

# COVID-19 Re-Opening Plan

## Monroe Middle School

Middle school is a time of discovery, growth, and change, and our staff excels in supporting students academically, socially, and emotionally during these formative years. We believe in the importance of a strong home and school connection, and we work with families to nurture respectful and responsible students. We are passionate about developing the whole child and allowing students to explore new ideas and experiences. Students engage in collaborative problem-solving that fosters critical thinking, communication, and creativity.

## Vision Statement

Monroe Middle School strives to establish a safe, supportive, academically-challenging culture that encourages all students to become confident and creative critical-thinkers actively engaged in learning.



[monroe.campbellusd.org](http://monroe.campbellusd.org)



1055 S. Monroe Street  
San Jose, CA 95128



Tel: (408) 556-0360  
Attn: (408) 341-7022



@MMSmavericks

# Welcome!

Dear Parents/Guardians:

We have missed seeing you in person. This handbook has been prepared with information, policies, procedures, rights, and responsibilities for all students and parents at Monroe Middle School. It provides explanation on the school protocols and expectations for students upon return to in-person instruction. Thank you for reviewing this handbook before your child's first day back.

In this document, we have paid special attention to hybrid learning information that will be most helpful as we continue the year. As we move through reopening phases, we will send out appropriate updated information.

At Monroe Middle School we are committed to providing the highest quality education possible. You have chosen to entrust the safety and education of your child to us, a mission we take very seriously. While your child attends Monroe Middle School, (s)he will receive engaging instruction in an environment that recognizes each child's potential. Our staff is always open to your insights and observations that will help us provide the best possible education for your child.

During the school year we are looking forward to:

- Expanding the use of technology
- Refining our delivery of engaging instruction for diverse learners
- Fostering a safe and caring community, no matter the learning environment
- Embodying a growth-mindset where everybody seeks improvement
- Improving outreach efforts to all members of our parent and guardian community

We ask your support in helping us to maintain a positive school environment. This handbook has been distributed to all students. Please review this handbook with your child and return the attached confirmation to your child's teacher. Forms are required from all students.

As we are committed to developing a strong partnership between the home and school, we encourage you to stay in touch with us. Should you have questions, please do not hesitate to call teachers and staff.

Sincerely,

Ruth Stephens Radle  
Principal

Cathy McAvoy  
Assistant Principal

Veronica Flores  
Assistant Principal

# Drop-Off and Pick-Up Procedures

In an effort to ensure safety for all students, it is important that parents understand the following procedures that will be put in place for student drop-off/pick-up. Smooth traffic flow requires the help and cooperation of everyone.

## Drop Off:

- Please be on time for your designated drop off time and ensure that your student has their backpack/supplies ready to go when arriving at school.
- In order to limit the number of families entering and exiting from the same location, we will stagger student start/end times.
- Drivers are to remain in their vehicles during drop-off and pick-up.
- Visitors are not able to come on campus.
- If needed, students will be supported in getting to their classroom
- When using the drop off loop, the student must exit the vehicle on the curb side
- Cars are not allowed to park in the drop-off area

