

**2013-2014 STUDENT HANDBOOK & CODE OF CONDUCT**  
**Approved July 22, 2013**

**MISSION AND GOALS STATEMENT**

**Mission Statement**

The Mission of the Monticello Community School District, a district striving for educational excellence, is to prepare students through challenging experiences, to be caring, productive, creative citizens who will possess a desire to be life-long learners.

We believe:

- The family is the primary influence in the development of the individual.
- The foundation of our education system is mastery of the BASICS.
- Respect and loyalty to our country is basic to our way of life.
- The successful person shows respect for self, others, living things and property.
- Those who respect other people promote an environment of fairness, justice, equality and tolerance.
- The quality of the future depends on the quality of education.
- In a safe and positive learning environment.
- The successful person is an honest, life-long learner, with positive interpersonal skills.
- Education is a life-long experience.
- Education should be rewarding.
- In the effective use of technology as a tool in education.
- A thriving, progressive school and community are dependent on each other.
- The quality of all life is dependent upon active preservation of the environment.
- Positive role models are essential to the development of positive attitudes and self-esteem.
- Continuous professional growth of all staff members is essential.
- To be effective, schools must be flexible enough to meet the unique educational needs of all students.
- The school system will be accountable to the community.
- Successful education depends on the combined effort of all school district citizens.
- The successful person is responsible to self, school and community

**Student Learning Goals**

- The student exhibits respect for self, others, living things, and property.
- The student exhibits competency in essential knowledge and skills commensurate with his/her ability.
- The student exhibits civic, global, and environmental responsibility.
- The student exhibits technological skills.

**Long-Range Goals**

- Increase student achievement in Reading
- Increase student achievement in Math
- Increase student achievement in Science

## **JURISDICTIONAL STATEMENT**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect twelve months a year.

A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

## **DEFINITIONS**

The following are definitions and/or clarifications regarding this handbook:

- the word “parent” also means “guardian,” unless otherwise stated;
- the titles of “superintendent” and/or “principal,” also mean that individual's designee, unless otherwise stated;
- the term “school activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds;
- the term “school facilities” includes school district buildings and vehicles; and
- the term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.

## **GENERAL BEHAVIORAL STATEMENT**

The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct that disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.



Block III	10:15	to	11:45
Lunch B	10:50 - 11:15		
Lunch A	11:20 - 11:45		
Block IV	11:50	to	12:55

**ADJUSTED SCHEDULE - 2 HOUR LATE ARRIVAL- NO SEMINAR**

Warning Bell	10:00		
Block I	10:05	to	10:50
Block II	10:55	to	11:40
Block III	11:45	to	1:25
Lunch A	11:40 - 12:05		
Lunch B	12:05 - 12:30		
Block IV	1:30	to	2:55

**ACADEMIC HONORS**

The school district honors students who excel academically. To this end, the district offers the following academic honors, which have the following requirements and expectations:

- A. Academic Letter: Full time high school students who have earned a 3.30 GPA or greater for two (2) consecutive semesters will receive an academic letter. After a student has received the initial academic letter the student will receive the academic letter bar for the consecutive semesters the student earns a 3.30 or greater GPA. Generally, the Academic Letter will be awarded during the fall of each school year.
- B. Honor Roll: The Honor Roll is computed for full time students at the end of the 1st and 3rd quarters and/or at the end of each semester. The following requirements exist for the honor roll: (Students with incomplete grade(s) will not be eligible for the honor roll.) A grade point average (GPA) of 3.50 to 4.00 for the “High Honors” Honor Roll. A GPA of 3.00 to 3.49 for the “Honors” Honor Roll. Grades are given the following values when computing a GPA: A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, C- = 1.67, D+ = 1.33, D = 1.00, D- = 0.67, F = 0.00
- C. Senior Academic Honors: Monticello High School recognizes students who achieve a high level of academic success. Students must complete all course work including post high school enrollment courses by the conclusion of the post-secondary semester. A senior(s) who ranks first in the senior class will be recognized as the Valedictorian. A senior(s) who ranks second in the senior class will be recognized as a Salutatorian. Seniors who receive a cumulative GPA of 3.50-4:00 will graduate with high honors. Seniors who have a cumulative GPA of 3.00-3.49 will graduate with honors.

**ACCEPTABLE USE POLICY**

See Acceptable Use Policy at the end of this document.

**ACTIVITIES AND ORGANIZATIONS**

A wide variety of activities and organizations are available in which students are encouraged to be involved. These activities and organizations fall into four categories: athletics; music; drama and speech; and clubs. Athletic activities include football, cross country, volleyball, basketball, wrestling, track, golf, soccer, baseball, softball, and cheerleading. Music activities include: Chamber Singers, Charades, swing choirs, and jazz bands. Also available are a variety of large and small group speech activities and drama. Student clubs and organizations include Academix, B.P.A., Coffee Shack/Interact Club, Dance Team, F.F.A., International Club, Panther Players, SADD and Student Council. Students are strongly encouraged to take part in co-curriculars.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

### **ACTIVITY TICKET**

Students may purchase a student activity ticket for admission to certain school district activities. Students who cannot afford a student activity ticket should contact the principal.

### **ATTENDANCE POLICIES AND PROCEDURES**

Punctuality and regular attendance is extremely important. Students must strive for consistent attendance to all classes and school activities. Regular attendance at school is a necessity for a student to fully maximize their potential while in high school. Less than regular attendance will limit student options after the conclusion of the high school program. If a student has excessive absences, whether excused or unexcused, a note will be sent home to parents. A meeting between parents and the principal will be arranged to create an attendance plan. Failure to follow through with the attendance plan will result in a referral to the County Attorney. Students who "skip" or "cut" classes will be required to attend Saturday school. Therefore, the Monticello High School has developed the following guidelines to promote consistent attendance by all students.

#### **GENERAL REGULATIONS - (Board Policy 501.1)**

- 1.1 Students must be in attendance 8 semesters on a full-time basis to be eligible for graduation or a student may apply for early graduation which will allow the student to attend only 6 or 7 semesters. Full-time is defined as taking at least 8 courses each semester, including one semester of P.E. each year. Only 12th graders on track with graduation requirements may take 7 courses each semester. Exceptions may be made for students who, for some reason, dropped out for a particular semester. Students will be allowed to make-up a missed semester by taking extra courses, with the principal's permission.
- 1.2 Attendance in each class must be on a regular basis. Students who have a serious medical problem (e.g. hospitalization) and/or extenuating circumstance may appeal to the principal for a hardship and grade extension. Proof of inability to attend school will be required (doctor's note, etc.).
- 1.3 Students who drop below "full-time" status may be assigned by the principal to alternative educational options.

- 1.4 Students who wish to re-enroll in school after their class has graduated will be allowed to return to school but will be permitted in the building only for the classes for which they are enrolled.
- 1.5 Absences will be classified EXCUSED for the following causes:
- personal illness
  - family emergencies
  - medical or dental appointments
  - family vacation
  - other absences approved by parent/guardian and principal
- (Absences for other causes may be excused if the parent consults with the principal prior to the student's absence.)
- 1.6 Absences without knowledge and consent of the parents and without the approval of the principal will be classified as UNEXCUSED.
- 1.7 When a student has been absent from school it is the student's responsibility to obtain and complete the assignments missed. This make-up work must be completed within a reasonable amount of time. The guideline suggested is two class days for the first day missed plus one calendar day for each additional day missed. When a student's absence is classified as UNEXCUSED, the student will be given no credit for the work missed and will not be allowed to make up those assignments missed.
- 1.8 When a student is able to anticipate an absence, the student must seek approval for the planned absence from the office personnel and arrange with teachers to complete the make-up work prior to leaving if possible. Forms are available in the office.
- 1.9 Students must attend their two last scheduled class periods of the day and must not be unverified at any point/time in the school day in order to participate in a student activity within the co-curricular program.
- 1.10 Students found to be in violation of the attendance regulation, including having absences classified as UNEXCUSED or UNVERIFIED, may be subjected to one or more of the following disciplinary actions:
- no credit for school work missed the day of the absence
  - probation
  - removal of school privileges
  - after school detention
  - short-term suspension from school
  - non-teaching day of attendance
  - long-term suspension from school
  - may be dropped from a course with an "F"
- 1.11 On the occasion of the third suspension, the student will be liable for suspension for the remainder of the semester or school year. A further alternative will be for the student to transfer to the Kirkwood/KCC Alternative School.

