the lunch periods. Any food or drink not consumed during their lunch break must be placed back in their backpacks or disposed of. Teachers are asked to be aware and enforce these guidelines as reasonable. Students are not allowed to go to the cafeteria or the student store except during their lunch.

Craft coffee and drinks (ie, Starbucks and Dutch Bros etc) are not allowed to be brought on campus. Upon entering campus if a student has one of these drinks, they will be asked to dispose of it immediately.

High Caffeine and Energy drinks are not allowed at any time.

Student Gum chewing is prohibited on campus so as to preserve the cleanliness of our campus. Teachers have specific rules regarding this in their classrooms.

Students are not permitted to order and receive Door Dash or any other food delivery services. If parents bring food for students for lunchtime, the food will be held until lunch and students can pick up from the front office at start of lunch hour.

GRADES

Report cards are issued at the end of the nine-week grading periods. At the end of each nine weeks, grades will be accessible through StudentVue and ParentVue—and a phone blast will go out informing parents. Students that have textbook or library fines will have their grades withheld until all fines are cleared. Each teacher is required to send home an introductory letter at the beginning of the year outlining criteria and policies for his/her class. Each teacher is expected to give out progress reports every three weeks of each quarter to every student. Any student that is in danger of failing, parents will be notified by the teacher.

If there is a concern regarding a student's progress in a particular class, please call the counseling office or write a note to the teacher to clarify the situation. We appreciate your support and cooperation.

HALL PASSES

We will be using a new online Hall Pass this year. This system will serve as both the digital hall pass. .

When a student is out of class for any reason during class time, **they will use the electronic hall pass accessible on their chromebook**, with time and destination indicated. A student must be accountable for any time spent outside the classroom. If a student is out of class without an assigned digital hall pass, the student may be considered to be “ditching” (purposely skipping class) part of the school day.

HEALTH ROOM

If a student becomes ill or is injured and the injury is of a minor nature at school, he/she may get a pass from the teacher whose class will be missed to report to the health room in the main office. Parents will be notified by the health office for all student visits to the health room. Students are never excused to go home unless the school contacts a parent or guardian and the student is picked up by a parent or guardian whose identification has been verified. ID will be required to pick up a student. In case of serious illness or injury and when the school is unable to reach a parent or guardian, 911 will be called.

Please make sure that the health office is well aware of your child's health and medication needs. This information needs to be put on the health history section of the student's emergency card.

Elevator use is available to students who have provided a physician's note indicating the need for the elevator and for how long it will be needed. Students will not be allowed to use the elevator without a physician's note.

MEDICATION PROCEDURES:

Our Procedure for Administration of Medications at School is taken from APS Nursing Department Medication Procedural Directive.

Policy Goal: To ensure that students who require medication at school receive them in a safe and timely manner, according to their physician's orders and with maximum protection to all who are involved.

1. All medications **MUST** be registered with the health office. A **Medication Authorization Form** must accompany each medication.
2. Each school year a new medication form will need to be filled out for every medication.
3. Secondary school students (middle school) are allowed to carry a daily dose of short term prescription or over the counter medication. Written permission of the parent/guardian **must** be on file in the health office.
4. Prescription medication must be carried in the pharmacy labeled container and over the counter medication carried in the original bottle or packaging. Prescription bottles may only contain a daily dose.
5. **All** students that have medications stored in the health office are allowed to carry medication from home to school and must deliver to the health office immediately upon entering campus. Those students may not bring any of the stored health office medication from school to home. With the exception of multi dose inhalers, all other

medications must be picked up by the parent/guardian if the medication is to be returned home. The parent/guardian will be notified in a timely manner at the end of the school year if there are excess medications that must be picked up. If these medications are not picked up by the last day of school, the school nurse will dispose of them in the appropriate manner.