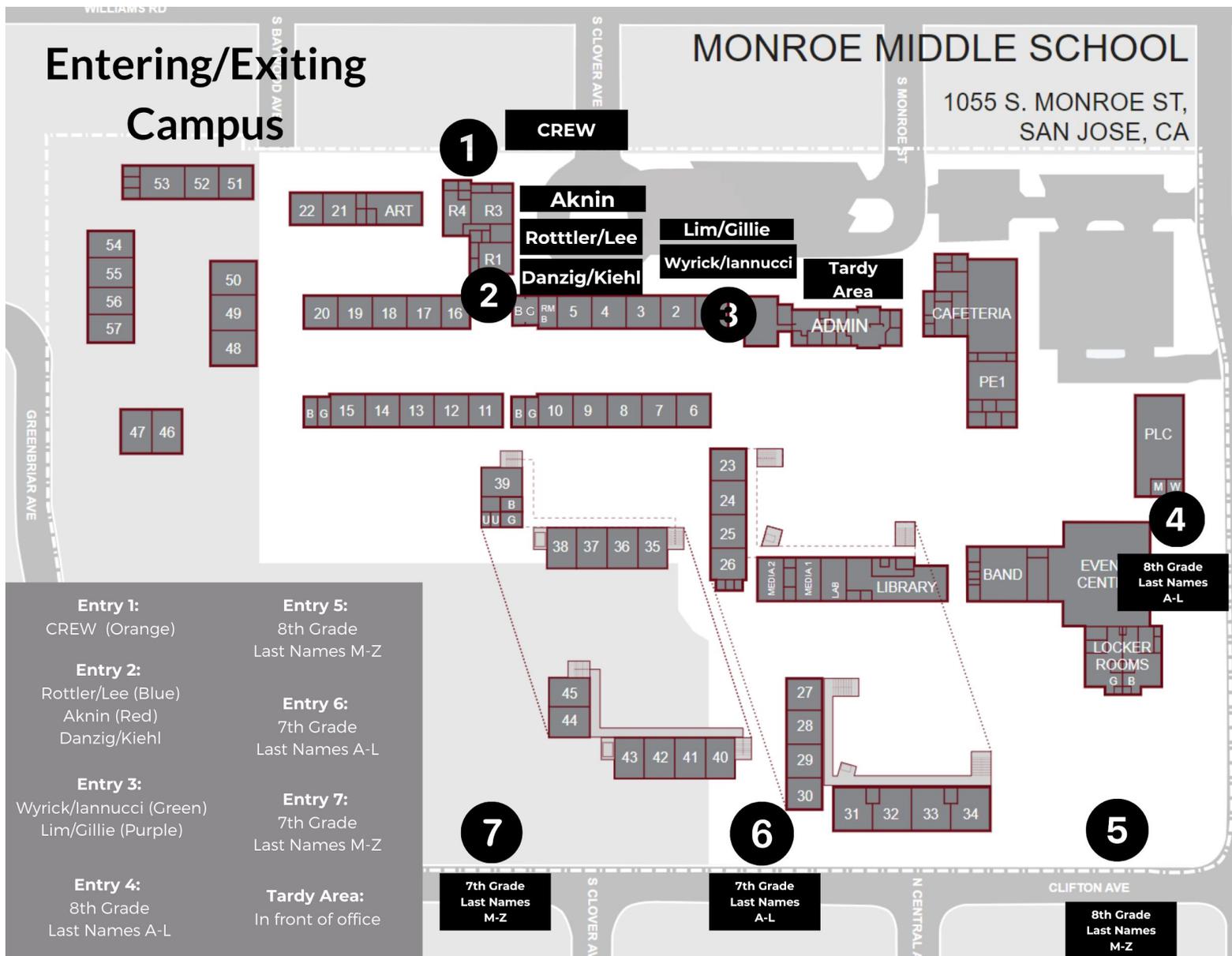
## Pick-Up

- Please be on time
- When using the pick-up loop, the student must enter the vehicle from the curb side.
- Cars are not allowed to park in the pick up area

## Tardy Procedures:

If you arrive after your scheduled drop-off time, there will be a designated waiting area where students will remain on a social distancing marker until an adult can direct them to class. Students will be formally marked as tardy if they arrive after the teachers open the classroom to students. Please do your best to be on time!

# Drop-Off and Pick-Up Locations



## **Entry 1 - Crew:**

Enter through the gate at the very beginning of the parking lot on Clover St.

## **Entry 2:**

Enter through the gate by R-1.

## **Entry 3:**

Enter through the gate between room 1 and the staff lounge

## **Entry 4**

8th Graders with last names A-L

## **Entry 5:**

8th graders with last names M-Z

## **Entry 6:**

7th graders with last names A-L

## **Entry 7:**

7th graders with last names M-Z

## **Tardy Spot:**

Please line up in front of the office.

### **Class Cohorts:**

A cohort is defined as the reduced number of students coming to school for instruction in person during a week. In our case, students will either be in A cohort (M/T) or B cohort (Th/F).

### **Breaks and Recess**

#### **Recess:**

Students may take their break in any of the areas open for break.

- Each grade level cohort is assigned to a section on campus for break.
  - 6th grade--By 6th grade classrooms and their basketball courts behind room 15
  - 7th grade--Basketball courts behind the new building
  - 8th grade--Basketball courts behind the science building
- Students must stay 6ft away from their classmates and keep their masks on with the exception of eating their snack or having a drink.
- Students are not permitted to share snacks.
- To reduce close contact and exposure, please send snacks that your student can open on his/her own.

#### **Bathroom Usage:**

- Students may use the bathrooms on demand during class. Teacher will keep a log and allow one student to go to the bathroom at a time unless there is an emergency.
- Students will not be using the bathroom during passing times.
- Based on the students' classroom assignments they will use assigned bathrooms.



# School Protocol

### **Cohortes de clase:**

Una cohorte se define como el número reducido de estudiantes que vienen a la escuela para recibir instrucción en persona durante una semana. En nuestro caso, los estudiantes estarán en la cohorte A (Lun/Mart) o en la cohorte B (Juev/Vier).

### **Descansos y Receso**

#### **Receso:**

Los estudiantes pueden tomar su descanso en cualquiera de las áreas abiertas para el descanso.

- Los estudiantes deben mantenerse a 6 pies de distancia de sus compañeros de clase y mantener sus cubrebocas puestos con la excepción al comer su bocadillo o tomar una bebida.
- No se permite que los estudiantes compartan bocadillos.
- Para reducir el contacto cercano y la exposición, envíe bocadillos que su estudiante pueda abrir por su cuenta.

#### **Uso del baño:**

- Los estudiantes pueden usar los baños cuando lo necesiten durante la clase. El maestro mantendrá un registro y permitirá que un estudiante vaya al baño a la vez a menos que haya una emergencia.
- Los estudiantes no podrán usar el baño durante el tiempo entre clases.
- Según las asignaciones de clase de los estudiantes, usarán los baños designados.



# Protocolo Escolar

### **Hallways and Walkways:**

- Students will walk in one direction with appropriate spacing between other people.
- Students will walk in a single file.

### **Outdoor Instruction and Air Flow:**

- Additional outdoor spaces will be available for students to do learning and activities outside whenever possible.
- Doors and windows will be open, if possible, in classrooms to promote air flow. Please ensure that your child is dressed appropriately. Layers are recommended with all garments labeled with their names.

### **Meal Pick-Up:**

- Staff will follow the requirements issued by the County's Department of Environmental Health to prevent transmission of COVID-19 in food facilities.
- Food Services staff will be serving individually bagged lunches for students
- Students are not to share snacks or utensils with classmates.
- Pack a full water bottle for your child. Water fountains at school will not be accessible. Students will be able to refill their bottles in the classroom.

### **Visitors:**

To avoid additional exposures, visitors and non-essential personnel are prohibited from entering the school, unless prior approval is granted. Authorized personnel must adhere to all school protocols:

- Visitors and essential personnel must adhere to social distancing protocols and must use a face covering when entering the facility or meeting with workers.
- To observe physical distancing, no one should practice handshakes or other greetings involving physical contact.
- If visitors and essential personnel are symptomatic, they are prohibited from the site.



