

# James Monroe Middle School
# 2026-2027
# 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 |
| Dean of Students | Monica Molina | ext. 40805 |

## OFFICE STAFF

| | | |
|---|---|---|
| | Principal Secretary/Book keeper | ext. 40803 |
| Elizabeth Andrade | Assistant Principal Secretary | ext. 40800 |

## SUPPORT STAFF

| | | |
|---|---|---|
| Leia Viscarra | A-N Counselor | ext. 40809 |
| Sheila Barbour | M-Z Counselor | ext. 40810 |
| Racquel Leland | Head Special Education Teacher | ext. 40811 |
| 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 |

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|---|---|
| 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 is 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.

CHARACTERCOUNTS!®

# 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, 2026** | **First Day of Classes- All Students** |
| **September 7, 2026** | **Labor Day Holiday (No School)** |
| **October 8, 2026** | **End of First Nine Weeks** |
| **October 9, 2026** | **Fall Break (No School)** |
| **October 12, 2026** | **Indigenous People Day (No School)** |
| **November 3, 2026** | **Election Day (No School)** |
| **November 11, 2026** | **Veterans Day (No School)** |
| **November 23-24, 2026** | **Parent-Teacher Conferences** |
| **November 25-27, 2026** | **Thanksgiving Break (No School)** |
| **December 18, 2026** | **End of 1st Semester** |
| **Dec. 21, 2025 - Jan. 1, 2027** | **Winter Break (No School)** |
| **January 4, 2027** | **Staff PD Day (No School for students)** |
| **January 5, 2027** | **First Day of Second Semester - All Students** |
| **January 18, 2027** | **Martin Luther King, Jr. Day (No School)** |
| **February 15, 2027** | **Presidents' Day (No School)** |
| **March 12, 2027** | **End of Third Nine Weeks** |
| **March 22-25, 2027** | **Spring Break (No School)** |
| **March 26, 2027** | **Vernal Holiday (No School)** |
| **March 29-30, 2027** | **Parent-Teacher Conferences** |
| **May 27, 2027** | **Last day of School for students** |
| **May 31, 2026** | **Memorial Day (School and Office Closed)** |

** Dates May be Subject to Change*

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



# BELL SCHEDULES
2026-2027

## Monday, Tuesday, Thursday, Friday
## 56-minute classes

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

## Wednesday - Advisory
## 52-minute classes (NO DEAR Time)

| A-Lunch | | B-Lunch | |
|---|---|---|---|
| 8:00 | First Bell | 8:00 | First Bell |
| 8:05-8:57 | 1st Period | 8:05-8:57 | 1st Period |
| 9:01-9:58 | 2nd Period w/ ANNOUNCEMENTS | 9:01-9:58 | 2nd Period w/ ANNOUNCEMENTS |
| 10:02-10:54 | 3rd Period | 10:02-10:54 | 3rd Period |
| 10:58 -11:28 | Advisory | 10:58 -11:28 | Advisory |
| 11:32-12:02 | A-Lunch | 11:32-12:24 | 4th Period |
| 12:06-12:58 | 4th Period | 12:28-12:58 | B-Lunch |
| 1:02-1:54 | 5th Period | 1:02-1:54 | 5th Period |
| 1:58-2:50 | 6th Period | 1:58-2:50 | 6th Period |

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

***TRUSTWORTHINESS FAIRNESS RESPECT CARING RESPONSIBILITY CITIZENSHIP***

# 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 JAMES 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 parents can call the front office 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 consequenced 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 2026-2027*

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/smart watches/airpods/electronic devices with internet and returning them to students prior to the end of class OR having cell phones/smart watches/airpods/electronic devices with internet stored in backpacks for the entire class period.**

***Phones will need to be powered off during the school day & smart watches will need to be disconnected from cell/internet service during the school day.*** Teachers will check that cell phones & smart watches 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. If a student is using the smart watch in any manner other than to glance at the time, 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, smart watches, airpods, or electronic devices with internet 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/smart watch/airpod 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.

## CLASSROOM OBSERVATIONS

When a concern arises in a classroom your child attends, our teachers and administration are committed to working with you to resolve the issue. To ensure a productive and fair process, please follow the steps below.