6. Failure to comply with these guidelines will result in home suspension for the student.

HOMEWORK

The teaching staff at James Monroe Middle School will regularly give homework assignments to reinforce, further explain, or provide more practice of the skills being taught in the classroom. Homework in the academic areas will be given several times per week. Parental support and involvement are vital in motivating students to develop good homework habits. In addition, homework provides parents an opportunity to know about or participate in their child's education. The administration of James Monroe Middle School will support all efforts of teachers who make homework a key element of their teaching strategy. Parents can support this effort by motivating their child to **refer to and review the Google Classroom for each class** daily with him/her. 30 minutes of homework per subject will be the recommended time frame when teachers are assigning homework.

In the event of **home suspension**, students are expected to complete assignments missed. Teachers post assignments in Google Classroom. If assignments are not available in Google Classroom, hard copies will be provided. Parents can pick up assignments at the end of the second day of suspension. Work must be turned in to teachers by the end of the second day after returning to school (or a time period reasonable and mutually agreed upon by the student, parent, and teacher.) While teachers' policies on credit for late work may vary, the administration encourages teachers to help the student complete assignments because of their instructional value. Additionally, by encouraging good study habits, both staff and administration want to eliminate the option of a student taking a zero.

If your student is going to be **absent for more than three days** due to illness, please see the section in this book: ATTENDANCE, p.13. James Monroe students are expected to have appropriate materials for each class. If a family is undergoing a specific hardship and requires assistance, please call a counselor or administrator who will attempt to facilitate arrangements. If the absence is less than three days, it is the student's responsibility to see each teacher regarding make up work upon returning to school.

STUDENT IDs

Students should keep their APS Student ID accessible to them. _Student IDs should be clear of any obstructions. Stickers, pictures, cards or writing on the protective case or actual ID are not allowed. The picture, name, and student ID number must be visible. Replacement IDs must be purchased for \$5.00 if the ID is damaged or broken in any way.

Students are provided with one PICTURE identification card FREE OF CHARGE at registration. ***A student may be asked to show their APS ID for entrance to school activities, to check out textbooks and library books, to ride the school bus, and for safety and security purposes.***

AFTER SCHOOL ACTIVITIES and CLUBS

James Monroe Middle School offers variety of activities for students to participate throughout the school year for both boys and girls or coed. The programs are well supervised and organized, providing the students the opportunity to participate in a structured and safe environment. Both educational and recreational activities are offered to help develop social and interaction skills.

After school programs, pending sponsorship from the NMOST (New Mexico Out of School Time) and the City of Albuquerque department of Family and Community Services, offers the students a variety of activities to choose from.

Approved Clubs are TBD and will be advertised over the website, phone blasts, school announcements and the JMMS electronic marquee. The sponsor reserves the right to prohibit students from participating for disciplinary reasons or for three absences from their club.

All students are eligible to participate. Unsportsmanlike conduct will not be tolerated. Any participant who does not follow these guidelines will not be allowed to participate in the After School programs.

LIBRARY-MEDIA CENTER

The mission of the school media center is to serve as the informational resource center for the school. The media center is an essential component in daily class work and plays an important role in school development. Providing materials and services to meet the needs and interests of the students and staff is a major goal of the school media center.

Students are allowed to check out three books at a time and keep them for three weeks. After three weeks, the books are overdue.

The media center is open throughout the day and during lunches on a rotating schedule for class and individual use. Our catalog is computerized and available for student use at this URL: library.aps.edu.

MUSICAL INSTRUMENT STORAGE is available in the band room. The director will explain guidelines about instrument storage and pick-up. Please note, however, that a student's instrument – whether rented, a school instrument used on loan, or a personal instrument – **is the total responsibility of the student**. Loss or damage should be reported immediately, and every effort will be made to right the situation. However, APS and James Monroe assume no liability for use, storage, or transport of instruments; parents are liable for any costs incurred with loss or damage.