# School Protocol

## **Cleaning Protocols:**

- Classrooms, restrooms and common areas will be cleaned daily and disinfected between cohorts. High touch areas will be disinfected daily.
- Classrooms will be provided with soap, hand sanitizer, and wipes.
- Additional hand sanitizing stations will be located in common areas, such as the school office, cafeteria, etc.
- Students will be required to wash their hands upon entering class as well as after bathroom visit.
- At the end of the school day, students will wipe their desks with a cleansing wipe to facilitate disinfecting procedures.

## **Physical Distancing:**

The CDC and local health departments recommend maintaining 6 feet of physical distance to the extents practicable.



# Monitoring COVID-19

## Face Coverings:

- All students and adults will be required to wear a face covering at all times when on school property, except when eating, drinking or participating in physical activity.
- All students are required to wear a face covering while arriving and departing campus, and while waiting for or riding the school bus.
- Each school will maintain a supply of non-medical masks in case a student or staff member forgets theirs and needs one for the day.
- Students who repeatedly fail to wear masks appropriately despite instruction and reminders may be required to learn from home.
- All students and adults will be required to wear a face covering at all times when dropping students off or whenever on school property.
- All students are required to wear a face covering while arriving and departing campus, in the classroom, in any area outside the classroom and while waiting for or riding the school bus.



# Monitoring COVID-19

# Health Screening

- Parents or guardians are required to conduct symptom screening at home with their child each day prior to arrival to school
- All parents need to sign the COVID-19 Symptom Check Agreement acknowledging they will conduct these daily symptoms check. This agreement was part of the Parental Agreement packet you filled out that the beginning of the year
- Students are to stay home if they exhibit any COVID-19 symptoms. COVID-19 symptoms include:
  - Fever
  - Chills
  - Cough
  - Shortness of breath/difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - Recent loss of taste or smell
  - Sore throat
  - nausea/vomiting
  - Diarrhea
- Students with any identified COVID-19 symptoms and/or a temperature of 100.0 °F or higher will be sent home immediately until testing and/or medical evaluation has been conducted. The student will wait in a safe, isolated area until the parent or caregiver arrives.
- As we enter cold and flu season, please be aware that children may exhibit symptoms not associated with COVID-19. If you are concerned about symptoms, please keep your child home and consult your physician.



## Daily Symptom Checks

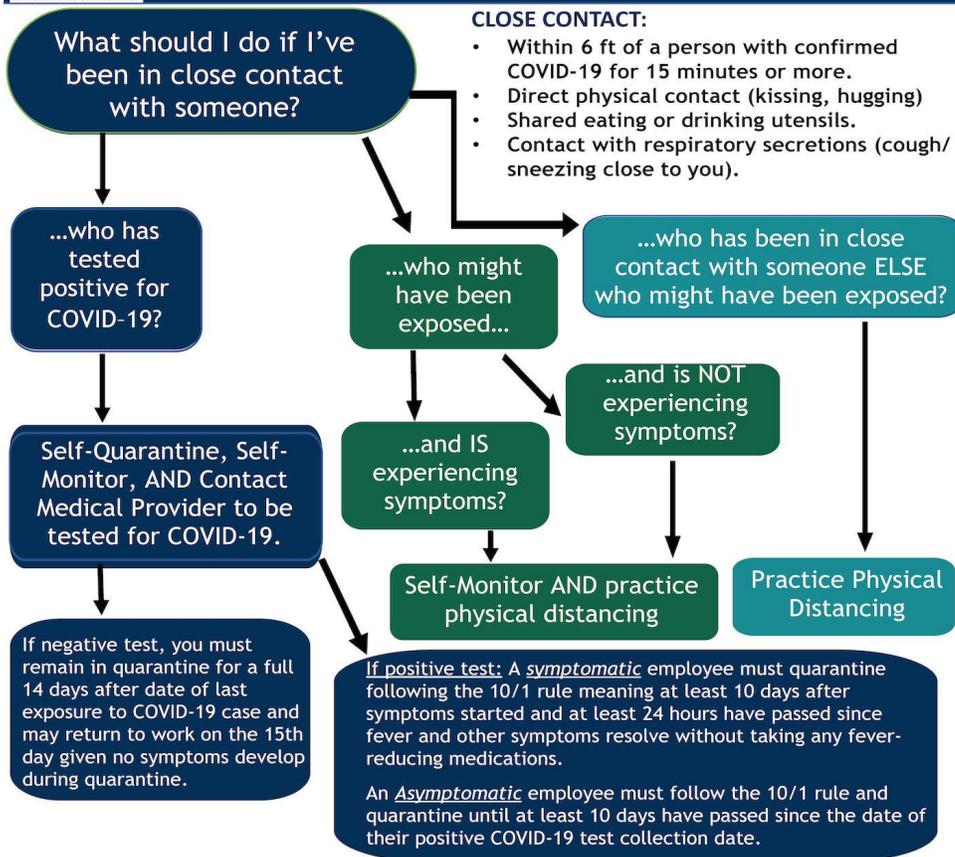
- The district has a strict policy that parents will complete the symptom checks daily. Parents will be notified if their child has been exposed to a confirmed case. You will only be notified if there has been a possible exposure or a confirmed case based on the Santa Clara County Public Health Department Guidelines. You may hear of a positive case at your child's school, however, if you are not notified by the district your child was not exposed.

## COVID-19 Exposure and Quarantine:



# COVID-19 EXPOSURE FREQUENTLY ASKED QUESTIONS

For more guidelines visit Santa Clara County of Public Health website [1-888-334-1000](https://www.sccphd.org)



## How do I...

### Self-Quarantine?

- Stay at home for at least 14 days from last day of exposure depending on test results
- Avoid contact with others.
- Don't share household items.