#### SPECIFIC REGULATIONS - (Board Policy 501.1)

- 2.1 Whenever a student is absent or is going to be absent from school, the student's parents should either:
- A. Call the school to report the absence (then, no absence note will be required), OR
  - B. Send an absence note with the student when the student returns to school. THE SCHOOL RECOMMENDS AND ENCOURAGES PARENTS TO CALL THE SCHOOL (465-6597, Ext. 3) TO REPORT STUDENT ABSENCES ON THE DAY WHEN THE ABSENCE OCCURS. **If the school is NOT notified truthfully, and within 48 hours of the absence the student's absence may be considered UNEXCUSED.**

- 2.2 Once a student is present at school, the student may leave only if the student follows the procedure listed below: The student must (1) present a statement from the student's parents indicating the reason for which the student must leave school (2) obtain the permission of the principal or designee and (3) sign out on the appropriate form in the Principal's Office.
- 2.3 Students will be allowed three unexcused tardies each quarter. Every unexcused tardy after the third one may result in after school detention. An unexcused tardy longer than 20 minutes may be considered an unexcused absence.
- 2.4 UNEXCUSED absences from assigned classes or school are offenses which may make the student liable for suspension. Students whose absences are classified as UNEXCUSED may be specifically affected by this regulation and regulations 1.7, 1.9, and 1.10.

### **ATTENDANCE – Good Student Conduct (for students in extra curricular activities)**

All students who are scheduled to participate in an extracurricular activity on any day that school is in session **must attend the last two academic blocks of their schedule** on that day of the activity and **must not be unverified at any point/time in the school day** unless excused directly by the Principal. Medical appointments, dental appointments, and illness are excusable if the Principal so deems. Students may be asked to provide documentation of their appointment. Junior and Senior students visiting colleges and vocational schools shall be deemed excusable if so deemed by the Principal. The Principal has the sole discretion in determining whether an absence will be excused.

**Verified Absences** – is when a student is in attendance at school and has parental/guardian permission to leave the school building/grounds. The absence is considered “verified” if it meets all of the following criteria:

1. The student has a written note from a parent/guardian excusing them from school, OR the student has contacted a parent/guardian by phone, and they verbally excused the student from school by talking directly to office personnel.
2. The student has signed out in the office indicating the time he/she left, where he/she was going, and when they expect to return.
3. Criteria 1 and 2 from above must be done **PRIOR** to leaving the school building/grounds.

**Unverified Absence** – is when a student is in attendance at school and leaves the school building/grounds without accomplishing all three (3) of the criteria listed in the “verified absence” definition.

For example:

- An absence is considered “unverified” if a student brings a note the day after they were absent, thus not having **PRIOR** permission to leave the school building/grounds.
- An absence is considered “unverified” if a student does not sign out in the office before leaving the school building/grounds. (This includes leaving during the lunch period)
- An absence is considered “unverified” if a student does not have written or verbal permission from a parent/guardian which has been verified by office personnel.

### **What happens when a student receives an unverified absence?**

A student who participates in an extra curricular activity and receives an unverified absence at any point/time in the school day is not allowed to participate in any practices or games

on the day he/she received the unverified absence. The form of discipline will be determined by the head coach/sponsor of the extra curricular activity prior to the start of the season, and will have been approved by the Activities Director. It will be stated in the extra curricular activities handbook and will be on file with the Activities Director. Students who are unverified will be considered unexcused (Refer to 1.7, 1.9, and 1.10)

### **JREC Attendance Policy**

1. Attendance will be recorded daily by JREC instructors and submitted to JREC Office and the local district attendance office.
2. Pre-approved absences: all absences will be treated the same, with the exception of the following, all of which must be approved by the school: a) school activities such as athletic events, plays, BPA events, college visit, mandatory school or class meetings, job shadows, etc.; b) funeral; and c) medical—with a doctor's note whenever possible. Parent call-ins are subject to school nurse approval.
3. Students should work with their high school to get an absence approved within 24 hours of being absent.
4. It is the JREC instructor's discretion how long to accept missed work.
5. Strike 1---after three (3) unexcused absences, a note will be sent home and copied to the local school district, and you will be placed on attendance warning. Student is not eligible for make-up work, tests, quizzes, labs, etc. unless otherwise arranged with the instructor.
6. Strike 2---after five (5) absences, a meeting will be scheduled with Kirkwood, the student, the school district, and parent.
7. Strike 3---after seven (7) unexcused absences, student will be removed from the Academy (or companion course) immediately.

### **ACADEMIC HONORS**

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## **BUS RULES**

The Transportation Department is dedicated to providing safe and efficient transportation for students to and from school and school activities. It will help immensely if you would review and discuss the rules and discipline policies with your student(s) and impress upon them the importance of their cooperation with the bus driver.

School Bus Rules:

1. Obey the driver
2. Sit in your seat
3. Keep noise to a minimum
4. Use respectful language
5. Respect people and property
6. No tobacco, drugs, and/or alcohol
7. Be on time
8. No eating, drinking, and/or spitting
9. Please keep the bus clean at all times.

School Bus Discipline Procedure:

Incident 1	Verbal Warning
Incident 2	Written Reprimand with Memo to Parents
Incident 3	Two-Day Suspension
Incident 4	Indefinite Suspension

Parents will be contacted by the principal, bus driver, or the director of transportation in case of a major occurrence on the bus such as throwing something at the driver, fighting, vandalism, lighting matches, etc. The driver shall inform the student when being dropped off that they will not be able to ride again until the incident has been reviewed.

## **CHILD ABUSE BY SCHOOL EMPLOYEES** - (Board Policy 504.10 and 504.10A)

The Monticello School District Board of Education is responsible for providing a safe environment for students. It is their intent to create a uniform procedure for the reporting, investigation, and disposition of allegations of abuse of students directly resulting from the actions of school employees or their agents.

"Abuse" may fall into either of the following categories:

1. "Physical abuse" means non accidental physical injury to the student as a result of the actions of a school employee. Injury occurs when evidence of it is still apparent at least

24 hours after the incident. Physical abuse may occur as the result of intentional infliction of injury or excessive, unnecessary, or unreasonable use of force.

2. "Sexual abuse" means any sexual offense as defined by Iowa Code, chapter 709 or Iowa Code, section 728.12(1). The term also encompasses acts of the school employee that encourage the student to engage in prostitution as defined by Iowa law, as well as inappropriate, intentional sexual behavior by the school employee toward a student.

Reporting: When a student (or a parent of a student) suspects a school employee of physical or sexual abuse, the incident may be reported to any school employee. Any employee receiving an informal report must notify the Level I investigator who will follow up on the allegation.

Investigation: The Level I investigator or alternate will initiate a formal investigation.  
Level I: Brent Meier, MS Principal, 217 S. Maple St. (School Phone 465-3575)  
Alternate: Denny Folken, Elem Principal, 615 North Gill (School Phone 465-3551)  
Level II: Britt Smith, Monticello Chief of Police (465-3525)

### **CO-CURRICULAR ACTIVITIES CODE OF CONDUCT** - (Board Policy 503.4)

See Good Conduct Code Policy at the end of this document.