**Step 1: Initial Communication**

- The parent/guardian contacts the classroom teacher to discuss the concern.
- The teacher and parent work together to address the issue.
- If the concern is not resolved after **1–2 weeks**, proceed to Step 2.

**Step 2: Request a Classroom Observation**

- The parent schedules a **30-minute classroom observation** with the teacher.
- The teacher notifies the front office and administration of the request.

**Step 3: Verification & Scheduling**

- The front office verifies **educational rights and custodial status** in Synergy.
- Once verified, the observation appointment is scheduled and confirmed.

**Step 4: Post-Observation Meeting**

After the observation, the parent and teacher schedule a follow-up meeting to discuss:

- Concerns observed
- Classroom expectations
- Next steps for support

**Step 5: Administrative Support**

- If concerns remain unresolved after the teacher meeting, the parent contacts administration for additional support or mediation.

- The teacher may also request administrative support at any point in the process.

**Step 6: Collaborative Meeting**

- A meeting is scheduled with the **administrator, parent, and teacher** to review the concern, discuss observations, and determine a plan moving forward.

### 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.

### Schedule Changes

**Elective availability is limited.** While we do our best to place students in their preferred electives, some schedule requirements may prevent students from receiving all of their choices.

Only elective classes are eligible for schedule change requests. Core classes (ELA, Math, Science, Social Studies) will not be changed. There is a form that needs to be completed by a student and signed by a parent. Any schedule change request without that form or with an incomplete form will not be considered. Changes will be considered but cannot be guaranteed.

## 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, <u>will be denied</u>. 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 2026-2027

| | ALLOWED | ` |
|---|---|---|
| **SHIRTS** | Polo shirts and collared button-down shirts that are solid colored and/or full patterned (stripes/polka dots etc)<br><br>ANY solid-colored/full patterned (stripes/polka dots etc) T-shirt or sweater (NO COLLAR REQUIRED!)<br><br>JMMS T-shirts<br><br>APS Athletics/Activities T-shirts | Not allowed: Non-JMMS Tshirts, Crop Tops, Tank Tops, low neckline, cannot promote drugs, alcohol, weapons, profanity |
| **PANTS** | Jeans<br>Khaki / Joggers (not sweat pant material)<br>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<br>SWEATERS<br>SWEATSHIRTS** | Hoodies, sweaters, sweatshirts that are school appropriate.<br>JMMS Spirit Wear is acceptable and encouraged.<br>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.<br><br>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.<br><br>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.<br>All APS Dress Code rules apply on those days.<br><br>**What is OKAY to wear:**<br>● T-shirts appropriate for school<br>● Polo shirts<br>● Sweat Shirts (no hoods in the building)<br>● Jeans with holes, rips or tears knee or below<br>● Athletic Leggings (no sheer or cutouts)<br>● Shirts that cover your stomach and/or back<br>● Shorts/skirts that meet the fingers at the side measurement<br>● Sweat pants<br>● Jerseys<br><br>**What is NOT okay to wear:**<br>● Slippers<br>● Clothes with obscene logos, beer, cigarette, drug logos, anarchy signs, or skulls including "Cookies"<br>● Jeans that are sagging<br>● Pajama pants<br>● Shirts/tops that show your stomach and/or back<br>● Short shorts/skirts that are shorter than fingertips<br>● No low cut or spaghetti strap shirts<br>● No accessories with any type of spikes or excessive metal<br>● 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 handbook regarding Attendance. 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 a 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.

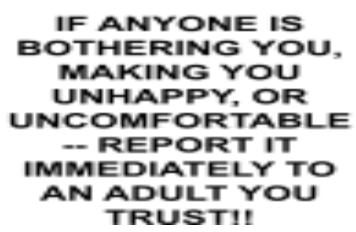
## MEDIATION

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.




