



Monticello Community School District

2026-27 MONTICELLO HIGH SCHOOL STUDENT HANDBOOK & CODE OF CONDUCT

NOTICE OF NONDISCRIMINATION

It is the policy of the Monticello Community School District not to discriminate in its educational programs, activities and employment practices on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, age (for employment), actual or potential parental, family or marital status. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy or for information about the district's grievance procedures please contact the District's Equity Coordinator, Todd Werner, 860 East Oak Street, Monticello, Iowa 52310, 319-465-3000, todd.werner@monticello.k12.ia.us.

Approved: July 27, 2026

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 & 21st Century Learning ~ Collaborative Relationships

2026-27

Monticello Board of Education

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Table of Contents

Mission and Goals Statement	5
Jurisdictional Statement	5
Definitions	5
How to Excel as a Panther	6
• Academic Letter	
• Academic Honors	
• Valedictorian/Salutatorian	
• Testing	
• National Honor Society	
• ELP	
• Commencement	
Pathways	8
• Graduation Requirements	
• Schedule Changes	
• School Release Program	
• Concurrent Enrollment	
• Early Graduation Procedure	
Grades, GPA, & SRR	9
• Grading System	
• Employability Standards	
Learning While Avoiding Distractions	10
• Personal Electronic Devices	
• District Issued Laptops	
• Internet Policy	
Community Service	11
• Silver Service	
Engage in Your School	11
• Activity Ticket	
• Athletics and Activities	
• Academic Eligibility	
• Activities Code of Conduct	
• Regulations for Panther Athletes	
• Field Trips	
• Fundraisers	
• Wednesday Nights	
Student Support	12
• Counselors	
• Health Services	
• Communicable Diseases	
• Illness/Injury at School	
• School Resource Officer	
• Study Table Program	
Student Expectations	14
• Attendance	
• Attendance Notification	
• Excused Absences	
• Unexcused Absences	

- Tardiness
- Truancy
- Athletic/Activity Eligibility and Attendance
- HS Credit Academic Program
- JREC Attendance Policy
- School Cancellation, Late Starts, Early Dismissals, & Other Important Notifications
- School Calendar
- HS Daily Bell Schedule
- Behavior Guidelines
- Disruptions
- Discipline/Student Misconduct and Consequences
- Discipline Due Process
- Discipline Appeals Process
- Detention
- Alcohol, Tobacco, Vaping Products and Other Drugs
- Possession of Use of Dangerous Weapons/Instruments
- Bullying and Harassment of Students and Staff
- Hazing
- Personal Appearance
- Theft
- Search and Seizure
- Bus Rules
- Fees
- Academic Honesty Policy
- Food Service
- Passes
- Parking and Use of Motor Vehicles
- Lockers and Locks
- Lunch
- School-Sponsored Dances

Safety Protocols _____ 24

- Fire Drill and Evacuation Plans
- Tornado Drill
- Use of Video Cameras
- Inclement Weather
- Interrogation of Outside Agency or Individual
- Child Abuse by School Employees

Parent Information _____ 26

- Complaint Process for Student/Parent
- Disability Plan
- Educational Equity-Grievance Procedure
- Homeless Information

Alternative High School Handbook _____ 29

Appendix A

Appendix B

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 shows respect for themselves, other people, nature, and property
- The student meets learning goals and shows progress based on their ability
- The student acts as a responsible citizen who cares about their community and the environment
- The student uses technology effectively and responsibly for learning
- The student demonstrates good workplace habits outlined in the employability standards

Long-Range Goals

- Improve reading comprehension and literacy skills across all grade levels
- Boost math proficiency and problem solving abilities
- Enhance scientific understanding and inquiry skills
- Prepare students for future career success by building essential workplace skills

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, and 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 coursework, 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) - Complete entire year long course*
- *Science (Physics or Anatomy & Physiology) - Complete entire year long course*
- *Mathematics (AP Calculus) - Complete entire year long course*
- *Foreign Language (Spanish 4) - Complete entire year long course*
- *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)*

Testing

- Iowa Statewide Assessment of Student Progress (ISASP) will be taken by students in grades 9, 10, & 11.
- 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 9-11 take an alternative reading, language arts, math, and science assessment called Measures of Academic Progress (MAP) tests.
- Students before graduating from high school will need to complete the state-mandated Civics Test

National Honor Society (Delta Sigma Delta Chapter)

The National Honor Society (NHS) recognizes outstanding Sophomores and Juniors. Eligible students may apply in the spring for the following school year.