### **COMMENCEMENT**

Any student who has met the requirements for graduation and who follows the rules set by the administration for the ceremony, will be allowed to participate in commencement ceremonies. When a student does not meet the graduation requirements the student will not be able to participate in the commencement ceremonies. The student will still receive his or her final progress report and diploma upon completion of graduation requirements.

### **COMPLAINT PROCESS FOR STUDENT/PARENT** - (Board Policy 204.8)

It is the goal of the district to resolve student and parent complaints at the lowest level. Students/parents are encouraged to address problems to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. If the complaint cannot be resolved at the first level, the student may discuss this matter with the principal within 10 days, and complete the district complaint form. (Complaint forms are available in the principal's office.) If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 10 days after speaking with the principal.

### **DANCES**

- The Homecoming dance after the Homecoming football game is open to present Monticello High students and a guest. Guests must be registered in the Principal's Office prior to the dance. No middle school students are allowed to attend.
- Juniors and Seniors may bring an outside guest to the Junior-Senior Prom. Guests must be registered in the Principal's Office prior to the dance. No middle school students are allowed to attend.
- A high school organization may sponsor a dance which permits non Monticello High School students to attend. There will be a maximum of four high school dances a year

where Monticello High School students may have out of town guests. Guests must be registered in the Principal's Office prior to the dance.

- All dances must have permission from the principal two (2) weeks in advance.
- All dances will follow the policy that once a student leaves, the student may not return. The "entrance" to dances will be closed one hour after the start of the dance. No student will be admitted after the entrance is closed.
- Only Monticello students may attend dances unless the dance is designated as being available for out of town guests.
- Students are prohibited from carrying any beverage into a dance.
- Any student suspected to be under the influence may be required to take a breath analyzer test.
- Students must wear appropriate attire.

### **DETENTION**

School detention is used as a penalty for various forms of student misconduct. Students who are required to serve a 45-minute detention must be given two day's notice in order for them to inform their parents and make arrangements for transportation. Students who are assigned detention should report to the Office. Detentions will be served Monday, Wednesday, and Fridays from 7:00 a.m. to 7:45 a.m.

### **DISABILITY PLAN**

It is the goal of the Monticello School District to provide each student an appropriate education without regard of the student's disabilities. Each student with disabilities will be provided reasonable accommodations to allow the student an equal opportunity to participate in school.

Any student or parent of a student who suspects that a disability is limiting them or their student from achieving success in their educational program should contact the school counselor. The student or parent will be asked to provide in writing the nature of the suspected disability and the associated lack of success.

Students identified with a disability will meet with appropriate school personnel and parents to provided reasonable accommodations relevant to the student's disability. The student will receive the appropriate support to assist the student to succeed in the school's educational program.

A student/parent who believes that they have not received reasonable accommodations is entitled to a hearing. The written request for a hearing regarding the accommodations for a student's disability will be sent to the superintendent of schools. The superintendent will set a date and time for the hearing. The hearing officer may receive information from the student, parents, representative(s) of the student, and school staff associated with the student. The hearing officer shall provide a written decision including a summary of evidence and the reasons for the decision.

### **DISCIPLINE**

**DISCIPLINE/STUDENT MISCONDUCT AND CONSEQUENCES:** (Board Policy 502.1 and 502.2)

Inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, and/or presents a threat to the health and

safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by the policy and the administrative regulations supporting it may be disciplined for the conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, community service, restitution, suspension, probation, and recommended Board expulsion. The principal has the option to use any or all of the disciplinary measures as deemed appropriate. All actions may be referred to law enforcement if deemed appropriate.

#### **POSSESSION OR UNDER THE INFLUENCE OF DRUGS, ALCOHOL, OR TOBACCO - (Board Policy 502.3)**

The school prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, or drug paraphernalia, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or a controlled substance, or possession of drug paraphernalia, may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

#### **POSSESSION OR USE OF DANGEROUS WEAPONS/INSTRUMENTS - (Board Policy 502.8)**

It is illegal for students to bring weapons and/or other dangerous objects on school property except by expressed permission of the principal. Students bringing a firearm to school may be expelled for not less than twelve months.

**DISCIPLINE DUE PROCESS:** The procedures for discipline/student conduct are contained within the parent/student handbook and are available at the principal's office. Parents/students are responsible for the following policies.

1. A student who is in violation of the discipline conduct policies will be informed of the nature of the violation. No action will be taken without reasonable cause.

2. The student shall be given an opportunity to tell his/her side of the incident. In cases where parental notification is judged to be appropriate, parents shall be notified in writing and/or by telephone as soon as possible. In situations in which law enforcement officials are notified, a reasonable attempt will be made to contact the parents prior to questioning by law enforcement officials.
3. The school official administers the procedures of the policy.

**DISCIPLINE APPEALS PROCESS - (Board Policy 204.8)**

Parents/students who feel discipline has been administered unfairly may appeal to the next highest authority. Only after an informal attempt has been made to resolve the issue will the following formal process be used.

1. An appeal must be initiated within five days of the assessment of the penalty.
2. The appeal shall be in writing stating the violation, the penalty, and the reason(s) why the student is appealing the decision.
3. A conference shall be held for each appeal, including the school official hearing the appeal, the school official from whose actions the appeal originated, and the student and/or his/her parents or guardian. Decisions from appeals at all levels shall be in writing. Students who are 18 years old may represent themselves.
4. Appeals shall progress in the following order: 1. Teacher, 2. Principal, 3. Superintendent, and 4. Board of Education.
5. An appeal which is upheld shall, if possible, cause the penalty to be removed. If the penalty has already been administered, all written records of the disciplinary action shall be removed from the student's file and destroyed.

**EDUCATIONAL EQUITY - GRIEVANCE PROCEDURE**

The Monticello Community School District does not discriminate on the basis of race, national origin, religion, age, marital status, sex, or disability in the educational program, activities or employment policies and practices as required by Title VI of the 1964 Civil Rights Acts, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

Any student or employee of the Monticello Community School District shall have the right to file a formal complaint alleging non-compliance with required regulations.

**Level One - Principal or Immediate Supervisor (informal)**

Any student or employee with a complaint regarding discrimination shall first discuss it with his/her principal or immediate supervisor, with the intention of resolving the matter informally. A student with a complaint regarding discrimination shall discuss it with his/her teacher, counselor, or building administrator.

**Level Two - Educational Equity Compliance Officer**

If the grievance cannot be resolved informally (Level One), the aggrieved person or group of persons shall file the grievance in writing and, at a mutually agreeable time, discuss the matter with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The written grievance shall state the remedy requested. The filing of the formal, written grievance at the second step must be within fifteen (15) working days from the date of the occurrence of the event giving rise to the grievance. The Educational Equity Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the grievant and to the superintendent within fifteen (15) working days after receipt of the complaint.

### Level Three - Superintendent

In the event a grievance has not been satisfactorily resolved at Level Two, the complainant shall file, within ten working days of the written decision at Level Two, a copy of the grievance with the superintendent of schools. Within ten working days after such written grievance is filed, the aggrieved and the superintendent or his/her designee shall meet to resolve the grievance. A minor student may be accompanied at that meeting by the parent or guardian. The superintendent or his/her designee shall file an answer within ten days of the third step grievance meeting and communicate it in writing to the complainant. The superintendent shall confer with the Board of Education if the time limits permit.

The district compliance officer is the Principal, Monticello High School, 850 East Oak St., Monticello, IA, phone (319) 465-6597. Grievance report forms are available in the office of the compliance officer.

### **ELP (Academix)**

Academix is the high school component of the Monticello School District's Talented and Gifted Program. Students who have been identified at the elementary or middle school are eligible to join. Students not previously identified and who wish to join Academix should see the guidance counselor or the Academix adviser for criteria. Nominations for Academix may originate with students, parents, teachers or other interested parties.