### Self-Monitor?

- Be alert for symptoms of COVID-19, especially a dry cough or shortness of breath.
- Take your temperature every morning and night and write it down, along with other symptoms.
- Call your doctor if you have trouble breathing or a fever (100.4°F / 38°C).
- Don't seek medical treatment without calling first.

### Practice Physical Distancing?

- Stay home as much as possible.
- Don't physically get close to people.
- Try to stay 6 ft away.
- Don't eat lunch in break rooms.
- Don't hug or shake hands.
- Avoid groups of people.

### Get Tested for COVID-19?

- 7 days after the last exposure to a positive case.
- Free tests in San Jose!
- You can be tested whether you have symptoms or not.
- Make an appointment.

Rev: 11/5//2020

## COVID-19 Testing and Reporting:

- Students will be required to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19
- In lieu of a negative test result, symptomatic students will be allowed to return to work/school with a medical note by a physician that provides alternative explanations for symptoms and reason for not ordering a COVID-19 test.

## Positive Test Results:

- Parents/guardians are required to notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19
- Per the Public Health Order, we are required to report all positive COVID-19 cases and provide the appropriate follow up.

# Notifications and Helpful Resources

## **Notifications:**

Parents/Guardians will be notified if their child has been exposed to a confirmed case. You will only be notified if there has been a possible exposure or a confirmed case based on the Santa Clara County Public Health Department Guidelines. You may hear of a positive case at your child's school, however, if you are not notified by the district your child was not exposed.

## **Need More Information?**

- Campbell Union School District School Reopening Plan:  
[www.campbellusd.org/covid19](http://www.campbellusd.org/covid19)
- Santa Clara County Public Health Department FAQs for education programs:  
<https://www.sccgov.org/sites/covid19/Pages/school-guidance.aspx#reportcase>
- Monroe Middle School Website  
<https://monroe.campbellusd.org/>
- [Monroe Middle School Re-Opening Tab](#)

# Teacher, Student, and Family Learning Partnership

Teachers	Students	Parents
<ul style="list-style-type: none"> <li>● Plan and post events, assignments, and due dates.</li> <li>● Facilitate live synchronous learning events</li> <li>● Monitor student progress on coursework</li> <li>● Assess student learning</li> <li>● Grade and provide feedback on selected student work</li> <li>● Be available to instruct and support students during the regular school day</li> </ul>	<ul style="list-style-type: none"> <li>● Establish a regular “school schedule” and manage time effectively</li> <li>● Check school email account (if applicable) and Google Classroom/ Seesaw at least twice daily</li> <li>● Attend and participate in all “live” synchronous class meetings</li> <li>● Complete &amp; submit all assignments by due dates</li> <li>● Monitor grades and feedback</li> <li>● Contact teacher as needed for support or questions</li> <li>● Collaborate online with classmates as appropriate</li> <li>● Follow classroom norms</li> </ul>	<ul style="list-style-type: none"> <li>● Establish and enforce a regular “school schedule” for your household</li> <li>● Assist student with developing an organized routine, time management, &amp; assignment completion</li> <li>● Familiarize yourself with our district technology support and resources</li> <li>● Monitor student progress</li> <li>● Assist student with accessing teacher/other support as needed</li> <li>● Report an extended student absence. A “student absence” is defined as the inability to participate in online learning for any reason.</li> <li>● Actively sign up for and view school and district communication.</li> </ul>

**Grades** Teachers will update grades at intervals no longer than every two weeks. If you have any questions or concerns regarding a grade or assignment, please contact the teacher directly. Parents are encouraged to check grades often. Parents and students can log on to <http://ps.campbellusd.org/public/> using their unique username and password. You will be receiving this information after student schedules are solidified.

**Grading Periods** There are three grading periods, each about 12 weeks in length. Students receive report cards at the end of each trimester and progress reports halfway through the trimester.

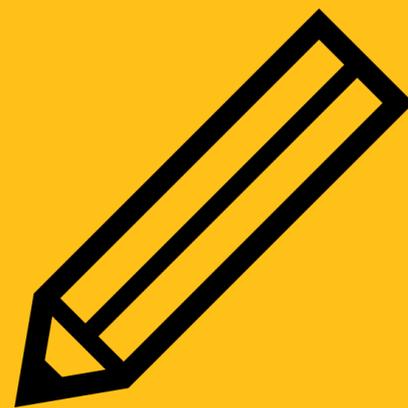
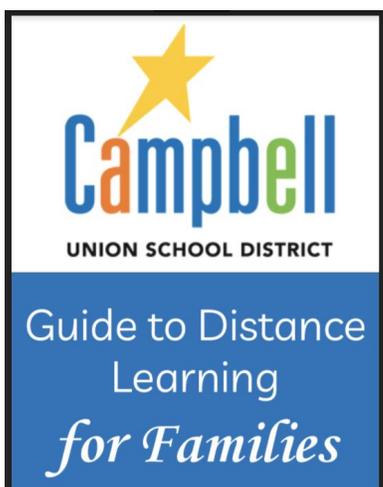
**Other Important Information Homework/Makeup**

**Work** Students should be able to complete the homework assignments independently. Parents, or persons assisting with homework may notify their children's teachers if the children struggle with completing the homework assignments independently, as this may highlight for the classroom teacher areas needing additional focus.

**School Materials and Supplies** The Governing Board furnishes assigned books, materials and instructional equipment as needed for the educational program.

**Guide to Distance Learning**

These resources provide an overview of the digital tools that will be used this year as well as directions on how to use them. We will continue to provide additional support and resources throughout the year. Click on the image to access the guides.