## MID SCHOOL ATHLETICS

**James Monroe offers four district funded sports, during the school year, available for participation by students. Participation is a privilege, not a right. Volleyball (females only, two teams A and B), basketball, track and field and new this year, cross country, are for males and females. There are two teams (A and B) for both boys and girls in basketball. Participation is limited, number wise, for volleyball and boys and girls basketball.**
**Tryouts will be conducted for all sports. Volleyball, cross country and boys basketball are in the Fall semester and girls basketball and track and field are in the Spring semester.**

### ACADEMIC ELIGIBILITY

A student shall have a 2.0 grade point average with no F's, based on a 4.0 grading scale, or its equivalent, for the semester grading period immediately preceding participation. For girls volleyball, cross country and boys basketball this means the Spring semester.

For girls basketball and boys and girls track and field this means the Fall semester of the current school year. For students not eligible at the semester, the nine week grading period can be used to regain eligibility if it applies.

Middle school programs directed and supported by the APS Athletic Department are recognized as New Mexico Activities Association (NMAA) sanctioned activities. Eligibility and participation guidelines set forth by the NMAA and the APS Athletic Department apply to all participating students and coaches. Refer to the NMAA Handbook, Section IX Junior High/Middle School for NMAA eligibility requirements. NMAA academic eligibility requirements are required of all participating students. In addition to the NMAA academic eligibility requirements, the following applies:

Competing during the first semester of the school year without reference to the previous semester grading period applies only to 6th grade students. Academic eligibility requirements shall apply to all 6th grade students upon the end of the first semester grading period of the school year. Schools must determine academic eligibility/ineligibility at 8:00am on the fifth school day from the last day of the semester grading period.

### REQUIREMENTS

All participants trying out for a sport must have a physical exam and submit a completed APS physical packet to the Athletic Director prior to tryouts. The physical exam must be dated **April 1st of the previous school year or later to play sports in the current school year.** All participants **must complete** the Concussion for Students Course, print out the course certificate, and submit it along with the completed physical packet.

### BEHAVIOR EXPECTATIONS

Student-athletes represent not only themselves but the team, the school, and the community. Student-athletes are held to a high standard. Any student-athlete during tryouts, the season and/or post season for each specific sport,who gets a referral resulting in either in-school or out of school suspension, are automatically removed from the team and no longer allowed to participate.

**As with every activity that we provide for students at James Monroe, Character Counts components and Compete with Class 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. 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.

## 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. Restorative Practices Center (RPC): 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.

## DISCIPLINE MATRIX

This matrix is a guide for establishing clear and consistent consequences for the specified disciplinary violation. School administration may modify consequences when deemed appropriate. Teachers are required to allow students to complete missed work while on suspension. All policies are based on the APS Code of Conduct that is found in the APS Handbook for Student Success.

| **Excessive Tardies** | | |
|---|---|---|
| Up to 5 tardies to class | 6 tardies to class | Once referred to Attendance Improvement Team |
| ● Teacher Contact home<br>● Reminder about attendance expectations | ● Teacher will refer student to Attendance Improvement Team | ● Meet with assigned member at least every two weeks for check in<br>● Attendance Improvement Contract<br>● Consequences will be assigned based on severity of defiance to attendance policy<br>● Staff contact home each meeting |

| **Dress Code Violation** | | | | |
|---|---|---|---|---|
| 1st Violation<br>(2 Raptor Reminders) | 2nd Violation<br>(4 Raptor Reminders) | 3rd Violation<br>(6 Raptor Reminders) | 4th Violation +<br>(8 Raptor Reminders) | 5th Violation +<br>(10 + Raptor Reminders) |
| ● LD - up to 2 Days<br>● Staff/Student Contact<br>● Administrative/ Parent Contact | ● LD - up to 5 Days<br>● Dress Code Contract Staff/Student Contact<br>● Administrative/Parent Contact | ● LD - up to 7 Days<br>● Staff/Student Contact<br>● Administrative/Parent Conference<br>● | ● LD - up to 10 Days<br>● Staff/Student Contact<br>● Administrative/Parent Conference | ● Up to 1 day ISS<br>● Staff/Student Contact<br>● Administrative/Parent Conference |