#### High School Admission

Students are admitted to Academix under the following conditions:

previous admission to the Extended Learning Program

transfer students identified for TAG programs in other school districts

via nomination by self, parent or teacher and who meet at least one of the following criteria:

1. 97%tile or more on ITED composite, math total or language total
2. Alternative testing will be considered. Acceptable scores must commensurate with
  - a. the 97%tile of ITED's and in similar categories or reflect an IQ score of 130+
3. Evidence of in depth knowledge of interest areas

Service - Academix assists students with identifying long and short term educational goals, developing plans to meet those goals, identifying interest areas and learning styles, preparing for standardized testing, accessing AP and college courses, visiting campuses and developing relationships with peers.

Credit - Students who attend Academix seminar receive notations on their transcripts for each year of participation.

Attendance - Students whose attendance falls below 75% will be staffed to regular seminar and they will not receive the Academix notation on their transcript for that year. Students may apply for reinstatement to Academix the following school year.

### **FEES**

- Student registration is \$80.
- Students whose families meet the income guidelines for free and reduced lunch price, the Family Investment Program (FIP), Supplemental Security Income (SSI) transportations assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived (50% if on reduced lunch).

- A graduation fee may be charged each graduating senior to cover cap and gown, alumni membership, or other miscellaneous dues associated with graduation. The amount will be set in accordance with the money needed.
- Students may also be charged for losing or abusing classroom books and materials and for replacing lost or damaged uniforms from activities. These assessments may range to full replacement.
- A photocopy machine is available for student use in the library. Students will be charged 10 cents per copy. Ask for assistance from the library associate or librarian.
- The following sets of fines are charged by the library: 5 cents per day on overdue books, 10 cents per day on overdue reserve books and magazines, \$3.00 for lost magazines. In addition, students are charged the cost of the book for lost and/or damaged books.
- Fines will be assessed for parking infractions. (See Parking and Use of Motor Vehicle)
- Drivers Education fee for summer class is \$300. Sign up is in early spring with one half of cost due at sign up and final payment due by the first day of class.

### **FIELD TRIPS**

The principal must give prior authorization for all field trips outside of the school district. Written parental permission will be required prior to the student's participation in a field trip or excursion outside of the school district.

### **FIRE DRILL AND EVACUATION PLANS**

The exit route is posted in each room for Fire and Tornado directions. The importance of a quiet, orderly evacuation of a building cannot be over-emphasized. Orderliness and quietness are absolutely necessary in case a change of route must be made once the evacuation is under way. If a fire, tornado, or any other disaster should happen, the school staff will see that your child is taken to a place of safety. Further, fire drills, tornado drills, and lockdown drills are routinely practiced.

### **FOOD SERVICE**

Each student will have a lunch period in his/her schedule. The lunch period will be determined by the block 3 class for which the student is registered. Lunch schedules will be posted. All students are expected to report to the lunch area during their assigned lunch shift. Students are not allowed to leave the building for lunch. Breakfast is available from 7:50-8:00 a.m. each school day.

Student price for lunch is \$2.20 per meal, breakfast is \$1.25 cents. Other items are sold "ala carte" at a variety of prices. Applications for free or reduced price lunches are available in the office. Student lunch accounts are set up as debit accounts. Each student is assigned an account number and must present their own lunch card to make a purchase. Breakfast/lunch deposits are made in the Commons prior to the start of class in the morning. All money deposited is added to the account and withdrawn as purchases are made. Students should monitor their account balance on the computer screen as they proceed through the lunch line and add money as needed. No charging is allowed on the account. Students without funds to pay for their meal will not be served a meal that day. Lost or damaged cards will be replaced for \$5.00. No food or drinks (except for water) are allowed in the classrooms.

Students are not allowed to bring in food purchased from a business.

### **FUND RAISING**

Students may raise funds for school-sponsored events with the prior written permission of the building principal and approved by the school board prior to the start of the school year. Fund-raising by students for events other than school-sponsored events is not allowed.

## **GRADING SYSTEM**

Letter grades are given at the close of each quarter and semester. These grades have the following meanings.

A = Superior	B = Good	C = Average	D = Below Average
F = Failure	I = Incomplete	S* = Satisfactory	U* = Unsatisfactory

*\* For special classes such as RTP & SCI*

Any high school course in which a student receives a semester grade of "F" or "U" must be repeated if the student is to receive credit. An "Incomplete" indicates that the student has an extenuating circumstance and the student must have principal approval prior to the conclusion of the grading period. (See general regulations 1.2 and 1.5.)

An "Incomplete" will be converted to an "F" two weeks after the end of the grading period. Students with "Incomplete" grade(s) are ineligible for Honor Roll and co-curricular activities.

## **GRADUATION AND ENROLLMENT REQUIREMENTS** - (See Attendance Policy also)

All students must be enrolled in at least 8 courses in 9th, 10th & 11th grade, and 7 in 12th grade (including 1 credit for P.E. each year). Senior students are eligible for the School Release Program.

### **Specific Requirements**

- 8 Credits English:** Eight semesters of English are required, including English 9 and English 10, and four semesters of English electives. One of these electives must be one semester of Literature
  
- 6 credits Science:** Six semesters of Science are required including one year of Physical Science and one year of Biology
  
- 6 credits Mathematics:** Six semesters of Mathematics is required including Algebra.
  
- 6 credits Social Studies:** The required courses include World History (11th grade), 20th Century of America (10th grade), Economics (11th or 12th grades), and American Government (12th grade)
  
- 5 credits Beginning with the Class of 2014, 9<sup>th</sup> Grade students will be required to take Health & Wellness I and II. All students must have 120 minutes of physical activity per week and must take PE 10-12 at least one semester per year – (a waiver form signed by parents must be on file in the HS Office for a student to be exempted for the semester).**



**Electives** To be eligible for graduation students must successfully complete the above requirements and additional electives to total a minimum of 54 credits.

These are minimum requirements. Capable students are encouraged to take additional courses. Everyone is encouraged to participate in the many co-curricular activities. Students are also obliged to satisfy the attendance and eligibility requirements of Monticello High School.

Students may not transfer more than 6 credits from an alternative school toward graduation from Monticello High School. Students who take classes at the Kirkwood Adult High School are required to pay the tuition for the class.

Students who are enrolled at the Jones County Alternative High School and Kirkwood Adult High School need to complete the necessary paperwork and have administrative approval to earn credits for the Monticello High School diploma.

### **GUIDANCE SERVICES**

A counselor is available to assist students. All students should contact the counselor's office at any time regarding educational, vocational, or personal concerns. Juniors can receive a ½ day excused absence and Seniors can receive a 1 day excused absence to visit a college/technical school. Forms must be completed prior to a visit and are available in the Guidance Office.

### **GUIDELINES FOR ACTIVITIES & ATHLETICS**

#### **A. Academic Eligibility Guidance (36.15(2) Scholarship rules)**

a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.

b. All contestants must be under 20 years of age.

c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times. To qualify under this rule, a “subject” must meet the requirements of 281—Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year.

(1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, “grading period” shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

(2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.

d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.

g. A student is academically eligible upon entering the ninth grade.

h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub-rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule.]

i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

(Additional information is on the IHSAA, IGSAU, and Iowa Department of Education websites and under Study Table section)

**B. General Transfer Rule:**

A student who transfers from one school district to another school district, except upon a contemporaneous change in parental residence, shall be ineligible for a period of 90 days. A student who is transferring as a result of a broken home status (divorce, separation, one or both parents deceased) will be given eligibility considered by the Board of Control by the IHSAA.

**C. Changing Sports**

Athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches and with the approval of the activities director.