LOST AND FOUND

If you find an article belonging to someone else, please take it to the main office. If you lose something, check with one of the secretaries. **Do not bring valuable items or more than a moderate amount of money to school unless it is necessary to do so! Please take care of your property. Do not leave books, book bags, or private property unattended! JAMES MONROE MIDDLE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES!**

Lockers

All students will be **required** to use a locker this year.
Lockers will be checked out by the Advisory teachers.

- *Backpacks must go in lockers prior to heading to lunch!*
- *Backpacks will not be allowed to be taken to cafeteria/commons area for lunches.*
 - *If a student brings a backpack to the cafeteria or commons area, they will be redirected back to their locker to place their belongings before going to lunch.*
- *Students may bring their Chromebook out to lunch **ONLY** if it is in a case.*
- *Students will **ONLY** be allowed to go to their lockers before school, before lunch, after lunch, and after school **ONLY**.*
- *Lockers will **NOT** be allowed during passing periods or during class time.*

LUNCH

The lunch period is thirty minutes long. The cafeteria provides a well-balanced meal. Free and reduced-price meals are available to all students. James Monroe has **two lunch periods** ("A" lunch and "B" lunch) to accommodate delivering timely service to all students. An attempt is made to have an equal number of students at each lunch period. Your lunch period is determined by whom you have as a 4th period teacher. All students are expected to keep the cafeteria and patio

areas neat and clean by depositing litter in the trash containers. Food may be consumed in the cafeteria or cafeteria patio area. Food and drinks are not allowed in any other areas of the campus unless approved by the administration.

MEDIATION

James Monroe's staff encourages students to remain positive at all times in their interaction with each other and the adult authorities at James Monroe. However, if conflicts occur that a student feels he/she cannot handle by him/herself, the situation should be brought immediately to the attention of a staff member -- a teacher, an administrator or some other adult the student feels he/she can trust.

When appropriate, a mediation request form (available in the counseling office or in any classroom) can be filled out and turned in to the counseling office or to a counselor, teacher, or administrator. If both disputants are willing to mediate, mediation will be provided as promptly as possible by the campus mediation team, a peer mediator, a counselor, or an administrator. A mediation contract will be initiated and signed by all parties. In certain instances, the contract will be sent home for a parent signature and returned to school.

Mediation is an important tool available to JMMS students to foster positive relationships as well as personal success. Occasional misunderstandings and disagreements are a part of life. Mediation guidelines include:

- Mediation is confidential (private)
- No name calling or put-downs
- No interrupting when someone is talking
- Be as honest as you can
- No physical fighting or threats
- Agree to try to solve the problem
- Speak directly to the mediator at first.

IF ANYONE IS
BOTHERING YOU,
MAKING YOU
UNHAPPY, OR
UNCOMFORTABLE
-- REPORT IT
IMMEDIATELY TO
AN ADULT YOU
TRUST!!

MID SCHOOL ATHLETICS

James Monroe offers four district funded sports during the school year available for participation by students. Volleyball for females, Basketball, Track. There are two teams (A and B) for both boys and girls in basketball. The girls' teams play during the fall semester, before Winter Break. The boys' teams play in the spring semester, after Winter Break. The district will financially support both the A and B team season for this year. Track is coed and offered in the Spring Semester.

Participation is limited in basketball to 15 members on a team. Total participation is 60 students, (30 boys and 30 girls, 15 on each team each of the two semesters). For volleyball, 2 teams are identified with an A and B Team with 15-20 students on a team. For track, there is no limit to participants on either boys or girls teams.

There are specific **criteria** that have to be met before a student is allowed to try out or participate in any form. Students must have a G.P.A. of 2.0 ("C") average and must have a current completed A.P.S. permission and physical form that must be kept on file with the administration office at James Monroe. **All students must obtain a medical physical from a licensed physician with the physician signing off on the A.P.S. form before a student is allowed to practice, try-out or participate.** We must also have on file, a Player Code of Conduct, prior to try-outs. These forms, however, do not ensure that a student is provided a spot on the team. Students will be off the team if they have been suspended during the try out period, during the season or the end of season tournament.