# Academics

## Academic Excellence

Each trimester, students are recognized for their outstanding academic achievement. Students and families are invited to our recognition ceremony. Students receive certificates and a scholar card for their hard work. In order to participate in our recognition ceremony, students must:

- Maintain a 3.5 GPA
- Have no “D’s” or “F’s” on their report card
- Have no “NP’s” on their report card

## Promotion

In order to recognize successful completion of their middle school experience, eligible students are invited to participate in a promotion ceremony at the year’s end.

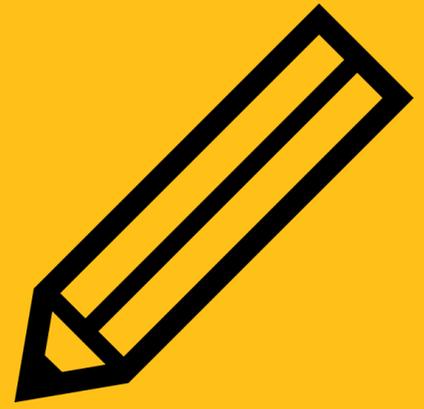
To receive an invitation to participate in the Promotion ceremony, a student must meet the following criteria:

- Successfully complete all components of the 8th grade Exhibition Project (It is paused for the 2020-2021 school year)
- Demonstrate satisfactory educational progress
- Have, in the opinion of the school administration team, a record of good attendance and behavior

To encourage and support academic excellence, satisfactory educational progress shall be defined as progress toward proficiency in meeting grade level standards.

8<sup>th</sup> grade students earning any “F” in any trimester will be placed on academic probation and may not participate in promotion activities (upon review of the full academic record, the Superintendent or designee may end that probation period).

Notification of such academic probation shall be made to students and parents within a timeframe that will allow students to improve their overall academic standing and meet the participation requirements.



# Academics

Student Support Services

### **Counseling and Guidance**

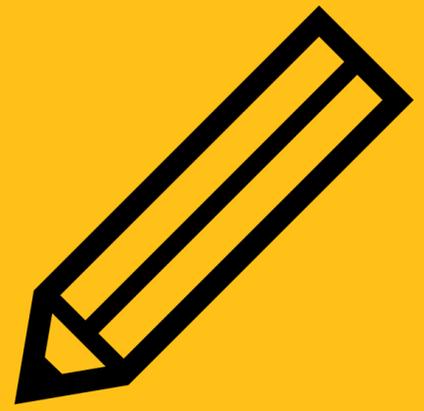
Monroe has two school counselors to help our students succeed both socially and academically.

Our comprehensive counseling services also include individual and small group counseling to address social and emotional concerns through our outside agencies.

### **Special Services and Programs**

#### **Special Education Assistance/Section 504 Plans**

CUSD provides specialized educational programs for students with identified learning disabilities. Some of these programs function in a special class setting and others are incorporated into the regular instructional setting. These programs require referral, assessment, and parental permission. Questions regarding special education or Section 504 procedures should be directed to the school principal.



# Academics

# PBIS

<b>Maverick Code</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be safe</b>
<b>COVID Safety</b>	<p>Practice social distancing from others-6 ft apart</p>	<p>Bring your own water bottle</p> <p>Use bathroom at designated times</p> <p>Keep your hands to yourself</p>	<p>Wear a mask</p> <p>Wash your hands</p> <p>Social distance from others</p> <p>Follow the safety arrows</p>
<b>Distance Learning</b>	<p>Practice digital citizenship in the virtual classroom platform</p> <p>Use respectful language when posting in a common virtual space</p> <p>Follow all regular classroom rules even in virtual classroom environments</p>	<p>Attend all of your classes every day</p> <p>Be self-directed with your assignments; ask for help if you need it</p> <p>Use a schedule to manage your classes and assignments</p>	<p>Report any irresponsible, suspicious, or dangerous online activity to an adult</p> <p>Take care of your own unique mental, physical, and emotional needs during this time</p> <p>Approach problems or issues by staying calm, finding out facts, asking for help</p>
<b>Online Lessons</b>	<p>Avoid any side conversations with classmates</p> <p>Dress appropriately for a normal school environment</p> <p>Press the <b>mute</b> button on your video platform so that you can hear your teacher better. Only unmute when sharing your thoughts</p>	<p>Find the best place to hear your teacher and where background noise will be minimal</p> <p>Have a backup plan if you get disconnected</p>	<p>Keep meeting links and passwords for you and your classmates only - Never share</p> <p>Inform your parents when you are entering a video conference with a teacher or class</p>
<b>Technology</b>	<p>Stay on task when using technology</p> <p>Use technology appropriately</p>	<p>If your computer is having issues and/or you are unable to connect to the online Zoom lessons, email <a href="#">Techhelp</a></p> <p>Come to "class" with Chromebook charged</p>	<p>Keep login, passwords, and private information private</p> <p>Take good care of your chromebook</p> <p>Be careful if eating or drinking around your chromebook</p>

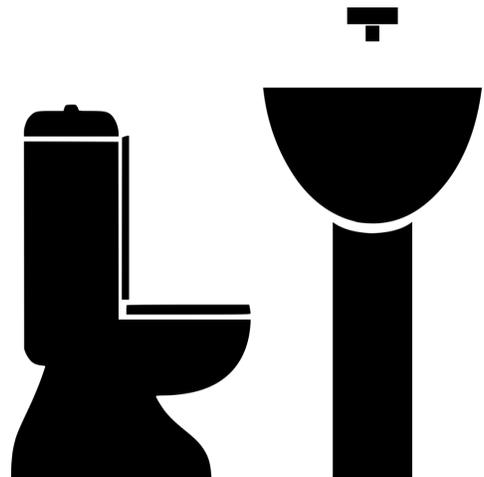
# Health Office

- Ask the student to step outside the classroom
- Call ahead to the office to notify us
- Tell the student that Ms. Dulce will greet outside the office to assess the need
- Ms. Dulce will greet the student and assess the need
- Our procedure for health office visits is designed to keep student health concerns as private as possible



