

# Monticello Community School District Alternative High School Handbook



## *Notice of Nondiscrimination-Policy #102.0E2*

*Students, parents, employees, and others doing business with or performing services for the Monticello Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age, national origin, religion, sex, sexual orientation, disability, creed, marital status, gender identity, socio-economic status, physical attributes, physical or mental ability, ancestry, political party preference, political belief, familial status, and genetic information in admission or access to, or treatment in, its programs, activities, or in its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District's Equity Coordinator, Brent Meier at 217 South Maple Street, Monticello, Iowa, 319-465-5963, [brent.meier@monticello.k12.ia.us](mailto:brent.meier@monticello.k12.ia.us). Any person having inquiries concerning the school district's compliance with state and federal laws and regulations concerning discrimination is directed to contact: Superintendent of Schools, 711 South Maple Street, Monticello, Iowa 52310, (319) 465-5963. This individual has been designated by the school district to coordinate the school district's efforts to comply with all state and federal laws and regulations concerning discrimination.*

**Approved: June 24, 2019**

# Monticello Community School District

## **Mission Statement:**

The Mission of the Monticello Community Schools, 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 lifelong learners.

## **Vision:**

Providing rigorous, authentic personalized learning utilizing the local and global community

## **Core Values:**

Effective Instruction ~ Technology & 21<sup>st</sup> Century Learning ~ Collaborative Relationships

**2019-20**

## **Monticello Board of Education**

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# Student Conduct

Students attending the Monticello Alternative High School are bound by the Monticello School District Student Handbook including but not limited to: dress code, student conduct, technology agreements, and cell phone policy.

The following rules are to be followed as we are residents of the Jones Regional Facility run by Kirkwood Community College:

- Students are to remain in the building throughout the day unless on a supervised school function or with adult permission. Violation will result in a strike.
- Students will remain on the first floor of the Kirkwood facility.
- Any prescription medication must be left at home or kept in the main office during the school day.
- Use of any Kirkwood areas such as lobby, hallways, and restrooms will be done in a respectful manner. No littering, vandalism, swearing, loud music, or disruption of classes will occur while Kirkwood is in session.

Violation of this policy will result in the following consequences:

1st offense: verbal warning  
2nd offense: supervised break with an adult  
3rd offense: loss of privilege from the lobby and hallway area until further notice

Monticello is a PBIS school and the following practices will be followed:

Respectful      Safe      Caring      Responsible      Integrity

# Student Contract

Each student at the alternative high school will sign an educational contract at the beginning of each term. This contract will identify the number of credits which need to be completed for each term and the amount of hours that may be missed for each term.

Students must complete contracted course work and have positive attendance hours at the end of each term to take part in any incentives that may be offered, as well as continuing to keep their spot in the program.

The goal of this program is for students to earn the credits they need to be awarded a high school diploma. Completing required courses as well as electives and being here everyday is imperative to meeting this goal.

The students and the high school principal will sign the contract at the beginning of each term. Coursework and attendance policy will be addressed in later pages.

# Attendance Policy

The number of attendance hours will be set at the beginning of each term. Students are required to be here at the beginning of the day and remain here until the end of the day. If a student is not in school at the beginning of the day then the parent will be notified as soon as possible.

Lunch will be provided by the district for those who choose each day. Students have access to a microwave oven, refrigerator, and a pizzazz pizza oven. There are also snacks available for purchase. Students are free to bring their own lunch. All inquiries and payments about school lunch can be done through the school web site or by contacting Pat Kelly, MCSD Food Service Director. His phone number is (319) 465-6597 Ext. 1374.

A bus will be available to bring the students to the alternative high school if they do not have their own form of transportation. The bus will leave the high school around 7:45 a.m. to drop students off at JREC and will return around 3:00 p.m. to return them to the high school.

The school day has 6 (six) class periods. Each period that a student is not in attendance is an absence for that period and any other periods that they are absent that day. Students are not allowed to leave and return unless they have permission from the staff to leave with an adult for an appointment or other places that occur throughout the school day.

Students have the ability to make up time missed at the beginning and end of each school day. If a student knows they will be gone a certain day they can make up that time before they are going to be absent.

If a student is gone due to illness, they can bring in a Doctor's excuse and not be charged with the absences. Other situations will be handled on a case by case basis. Please plan all appointments accordingly.