| **Bus Disruption - (written bus referral sent to school from transportation dept)**<br>Deliberate of inadvertent interference with safe operation of the bus, stopped or moving<br>Behaving in a manner that adversely affects an individual or property on or near the bus, at bus stops and/or pick up areas | | | |
|---|---|---|---|
| 1st Violation | 2nd Violation | 3rd Violation | 4th Violation + |
| ● Bus Behavior Contract<br>● Staff/Student Contact<br>● Administrative/Parent Contact<br>● | ● Suspension from Bus<br>● up to 5 days<br>● Staff/Student Contact<br>● Administrative/Parent Contact | ● Suspension from Bus<br>● up to 10 days<br>● Staff/Student Contact<br>● Administrative/Parent Contact | ● Suspension from Bus<br>● up to end of semester<br>● Staff/Student Contact<br>● Administrative/Parent Contact |

| **Severe Bus Disruption**<br>Physical harm to other students or staff<br>Physical damage to the bus (restitution may be required) | | |
|---|---|---|
| 1st Violation | 2nd Violation | 3rd Violation |

| | | |
|---|---|---|
| • Suspension from Bus<br>  • up to 10 days<br>• Bus Behavior Contract<br>• Staff/Student Contact<br>• Administrative/Parent Contact | • Suspension from Bus<br>  • up to End of Semester<br>• Staff/Student Contact<br>• Administrative/Parent Contact | • Suspension from Bus<br>  • up to Remainder of the Year<br>• Staff/Student Contact<br>• Administrative/Parent Contact |

**General Disruptive Conduct and/or Defiance**

Any behavior or conduct that disrupts or interferes with the operation of the public schools, including individual classes. This can also be behavior that leads a school authority to reasonably forecast that such an interruption or interference is likely to occur unless preventive action is taken. Refusing to comply with any reasonable demand or request by any school official or sponsor or lying to or intentionally misleading any school official at places and times where school personnel have jurisdiction is included in this definition.

Behavior Includes but is not limited to:

Ditching Class  Disruption of any kind to educational process  Disrespect toward any adult on campus

Horse play/rough housing  Inappropriate displays of affection  Inappropriate Language

Displaying Obscene/Inappropriate Materials

Non-Compliance of directions given in class or any other location on campus

| 1st / 2nd Violation | 3rd/4th Violation | 5th Violation and Beyond |
|---|---|---|
| • Staff/Student Contact<br>• Staff/Parent Contact<br>• Classroom behavior management plan put into place | • Staff/Student Contact<br>• Staff/Parent Contact<br>• Referral to RPC Room<br>• Restorative steps taken | • Staff/Student Contact<br>• Administrative/Parent Contact/Conference<br>• Behavior Improvement Contract<br>• Consequences can include LD, ISS or OSS depending on severity |

**Inappropriate Use Electronic Devices**

**Cellphone & Technology Use -** Use of cell phones or earbuds in contradiction to school policy.

Any violation may result in the device being confiscated and may also result in the student's loss of the privilege of possessing a mobile telephone or personal electronic device on school property.

| 1st Violation | 2nd Violation | 3rd Violation | 4th Violation + |
|---|---|---|---|
| • Staff/Student Contact<br>• Administrative/Parent Contact<br>• Device Confiscation<br>• Parent/guardian pick up device at end of school day<br>• | • Staff/Student Contact<br>• Administrative/Parent Contact<br>• Device Confiscation<br>• Parent/guardian pick up device at end of school day | • Staff/Student Contact<br>• Administrative/Parent Contact<br>• Device Confiscation<br>• Parent/guardian pick up device after 5 school days | • Staff/Student Contact<br>• Administrative/Parent Contact<br>• Device Confiscation<br>• Parent/guardian pick up device at the end of the semester |

**Unauthorized Audio/Video Recording and/or Distribution**

Students shall not use audio or visual recording devices to video, photograph or record handbook violations or to violate the privacy of others. This includes posting, distributing (text/airdrop), or receiving (text/airdrop) of inappropriate material on websites, including video, photographs, audio recording of activities violating school violations, such as fights, hazing, or other misconduct that occur on the school campus, during the school day or school sponsored activity.