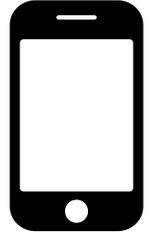
# Bathrooms

- Students can use their assigned bathroom on demand
- Continue to use a bathroom classroom log
- Only allow one student to use the bathroom in the classroom at a time
- If a bathroom is urgently needed please allow the student to go
- Be cause students will be assigned to specific restrooms and due to the relative short duration, exposure in bathrooms is minimal



# Updated Policies

Students are allowed to use their cell phones before the first rings and after the last bell rings. Students will not use their phone at school from bell to bell. **Cell phone use will be restricted during the school day.**



To protect privacy and campus security, students are never allowed to:

- Use social media of any kind (i.e. Instagram, Kik, etc) while on campus
- Take any picture or video
- Upload any picture or video taken on campus to any social media site or website
- Send any picture or video taken on campus to any person, including themselves

**If a student is misusing his/her personal device, staff will follow the following process:**

1st Offense: Verbal Warning.

2nd Offense: Phone confiscated by school personnel, and parent contacted. Phone is returned at the end of day.

3rd Offense: Phone confiscated and parent contacted. Parent required to pick up phone in Main Office. Continued violations will result in office referrals and increased consequences from admin.

The school administration reserves the right to individually forbid a student from wearing any attire, logos, symbols, or insignias including excessive clothing color, that is determined to create a hostile environment or distracts from learning.

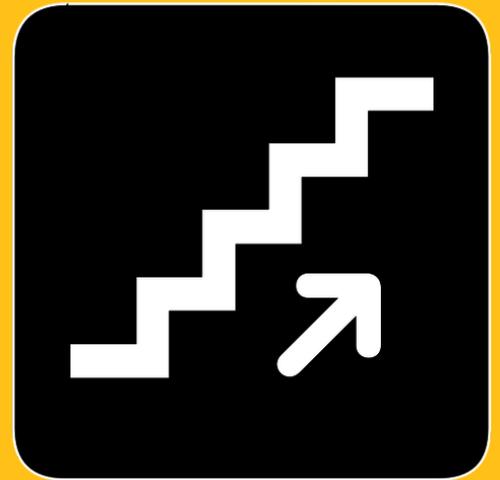


Appropriate and modest attire is expected at school. Students should be comfortable without distraction.

- Undergarments **should not** be showing under any circumstances. If clothing is not worn correctly, it must be corrected or parents will be contacted.
- Sleepwear and blankets are not to be worn (Exceptions on verified Spirit Day)
- Hats or hoodies are allowed **IF** worn appropriately on campus, but are subject to individual classroom policies. Face and ears must be visible to school staff.
- **NO** profane, vulgar, sexually suggestive, violent, drug, alcohol, tobacco or gang-related clothing are allowed. This includes clothing or accessories that are predominantly red or blue.
- Items such as backpacks belts and belt buckles will also be monitored. Inappropriate words designs or anything causing a distraction may be confiscated and could lead to disciplinary action.

When a student does not follow the Maverick Code, the following steps and interventions will be taken:

- Teacher will redirect the student to more appropriate behavior.
- The student will be reminded of the behavior guidelines and rules, and a discussion will take place.
- The parent/guardian will be notified of the problem by the teacher. The teacher will document the situation. This written documentation will include what the behavior is, what provoked the problem, and corrective action taken.
- Parent or guardian and school administration contacted. Behavioral log/ corrective interventions shared with parent/guardian.
- Student serves Teacher/Administrator intervention. Depending on the severity of the behavior/infraction student will receive a referral. Parents will be contacted and consequences assigned.
- If the problem persists, a conference will occur with the parent, child, staff and Administration.



## Tiered Interventions

# Behavior Guidelines and Consequences

**Violations and Consequences** Depending on the behavior, one or more of the following actions may be taken by school officials. The frequency and severity of student behaviors will determine the level of intervention or discipline administered:

**Suspension:** Suspension is the temporary removal of a student from ongoing instruction. Students may be suspended (or recommended for expulsion) for any of the acts summarized below (Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7).

**Expulsion** Expulsion is the removal of a student from ongoing instruction in the district for a specific length of time. Pursuant to State law and District policies, the principal of a school may recommend or be required to recommend expulsion of a student, but only the Governing Board may actually expel a student.

**Online Behavior** Students are to regularly participate in online learning through video conferencing software. Attire and environment should be free of distractions and school appropriate.

To protect privacy and campus security, students are never allowed to:

- Use social media of any kind while on campus.
- Take any picture or video that the instructor has not expressly asked them to take.
- Upload any picture or video taken on campus to any social media site or website
- Send any picture or video taken on campus to any person, including themselves.
- Take any picture, video, or text any class assignments, assessments or live instruction without staff permission

**Appropriate Attire** Students are expected to be in appropriate clothing for online learning. Please avoid: alcohol, tobacco, vape, or drug references, images or logos, pajamas, or clothing that does not cover undergarments.

**Harassment/Bullying** Students who harass, bully, or otherwise intimidate other students shall be subject to appropriate discipline and intervention supports, up to and including mediation and resolution sessions, counseling, behavior contracts, suspensions, and/or expulsion.

**School Property** Students are responsible for all textbooks, library books, desks, computers, and all other types of property issued to them during the school year. The school will solicit replacement costs in the event of loss or damage. Grades and/or transcripts may be withheld until payment has been made.