If a student goes over the required absences for the term the following policy will be implemented:

1. Student will be given until the end of the week to make up the time that they are over their contract.
2. If at the end of the week they have not made up the required time, they will have to have a parent and staff meeting in order to set up a plan of action to make up the hours. The students will not be allowed to return until there is a meeting.
3. The student will then be given a time frame to make up the required hours.
4. If the hours are not made up by the designated time, the student may be removed for the remainder of the term and risk losing their spot for the next term.

# Cell Phone Policy

Cell phone or other electronic device use will be limited to before and after school, break time, and during lunch. Cell phones will not be used during small group instruction. Students will leave their cell phone at their cubicle or on the teacher's desk.

After two weeks students can request the use of cell phones during independent study time to listen to music only. This is a privilege that will be earned and will be taken away if violated. Violation will be construed as a student using the phone to text message or any other form of communication other than listening to music.

The following policy will be used for any violations of the above policy:

1st offense: Student will be asked to put their phone or device on the teacher's desk for the remainder of the class period.

2nd offense: Student will be asked to put the phone on the teacher's desk for the remainder of the school day. Student may have their phone during breaks.

3rd offense: Student will be required to put their phone or device on the teacher's desk every class for the remainder of the term.

Music will be at a volume that only the student can hear and does not disturb others. Students will be asked to turn the volume down and if there is continued disruption their music privilege will be pulled.

If you need to contact your child the phone number here is 319-465-2308 for an emergency.

## Classroom Policy



The mission of the Monticello Alternative High School is to help students recover credits so that they can earn their high school diploma.

In order to meet our mission, students need to be in attendance and working on their classes. We will incorporate the following policies in our classroom to maximize student efforts.

If the student is not on task (defined as but not limited to: refusing to work, talking without permission, using an electronic device for anything other than music, or refusing to work after being given a verbal warning by staff) for longer than 5 minutes, they will be given the opportunity to complete the class in one of the offices. If they choose not to go to the office for the remainder of the class, they will be given an absence for that class. This would include being off task in the small group classes as well as in the independent study classes.

Students are required to complete all work involved with a chapter or unit before being allowed to take an assessment. The minimum percent a student must earn on an assessment to pass is 60%. Students are allowed one retake per assessment that they do not pass. Students will take all assessments at the designated testing area unless given permission by staff to test at another location.

Students, who are given an absence for the class because they refused to work quietly, will be given the option to work in the offices for the remainder of the day. Refusal to complete the in-school suspension will be to notify the parents of the student and they will be sent home and receive an absent for each of the remaining classes missed.

## In-School Suspension

Students refusing to work will be given an absence for the class unless they complete the class in one of the offices. If they refuse to follow the in-school suspension rules, they will be sent home and their parents will be notified.

Students who are sent home will receive an absence for any remaining classes for that day. They will then start the next day on an in-school suspension. They will be required to complete the suspension before returning to the classroom.

Students will not have access to their cell phones while on suspension. They will take their breaks separate from the other students and will eat lunch separate from the other students. Failure to follow any of the in-school suspension rules will result in a meeting with the Alternative school staff, the student, and the high school principal. Parents will be notified.

## Tardy Policy

Students will be expected to be here at the beginning of the day and stay until the school day is completed. There will be a break between classes.

These breaks are designated by a timer. If a student is not in the classroom by the time the timer goes off will receive a tardy.

Students can earn five minute tickets for each assessment that they pass. These tickets can be used in place of a tardy if a ticket is available. If a student is tardy three times during the day, they will be given the option to complete the day on in-school suspension. If they refuse the in-school suspension, the parent will be notified and the student will be sent home. The student will be given an absence for the remaining classes that they miss. Students will then start the following day serving their in-school suspension.

# Ticket Policy

Students can earn a five minute ticket for each assessment that they pass. These tickets can be used for a 5 minute break throughout the day.

- Tickets cannot be used during an assessment.
- Only one ticket can be used per class.
- Students can only use a ticket with their name on it.
- Students may use the ticket between the first fifteen minutes of class and the last fifteen minutes of a class period.
- Students may accumulate tickets to take extended time off by requesting the time with staff and cannot be used during assessments.
- This extended time off must be 30 minutes or longer which is equivalent to 6 tickets.

# Break Policy

As mentioned earlier in the handbook, we are guests at the Kirkwood facility. Students are given a break between classes. These breaks are designed for students to use the restroom, get a drink of water, and use their phones.

Students have access to the lobby and vending machines in the front of the building. Students are not to be using break time to distract classes that are in session.

Breaks will be supervised by a staff member and students are to conduct themselves in a PBIS manner. Any violations or behaviors that are mentioned above will result in privileges being revoked.