Eligibility & Selection Process

- Sophomores and Juniors must hold a 3.5+ cumulative GPA.
- Eligible students must apply in the spring, documenting character traits, leadership experiences, and 40 hours of completed service work.
- Staff members score applicants on Leadership, Service, and Character.
- All applicants will be notified of their status in the spring. Selected students may choose to accept or decline membership.

The following core criteria are used by faculty to evaluate candidates:

Leadership: Goes beyond holding an office; focuses on efficiency, taking a constructive lead, promoting positive school activities, influencing others for good, and showing academic initiative.

Service: Voluntary actions done without pay or grade. Includes putting others above self-interest, participating in committee/staff work, representing the school, and showing courtesy to all.

Character: Consists of a proven pattern of positive behavior. Includes meeting responsibilities promptly, upholding honesty and ethics, and cooperating willingly with school regulations.

Scholarship: Based strictly on maintaining a cumulative GPA of 3.5 or above.

**For full details on the selection process and criteria, please contact the NHS advisor or High School Office.*

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:
 - Exceeding Expectations category on Iowa Statewide Assessment of Student Progress (ISASP) composite, math total or language total
 - Advanced category on MAP math total, reading total, or language arts total.
 - Alternative testing will be considered. Evidence of in-depth knowledge of areas that are measured in MAP or ISASP is required.

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 regular advisory 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 – 12th grade), US History (9 – 12th grade), Economics (11th or 12th grade), and American Government (11th or 12th grade)
- ☐ **5 credits Physical Education:** 9th 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.

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 or non-traditional 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 (Open Period)

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 period 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.

EARLY GRADUATION PROCEDURE

PURPOSE : The early graduation procedure will allow high school students to pursue their post high school plans at an earlier time than the normal four-year graduation time.

PROCEDURE :

- A student is expected to fill out the application and turn it into the high school principal by the deadline assigned. This form can be found in the high school office or on the school website.
- Students must have a plan that meets all of the requirements for graduation from Monticello High School.
- Students who graduate early may participate in prom and the regular spring commencement exercises, but may NOT participate in extracurricular activities and sports when they are not a full-time student.

In addition to the application and fulfilling all graduation requirements, students will need to complete 90 hours of work-based learning following the first semester and turn in evidence of completion to the office for credit. If students are unsure of a career/work pathway or cannot find a place of work, they may complete community service in place of work-based learning with Principal approval for credit.

The WBL Credit will be the final piece in allowing a student to graduate early.

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 that:

- Standards-referenced reporting gives a clear picture of student's actual academic progress.
- This system makes learning goals clear for students, parents, and teachers.
- When students understand exactly what they need to master, they become more self-motivated and take ownership of their own growth.
- Focusing on specific standards helps us better meet the unique learning needs of every single child.
- Our reporting system focuses on what the student is actually *learning*, not just the tasks they complete.
- A simple 0–4 scale is more accurate, consistent, and reliable.
- Doing the daily work and making mistakes is a necessary, essential part of truly understanding new concepts.

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 standards are 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 are vital and 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 ([Board Policy 503.14](#))

- A. If a student needs to make an important call, they may, with permission from the office, 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. No other electronic devices are allowed at school without the prior approval of administration.
- E. 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.

Students misusing their cell phone or other electronic devices:

Violation 1-2

- Student will give up their phone or device, and it will be stored in safe location in the office
- 30 minute detention
- Student will get the phone back when they are done in the building for the day

Violation 3-6

- Student will give up their phone or device, and it will be stored in a safe location in the office
- 30 minute detention
- Parent or Guardian must come to the office to pick up the phone or electronic device

Violations of 6+

- ★ Student, Parent, Administrator or School Designee will meet and discuss an alternative plan

If a student refuses to give up their phone or device, further consequences may be given out, which could include suspension.

District Issued Laptops

See the Acceptable Use Policy for Technology Board Policy [here](#).

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.

Further information on activities and eligibility can be found in the [Activities Handbook](#).

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 [Activities 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 is 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.

Documentation of a valid Certificate of Immunization Exemption (Religious or Medical) or Provisional Certificate of Immunization may be submitted in lieu of a Certificate of Immunization. See Board policy #506.3 Student Health and Immunizations for more information

- 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

- **Parent Notification:** Parents will be notified as soon as possible if a student is injured or becomes ill.
- **Leaving School:** Students cannot leave school without permission from the principal, nurse, or a designated person in the office.
- **Medical Care:** Minor first aid will be given by competent staff, and students will be handed over to parents or medical professionals as quickly as possible.
- **Emergency Forms:** Parents must complete an emergency medical information form every year.
- **Reporting Injuries:** All injuries must be reported within 24 hours, and a "Preliminary Accident Report" must 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

Study Table is a designed intervention to help students that are not meeting the standards of the classroom.