#### **D. Transportation**

All students must ride in school transportation when taking part in school activities. In some cases parent/legal guardian transportation may be utilized, but only in emergency situations. The principal/activities director can make prior approval.

All participants will travel to and from out of town trips by school designated transportation. In most cases this will be either by bus or by other school owned vehicles. A travel slip with the parents' consent will be required before any student is allowed to travel to or from an event with his/her parents. All safety precautions under control of the coach/sponsor in charge will be taken to insure safe arrival and return of students. Participating students are not allowed to drive or ride in any vehicle other than those supplied by the school.

#### **E. Participants Driving to Practices or Contest in Local Area**

Whenever possible, and practical, it is our practice to furnish school transportation to contests. However, occasionally it is necessary the participants report to the site rather than furnish school transportation. In cases where participants are allowed to drive, we expect and encourage them to observe the following:

1. Observe all traffic regulations.
2. Practice safety.
3. Do not overload vehicle.
4. Take the shortest, safest route to and from the site.
5. Have driver's license on person or in the vehicle.

#### **F. Moving-Up Procedure**

The philosophy of the Monticello Community School District is to provide the best competitive varsity team possible. Therefore, we have the following moving up procedure.

Before a freshman or sophomore will be eligible to move-up and participate at the varsity level the following steps must be met and agreed to by every party involved.

1. The coach or sponsor must submit a written statement to the activities director with the explanation and reasoning behind the move.
2. After consideration by the activities director and he/she feels that it is a necessary move to improve the status of the varsity program, then a meeting with the student and parents will proceed.
3. If the student and parents agree to the move, a meeting with the two teams will be held to inform them of the situation.

Remember all parties must agree in every step for the moving up to succeed!

#### **G. Athletic Awards:**

Each coach is responsible for developing a system of awarding athletic awards. It is the responsibility of the coach to explain the system to the participants of their sport before to the season begins. The athletic lettering system is as follows:

- 1<sup>st</sup> letter in a sport - athlete receives a letter M, a sports pin of that sport, and a bar
- Additional letter in the same sport - athlete receives an additional bar

#### **H. Procedure When Leaving a Squad**

When dropping or being dropped from a squad, participants will:

1. Notify the head coach – when dropping.

2. Turn in all school equipment the same day as dropping.

**I. Procedure at the End of Season**

When completing the season, participants will:

1. Turn in or purchase all equipment to the head coach before the student is allowed to participate in another game/contest.

**J. Carryover Activities Guidelines**

The following guidelines are to be followed when a participant is dealing with overlapping activities.

1. Concluding activity has priority. Participants are not to be discouraged from attending practice of beginning activities after completion of concluding activity practice. Conversely, participants are not to be penalized for completing their commitment to the concluding activity.
2. Appropriate restrictions in the beginning activity may be requested by the concluding activity coach/sponsor for the dual activity participant.

These guidelines are NOT intended to put the participant in the middle of any controversy. All participants that may be involved in the two activities should be identified prior to the start of the beginning season and parameters set at that time to ensure that participant and parents are clear on the expectations and commitment expected of the participant.

**HARASSMENT** - (Board Policy 502.7 & 505.6)

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment may also include verbal, physical, or written harassment, repeated remarks of a demeaning nature, or implied or explicit threats.

Students feeling that they are being harassed should follow several steps. First, tell the person to STOP or have an adult go with the student to tell the person to stop if it is too difficult for the student to do it alone. Next, if the harassment continues, the student will fill out one of the forms that are located in the guidance office. Witness forms are available as well. Finally, the student will return the completed form to the guidance office. Staff member(s) from the harassment committee will talk with the student. The staff will next talk with the person being accused and will explain that if the accused student is indeed doing what they are being accused of, that student will need to stop or the issue will be turned over to the principal for investigation and appropriate action. If harassment continues, the person being harassed needs to inform the counselor and then the principal will become involved. Consequences for students who harass can include, but are not limited to: verbal/written warning and meeting with the principal and parents, detention, community service, suspension, expulsion, or contacting local law enforcement. This policy applies to behavior that occurs on school grounds or at a school function. Harassment that occurs elsewhere may need to be handled by the police.

**HAZING POLICY**

The Iowa High School Athletic Association and the Monticello Community School District believes all individuals should be treated with respect and dignity. Students should be able to participate in IHSAA-sponsored and Monticello-sponsored

programs in an environment free from any behavior that is intimidation, hostile, offensive, or dangerous.

#### HAZING Iowa Code Section 708.10

- 1a. A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student.
- 1b. For purposes of this section, "forced activity" means any activity which is a condition of initiation or admission into, or affiliation with, an organization, regardless of a student's willingness to participate in the activity.
2. A person who commits an act of hazing is guilty of a simple misdemeanor.
3. A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor.

### **Monticello High School's Statement Against Hazing**

Monticello High School **WILL NOT TOLERATE** when it comes to any form or type of hazing. If an activity member or members are found to have violated this policy, these people or person will be suspended indefinitely from competing in any activity. The suspension will begin from the point of awareness of this violation and will remain until suitable measures have taken place to remedy the situation.

#### **HEALTH SERVICES**

The following health screenings are done routinely: Vision, Hearing (for known hearing losses and Special Ed.), Height, Weight, Dental, and Blood Pressure. Screening results will be given to you at parent-teacher conferences.

The school nurse also helps as a resource person on health topics in classes.

**COMMUNICABLE DISEASES** - Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

**HEALTH (STUDENT) MANDATORY IMMUNIZATIONS, HEALTH RECORDS AND MEDICATION PROCEDURES:** The school nurse is normally on duty from 1:30 P.M. until 3:45 P.M. Should you need to discuss your child's health or check on medication, please call the nurse during this time.

- A. State law requires all parents of students K-12 to submit proof of immunization upon school enrollment. These requirements are:
1. Three D.P.T. injections; one must be given after age 4. (The age of exemption from further doses of pertussis vaccine has been raised from 6 up to 7 years of age.)
  2. Three oral polio doses; one must be given after age 4.
  3. Measles and Rubella; given after 15 months of age. (The first dose shall have been received no sooner than 30 days after the first dose. Children may still demonstrate a positive antibody test to comply with this requirement.)
- Please contact the nurse with any questions regarding these requirements.
- B. If a child needs to take any medication, prescription or nonprescription (i.e. aspirin, cold tablets, cough syrup) his/her parents or guardian must, in compliance with Board Policy 504.3, complete a Medication Procedure Form (available in the principal's office or nurse's office). Medications taken at school and dispensed by the school nurse must be sent in a labeled bottle, from the pharmacy, with specific instructions on the dosage and time to be given. Pharmacists will supply you with such a labeled container, upon request. Each time a prescription medication is renewed it must be sent to school in the most currently labeled bottle from the pharmacy. (See Medication Procedure Form - copy in appendix )
- C. Iowa law allows high schools to provide students their certificate of immunizations at the time the individual graduates. Monticello High School will provide the student their immunization record upon graduation. The high school will retain a copy of the immunization record for 5 years after the student graduates.
- D. All children enrolling in Iowa's elementary or high schools are required to have a dental screening as of July 1, 2008. The purpose of the dental screening is to improve the oral health of Iowa's children. Dental screenings help with early detection and treatment of dental diseases. This requirement applies only to those students entering kindergarten and the ninth grade. The dental screening is to be performed by a dentist or licensed dental hygienist. The dental screening requirements are:
- \* Kindergarteners to have a screening sometime between age 3 years to four months after their enrollment into Kindergarten
  - \* 9th graders to have a screening that is valid for up to one year prior to their enrollment into 9th grade and up to four months after their enrollment

Iowa's State Dental Screening forms need to have been signed by a dentist or dental hygienist and the form turned into the child's respective school by December 15th of the enrollment into Kindergarten or 9th grade year. If the forms are not turned in, the Monticello School District will have a licensed dental hygienist from the I-SMILE program come in and do FREE dental screenings for that child. If the parent / guardian does not want their child screened, a letter expressing this must be turned into the child's school administrator by January 1st of that school year. The free dental screenings will be conducted during the second semester of the Kindergarten / 9th grade enrolling school year.

