



# Monticello Community School District

## 2024-2025 MONTICELLO HIGH SCHOOL STUDENT HANDBOOK & CODE OF CONDUCT

### *NOTICE OF NONDISCRIMINATION*

*Students, parents, employees, and others doing business with or performing services for the Monticello Community School District are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, sexual orientation, gender identity, or genetic information (for employment) in any of its education programs, activities, or employment opportunities, pursuant to Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable state and federal laws. This prohibition on discrimination applies to admission and employment. The District has adopted grievance procedures for processing and resolving formal and informal Title IX sex discrimination and sexual harassment complaints and other discrimination complaints. Inquiries regarding sex discrimination pursuant to Title IX of the District's nondiscrimination policy may be directed to the District's Title IX Coordinator, Todd Werner, 860 East Oak Street, Monticello, Iowa 52310, 319-465-3000 ext.2101, [todd.werner@monticello.k12.ia.us](mailto:todd.werner@monticello.k12.ia.us); other grievances or complaints related to the District's nondiscrimination policy may be directed to the District's Equity Coordinator, Todd Werner, at 860 East Oak Street, Monticello, Iowa, 319-465-3000 ext.2101, [todd.werner@monticello.k12.ia.us](mailto:todd.werner@monticello.k12.ia.us). Inquiries related to sex discrimination pursuant to Title IX may also be referred to U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; [OCR@ed.gov](mailto:OCR@ed.gov)). Inquiries related to other grievances or complaints may be directed to the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 7301560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov))*

*Approved: July 22, 2024*

# 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 be life-long learners.

## **Vision:**

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

## **Core Values:**

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

**2024-2025**

## **Monticello Board of Education**

Craig Stadtmueller- President

Mandy Norton - Vice President

John Schlarmann

Tony Amsler

Mark Reiken

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## MISSION AND GOALS STATEMENT

### **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 be life-long learners.

### **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 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 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.

# **How to Excel as a Panther**

## **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 in which a student earns a 3.30 or greater GPA. Generally, the Academic Letter will be awarded in the fall of each school year.

## **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 postsecondary semester. A senior who ranks first in the senior class will be recognized as the Valedictorian. A senior 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.

## **Valedictorian/Salutatorian**

Valedictorian/Salutatorian eligibility will be based upon the student receiving the highest overall grade point average on a 4.00 scale AND having completed 5 courses in the following areas (classes eligible for each area are listed):

- *English/Language Arts (AP English)*
- *Science (Physics or Anatomy & Physiology)*
- *Mathematics (AP Calculus)*
- *Foreign Language (Spanish 4)*
- *Two Semesters of CTE (any Business, Family Consumer Science, Industrial Technology or Vocational Agriculture course)*
- *Two Semesters of Fine Arts (any Band, Choir, or Art course)*
- *Two Semesters of Concurrent Enrollment (any college-level course)*

In order to meet these requirements, a student must complete an entire course in the area. For example, a student who only takes a semester of AP Calculus does not complete the Mathematics area requirement because AP Calculus is offered as a year-long course.

## **Testing**

- Iowa Statewide Assessment of Student Progress (ISASP) (formerly called Iowa Assessments) will be taken by students in grades 9, 10, & 11.
- Students in grade 10 take the PreACT test.
- Other tests - These will be scheduled as needed by the Counseling Office. Students desiring a special test such as aptitude or vocational, should see their school counselor.
- Students in grades 9 and 10 take an alternative reading, language arts, math, and science assessment called Measures of Academic Progress (MAP) tests.

## **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 Sophomore and Junior with a cumulative grade point average of 3.5 or above is eligible for consideration for the National Honor Society for the following year. In the spring of the year, students with eligible grade points may apply for membership into the National Honor Society. These students will document their service work, describe traits of their character, and share their leadership experiences. Applicants will be expected to have documented their completed 40 hours of service work. 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. Students who are not selected for membership will also be contacted.

Staff members are asked to complete a ballot on students they know, giving them scores in the three categories of Leadership, Service, and Character. Further information on the selection process can be obtained by contacting the NHS advisor.