As with every activity that we provide for students at James Monroe, Character Counts components are emphasized.

JMMS RAPTOR FAMILY INVOLVEMENT TEAM (FIT)

The James Monroe Family Involvement Team invites all families and students to volunteer, help, or provide feedback on school matters, regardless of their affiliation with the James Monroe Raptor Family Involvement Team (JMMSFIT). Joining the FIT is another avenue through which families can volunteer as well as provide input regarding school, cluster, and district issues.

JMMS FIT sponsors or helps out with: the Student Store, Legislative Issues, Family Fun Nights, Instructional Council, Bookfair, Fall Festival, Movie Nights, Reflections (Art & Music Program), school agendas, volunteer activities, and support of our staff. Meetings are held once a month, encouraging member input on budgets, programs, and events. Please check the JMMS website, list serve, or marquee for meeting dates and times.

APS Website

Visit www.jamesmonroe.aps.edu and go to the parent link for valuable information related to parents in the APS and James Monroe Community.

STUDENT AIDES

Seventh and Eighth graders are eligible to be student aides. Placement is by application only. Students may contact the principal's secretary to be an office aide. Procedures and expectations will be covered with the students. A contract will be sent for parent signatures for office aides after they have completed their training and orientation. The **minimum** requirement is: Cumulative GPA of 3.0 or above

Our student aides are expected to comply with reasonable requests from teachers or staff. Student aides will be given a pass/fail grade dependent on several factors, including cooperation. Students will be removed from office aide positions if they receive TIPS or Home Suspension or are non compliant with a contract.

STUDENT RIGHTS & RESPONSIBILITIES

YOU HAVE THE RIGHT:

- To learn.
- To be safe.
- To express your opinion in a fair and respectful manner.
- To know exactly what is expected of you in class.
- To be taught, and graded in a clear, proper, and fair way.
- To be treated with dignity and respect.
- To give your side if accused of breaking the school rules.
- To receive help in resolving problems with other students.

AND THE RESPONSIBILITY:

- To respect and take care of your school.
- To respect the rights of others to learn and be safe.
- To bring to the attention of teachers or administrators situations in which you are in danger or have been treated unfairly.
- To attend school every day and to make up all work missed if you must be absent.
- To be on time to each class every day.
- To do your work both at school and at home.
- To dress appropriately. "School is your job."
- To follow school rules, including those set up by individual teachers, and accept responsibility for your actions.
- To make a good faith effort to mediate solutions to problems.
- To abide by all APS board policies.

Any student who is suspended to TIPS or home suspension will not be allowed to participate in any before-school, during-school or after-school activities as deemed appropriate by an administrator.

CLASSROOM DISCIPLINE POLICIES

While all teachers follow the School Wide discipline plan, they will have certain rules and expectations that are specific to their classroom and to the subject that they teach. Each individual teacher will explain these rules and expectations to the students each school year. There will also be information sent home so that parents are aware of the expectations as well.

SCHOOL DISCIPLINE POLICY

At James Monroe we recognize that middle school is a time when students begin to take on more responsibilities and to make increasingly important choices about their own behavior and academics. We know that children need guidance and experience to make wise choices. Students make mistakes, and we allow for that, encouraging them to LEARN from their mistakes. Our discipline system works on a scale that increases consequences each time a student is sent into the office by a staff member. Consequences move from a classroom discipline, to conferences, to contract, to lunch detentions, to in-school suspensions, and, as a last resort, home suspensions. Please call an administrator at any time if you have questions about your student's disciplinary procedures. We want to work with parents as a team for maximum student success!

STUDENTS at JMMS are responsible for their actions and behavior. The discipline policy for JMMS has been developed upon this basic concept. JMMS provides a variety of consequences for improper behavior or violation of school rules in accordance with the APS Code of Conduct that is found in the [APS Handbook for Student Success](#). Students are to respect all adult staff members in the building regardless of their familiarity with them.