### **HOMELESS INFORMATION**

If your family lives in any of the following situations:

In a shelter, motel, vehicle, or campground; On the street; in an abandoned building, trailer, or other inadequate accommodations, or doubled up with friends or relatives because you cannot find or afford housing,

McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

- Go to school, no matter where you live or how long you have lived there.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible.
- Receive transportation to the school they attended before your family became homeless or the school they last attended. if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless.
- Enroll in school without giving a permanent address.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

Contact the school district's local liaison for homeless education (Chris Anderson, 465-5963) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.) Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances. Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

### **INCLEMENT WEATHER**

In case of severe weather which might result in school cancellation and/or early dismissal, students will be so advised on WMT Radio and KCRG TV in Cedar Rapids.

### **ILLNESS AT SCHOOL**

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Students **are not** to leave school without permission from the principal, nurse, or designee. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the principal's office.

### **INTERNET POLICY**

Students are required to complete an Internet Use Agreement prior to using the Internet. The Internet Use Agreement is available in the library and should be returned to the library after the student and parent/guardian has signed the agreement.

### **INTERROGATION BY OUTSIDE AGENCY OR INDIVIDUAL**

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must be approved by an administrator. Exceptions will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare. Prior to allowing interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present except in cases of child abuse and court ordered investigations.

### **LEARNING GOALS**

1. The student exhibits respect for self, others, living things, and property.
2. The student exhibits competency in essential knowledge and skills commensurate with his/her ability.
3. The student exhibits technological skills.
4. The student exhibits civic, global, and environmental responsibility.

### **LOCKERS AND LOCKS** - (Board Policy 502.4)

Each student will be assigned a locker. **All book bags/backpacks/purses must be stored in a student locker during the school day.** Students may NOT switch lockers without first receiving permission from the principal's office. Students are not to store items of value in school lockers. The school can not be liable for lost or stolen money or articles kept in your locker. Students need to provide their own padlock to be used in the locker room during their Physical Education class period. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student lockers periodically.

### **MESSAGES TO STUDENTS**

Messages to students while they are in school are discouraged unless the message is an emergency. Under no circumstances will students be called out of class for "social" phone calls. We would ask students to discourage their friends from calling while they are at school. Messages from parents will be delivered as soon as possible and in the case of an emergency, students will be called to the phone. It is hoped parents will cooperate and hold routine messages to a minimum.

Student use of cell phones is permitted only in the commons at lunch, before and after school. The principal or designee may allow a student to use a cell phone at other times or situations.

### **NATIONAL HONOR SOCIETY**



The National Honor Society, Delta Sigma Delta Chapter, is an important part of our program at Monticello. Every student should be familiar with the selection criteria and procedures as outlined below:

Every Junior and Senior with a cumulative grade point average of 3.00 (B) or above is eligible for consideration for the National Honor Society. In the spring of the year the students with eligible grade points may apply for membership into the National Honor Society. These students will document service work, describe traits of their character and leadership experiences. Applicants will be expected to have documented their completed 40 hours of service work.

Staff members are asked to rate each student on the ballot that they know using an A (4 points), B (3 points), or C (2 points). To be eligible at least 5 faculty members must vote on a student. A separate average for each student in each area is computed and then added. Those students who have a minimum 2.75 average in each of the areas of Leadership, Service and Character, a minimum of 3.00 in scholarship, and a total of 13.0 points after adding the 4 averages will be invited to join the National Honor Society. For example:

SAMPLE BALLOT (GPA not included on actual ballot)

	Leadership	Service	Character
Student A (3.50 GPA)	2.67	3.4	3.5
Student B (4.00 GPA)	3.0	3.0	3.0
Student C (3.25 GPA)	3.7	3.1	2.75
Student D (3.00 GPA)	3.5	3.5	3.25
Student E (3.90 GPA)	3.6	2.75	2.9

The averages in the boxes above would be computed after tallying faculty votes.

- Student A's total would be 13.07 (3.5 + 2.67 + 3.4 + 3.5) but he/she would not be inducted because 2.67 in leadership is below minimum.
- Student B's total is 13.0 and he/she would be inducted because scholarship added enough points to reach 13.0
- Student C's total is 12.80 and even though each area is above minimum he/she would not be inducted because the total did not reach the minimum total.
- Student D's total is 13.25 and he/she would be inducted.
- Student E's total is 13.15 and he/she would be inducted even though two areas (service and character) are not particularly high. In this case scholarship has supplied enough extra points to make the minimum.

The following is the rating guide to help define Leadership, Service, and Character:

Leadership

- takes constructive lead in classroom, homeroom, and school activities
- promotes worthy and proper school activities
- successfully holds school office or positions of responsibility
- contributes constructive ideas which improve the school
- definitely influences others for good
- shows initiative in his/her studies

(Leadership is not based merely on the holding of co-curricular offices but on the efficiency with which their duties were performed.)

Service

- puts service to others above self-interest, gives time, effort, talents, not for personal gain but for class, school or community as a whole

- b. performs committee or staff work
  - c. shows courtesy to teachers, other students and visitors
  - d. represents the school in various types of competition
  - e. renders service through the school to the community
- (Service is not based on classroom work, projects, or activities for which grades or pay is given.)

Character

- a. meets promptly individual pledges and responsibilities to the school and teachers
- b. demonstrates highest standards of attitude toward honesty, reliability, fairness, tolerance (seeing the other point of view)
- c. cooperates in a willing spirit with school regulations concerning property, books, attendance, halls, locker, etc. - actively helps rid the school of bad influences
- d. upholds principles of morality and ethics
- e. (Character is not based on mere personality, nor on minor incidents unless they are repeated so as to indicate a definite pattern of behavior. We must always be conscious of adolescent growth and development.)

Scholarship

- a. based on cumulative grade point

Students who are selected for membership will be contacted in the spring and asked if they wish to participate. Students who do not wish to be members of the National Honor Society may have their names withdrawn.

**OPEN LUNCH**

Seniors are eligible for open lunch if they have release time during Block 3. The student must also obey all other school regulations to retain their open lunch privilege. Students are not allowed to bring in food purchased from a business.

**OPEN RECORDS LAW**

The law commonly known as "Open Records Law" has implications for all students and parents. The following forms are available in the Guidance Office: Transcript Requests, Transfer of Pupil Record Requests, Release of Permanent School Record Requests. Parents have the right to obtain a copy of policies regarding confidentiality and student records.

The following is the school's operating procedure in regard to the "Open Records Law".

**NOTIFICATION OF RECORDS MAINTENANCE AND RELEASE**

The Monticello Community School District collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student which may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

Student records are reviewed and inappropriate material removed periodically, but at a minimum when a student moves from elementary school to middle school and from middle school to senior high school and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the records, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any principal responsible for maintaining student records in each building.

The principal in charge of each attendance center may release the following types of information to the public, keeping in mind the privacy of the student and the student's family and the totality of the surrounding circumstances: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school or institution attended by the student.

Any parent objecting to the public release of such information must file a written objection with the principal responsible for maintaining student records in each building and that information objected to shall not be publicly released.

This objection must be filed by the 1st of September. If no objection is filed the office may release the kinds of information described above. The office will, however, use discretion as to the kinds of information released and to whom.

### **PARKING AND USE OF MOTOR VEHICLES**

Driving a motor vehicle to and from school is a privilege - not a right. Students may not loiter around or be in their vehicle nor leave the school grounds in their vehicle during the school day without permission from the administration and signing out on the appropriate form in the principal's office.