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

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

- A. takes constructive lead in classroom and school activities
- B. promotes worthy and proper school activities
- C. successfully holds school offices or positions of responsibility
- D. contributes constructive ideas which improve the school
- E. influences others for good
- F. shows initiative in his/her studies

**Service:** (Service is not based on classroom work, projects, or activities for which grades or pay is given.)

- A. 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

**Character:** (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.)

- A. meets promptly individual pledges and responsibilities to the school and teachers
- B. demonstrates highest standards of attitude toward honesty, reliability, fairness, and tolerance (seeing the other point of view)
- C. cooperates in a willing spirit with school regulations concerning property, books, attendance, halls, lockers, etc. - actively helps rid the school of bad influences
- D. upholds principles of morality and ethics

**Scholarship**

- A. based on cumulative grade point

## **ELP**

ELP 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 are admitted to ELP 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:
  - 97%tile or more on Iowa Statewide Assessment of Student Progress (ISASP) composite, math total or language total and/or 97%tile of MAP math total, reading total, or language arts total.
  - Alternative testing will be considered. Acceptable scores must commensurate with the 97%tile of Iowa Statewide Assessment of Student Progress (ISASP) and MAP in similar categories or reflect an IQ score of 130+ 3. Evidence of in depth knowledge of interest areas

**Service** - ELP 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, developing post-graduate skills and knowledge.

**Credit** - ELP students who have attendance of 75% or higher at weekly ELP meetings will have a notation on Infinite Campus stating their involvement in the Monticello Community School District ELP program. Students will also receive a notation on their transcripts for each year of participation, as well as a letter of recommendation to be used post-graduation.

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

## 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, they 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.

## Pathways

### Graduation Requirements

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.

- Juniors that are taking concurrent enrollment college courses may be able to take 7 total classes with principal approval.
  
- 8 Credits English:** Eight semesters of English are required, including English I and English II, English III and four/two semesters of English electives (AP English, English IV, KCC Composition, or Western World Lit).
- 6 credits Science:** Six semesters of Science are required including one year of Science 9, one year of Biology, and one year of Chemistry.
- 6 credits Mathematics:** Six semesters of Mathematics is required including Algebra. Beginning with the class of 2020, Algebra I, Geometry, & Algebra II or Transitional Algebra II and Applied Math are required. Computer courses do not fulfill the Math requirement.
- 6 credits Social Studies:** The required courses include World History (10 – 12<sup>th</sup> grade), US History (9 – 12<sup>th</sup> grade), Economics (11<sup>th</sup> or 12<sup>th</sup> grade), and American Government (11<sup>th</sup> or 12<sup>th</sup> grade)
- 5 credits Physical Education:** 9<sup>th</sup> Grade students will be required to take one semester of Health & Wellness. All students must take PE 9-12 at least one semester per year. Students must have 120 minutes of physical activity per week for the semester they are not taking PE. – (a waiver form signed by parents must be on file in the HS Office for a student to be exempted for the semester) Forms can be found in the high school office.
- 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. Students are encouraged to take additional courses. Everyone is encouraged to participate in the many co-curricular activities.

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 Monticello 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.

### 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. Seniors who are on track with graduation credits will be allowed to have one block per semester. Once granted, 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.



## **Concurrent Enrollment**

Students who qualify and apply by the due date during Registration enrollment for the upcoming year for Concurrent Enrollment may take college credit class(es) each semester, which will be paid by Monticello High School. If a student wishes to take college credit classes within a semester, they must have permission from the principal. The principal will grant permission for college credit classes based on the academic success, behavior, and attendance of the student. Students may not audit any PSEO/college credit classes.

## **Grades, GPA, & SRR**

### **Grading System**

Final course grades are given at the end of each semester.

The High School building has implemented a building-wide standards reference reporting/grading scale as follows:

\*All numbers are the minimum value for the letter grade

A = 3.6, A- = 3.3, B+ = 3, B = 2.7, B- = 2.4, C+ = 2.1, C = 1.8, C- = 1.5, and F = anything below 1.5

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.

An "Incomplete" *may be* converted to an "F" two weeks after the end of the grading period.

### **We believe:**

- Standards-referenced reporting more accurately assesses student achievement.
- Standards-referenced reporting practices clearly communicate learning goals to all stakeholders.
- Standards-referenced reporting develops self-directed and intrinsically motivated learners.
- Standards-referenced reporting better addresses the needs of all students.
- Standards-referenced reporting is focused on student learning.
- A 4 point grading scale enhances the validity and reliability of academic grades.
- Practice is essential for concept development

At Monticello High School seven non-negotiables guide the implementation of standards-referenced grading practice.

Each teacher implementing standard referenced grading within their classrooms will adhere to the following:

1. Grading is based upon a student's evidence of learning.
2. Academic achievement is scored separately from employability standards.
3. Extra credit is not offered. Additional practice to develop skills is provided upon request.
4. Learning targets are defined and communicated to students and parents.
5. Final letter grades represent academic achievement and employability standards
6. Students may demonstrate proficiency over time. Course grades are finalized at the end of each semester.
7. Students will be given the opportunity for reassessments.