The next page defines our school major and minor violations.



Minor	Major
<b>Behaviors inconsistent with the value of RESPECT</b>	
<p><b>Challenging the learning environment by:</b> noise-making, attention-getting behaviors, distracting others, using the materials incorrectly. Individual engages in low-intensity but inappropriate disruption. Noise-making, shouting, and/or not using materials properly.</p>	<p><b>Challenging the learning environment by:</b> continuously exhibiting the behaviors stated in the minor section, and behavior has escalated towards making others feel unsafe.</p>
<p><b>Speech</b> Individual uses language that is deemed as inappropriate in class or directed to a peer and/or self.</p>	<p><b>Speech</b> Expressions which are forms of harassment, racial slurs, obscene, libelous, or slanderous. Deliberately hurtful teasing, taunting, name calling, ridicule, intimidation, belittling, degradation, threats, and/or demands. Derisive and unfriendly mockery and laughter.</p>
<p><b>Property Damage</b> Individual breaks a pencil, rips a piece of paper, and or engages in an act that damages property and can be repaired or addressed within the classroom setting.</p>	<p><b>Property Damage</b> Student participates in an activity that results in destruction or disfigurement of property.</p>
<b>Behaviors inconsistent with the value of RESPONSIBILITY</b>	
<p><b>Attendance</b> Student is tardy 3 times during a week-long period to one class.</p>	<p><b>Attendance</b> A tardy that exceeds 30 minutes is considered an unexcused partial-day absence. The student has been truant and continues to be absent.</p>
<p><b>Academic Integrity</b> A breach of minor academic integrity includes: cheating on homework, quizzes, tests, exams, or assessments/projects and plagiarism.</p>	<p><b>Academic Integrity</b> A breach of major academic integrity includes: cheating on standardized tests, exams, or assessments; continued plagiarism; deliberate deception; stealing or unauthorized use of assessment tools, answer keys, or school records, etc.</p>
<p><b>Technology Violation</b> Student uses technology (cell phone, music/video players, camera, and/or computer/chromebook) to distract from the learning environment.</p>	<p><b>Technology Violation</b> Student impersonates another student using their account info. (google account, lunch number, false social media)</p>
<p><b>Dress Code</b> Student wore a garment that does not follow our school dress code.</p>	<p><b>Dress Code</b> Student consistently does not follow the school dress code.</p>
<b>Behaviors inconsistent with the value of SAFETY</b>	
	<p><b>Bullying and Cyberbullying</b> Student delivers disrespectful messages (verbal or gesture) to another person that includes threats and intimidation, obscene gestures, pictures or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; and may or may not be sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</p>

	Schedule for M, Th	Schedule for T, F,
8:30 AM to 9:00 AM	Homeroom	Homeroom
10 minute break	Break	Break
9:10 AM to 10:20 AM	Period 1	Period 2
20 minute break	Break	Break
10:40 AM to 11:50 AM	Period 5	Period 6
45 minute lunch	Lunch	Lunch
12:35 PM to 1:45 PM	Period 3	Period 4



# Bell Schedule

	Schedule for Wednesday
Homeroom	8:30 AM to 9:00 AM
Break	10 minute break
Period 1	9:10 AM to 9:45 AM
Break	5 Minute Break
Period 2	9:50 AM to 10:25 AM
Break	5 Minute Break
Period 3	10:30 AM to 11:05 AM
Break	5 Minute Break
Period 4	11:10 AM to 11:45 AM
Lunch	30 minute lunch
Period 5	12:15 PM to 12:50 PM
Break	5 Minute Break
Period 6	12:55 PM to 1:30 PM

For students who are on campus for classes based on their cohort, will have the first periods of the day at school. Then students will go home and join period 3 (M/Th) and period 4 (T/F) in zoom.

**Wednesday**  
After students attend homeroom, the rest of their learning day will be self-directed.

**Campbell Union School District**  
 Student's Academic Calendar / Calendario Académico del Estudiante  
**2020-2021**

JULY				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

NOVEMBER				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

JANUARY				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MARCH				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

MAY				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

July	
3	Independence Day Observed (schools closed)/Día de la Independencia (escuelas cerradas)
August	
24	First Day of School / Primer día de escuela
September	
7	Labor Day (no school) / Día Laboral (escuelas cerradas)
October	
5-9	Parent-Teacher Conf. (short days) / Conf. de padres-maestros (días cortos)
November	
11	Veterans' Day (no school) / Día de los Veteranos (escuelas cerradas)
23-27	Thanksgiving (no school) / Día de Acción de Gracias (escuelas cerradas)
December	
21-30	Winter Break (no school) / Vacaciones de invierno (escuelas cerradas)
January	
1	Winter Break (no school) / Vacaciones de invierno (escuelas cerradas)
18	M.L.King Jr.'s holiday (no school) / Día de M.L.King Jr. (escuelas cerradas)
February	
15-19	Presidents' Week (no school) / Semana de los Presidentes (escuelas cerradas)
March	
April	
5-9	Spring Break (no school) / Vacaciones de primavera (escuelas cerradas)
19	SBAC Window Opens
May	
28	SBAC Window Closes
31	Memorial Day (no school)/Día de Conmemoración de los Caídos (escuelas cerradas)
June	
10	Last Day of School / último día de clases
Short Day	Shortened Days . Afternoons reserved for employee trainings and meetings. Días cortos – Las tardes se reservan para entrenamientos y reuniones.
X	= No school for students / No hay clases para los alumnos
180 Instructional Days	

AUGUST				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

OCTOBER				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

APRIL				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**Attendance, Truancy, and Health Information** The importance of regular attendance cannot be overemphasized. In addition to the obvious learning benefits to students, law requires regular attendance. As a result, office staff must verify all absences and classify them as excused or unexcused. California Education Code 46010 defines only the following reasons as **excused absences** from school:

- Illness
- Funeral services (immediate family)
- Medical, dental or chiropractic appointment (must provide appointment verification slip)
- Quarantine
- Religious observance
- Court appearances

When students have been absent, parents must present a satisfactory explanation verifying the reason for the absence (AR 5113)

**Unexcused or unverified absences** are absences for reasons not approved under State guidelines. All absences are recorded on a daily basis. California law (Ed. Code 48260) states that a child is considered truant if he/she has three or more unexcused absences in one year. Students with excessive absences will be referred to the School Service's office, which may result in a home visit and/or referral to the School Attendance Review Board (SARB).