The school parking lot was designed to provide safety and order for the parking of students, staff, and visitor vehicles. The following parking regulations are to be adhered to during the school day. Individuals are expected to register and then display on their rearview mirror the school issued authorized parking identification in their vehicle at all times. (Students will be issued one identification tag. A fee will be charged for additional tags and for replacement tags.) Individuals are expected to park within the lines identified for parking within the school parking lot. Parking in the circle drive area is for visitors only; not for students enrolled at Monticello High School. Students may park in the next parking area which is north of the gym and art areas. If no spaces remain in this area students may park in the area to the west of the art, family consumer science, and industrial tech rooms. The parking lot area to the south of the band room, auditorium, agriculture room, and industrial tech area are designated for school employees. The administration reserves the right to change the parking arrangements for special events. Changes in parking arrangements must be announced to the students over the verbal student announcements two times. Violations of the parking provisions will result in a \$10 fine. Students who pay their fines within 48 hours of the violation will have their fine reduced to \$5. A person who parks in a handicap area may be assessed a \$100 fine for the first and all further violations. Parking fines must be paid in full before the student graduates and/or leaves the district.

### **PASSES**

Anytime a student finds it necessary to be in a hallway during a class, seminar or study hall, he/she must have permission from an appropriate staff member. Students are not to be in the hallways and/or commons area without permission from a staff member and possession of their agenda book. It is the student's responsibility to identify their destination in their agenda book

and have the staff member's signature to signify permission before leaving the classroom. Students who violate this policy will be subject to disciplinary action.

### **PERSONAL APPEARANCE**

Students' personal appearance will reflect the high ideals and personal pride that Monticello has in its schools. Students are expected to adhere to standards of cleanliness and dress that are reasonable and compatible with the requirements of a good learning environment. Personal appearance at school should be reasonable and proper, shall present no health or safety hazards to the individual or his/her fellow students, shall not promote products which are illegal for use of minors such as alcohol, tobacco, drugs, or create undue class disturbance. Clothing which may display objectionable material, profanity, reference to subversion, or be sexually offensive is prohibited. Students will not be permitted to wear caps, hats, headbands, hoods, or bandanas during the school day (8:05 a.m. to 2:55 p.m.). Roller blades, roller skates, roller shoes, and skateboards are not to be worn or used on school property. Any accessories deemed unsafe or otherwise hazardous to others (such as chains or jewelry or accessories with spikes, etc.) will not be allowed. Students must wear shoes or other appropriate foot attire at all times.

Clothing deliberately chosen because it is extremely tight or obviously too small is not in good taste. In addition, the following types of clothing will not be allowed during the day because the likelihood that such attire will cause a material and substantial disruption to the educational process: halter tops, "muscle shirts", one-shouldered shirts, inappropriate spaghetti strap shirts, shirts with open backs or sides, and shirts that reveal a bare midriff and/or cleavage, clothes with holes or tears in inappropriate places, or low riding pants are not acceptable.

If a student disrupts the educational process, he or she will first be given the opportunity to change clothes. If that option is not exercised, then the student will be disciplined and may be banned from wearing the specific style of clothing to school in the future.

If a student has any question about the appropriateness of an item of apparel, the student should seek approval prior to wearing the item or bring alternative clothing in case the item is deemed to be in violation of this policy. Final interpretation of these provisions is the responsibility of the administration. Any questions and/or complaints should be addressed to the administration.

### **POST SECONDARY ENROLLMENT OPTIONS**

Students who qualify and apply by the due date (March 15 of the previous year) for the Post Secondary Enrollment Option may take only one three hour college credit class each semester which will be paid by Monticello High School. If a student wishes to take additional college credit classes within a semester they must have permission from the principal and pay the fee for the course. The principal will grant permission for additional college credit classes if the student has an academic history which demonstrates B or above performance on three or more college prep classes in previous semesters. If a student withdraws and/or receives a D or F in the course approved and paid for by the school, the student must reimburse the Monticello School District the \$250.00 fee. Students may not audit any PSEO/college credit classes.

### **PROGRESS REPORTS**

Halfway through each grading period Progress Reports are sent to parents. These reports may define areas of strengths or weaknesses. If the report indicates weakness or unsatisfactory work, parents are asked to discuss the report with their student and the student's teachers and counselor, if they feel it is necessary. These reports may be sent at other times as the teacher

deems necessary. Students who are receiving an “F” in a course will be required to attend the Study Table Program in order to continue participation in extra curricular activities.

### **QUEST**

Junior or senior students along with the staff member must meet with the principal to determine if a Quest is an appropriate educational option.

### **SCHEDULE CHANGES**

After the first week of classes for the semester, unless the teacher, counselor and principal feel the student was misplaced, students may not withdraw from a course. Students who withdraw from classes due to extended illness, injury, or some other unusual circumstances considered acceptable by the principal may do so without a failing grade.

### **SCHOOL RELEASE PROGRAM**

Seniors wishing to participate in the School Release Program each semester must complete the appropriate application form including parental consent. Only seniors who are on track with graduation credits will be allowed to have one block per semester. Once granted, the approval for the School Release Program can be withdrawn for unsatisfactory conduct and/or unsatisfactory academic performance. Students will be assigned a classroom to work on their conduct and academics until the end of the grading period. (See Study Hall)

### **SEARCH AND SEIZURE** - (Board Policy 502.4)

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement.

### **SILVER SERVICE**

The goal of the Silver Service Cord is to recognize students who have contributed to their community or school by volunteering their time and talents. An increasing number of scholarship applications require applicants to list service and experiences. Volunteer time often leads to employment and future educational opportunities as well as enabling students to understand the connection between school, work, and community

Interested MHS students must complete 300 hours of service during four years of high school starting with the summer after eighth grade, to receive the Silver Service Honor cord on Senior Honors night. Hours must be completed independently from other obligations such as Boy Scouts, Girl Scouts, Camp Fire, church, family, etc. Volunteers may not receive payment for service hours. Volunteers will document all work and will get the signature of the individual or

official representative on the documentation. Documentation sheets may be obtained in Mrs. Kramer's office or the front office or hours may be recorded on plain paper. Completed hours may be submitted at any time, but must be submitted by the end of the first semester for that calendar year. Hours for that year will not be accepted after the first semester deadline. Service may include but is not limited to:

- Community performances outside MHS
- Volunteering at preschool or daycares outside your home
- Peer tutoring
- Teacher's aide
- volunteer at Senior Meal site, Senior Home, County Home, the Food Bank, or food or clothing giveaways
- Yard work for area elderly or shut ins (not related to you)
- Coaching or refereeing elementary/middle school teams
- Working at high school activities (set up for sporting events, musical concerts)

If you are unsure whether a particular activity qualifies for the program - SEE MRS. KRAMER BEFORE COMPLETING SERVICE WORK! Opportunities are posted in the School Spirit and in the daily student announcements.

### **SPORTSMANSHIP BY STUDENTS**

Sportsmanship is a very important part of activities and athletics at Monticello High School. Fan support is appreciated, encouraged and necessary to the success of our various teams and individual performances. One of the activities and athletic goals is the student body's ability to display sportsmanship in a very positive manner. Negative situations arising from MHS student(s) at events may be handled in the following manner:

- The first problem will result in a verbal warning from the supervisor on duty.
- The second problem will result in ejection of the student(s) for the remainder of the event/contest in question.
- The third problem at any time by a particular student(s) will result in suspension from events/contests for the remainder of that season.

Although any criticism or negative reaction to officials, coaches and opposing players is discouraged, these guidelines will be in effect for two basic offenses - obscenity and extremely personal derogatory comments directed at an individual.