### **Employability Standards**

In addition to academic achievement, teachers implementing standards-referenced grading practices also assess students' Employability Skills. We believe that these behaviors are so important that they need to be assessed and recorded in the gradebook. The following Employability Standards are part of the overarching Graduate Profile: Problem Solver, Accountability, Effective Communicator, Collaborator, and Socially Responsible.

# **Learning While Avoiding Distractions**

## **Personal Electronic Devices**

- A. If a student needs to make an important call, they may, with permission, use the office phone or cell phone.
- B. No other school phones should be used by students.
- C. Use of cell phones is restricted to the Commons at lunchtime, before and after school.
- D. Students who misuse their cell phone will be given a 30 minute detention, must turn phone into office, and can pick up the phone at the end of the school day in the office.
- E. No other electronic devices are allowed at school without the prior approval of administration.
- F. If you leave the room to go to your locker or the restroom, you may be asked to leave your phone/device on the teacher's desk.

## **District Issued Laptops**

See the Acceptable Use Policy for Technology located in *Infinite Campus* through eRegistration.

## **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 have signed the agreement.

# **Community Service**

## **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 get the signature of the individual or official representative on the documentation. Documentation sheets may be obtained in 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 may 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 MR. LAMBERT BEFORE COMPLETING SERVICE WORK! Opportunities are posted in the School Spirit and in the daily student announcements.

## **Engage in Your School**

A wide variety of activities and organizations are available in which students are encouraged to be involved. Students are strongly encouraged to take part in extracurricular and co-curricular activities. Individual sponsors and coaches may have rules not included 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 violating school district policies, rules, or regulations. Below is a list of most of the activities and organizations Monticello High School has to offer.

Football	Cross Country	Volleyball	Basketball	Wrestling	Interact Club
Track	Golf	Soccer	Bowling	Baseball	FFA
Softball	Cheerleading	Dance Team	Chamber Singers	9-10 Choir	Panther Players
Symphonic Band	Marching Band	Forte	Jazz Band	Large Group Speech	SODA
Small Group Speech	Drama	Musical	Academix	BPA	Student Council
NHS	FCCLA	Skills USA			

### **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.

### **Athletics and Activities**

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 positive manner. Negative situations arising from MHS student(s) or parent(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) or parent(s) for the remainder of the event/contest in question.
- The third problem at any time by a particular student(s) or parents(s) will result in suspension from events/contests for the remainder of that season.

Students and Adults attending games or events will be held to these RVC Gold Standards

*\*Standards were developed during an RVC Leadership Day by students representing RVC schools*

1. Keep facilities clean
2. Positively cheer for your team
3. Positively promote the RVC teams and participants through media platforms
4. Create a welcoming and positive environment for opposing teams, spectators, and officials

**Academic Eligibility** - See athletic Handbook

**Activities Code of Conduct** - (Board Policy [505.1](#) and [505.1R1](#))

See Good Conduct Code Policy located on District Website. Also see MCSD Extra Curricular Activities and Concussion forms.

### **Regulations for Panther Athletes**

- Physical
- Concussion Form
- Good Conduct Policy

## **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.

## **Fundraising**

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

## **Wednesday Nights**

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.**

# **Student Support**

## **Counselors**

A counselor is available to assist students. All students should contact the counselor's office at any time regarding educational, vocational, or personal concerns. In addition, a counselor is available to help provide or contact resources for students needing social, emotional, behavioral, and mental health services. This includes but not limited to working with a school based therapist, working in the student success center, or being involved in a check in and check out program.

## **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 may also serve 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 as 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:** Should you need to discuss your child's health or check on medication, please call the nurse.

- A. State law requires all parents of students K-12 to submit proof of immunization upon school enrollment. These requirements are:
  1. Five D.P.T. injections; one must be given after age 4 and 1 Tdap after Grade 7. Four oral polio doses; one must be given after age 4.
  2. Two doses of Measles and Rubella given after 12 months of age. (The first dose shall have been received no sooner than 28 days after the first dose. Three doses of Hepatitis B.
  3. Two doses of Varicella, unless the students has a reliable history of natural disease.
  4. Two doses of Meningococcal vaccine for students in Grade 12 or 1 dose if received when the student is 16 years of age or older. There will be no grace/extension period for 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. 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. Any student wanting to participate in sports, cheerleading, or dance is required to have a current concussion form and a physical form on file in the Nurse's Office **before** the first day of practice for that sport/activity. Concussion forms must be signed yearly in August at registration. Physical forms are annual and expire 13 months from the date of service.
- E. All children enrolling in Iowa's elementary or high schools are required to have a dental screening as of July 1, 2008. 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 for High School are:
  - 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.