Students shall not use audio or visual recording devices (personal devices or school-issued Chromebooks) to video, photograph, or record any actions or conversations during class time, including those involving students or staff, with or without permission. Recording, attempting to record, or possessing recordings of classroom activities, peers, or teachers is strictly prohibited.

| 1st Violation | 2nd Violation | 3rd Violation | 4th Violation + |
|---|---|---|---|

| | | | |
|---|---|---|---|
| • LD - up to 5 days<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• School Discipline Contract | • LD - up to 5 days<br>• ISS - up to 1 days<br>• Staff/Student Contact<br>• Administrative/Parent Contact | • ISS - up to 3 days<br>• STS - up to 3 days<br>• Staff/Student Contact<br>• Administrative/Parent Contact | • STS - up to 5 days<br>• Staff/Student Contact<br>• Administrative/Parent Contact/Conference |

**False Accusations**

Falsely reporting an incident or purposely and knowingly giving false information to a school administrator or other investigator during the process of an investigation. This includes making false accusations regarding staff or students.

| 1st Violation | 2nd Violation | 3rd + Violation |
|---|---|---|
| • Staff/Student Contact<br>• Administrative/Parent Contact<br>• Up to 1 day Suspension | • Staff/Student Contact<br>• Administrative/Parent Contact<br>• Up to 3 day Suspension<br>• Admin/Parent Conference | • Staff/Student Contact<br>• Administrative/Parent Contact<br>• Up to 5 day Suspension<br>• Admin/Parent Conference |

**False Alarm/Fire Alarm**

Interfering with the proper functioning of a fire alarm system or pulling the fire alarm intentionally when no fire or other danger exists. This violation includes calling 911 or falsely notifying of an emergency situation.

| 1st Violation | 2nd Violation | 3rd Violation + |
|---|---|---|
| • Up to 3 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• School Discipline Contract | • Up to 3 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact/Conference | • Up to Long-term suspension hearing<br>• Staff/Student Contact<br>• Administrative/Parent Contact/Conference |

**Trespassing/Unauthorized Presence**

Entering the school building or being on school grounds without authorization.

| 1st Violation | 2nd Violation | 3rd Violation |
|---|---|---|
| • Up to 1 day Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• School Discipline Contract | • Up to 3 day Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact/Conference | • Up to 5 days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Conference |

**Theft**

Unauthorized possession and/or sale of property of another without consent of the owner.

**When determining Consequences/Disposition, the cost or worth of the item will be considered.**

| 1st Violation | 2nd Violation | 3rd Violation |
|---|---|---|
| • Up to 3 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• School Discipline Contract | • Up to 5 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact/Conference | • Up to Long-term suspension hearing<br>• Staff/Student Contact<br>• Administrative/Parent Contact/Conference |

**Arson**

Maliciously, willfully and/or neglectfully starting, by any means, a fire or causing an explosion on school property or at any school-related activity. Arson I: less than $200 damage, Arson II: $200 to $999 damage, Arson III: $1000 damage or more.

**When determining Consequences/Disposition, the value of damage will be considered.**

**APS Police will determine when Arson II and Arson III or above are charged.**

| 1st Violation | 2nd Violation | 3rd Violation | 4th Violation + |
|---|---|---|---|
| • Up to 1 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• School Discipline Contract | • Up to 3 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact/Conference | • Up to 5 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact/Conference | • Up to Long-term suspension hearing<br>• Staff/Student Contact<br>• Administrative/Parent Contact/Conference |

**Vandalism and/or Graffiti**

Deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another individual. Vandalism I: less than $200 damage, Vandalism II: $200 - $999 damage, Vandalism III: $1000 damage or more.

**When determining Consequences/Disposition, the cost or worth of the item will be considered.**

**APS Police will determine when Vandalism II and Vandalism III or above are charged.**

| 1st Violation | 2nd Violation | 3rd Violation |
|---|---|---|
| • Up to 3 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• School Discipline Contract | • Up to 5 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact/Conference | • Up to Long-term suspension hearing<br>• Staff/Student Contact<br>• Administrative/Parent Contact/Conference |