1. Counselor: This is often the most effective first step in resolving problems. Counselors are available to mediate disputes between students. Students can prevent a problem from escalating by requesting mediation.
2. Administrative Behavior Contracts: In some cases, an administrative contract may be imposed. This is usually due to chronic behavior or as a next step after counselor/teacher mediation and or discipline.
3. Community Service/Trash Pickup (CS): This is used for minor school violations or improper behavior. Students assist in campus clean up. The student reports to an adult in the cafeteria for Community Service. The student is given 10/15 minutes to eat then must clean the campus for the remainder of the lunch period.
4. Lunch Detention (LD): This is used as a consequence for classroom related discipline problems and repeated minor rule infractions. The student reports to the lunch detention room within 5 minutes of the lunch bell. Students are escorted to get lunch by the lunch detention teacher (students may only get lunch from the regular lunch line, not the snack bar).
5. Parent Conference (PC): This is used by teachers or administration to review student's behavior and to identify necessary changes. It is a valuable tool to maintain or establish communication between school and parent.
6. Student Success Center (SSC): This is an intervention program to help in the moment redirections by teachers.
7. In School Suspension (ISS): This suspension program is used by the administration as a consequence for various discipline issues.
8. Out of School Suspension (OSS): This is a consequence used by the administration after all other approaches have been used in working with a student. Weapon possession, fighting, vandalism, and use of or possession of drugs or alcohol is cause for automatic home suspension. Students are required to make up work missed due to their suspension and are given full credit provided it is handed in by the teacher's deadline.

SCHOOL DISCIPLINE & SCHOOL ACTIVITIES

Students are expected to uphold the JMMS Code of Conduct as well as the APS Code of Conduct in order to attend after school activities and field trips. If a student receives a disciplinary consequence of In or Out of School suspension within 2 weeks of the activity, they may not participate in that activity as a part of the disciplinary consequence.

A NOTE ABOUT FIREARMS POSSESSION

Students found to be in possession of a firearm while at school or at any school related event, or at any time when the Student Behavior Handbook is in force, shall be expelled from the Albuquerque Public Schools for a minimum of one calendar year. Students may not return from expulsion for firearms possession except at the beginning of a semester. The district shall use the definition of firearm as defined in the federal criminal code.

CONCERNING GANG RELATED ACTIVITY

The first two times a school staff member observes what he/she perceives to be gang-related activity, an administrator will contact that parent and make note of the concern. On the third perceived exhibition of gang-related activity, the administrator again will contact the parent. The administrator will use his/her discretion in determining the appropriate level of consequence. Blatant gang-related activity is considered a **severe** misbehavior and will not be tolerated.

Gang related activity can be intimidating to students, faculty, and staff and is disruptive to the educational process. Although this list is not all-inclusive, **examples** of inappropriate and unacceptable behaviors are such things as gang graffiti on school or personal property, intimidation of others, gang fights and/or initiation rituals, or wearing gang attire or “colors.” Since gang behavior, markers, and colors are variable and subject to rapid change, school administrators and staff must **exercise judgment and their individual discretion** based upon current circumstances in the community. Gang related indicators that will be considered include (but are not exclusive to):

- The student associates with admitted or known gang members,
- The student wears attire consistent with gang dress,
- The student displays gang logos, graffiti, and/or symbols on personal possessions,
- The student displays gang hand signs or signals to others
- The student talks about gang activity.

CONSEQUENCES FOR SPECIAL EDUCATION STUDENTS

Special education students are limited to a total of ten days home suspension, per incident, during each school year. Once a special education student approaches or reaches 10 days suspension, an IEP meeting will be held. At that time the IEP committee will determine future disciplinary actions for the student.



Choices! Choices! Choices!
Discipline is something done FOR a student, not TO him or her!