### **Illness/Injury 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 within 24 hours, and a "Preliminary Accident Report" will be filed in the office.

### **School Resource Officer**

At Monticello High School we have a dedicated School Resource Officer (SRO) as part of our ongoing efforts to ensure a safe and supportive environment for all students. The SRO is a trained law enforcement officer who works at all schools in the district to enhance security and foster positive relationships between the school community and law enforcement. The primary roles of the SRO include maintaining a secure campus, preventing and responding to incidents, and serving as a resource for students, parents, and staff on matters related to safety and law enforcement. By having an SRO on campus, we aim to create a safer learning environment and promote a positive school culture.

### **Study Table Program**

Each Friday the Student Success Center will run a report of students with a failing grade. For eligibility: If a student is failing the same class for more than three weeks, the student is ineligible for all after school extra-curricular and co-curricular activities and the student is required to attend after school study table. After-school study table will meet from 3:15–4:00 p.m. Monday, Tuesday and Thursday. Students will still be allowed to practice and travel with the team but will not be eligible to compete or perform. Once the student is passing the class that is making them ineligible, they may be excused from after school study table, however they will not become eligible again until the following Monday. Each class is separate from the students' other classes in regards to the start point of the three-week cycle. If a student fails to attend the after-school study table, they will be ineligible for activities for the day they miss.

## **Student Expectations**

### **Attendance**

Attendance has a huge impact on a student's academic success, starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day. It is important that the schools work together with students and parents/guardians to make student attendance a priority in our school district.

### **Attendance Notification**

It is the responsibility of the parent to contact the school when their child will be absent during the school day. By 9am if no parent phone call has been received by the school, the automated system will begin to call and notify the parent/guardian that their child is not in attendance at school.

### **Excused Absences**

Student absences approved by the principal are excused absences. These absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day, school-sponsored or approved activities. It is the responsibility of the parent/guardian to notify the school if a student is to be absent and the reason for the absence.

### **Unexcused Absences**

Students who are absent without a reasonable excuse, as determined by the principal, will receive an unexcused absence. Without notification within 48 hours the student's absence may be considered unexcused. Leaving the building during the day without prior parental permission and authorization from the principal is considered an unexcused absence. Missing a class while being elsewhere in the building without the authorization of a teacher, may be considered an unexcused absence. Students with an unexcused absence may be required to complete work as part of the course requirements. The student may be assigned a detention, suspension, Saturday School, or other consequences for an unexcused absence.

### **Tardiness**

A tardy is defined as arrival to class after the scheduled start time. Arrival more than 15 minutes after the period begins will be considered an absence. Any student arriving at school after the school day has started should report to the office immediately upon his/her arrival at school to record the time of arrival and the reason for being late. Students will be given one tardy warning. After the initial tardy warning, students will be issued a 15-minute detention, which must be served within one calendar week. If a student doesn't serve within the one calendar week, further disciplinary action may be taken by administration.

### **Truancy**

Truancy is the failure to attend school for the minimum number of days/hours established in the school calendar by the board. Students of compulsory attendance age will attend school a minimum of one hundred and sixty (160) days if the calendar is based on days or 90% of hours offered if the calendar is based on hours. At the principal's discretion, excessive absences or tardiness may be reported to the Department of Human Services (DHS) or the County Attorney.

### **Athletic/Activity Eligibility and Attendance**

All students that participate in extracurricular activities should be in attendance during the school day. A student with an unexcused absence during any part of the school day or who was not present the last half of the school day will not be eligible for activity participation on the day of the absence, unless approved by the principal or activities director. Medical appointments, dental appointments, illness, and other unforeseen circumstances are excusable if approved by the principal or activities director. Students may be asked to provide documentation of their appointment. In addition, Junior and Senior students visiting colleges and vocational schools shall be deemed excusable if approved by the principal or activities director.

### **HS Credit Academic Probation**

If a student accumulates a total of ten (10) absences (excused or unexcused) per semester in any course, the student will be placed on "Academic Probation" for that course. A meeting will be scheduled with the parents/guardians, student, and principal (or designee) to create a Success Plan to improve attendance and academic performance for the remainder of the semester. Students will continue to attend the course and submit all coursework. At the end of the semester, any course completed by a student on Academic Probation will be reviewed by a school committee. The school committee will make the final determination if course credit will be awarded to the student.