The Weekly Check

- The Student Success Center runs a report to check for failing grades every Friday.
- Each class is tracked separately; the "three-week clock" starts over for each individual course.
- Parents will be notified if a student is on the weekly failing grade report.

How Ineligibility Happens (The 3-Week Rule) - If you are failing the same class for more than 3 consecutive weeks:

1. You become ineligible to compete or perform in any after-school activities.
2. You must attend lunch study tables.
3. You *are* still allowed to practice and travel with your team or group.

Study Table Rules

- When: Monday-Friday during students scheduled lunch period.
- Attendance is Mandatory: If you skip a study table, you are immediately ineligible for activities on that specific day.

How to Get Back on Track

- As soon as your grade in that class becomes a passing grade, you no longer have to attend the lunch study table.
- A signed slip from the classroom teacher of a passing grade allows the student to become eligible.

Student Expectations

Attendance (Board Policy [502.1](#), [502.1R1](#), [502.4](#))

Student attendance has a huge impact on academic success. Schools and families must work together to prioritize getting students to school safely every day.

Attendance Notification

Parents/Guardians must contact the school when their child will be absent during the school day. At 9am the automated system will begin to call and notify the parent/guardian that their child is not in attendance if they have not called. 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**.

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.

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 will be considered unexcused. Leaving the building during the day without prior parental permission and authorization from the principal is considered an unexcused absence.

Unexcused Absences

- Students will still be required to complete work as part of the course but they must take the initiative
- Students may be given a detention, suspension, or other consequences deemed appropriate 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.
- Any student that is late to class without a pass from another teacher should get a pass from the office.
- Students will be given one tardy warning per week.
- After the initial tardy warning, students will be issued a 15-minute detention for each tardy within that week.
- Detentions should be served within a week from getting the detention. If a student doesn't serve within the one calendar week, further disciplinary action may be taken by administration.

Truancy (Board Policy [502.1R1](#))

Truancy is missing 20% of the school days or hours in a grading period. Truancy is filed with the county attorney when a parent does not attend the School Engagement Meeting, does not enter into an Absenteeism Prevention Plan, or violates the terms of the Absenteeism Prevention Plan.

To make things clear, here is a step-by-step breakdown of exactly what happens at each intervention step during a single semester and what it means for you and your family.

5 Absences: The Early Warning

- **What happens:** The school will reach out to the student and their parent/guardian via email or mail.
- **Why:** This is just a friendly heads-up to let you know how many days have been missed and to remind you of the school's attendance policies before things get serious.

10 Absences: Officially 'Chronically Absent'

- **What happens:** The school is legally required to notify the county attorney's office about the absences. We will also officially notify the student and parents by mail, email, or in person.
- **Why:** Reaching 10 missed days in a single semester officially triggers "chronic absenteeism" status.

15 Absences: The School Engagement Meeting

- **What happens:** The school will schedule an **official face-to-face meeting**.
- **Who must attend:** The student, the parent/guardian, and a school official.
- **The Goal:** To figure out *why* the student is missing school (health, transportation, etc.) and work together to fix it.

***The Action Plan & Weekly Check-Ins:** Following the 15-Day Meeting.

- **What happens:** During the meeting, everyone will co-create and sign an **Absenteeism Prevention Plan**.

- **The Catch:** Once the plan is signed, a school official will check in with the student and parents **at least once a week** for the rest of the semester to monitor progress.
- **Warning:** If a family refuses to attend the meeting, refuses to sign the plan, or breaks the rules of the plan, the school is required to notify the County Attorney.

20 Absences: Truancy Filing

- **What happens:** The school official will officially file **truancy charges** with the County Attorney's office. Student and Parents will receive an official notification in writing.
- **Why:** At 20 absences in a semester, the situation transitions from a school-managed issue to a legal matter handled by the county.

Keep in Mind: This entire process resets at the start of each new semester (grading period). The main goal of the school is always to support you and help you succeed—the earlier you talk to school staff about attendance challenges, the easier it is to prevent these legal steps from happening.