SUBSTITUTE TEACHERS

Students are expected to follow all school and classroom rules when any adult is present, including substitute teachers, guest speakers, parents, etc. Exhibiting disrespectful or defiant behavior to a substitute or visitor is not tolerated. A referral written for inappropriate behavior when the classroom teacher is not present will result in a discipline consequence.

TELEPHONE USAGE

The telephones at James Monroe are business phones. If a student needs to use the phone during the day for an emergency only, he/she must have a pass from the teacher whose class they are missing. Students will not be allowed to use the phone to make after-school arrangements during the day. Students are not allowed to use a cell phone during instructional hours. These arrangements (to go home with a friend, etc.) must be made in advance. **Any student who misses the bus or has an emergency will be allowed to use a telephone. In the event of an emergency, students should communicate their needs to the office staff for assistance. At no time should a student use a classroom phone unless authorized by an adult.**

Students are not permitted to call a parent to come for them if they are not feeling well or for any other reason. The call will be made through a supervising adult in the health room.

Only in urgent situations should a student be called at school. Messages will be given to the student only if they are from a parent or guardian and a request is faxed over to the main office along with a legible copy of a valid driver's license. Students will not be called out of class to answer a phone call. **If there is an extreme emergency, please talk to an administrator.**

TRANSFERS

James Monroe's primary responsibility is, of course, first and foremost to our neighborhood children. If our actual enrollment is lower than expected, we are pleased to provide services to other students. Students who do not reside in the James Monroe Middle School attendance area must obtain formal permission from the APS Transfer Office to attend James Monroe. The residence of the legal guardian determines a student's home school attendance area. **Transfers may be requested at the Student Services Office, 855-9050.** If a student is living with adults other than their parents, an Educational Responsibility form must be on file. These forms are available in the counseling office at James Monroe. **By state statute, transfers can be approved only on a space available basis. At the current time, James Monroe is not accepting transfers for the 2016-2017 school year due to site capacity.**

TRANSPORTATION

PARENTS TRANSPORTING STUDENTS TO OR FROM SCHOOL ARE ASKED TO USE THE EAST DRIVEWAY AND ADHERE TO THE MARKINGS FOR STUDENT PICK-UP AND DROP-OFF. PLEASE BE AWARE OF MARKINGS THAT INDICATE USE IS FOR EMERGENCY VEHICLES ONLY. When dropping off/picking up students in the east driveway, please pull to an open non-marked gray curb area. Please do not stop and drop off/pick up in the middle of the road. Please refrain from entering the south and west parking lots either at the beginning or end of the school day. The buses must have free access to get in and out quickly and safely. If you must pick up a student who normally rides a bus, please park your vehicle in the east parking lot, rather than the bus loading zone.

Bicycles are allowed on campus but **MUST** be locked up on an available bike rack. Skateboards, scooters or roller blades are not allowed on campus at any time. **THERE WILL BE NO EXCEPTIONS!**

VALUABLES/PERSONAL PROPERTY/MONEY

For their own benefit, students are asked to leave items that are valuable or easily damaged or lost, at home. It is also a good idea to bring only a small amount of money to school. iPods, cell phones, electronic devices/games or cartridges, radios, portable speakers, laser pointers, skateboards, scooters, roller blades, collections, and squirt guns are not allowed at school because they are disruptive to the educational process, and easily misplaced or broken. **The use of personal electronics is not allowed during the instructional day.** All above electronic items that are not allowed at James Monroe will be confiscated and sent to the office and a discipline referral will be written. Confiscated items must be picked up from the office by Parent/Guardian between the hours of 8:05am -3:30pm on school days only. It is also against

school policy for students to buy or sell things at school except for officially sponsored James Monroe Middle School activities. The school assumes no responsibility for loss or damage to valuables brought to school.

The administration or the teachers are NOT responsible for loss of personal items that the students bring to school.