### **JREC Attendance Policy**

High school students taking Kirkwood classes at one of Kirkwood's Regional Education Centers will be held to the Kirkwood Community College's attendance policy.

### **School Cancellations, Late Starts, Early Dismissals, & Other Important Notifications**

If you have a cell phone that receives texts, you can get alerts sent directly to you when our school district has cancellations, late starts/early dismissals, or when we have to notify parents quickly. You may also select to receive these alerts via email.

The Monticello Community School District utilizes SchoolMessenger. SchoolMessenger is a broadcast system that keeps you informed of all that is happening in your school district. You will be notified of activity cancellations, weather

notifications, field trip reminders, and emergencies. Please keep your phone number and email address up to date in *Infinite Campus*. Keeping your information current will ensure that you are getting the most up to date alerts. If you need help with your *Infinite Campus* account, please contact Morgan Murray-Zimmerman at (319) 465-3000 Ext. 1551 or [morgan.murray@monticello.k12.ia.us](mailto:morgan.murray@monticello.k12.ia.us). You can also follow the Monticello CSD on Facebook and Twitter.

**School Calendar**

The district will provide students and their parents/guardians a school calendar prior to the start of each school year. Please refer to the [District Calendar](#) link on the website.

**Numbered Days**

Days will be numbered 1 through 6 for scheduling purposes. This means the first day of school is Day 1. From then on, each day will follow numerically. Vacation days will not interrupt the cycle. (Example--If school ends for Thanksgiving vacation on a Day 3, school will resume after vacation on a Day 4.)

**High School Daily Schedule  
2024-2025 (Updated July 2024)**

Regular Day

Warning Bell	7:55
1st Period	8:00-8:49
2nd Period	8:53-9:40
3rd Period	9:44-10:31
4th Period	10:35-11:22
5th Period	11:26-12:42
Lunch A	11:22-11:49
Lunch B	12:15-12:42
6th Period	12:46-1:33
7th Period	1:37-2:24
8th Period	2:28-3:15

Wednesday Early Out Schedule for PD (1:00 pm Dismissal)

Warning Bell	7:55
1st Period	8:00-8:25
2nd Period	8:29-9:17
3rd Period	9:21-9:46
Advisory	9:50-10:10
4th Period	10:14-10:39
5th Period	10:43-11:08
6th Period	11:12-11:37
7th Period	11:41-12:06
8th Period	12:10-12:35
Lunch	12:35-1:00

2-Hour Late Start

Warning Bell	9:55
1st Period	10:00-10:34
2nd Period	10:38-11:11
5th Period	11:15-12:10
Lunch A	11:11-11:36
Lunch B	11:45-12:10
3rd Period	12:14-12:48
4th Period	12:52-1:25
6th Period	1:29-2:02
7th Period	2:06-2:39
8th Period	2:43-3:15

**\* Schedules for special events will be sent out to students and parents through School Messenger prior to the event.**

## **Behavior Guidelines**

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 that disrupts the orderly and efficient operation of the school district or school activity; conduct that disrupts the rights of other students to obtain their education or to participate in school activities; or conduct that 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 on the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Building Principal for information about the current enforcement of the policies, rules, regulations, or student handbook of the school district.

## **Discipline/Student Misconduct and Consequences** -see (Board Policy [503.1](#), [503.2](#), [503.3](#))

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. The 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 that disrupts or interferes with the education program; conduct that disrupts the orderly and efficient operation of the school district or school activity; conduct that disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct that 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.

## **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.

- 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.
- 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.
- The school official administers the procedures of the policy.

## **Discipline Appeals Process** see (Board Policy [210.1](#))

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:
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.

### **Detention**

School detention is used as a consequence for various forms of student misconduct. Students who are required to serve a 30-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 need to be served in a timely manner. Detentions will be served before or after school Monday-Thursday and Friday if needed.*

### **Alcohol, Tobacco, Vaping Products and Other Drugs** see (Board Policy [503.4](#))

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 a student fails to satisfactorily complete such a program, the student may be subject to discipline, including suspension or expulsion.

### **Possession of Use of Dangerous Weapons/Instruments** see (Board Policy [503.5](#))

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.

### **Bullying and Harassment of Students and Staff** - see (Board Policy [401.2](#), [401.3F1](#) and [401.3F2](#))

At our high school, we are committed to fostering a safe and inclusive environment where every student and staff feels valued and respected. We stand firmly against all forms of bullying and harassment, recognizing the importance of kindness, empathy, and mutual support. Together, we can create a positive and empowering community where everyone has the opportunity to thrive. If parents, students, or staff want to report bullying or harassment they should contact the counselor or principal of the high school. Below are some specifics.