**Questionable/Excessive Absenteeism** When a student's total number of absences is in excess of eight days of his/her enrollment of the current school year due to illness verified by approved methods, any further absences for illness must be verified by a physician, school nurse, or other school personnel. Failure to provide verification by the physician or school nurse/personnel will result in these absences being recorded as unexcused.

**Tardies** Unless approved in advance, the failure of a student to be present within the first 30 minutes of class will receive unexcused tardy. When a student is tardy in excess of 30 minutes on three or more days in a school year, the student is considered a legal truant (Ed. Code 48260).



# Attendance



# Attendance

**Absence and Tardy Reporting** A student's absence from school must be verified by parent/guardian with a phone call to the school within 24 hours of the absence.

Whenever a child has missed more than 10 days in a school year for a verifiable excused reason, the parent must provide supporting documentation for any further absences to be considered excused. Verification may include notes from doctors, dentists, or other medical professional (on letterhead), a school nurse or health clerk verification, funeral notices, or other supportive documentation.

A verification of the reason for absence shall not be accepted after 20 school days after the occurrence or 14 calendar days after the last school day of the school year (Ed. Code 46015)

**Absence 24 hour Reporting Line: 408-341-7022**

Information needed: Child's name, grade, name of parent or guardian reporting the absence, dates absent, and the reason for the absence. Please report the absence prior to 10:00 am to avoid being marked unexcused.



## Communication

**Weekly E-News:** Each Thursday, our website's news system will email you information about important dates, school events, and other topics relating to your child's education. Please sign up for the newsletter on the bottom right-hand corner of our website:

<https://monroe.campbellusd.org>

**Weekly Principal Email:** Each week the principal sends a message to families, in English and Spanish, with key highlighted information. These messages are also posted on the website.

**Concerns and/or Questions** Please contact your child's teacher if you have any concerns and/or questions. If you feel your attempts to resolve an issue have failed, please contact the school administrators for assistance.

**Communication** The most important way to ensure a child's success and positive school experience is through good communication. Without it, we all miss out on enriching opportunities. Be sure to do your part by reading all information sent home from your child's teachers, reading the school website, the weekly Monroe Middle School Electronic newsletter, attending monthly PTA meetings, and asking questions. School staff and PTA board members are happy to answer any questions you might have.

# Family Engagement

**Parent Participation** Parent involvement is encouraged at Monroe Middle School in classrooms. Parents interested in volunteering should contact the main office or their child's teacher to find out the many ways they can contribute. During distance learning, volunteers will not be allowed on campus. Feel free to join PTA, School Site Council or reach out to teachers to find ways to help remotely.

- The **Monroe Middle School PTA** provides funds for much-needed classroom supplies, school-sponsored events, and fun and exciting field trips. At monthly meetings, parents ask questions and get answers. They also find a tremendous amount of support just from talking with other parents. To join the PTA visit: <https://jointotem.com> then search for Monroe MS PTA to join.
- **School Site Council** is a decision-making body made up of parents, community, representatives and school staff members. The School Site Council primary responsibility is to oversee the funds the school receives under the Single Plan for Student Achievement (SPSA). The funds are designed to improve student performance as measured by standardized tests, the District's assessment program, and classroom performance. The Council assists in developing and approving the SPSA.
- **English Language Advisory Committee** consists of parents and guardians whose children are all second language learners. Their role is to advise the principal and school staff on programs and services for English learners. Any parent may attend these monthly meetings that are calendared in advance.

**Meals** Campbell Union School District participates in the National School Lunch Program. Free or reduced-price meals are available to students who qualify under federal guidelines. Please go to the CUSD website and apply online, or pick up a form available in the office.

**Appointments & Absences** Absence is defined as a failure to participate in synchronous or asynchronous learning. Attendance will be taken daily. Students are to be online with their teachers and/or classmates each day of the week. If your student is unable to participate due to an illness, you should call to report your child absent by calling the 24-hour absence recorder at 408-341-7022.

In order to avoid missing valuable class time, we ask that you make medical, dental, and other appointments after school hours, on staff development days, or on Wednesday/shortened days when possible. In order for an appointment to be excused, CUSD requires an appointment verification slip. Otherwise the absence will be considered unexcused.

**School Office** The school office is open from 7:30 am to 4:00 pm *when school is in session*. Our office telephone number is 408-556-0360.



# Office Staff

<b><u>Mrs. Stephens Radle</u></b> Principal	<b><u>Erin Rupp</u></b> Registrar
<b><u>Ms. Flores</u></b> Assistant Principal	<b><u>Gabby Bojorquez</u></b> Attendance Clerk
<b><u>Ms. McAvoy</u></b> Assistant Principal	<b><u>Dulce Martinez Rodriguez</u></b> School Clerk/Health
<b><u>Ms. Solis</u></b> Administrative Office Assistant	<b><u>Maria Garcia</u></b> SLS Coordinator