The role of the participants in sportsmanship is second in importance only to the coach/sponsor. Participants are admired and respected by students of all levels as well as adult spectators. They have significant influence over the actions and behavior of spectators of all ages.

### **STUDENT ASSISTANCE TEAM**

A Student Assistance Team (S.A.T.) is available to students and/or parents. The focus of the S.A.T. is on the educational concerns of the student who is at risk of not succeeding at school. Students who wish the assistance of the S.A.T. may do so by contacting the guidance counselor, school nurse, or principal.

### **STUDENT HIGH INTEREST PROGRAM**

The Student High Interest Program (SHIP) is designed to provide students tutorial assistance if the student is experiencing low grades or a high absence record. Students wanting to

enroll in SHIP must apply and meet qualifications. Students or parents interested in the SHIP program should contact the guidance office for further information.

### **STUDENT SEARCHES**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected.

School officials are allowed to conduct periodic inspections of all or a randomly selected number of school lockers without prior notice. Any periodic inspection of lockers pursuant to District policy will only occur either in the presence of the student(s) whose lockers are being inspected or in the presence of at least one other person. A locker inspection may be accomplished using such methods including, but not limited to, a visual search of lockers by school officials or the use, by school officials or others hired at their direction, of a drug sniffing animal.

A search of a student (the student's body and/or personal effects) will be justified when the District has reasonable suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Although the District will not use a drug sniffing animal to search a student's body, the District may use a drug sniffing animal to search a student's personal effects. If a pat-down search, a search of a student's garments (such as jackets, socks, pockets, etc.) or a search of a student's hand bags, book bags, etc. is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots which may include the use of a drug sniffing animal. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

### **STUDY HALL**

Students with an open block may be assigned to a study area. (See School Release Program) General rules for the study areas follow. More specific rules may apply.

1. Students will be assigned to a specific area.
2. Students must remain in the study area until attendance has been taken.
3. Students must receive permission from the supervisor before leaving the study area.
4. Students requesting to go to the library, a computer center, or an instructional area must have a pass from the supervisor of that area prior to checking out of their assigned study area.

### **STUDY TABLE PROGRAM**

Students who are not meeting the necessary academic requirements through out the school year and in order to participate in extra-curricular activities, will be assigned to attend the Study Table Program as a way to improve their grades and remain eligible for participation. This program meets every Monday, Tuesday, Wednesday, and Thursday in the Library from 3:00 p.m. to 3:30 p.m. (On Wednesday early dismissals, it will meet from 2:00 – 2:30 p.m.) Student's academic progress will be monitored at the middle and end of each quarter. Students can be

excused from attending Study Table by providing documentation that they are no longer receiving a failing grade(s). Forms are available in the Office.

### **TARDIES**

Students are required to be to class on time with their materials and books and be ready to learn. Students will be given one tardy warning in each class each semester. After the initial tardy warning, students will be issued a 15 minute tardy referral which must be served within one calendar week with the teacher whose class the student was tardy. If a student doesn't serve within the one calendar week, the tardy referral will be referred to the Office for a 45 minute detention and all tardy referrals must be served before graduation.

### **TELEPHONE - USE OF**

Students needing to use the phone should use the phone provided in the Commons. If a student needs to make an important call, they may, with permission, use the office phone. No other school phones should be used by students. Use of cell phones is restricted to the Commons at lunch time, before and after school. Students who misuse their cell phone will be given a 30 minute detention which must be served before their cell phone is returned. No other electronic devices (i.e. walkie talkies, two way radios, CD players, headsets, I Pads, I Pods, etc.) are allowed at school without prior approval of administration.

### **TESTING**

1. I.T.E.D. (Iowa Test of Educational Development) will be taken by students in grades 9, 10, 11 & 12.
2. Students in grade 10 take the PLAN test.
3. Semester tests will be scheduled the last 2 days of each semester.
4. Other tests - These will be scheduled as needed by the Guidance Office. Students desiring a special test such as aptitude or vocational should see their guidance counselor.
5. Students in grade 11 take an alternative reading and math assessment.

### **THEFT**

Students who are caught stealing will be disciplined and may include any or all of the following:

1. Referral to the Office
2. Contacting the parents and having the student explain the behavior
3. Serve an in-school suspension and/or detention
4. Referral to the Police Department and the pressing of charges
5. Receive a Code of Good Conduct Violation
6. Sending a letter home

### **TORNADO DRILL**

These plans will be followed in the event it becomes necessary to prepare for a possible tornado:

1. You will be alerted to take shelter through an intercom announcement.
2. Students and faculty will proceed quickly and quietly to assigned safety areas and remain there until the "All Clear" is announced. The locations of these areas are posted in each room.



3. When the "All Clear" is announced, students and staff will return to "business as usual".

- Students and staff from the south main corridor (math, science, business, and special education) will proceed to the first girls' locker room. This group will proceed on the left side of the locker room hall as they enter the locker room.
- Students and staff from the north main corridor (social studies, English, Spanish, and office area) will proceed to the middle boys or girls' locker room. This group will enter the locker room hall by traveling through the gymnasium.
- Students and staff from the west corridor (Art and Vocational areas) will proceed to the locker room by entering the laundry/storage room.
- Students and staff from the band and choir rooms will proceed to the locker room by proceeding down the athletic/P.E. hallway.
- A staff person will direct students and staff from the south end of the hall and a staff person will direct students and staff from the North end of the hall.

### **WEDNESDAY NIGHT**

Wednesday night has been designated an open night. The school building will be closed during the evening with no scheduled practices, rehearsals, or meetings of any kind taking place with students. No school activities will be scheduled this night regardless of where the activity is being held. Students must be dismissed from practice by 5:30 p.m.

### **CLASS SPONSORS**

\* indicates head class sponsor

#### **9th Grade**

Ms. Clark  
Mrs. Lambert  
Mrs. Medina  
Ms. Miller  
Mr. Schmitt

#### **10th Grade**

Mrs. Davis  
Ms. DeWitte  
Mr. Dirks  
Mrs. Guyer  
Mrs. Hillers  
Mr. Kremer  
Mrs. Weaver

#### **11th Grade**

Ms. Chambers  
Mr. Gilkerson\*  
Mr. Hospodarsky  
Mr. Meshak  
Mr. Reade  
Ms. Turnis\*  
Mrs. Woodhouse

#### **12th Grade**

Social Studies  
Mrs. Carlson  
Mr. Davis  
Mr. Eastburn  
Mr. Hakert  
Mrs. Kramer  
Mr. Kniess  
Ms. Lynn  
Mr. Sauser  
Mrs. Thompson  
Mrs. Young\*

### **STUDENT COUNCIL**

**2013-2014**

Council members were elected last spring. One of the council's objectives is to provide a means of communication between the students and faculty. Students should contact their representative regarding problems or proposed projects.

#### **Student Council Officers**

Student Council President: Daniel Pike  
Student Council Vice-President: Ben Ahlrichs  
Student Council Secretary/Treasurer: Jacob Zirkelbach

#### **Class Officers**

##### **Seniors**

President: Nick Meyer  
Vice President: Kellie Jo Welter  
Secretary/Treasurer: Shelby Wall  
Representatives: Shania DeShaw  
and Michael Melchert

##### **Juniors**

President: Katie Goettsch  
Vice President: Rashida Jones  
Secretary/Treasurer: Callie McQuillen  
Representatives: Elliot Eastburn  
and Adam Turnis

##### **Sophomores**

President: Jordan Loes  
V-President: Samantha Ahlrichs  
Sec/Treasurer: Kaela Weber  
Representatives: Allison Ries

##### **Freshmen**

President: Sydni Tuetken  
V-President: Tyler Hospodarsky  
Sec/Treasurer: Taylor Manternach  
Representatives: Elle Boeding, Caleb Herman, and Tyler Hoyer