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 counseling office. Witness forms are available as well. Finally, the student will return the completed form to the counseling 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, a 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**

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/IGHSAU-sponsored and Monticello-sponsored programs in an environment free from any behavior that involves intimidation, is hostile, offensive, or dangerous. See HAZING Iowa Code Section 708.10 for more information.

Monticello High School **WILL NOT TOLERATE** any form or type of hazing. If an activity member or members are found to have violated this policy, these people or persons 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 been taken to remedy the situation.

### **Personal Appearance**

At Monticello High School, we recognize that how students choose to dress is often a choice based on personal and cultural expression, as well as comfort and economic means. The spirit of the Student Dress Code is to respect these individual rights and circumstances and identify only those areas that impact academic learning and are factors in the overall physical and psychological health and safety of the student body and the adults who serve them. While the dress code strives to provide as much clarity as possible, educator discretion is reserved in unique circumstances, especially in cases where physical and/or psychological safety is in question.

Do wear clothing appropriate for school:

- Clothing serves the purpose of privacy
- Clothing covers the back, chest, stomach, bottom, and private areas

Do NOT wear clothing or accessories that:

- Are a disruption to the learning environment, including: Clothing that displays obscene material, profanity, vulgar statements, gang symbols, hate messages, sexual innuendos, suicide, intolerance, violent messages, references to subversion or other messages which may be interpreted as being inappropriate or offensive.
- Sagging pants, shorts or pants with holes that expose any portion of the buttocks, midriff- or abdomen-baring tops, and open mesh clothing without proper clothing underneath
- Are intended to be undergarments or sleepwear
- Promotes illegal use by minors such as alcohol, tobacco or drugs

The following accessories are NOT permitted:

- Any headgear, including hats and hoods worn over the head, unless approved by the administration.
- Headgear worn as part of religious expression is exempt from this section of policy per administrator discretion.
- Sunglasses may not be worn in school unless prescribed by a doctor.

Dressing in any manner that presents a health or safety hazard or is a disruption, or could reasonably be expected to cause disruption, to the educational environment in the school will not be accepted. If a student disrupts the educational process, he or she will first be given the opportunity to change clothes. If a student does not comply, administrators may use a range of responses including but not limited to calling parents, ISS, etc... The goal is to resolve the situation in the moment and prevent it from occurring again.

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. The final interpretation of these provisions is the responsibility of the administration. Any questions and/or complaints should be addressed to the administration.

### **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 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

**Search and Seizure** see (Board Policy [503.1](#), [503.11R1](#))

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, and 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.

**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 handbags, 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. In addition, if a metal detector is used to search a student or a student's garments, as referenced above, the search will be conducted in a respectful and appropriate manner. The metal detector may allow the school official to conduct a more narrowed search of the student or the student's garments. The use of a metal detector will not in any way prevent a school official from searching a student using other techniques, including but not limited to conducting a pat-down search.

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 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.

**Bus Rules**

The Transportation Department is dedicated to providing safe and efficient transportation for students to and from school and school activities. *Below are some general bus rules. Parents will be contacted by the principal, bus driver, or director of transportation in case of a major occurrence on the bus and if discipline action is needed.*

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.

### **Fees**

- Student registration is \$85.
- 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.
- Fines will be assessed for parking infractions. (See Parking and Use of Motor Vehicle)
- Drivers Education fee for summer class is \$320. 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.

### **Academic Honesty Policy**

Our high school upholds a strict academic honesty policy to ensure the integrity and fairness of our educational environment. We expect all students to complete their work independently, give proper credit to sources, and refrain from any form of cheating or plagiarism. Violations of this policy will result in disciplinary action, as we strive to maintain a culture of trust and respect in our academic community.

### **Food Service**

Each student will have a lunch period in his/her schedule. The lunch period will be determined by the Period 5 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 7:45-8:00 a.m. each school day.

Student price for lunch is \$2.60 per meal, breakfast is \$1.80. Other items are sold "a la 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 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. Students are not allowed to have food delivered to school.

### **Passes**

Anytime a student finds it necessary to be in a hallway during a class, he/she must have permission from an appropriate staff member. Students are not to be in the hallways and/or the commons area without permission from a staff member. It is the student's responsibility to identify their destination and have the staff member's permission before leaving the classroom. Students who violate this policy will be subject to disciplinary action.