Athletic/Activity Eligibility and Attendance

Attendance Requirement

- Students must attend school to participate in extracurricular activities that day.
- You cannot participate if you have an unexcused absence for *any* part of the day.

You can still participate if an absence is approved by the Principal or Activities Director for:

- Must be present for 5th-8th periods for any excused absence.
- Unforeseen emergencies.
- Medical or dental appointments (*documentation may be required*).
- College or vocational school visits (*for Juniors and Seniors only*).
- Others absences deemed excusable and approved by the Principal or Activities Director

HS Credit Academic Probation (502.4)

If a student accumulates a total of ten (10) absences (excused or unexcused) per semester in any course, the student may be placed on “Academic Probation” for that course. The following steps will be taken to support the student:

- A meeting with the student and school official to help gain an understanding of what is going on and possibly develop a plan for improvement.
- 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](tel:3194653000) or 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.

2026-2027 Bell Schedules

Regular Day Schedule		Wednesday Early Out Schedule		2 Hour Late Start Schedule	
Warning Bell	7:55	Warning Bell	7:55	Warning Bell	9:55
1st Period	8:00-8:49	1st Period	8:00-8:25	1st Period	10:00-10:34
2nd Period	8:53-9:40	2nd Period	8:29-9:17	2nd Period	10:38-11:11
3rd Period	9:44-10:31	3rd Period	9:21-9:46	5th Period	11:15-12:10
4th Period	10:35-11:22	Advisory	9:50-10:10	Lunch A	11:11-11:36
5th Period	11:26-12:42	4th Period	10:14-10:39	Lunch B	11:45-12:10
Lunch A	11:22-11:49	5th Period	10:43-11:08	3rd Period	12:14-12:48
Lunch B	12:15-12:42	6th Period	11:12-11:37	4th Period	12:52-1:25
6th Period	12:46-1:33	7th Period	11:41-12:06	6th Period	1:29-2:02
7th Period	1:37-2:24	8th Period	12:10-12:35	7th Period	2:06-2:39
8th Period	2:28-3:15	Lunch	12:35-1:00	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

Behavior Expectations

- All students, staff, and visitors must treat each other with respect to ensure a safe school environment. Students should act appropriately for their age and maturity level.
- Students are required to know and follow all school policies, rules, regulations, and the student handbook.

Students will face disciplinary action for behavior that disrupts:

- The educational program or school activities.
- The orderly and efficient operation of the school.
- The rights of other students to learn and participate.
- A disciplined school atmosphere.

Disciplinary actions are based on the specific facts of the incident and the student's past record. Consequences include, but are not limited to:

- Removal from the classroom
- Detention
- Suspension, probation, or expulsion
- Being banned from extracurricular activities and athletics

Policy Updates & Questions

- The school reserves the right to change, add, or remove policies and handbook rules at any time.
- If students or parents have any questions about current rules, they should contact the Building Principal.

Disruptions

Senate File 2428 (SF 2428), is designed to balance classroom safety with student support. It sets strict, clear rules for what happens when a student's behavior becomes too disruptive, while ensuring students with special needs (IEPs or 504 plans) still get the support they legally deserve.

The law divides disruptive behavior into two categories. Nonviolent Disruption: This includes things like disorderly conduct, bullying, using abusive or profane language, or repeatedly interrupting the class. Violent Disruption: This involves physical injury, property damage, or physical assault.

When a student is removed from a classroom by a teacher for Nonviolent Disruption, a specific process begins.

1. The student must go directly under the supervision of the principal (or their designee).
2. The student will not go back into that classroom for that day.
3. A meeting with the teacher and principal must happen to discuss readmission into the classroom.

If a student is removed from class more than once, a larger team must meet to help. The student's teacher, principal or designee, guidance counselor, and parent/guardian will meet to create a formal behavior plan to support the student and stop the disruptions.

If a student is removed for violent or recurring behavior

- The principal *must* assign either in-school or out-of-school suspension, and recommend an approved alternative learning environment.
- If a student assaults a teacher: If the student is removed for assaulting their teacher, they cannot return to that classroom unless the teacher explicitly consents (while still respecting the student's legal due process rights).

If a student has an Individualized Education Program (IEP) or a 504 Plan, the school must take extra legal steps to make sure they are still receiving a Free Appropriate Public Education (FAPE).

If a student with an IEP is removed from a classroom, the IEP team must meet to review the situation. During this meeting, they are required to discuss:

- Is the current education program still appropriate for the student?
- Do we need to adjust the IEP to specifically target and support this behavior?
- Would the student be better served in their current classroom, or is an alternative environment better for their learning?
- What accommodations does the student need, and can we successfully provide them in a general education classroom?
- How does providing these services in a general classroom affect both this student and their classmates?