**Bullying, Cyberbullying, Harassment**

Bullying is a way of using power aggressively in which a person is subjected to intentional, unwanted, and unprovoked hurtful verbal and/or physical actions. An act of bullying results in the targeted student feeling oppressed, fearful, distressed, injured, or uncomfortable. The aggression is repeated on more than one occasion and can include physical, verbal, emotional, racial, sexual, written, electronic, damage to property, social exclusion, and intimidation. Bullying may be motivated by actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, gender identity, gender expression, sexual orientation, mental, physical, or academic disability. Additional characteristics may be the actual or perceived basis for bullying

"Cyberbullying" means any bullying that takes place through electronic communication. "Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, electronic tablet, pager or video or audio recording. This also pertains to cyberbullying on personal devices during school or communication that happens on campus or affects the school campus even if outside of the school day

Harassment is considered to have occurred when conduct: has the intent or effect of creating an intimidating, hostile or offensive educational environment, has the intent or effect of substantially or unreasonably interfering with a student's academic performance, or otherwise adversely affects a student's opportunities. Any gesture or written, verbal, or physical act which has the effect of harming another individual/group, damaging their property; placing the individual/group in reasonable fear; or has the effect of causing a disruption to the educational process. Inciting or encouraging others to commit such acts is also considered harassment. The prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived characteristics, such as disability, race, ethnicity, color, sex, sexual orientation, gender identity, national origin or ancestry, religion, age.

**Administrator Referral to EOS if based on Protected Category***

| 1st Violation | 2nd Violation | 3rd Violation | 4th Violation + |
|---|---|---|---|
| • Up to 1 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• School Discipline Contract | • Up to 3 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact/Conference | • Up to 5 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact/Conference | • Up to Long-term suspension hearing<br>• Staff/Student Contact<br>• Administrative/Parent Contact/Conference |

**Tobacco, Nicotine: Possession, Paraphernalia, Use**

Possession, use, and/or distribution of tobacco, including all tobacco products, e-cigarettes, and nicotine liquid containers anywhere on a school campus or at a school related event is prohibited. In addition, students found in possession, distributing, or using tobacco are subject to the provisions of the Tobacco Policy.

This violation pertains to any tobacco products made or derived from tobacco that are intended for human consumption, including any component, part, or accessory of a tobacco product. This includes among other products, cigarettes, cigars, pipe tobacco, roll-your-own tobacco, dissolvable or smokeless tobacco. E-cigarette means any electronic oral devices, or any part of it, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or any other product, name or descriptor; but does not include any product regulated as a drug or device by the US Food and Drug Administration. Nicotine liquid container means a bottle or other container of any substance containing nicotine where the substance is sold, marketed, or intended for use in an e-cigarette.

Tobacco Intervention and support resources may be available

| 1st Violation | 2nd Violation | 3rd Violation + |
|---|---|---|
| ● Up to 1 Days Suspension<br>● Staff/Student Contact<br>● Administrative/Parent Contact<br>● School Discipline Contract<br>● Refer for Tobacco Intervention | ● Up to 1 Days Suspension<br>● Staff/Student Contact<br>● Administrative/Parent Contact | ● Up to 1 Days Suspension<br>● Staff/Student Contact<br>● Administrative/Parent Contact |

**Controlled Substances**

A controlled substance is defined as any substance capable of producing a change in behavior or altering a state of mind or feeling. Controlled substances include but are not limited to alcohol, marijuana, narcotics, amphetamine, barbiturate, hallucinogens, prescription drugs, over the counter drugs, synthetic drugs or intoxicants of any kind. This does not include tobacco or tobacco products. Possession, distribution, and/or use of a controlled substance, including alcohol, presents a health concern for students and is a potential disruption to the educational process.

Parent Involvement Program (PIP) is a program to support students and families. As an alternative to suspension, when a student has a controlled substance infraction, the administrator will offer optional participation in PIP, a psycho-educational intervention provided by an APS Crossroads Counselor (school counselors with specialized training in the area of substance use/misuse). PIP creates a non-judgmental and supportive environment where the student and their parent/legal guardian are connected to information that will increase their knowledge and understanding of why people use substances, the impact of use on developing brains and life, refusal skills and alternatives to use. The Crossroads Counselor will share community resources and make outside referrals when appropriate along with being an ongoing resource and support themselves for the student and their family. The goal of PIP and Crossroads involvement is to equip the student to make better choices and decrease the likelihood of re-offense.