### **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, or 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 is designated for school employees. The administration reserves the right to change the parking arrangements for special events. Changes in parking arrangements will be announced to the students in the daily announcements (verbally and by email). Violations of the parking provisions may result in a \$10 fine. Students who pay their fines within 48 hours of the violation may 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.

**Lockers and Locks** - see (Board Policy [503.11](#), [503.11R1](#))

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 cannot be held 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. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student lockers periodically.

### **Lunch**

Seniors are eligible for open lunch if they have release time during Period 5. 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.

### **School-Sponsored Dances**

Three dances will be allowed per school year where Monticello High School students may have out of town guests attend. Homecoming and Junior-Senior Prom will be two of the regularly scheduled dances. Junior-Senior Prom will be for Monticello High School Juniors and Seniors and guests.

- All dances must have permission from the principal at a minimum of two weeks in advance.
- Guests that attend dances must be registered in the Principal's office prior to the dance.
- No middle school students are allowed to attend any of the dances.
- No person 21 years of age or older will be allowed to attend any of the dances as a guest.
- Entrance to all school dances will be closed one hour after the scheduled start time. Once a student leaves the dance, that student may not return.
- Students are prohibited from carrying any beverage into a dance.
- **Any student suspected to be under the influence may be required to take a breathalyzer test.**
- Students must wear appropriate attire.

## **Safety Protocols**

### **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.

### **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.

### **Use of Video Cameras** see ([Policy 703.1](#))

The Monticello Community School District Board of Directors has authorized the use of video cameras in the school district's buildings and on school property. The video cameras will be used to monitor student and employee behavior to maintain a safe, secure, and healthy environment for students and staff. Employees are hereby notified that the content of the video recordings may be used in an employee disciplinary proceeding. The content of the video recordings may be confidential records and, if so, will be retained in the employee's personnel file. Video recordings will only be retained if necessary for use in an employee disciplinary proceeding or other matter as determined necessary by the administration. Employees may request to view video recordings if the video recordings are placed in the employee's personnel file. Any such request shall be processed by the school district in accordance with applicable law. All audio and video recordings will require the permission of the building principal.

### **Inclement Weather**

In case of severe weather which might result in school cancellation and/or early dismissal, students will be advised on local news TV and Radio stations. The Monticello Community School District utilizes School Messenger. School Messenger is a broadcast system that keeps you informed of all that is happening in your school district. You will be notified of activity cancellations, weather notifications, field trip reminders, and emergencies. Please keep your phone number and email address up to date in Infinite Campus. Keeping your information current will ensure that you are getting the most up to date alerts. If you need help with your Infinite Campus account, please contact Morgan Murray-Zimmerman at (319) 465- 3000, Ext. 1551 or [morgan.murray@monticello.k12.ia.us](mailto:morgan.murray@monticello.k12.ia.us). You can also follow the Monticello CSD on Facebook and Twitter.

### **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.

### **Child Abuse by School Employees - See (Board Policy [403.1](#) and [403.1R1](#))**

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 of 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- Todd Werner, MS Principal, 860 East Oak St. (School Phone 465-3000 Ext. 2102)

Alternate- Shannon Kehoe, Elem Principal, 615 North Gill (School Phone 465-3000 Ext. 3112)

## **Parent Information**

### **Complaint Process for Student/Parent - (Board Policy 401.3)**

It is the goal of the district to resolve student and parent complaints at the lowest level. Students/parents are encouraged to address problems with 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.

For additional information, please see the Department of Education's Parent, Guardian, and Community Concerns Page at <https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

### **Disability Plan**

It is the goal of the Monticello School District to provide each student with an appropriate education without regard of the student's disabilities. Each student with disabilities will be provided with 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 provide reasonable accommodations relevant to the student's disability. The student will receive the appropriate support to assist them 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 the evidence and the reasons for the decision.

### **Educational Equity - Grievance Procedure - see (Board Policy 102.1)**

It is the policy of the Monticello Community School District not to discriminate on the basis of race, color, age (for employment), national origin, religion, sex, sexual orientation, disability, creed, marital status (for programs), gender identity, socio-economic status (for programs), 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, *Todd Werner, 860 East Oak Street, Monticello, Iowa, 319-465- 3000 Ext. 2102, todd.werner@monticello.k12.ia.us.*

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. This includes the right to present witnesses and evidence as a part of the investigation. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### **Level One - Principal, Immediate Supervisor, or Personnel Contact Person**

Employees with a complaint of discrimination based upon their age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability, are encouraged to first discuss it with their immediate supervisor, with the

objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age or disability are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon the student's race, color, national origin, religion, sex, disability, or marital status, sexual orientation, gender identity, socio-economic status, or creed are encouraged to first discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

#### Level Two - Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

#### Level Three - Superintendent/Administrator

If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

#### Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is: *Todd Werner, 860 East Oak Street Monticello, Iowa, 319-465- 3000 Ext. 2102, todd.werner@monticello.k12.ia.us.* Office Hours: 8:00 AM – 4:00 PM

#### **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, according to 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 Shannon Kehoe, 465-3000 Ext. 3112) 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 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.