Additional IEP & 504 Protections

- The 5-in-15 Rule: If a student with an IEP is removed from class 5 or more times within a 15-school-day period, the IEP team *must* meet immediately to address the behavior.
- After a student with an IEP is moved to a new learning environment, the principal or special education director must conduct a *Manifestation Determination Review* (to see if the behavior was caused by the student's disability), run behavior assessments (FBAs), and update behavior plans (BIPs).
- At least one paraeducator who works with the student must attend all IEP or 504 meetings (ideally during normal school hours).
- Every teacher and service provider who works with the student must have access to, read, and sign off in writing that they have read any updates to a student's IEP accommodations or 504 plan.

At the High School an Oversight Review Committee (made up of 2 peer-selected teachers, 1 administrator, and 1 school mental health professional) will help to decide when students are ready to transition back to their regular classrooms.

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

Students must behave respectfully and appropriately for their age in the following locations:

- On all school district property.
- On school-owned, school-operated, or chartered vehicles (like school buses).
- At all school-sponsored activities and events.
- Off school grounds, if the behavior directly impacts the safety, order, or welfare of the school district.

Disciplinary action will be taken for any conduct that interferes with school life, including:

- Disrupting the classroom, educational programs, or school activities.
- Interfering with the orderly operation of the school.
- Violating the rights of other students to learn or participate.
- Violent, destructive, or unsafe behavior.
- Breaking the disciplined atmosphere of the school.

Disciplinary Actions & Enforcement

- Disciplinary measures will be fair, age-appropriate, and based on the specific circumstances of the incident.
- Depending on the situation, the principal may use any combination of the following consequences:
 - Removal from the classroom
 - Detention
 - Community service or financial restitution (paying for damages)
 - Suspension or probation
 - Recommendation to the school board for expulsion
- **Law Enforcement:** The school reserves the right to refer any incident to the police if necessary.

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](#))

Prohibited Items & Activities

Students are strictly forbidden from manufacturing, distributing, dispensing, possessing, using, or being under the influence of the following:

- Beer, wine, and alcohol
- Tobacco and tobacco products
- Controlled substances (illegal drugs)
- "Look-alike" substances that mimic alcohol, tobacco, or drugs

Where and When This Policy Applies

This policy is enforced:

- On all school district property.
- Inside school-owned, operated, or chartered vehicles (like school buses).
- While attending or participating in any school-sponsored activities.
- **Off school grounds**, if the behavior directly disrupts the good order, management, or safety of the school district.

Consequences of a Violation

Students who break these rules will face disciplinary action, which may include:

- Suspension or expulsion.
- Students may be required to complete an approved substance abuse assistance or rehab program. Failing to finish this program can lead to further suspension or expulsion.
- The school may report students to local police for the possession, use, purchase, or being under the influence of alcohol, drugs, tobacco (if under 18), or drug paraphernalia.

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](#), [503.10](#), [503.10E1](#), [503.10E2](#), [503.10E3](#))

At Monticello 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 or use this [form](#). 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 bullied or harassed should follow several steps.

1. 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.
2. Next, if the behavior or harassment continues, the student will fill out the form that is located in the high school office. [Witness forms](#) are available as well.
3. Finally, the student will return the completed form to the principal or counselor in the office.

Staff member(s) from the bullying/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 bullying/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 believe 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 hazing behavior defined as "any activity expected of someone joining a group that humiliates, degrades, abuses, or endangers, regardless of the person's willingness to participate. See HAZING [Iowa Code Section 708.10](#) and the [Monticello Activities Handbook](#) 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 (Board Policy [503.7](#))

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](#))

Student Searches and Inspections

- **Authority to Search:** School officials may search students, their belongings, lockers, desks, work areas, and vehicles without a search warrant to maintain order, safety, and an educational environment.
- **Reasonable Suspicion:** Searches of a student's body, personal effects, or vehicle interior require a reasonable suspicion that the student has violated the law or school district policy.
- **Contraband and Consequences:** School authorities will seize any illegal, unauthorized, or contraband materials (including but not limited to drugs, drug apparatus, alcohol, tobacco, weapons, explosives, poisons, and stolen property). Possession of these items will lead to disciplinary action and may be reported to law enforcement.