“Possession” as used herein, includes not only possession on one’s physical person, but also custody and control on APS property or at an APS event. Thus, a student may be found in possession of any item if the item is in the student’s backpack, locker, car, or elsewhere, if subject to the student’s custody and control.

21a. Controlled Substance, Use or Under the Influence Alcohol/Illegal Drugs/Inhalants: No student shall be under any degree of influence of alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers), inhalants, and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, marijuana oils, synthetic Cannabinoids.

| 1st Violation | 2nd Violation | 3rd Violation + |
|---|---|---|
| ● Suspension up to 3 Days<br>● Staff/Student Contact<br>● Administrative/Parent Contact<br>● Refer for PIP (Parent Involvement Program) | ● Suspension up to 5 Days<br>● Staff/Student Contact<br>● Administrative/Parent Contact<br>● Refer for PIP (Parent Involvement Program) | ● Up to Long-term suspension Hearing<br>● Staff/Student Contact<br>● Administrative/Parent Contact<br>● Refer for PIP (Parent Involvement Program) |

21b. Controlled Substance, Paraphernalia Possession Possessing any paraphernalia, such as but not limited to rolling paper, pipes, bongs or vape pens.

| | | |
|---|---|---|
| • Suspension up to 3 Days<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• Refer for PIP (Parent Involvement Program) | • Suspension up to 5 Days<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• Refer for PIP (Parent Involvement Program) | • Up to Long-term suspension Hearing<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• Refer for PIP (Parent Involvement Program) |
| 21c. Controlled Substance, Possession Possessing any substance capable of producing a change in behavior or altering a state of mind or feeling. | | |
| • Suspension up to 3 Days<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• Refer for PIP (Parent Involvement Program) | • Suspension up to 5 Days<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• Refer for PIP (Parent Involvement Program) | • Up to Long-term suspension Hearing<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• Refer for PIP (Parent Involvement Program) |
| 21d. Controlled Substance, Sale or Distribution Selling or distributing a substance capable of producing a change of behavior or altering a state of mind or feeling or an item sold as a controlled substance. | | |
| • Suspension up to 3 Days<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• Refer for PIP (Parent Involvement Program) | • Suspension up to 5 Days<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• Refer for PIP (Parent Involvement Program) | • Up to Long-term suspension Hearing<br>• Staff/Student Contact<br>• Administrative/Parent Contact<br>• Refer for PIP (Parent Involvement Program) |

**Assault/Intimidation**

A verbal or written statement of physical or bodily harm; or the use of insulting language toward another. This would include photos, social media posts, email, text or phone threats, etc. No physical contact is made in a verbal assault/intimidation.

Simple Assault on staff members is included in this definition.

| 1st Violation | 2nd Violation | 3rd Violation |
|---|---|---|
| • Up to 3 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact | • Up to5 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact | • Up to Long Term suspension hearing<br>• Staff/Student Contact<br>• Administrative/Parent Contact |

**Fighting/Public Affray**

Unlawful, intentional touching or application of force to another person, when done in a rude, disrespectful, or angry manner. Two individuals mutually participating in a physical altercation, to include fighting back.

| 1st Violation | 2nd Violation | 3rd Violation + |
|---|---|---|
| • Up to 3 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact | • Up to5 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact | • Up to Long Term suspension hearing<br>• Staff/Student Contact<br>• Administrative/Parent Contact |

| **Battery**<br><br>One or more individuals that work together in unlawful, intentional touching or application of force to another person, when done in a rude, insolent, or angry manner. This is also one student attacking another student that is not fighting back.<br><br>Simple Battery on staff members is included in this definition | | |
|---|---|---|
| 1st Violation | 2nd Violation | 3rd Violation + |
| • Up to 3 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact | • Up to5 Days Suspension<br>• Staff/Student Contact<br>• Administrative/Parent Contact | • Up to Long Term suspension hearing<br>• Staff/Student Contact<br>• Administrative/Parent Contact |

## 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, a Manifestation Determination Review meeting will be held. At that time, the 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 by 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.