### **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 Counseling Office: Transcript Requests, Transfer of Pupil Record Requests, and 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.

As of July 1, 2017 all new students to the district must provide proof of age and proof of residency.  
Adopted: 8/22/94

Reviewed: 8/97; 9/27/99; 6/23/03; 12/22/08; 6/8/16; 2/28/22

Revised: 3/15/04; 12/18/13; 7/15/24

## APPENDIX A

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Policy Title: Student Conduct

Policy #503.1

The board believes 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 this policy and the administrative regulations supporting it may be disciplined for any of the following:

1. Conduct which disrupts or interferes with the education program;
2. Conduct which disrupts the orderly and efficient operation of the school district or school activity;
3. Conduct which disrupts the rights of other students to participate in or obtain their education;
4. Conduct that is violent or destructive; or
5. 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.

Teachers and/or others who are in charge of a classroom must be the administrators of classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When a situation arises wherein the educational process is substantially interfered with, it then becomes the responsibility of the administration to assist in the disposition of the discipline problem.

### Impermissible Conduct

Students may be disciplined for conduct that violates commonly held notions of acceptable, moral or appropriate behavior, including but not limited to the following:

1. Open and/or persistent defiance of authority, school rules, and regulations (including extracurricular rules);
2. Assault or threatened assault on another person;
3. Extortion, intimidation or coercion;
4. Inciting others to violate the law or school rules;
5. Vandalism;
6. Gambling;
7. Theft or possession of stolen goods/property;
8. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
9. Possession, use or being under the influence of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
10. Possession, use or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon or an explosive;
11. Possession, use or being under the influence of alcoholic beverages;
12. Use, possession, and/or transmission of tobacco or imitation substances;
13. Profanity;
14. Possession of pornographic/obscene literature, items or materials;
15. Student dress which is suggestive, condones illegal activity or in some way disrupts the educational process;
16. Failure to abide by corrective measures for previous acts of misconduct;
17. Harassment of another person in any form;
18. Conduct which discriminates against others based upon an individual's sex, race, national origin, religion or disability;

19. Destruction, damage, unauthorized use, inappropriate use, and/or manipulation of hardware, software or any aspect or component of the school's electronic information system including the internet; or
20. Inappropriate sexual conduct including harassment, indecent exposure, and visible display of affection.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

1. An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
2. Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
3. Intentionally pointing a firearm toward another or displaying in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

#### Sanctions for Student Misconduct

The District may impose a range of disciplinary measures for acts of misconduct. Disciplinary measures include, but are not limited to, removal from the classroom, restriction from school activities, detention, suspension, probation, and expulsion. Discipline will be administered depending on the severity and frequency of the acts of misconduct. The imposition of discipline will be within the discretion of the individual responsible for imposing the discipline. In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in the District's administration of discipline. The school reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student.

A restriction from school activities means a student will attend school, classes, and practice, but will not participate in other school activities.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten (10) consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten (10) days.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response

to the behavior that led to the suspension. If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

Adopted: 8/22/94

Reviewed: 8/97; 9/27/99; 6/23/03; 12/22/08; 6/8/16; 2/28/22

Revised: 3/15/04; 12/18/13

**APPENDIX B**

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**2024-2025 STUDENT HANDBOOK AND STUDENT CONDUCT ACKNOWLEDGEMENT FORM**

House File 604 was passed by the State Legislature and signed into law on 5/26/23. The new law requires school districts to include the student conduct policy (discipline policy) as part of the student handbook for each grade level. In addition, the new law requires a parent/guardian to acknowledge they have received the handbook by submitting a signed acknowledgement form to the school.

Appendix A in this handbook is the Student Conduct Policy and Appendix B is the Acknowledgement Form.

I acknowledge that I have received the 2024-2025 Student Handbook.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

*This form will be completed electronically as a part of the registration process.*



Monticello Community School District  
850 East Oak Street  
Monticello, Iowa 52310  
[www.monticello.k12.ia.us](http://www.monticello.k12.ia.us)  
Phone: (319) 465-3000 Fax: (319) 465-6050  
Dr. Brian Jaeger, Superintendent