Locker and Desk Inspections

- **Periodic Inspections:** School officials can conduct random, periodic inspections of school-owned lockers and desks at any time without prior notice.
- **Inspection Procedures:** Locker inspections must occur in the presence of the student or at least one other adult witness. Methods include visual searches or the use of drug-sniffing animals.

Searches of a Student's Body and Personal Effects

- **Search Methods:** A student's garments, pockets, or bags may be searched using visual methods, pat-downs, or metal detectors.
- **Privacy and Witness Requirements:** Pat-downs and garment/bag searches must be conducted in private by a school official of the same sex, with an adult witness of the same sex present, unless an immediate health or safety danger prevents delay.
- **Use of Drug-Sniffing Animals:** Drug-sniffing animals **will not** be used to search a student's body, but they **may** be used to search a student's personal effects (such as bags).

Vehicle and Parking Lot Rules

- **Parking Privilege:** Parking on school premises is a privilege, not a right.
- **Routine Patrols:** The school routinely patrols student parking lots, which may include the use of drug-sniffing animals.
- **Vehicle Interior Searches:** The interior of a student's car may be searched if officials have a reasonable and articulable suspicion that it contains contraband or unauthorized items.

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) transportation 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 \$340. 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

Breakfast & Lunch Schedule

- **Breakfast:** Available every school day from **7:40 AM – 8:00 AM**.
- **Lunch Period:** Your lunch time is determined by your Period 5 class. Lunch schedules will be posted.
- **Attendance:** You must report to the lunch area during your assigned shift.
- **Closed Campus:** You are **not allowed** to leave the building for lunch, and food deliveries to the school are prohibited.

Meal Prices

- **Lunch:** \$2.80 per meal
- **Breakfast:** \$2.10 per meal
- **A La Carte:** Other individual items are available at various prices.
- *Note: Applications for free or reduced-price lunches are available in the main office.*

Accounts & Payments

- **Debit System:** School lunch accounts operate like a debit card. Every student gets an account number and **must present their own lunch card** to make a purchase.
- **Deposits:** Money must be deposited into your account in the Commons in the morning *before* classes start.
- **No Charging:** Students without money in their account will not be allowed to purchase ala carte.
- **Replacement Cards:** Lost or damaged lunch cards cost **\$3.00** to replace.

Passes

Anytime a student finds it necessary to be in a hallway during a class, they 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

General Vehicle Rules

- **No Loitering:** Students may not hang out around or sit inside their vehicles during the school day.

- You cannot leave school grounds in your vehicle during the day without administrative permission and signing out in the principal's office.

Permits & Registration

- **Parking Tags:** Every vehicle must be registered, and the school-issued parking ID tag must be displayed on the rearview mirror at all times.
- **Fees:** Students receive one free tag. A fee will be charged for any additional or replacement tags.

Where to Park

- **Visitor Parking:** The circle drive area is strictly for visitors. Monticello High School students are never allowed to park here.
- **Student Parking:** The area north of the gym, art room, and west of FCS and industrial tech is available for student parking. Always park within the painted lines.
- **Staff Parking:** The lot south of the band, auditorium, agriculture, and industrial tech areas is reserved for school employees only.
- Parking arrangements may change for special events. Changes will be shared in the daily verbal and email announcements.

Violations

- Students may have parking privileges at the school revoked if unsafe or unlawful driving behavior happens on school property.

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 and students who take KCC classes 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 behavior in order to maintain a safe, secure, and healthy environment for students and staff. Students and parents are hereby notified that the content of video recordings may be used in a student disciplinary proceeding. The content of the video recordings may be a confidential student record and, if so, will be retained with other student records. Video recordings will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined necessary by the administration. Parents may request to view recordings of their children in the event the recordings are used in disciplinary proceedings involving their children. Any such request shall be processed by the school district in accordance with applicable law. All audio and video recordings will require 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. You can also follow the Monticello CSD on Facebook and Twitter.

Interrogation by Outside Agency or Individual (Board Policy [503.12](#), [503.12R1](#))

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)

Level II- Britt Smith, Monticello Chief of Police (465-3525)

Parent Information

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

Student and Parent Complaint Procedure

Goal: The district aims to resolve all student and parent complaints at the lowest possible level.

- **Level 1 (Teacher/Staff):** Discuss the problem directly with the student's teacher or the appropriate licensed employee (excluding administration) to seek a resolution.
- **Level 2 (Principal):** If the issue is not resolved at Level 1, the student or parent may meet with the principal **within 10 days** and complete a district complaint form (available in the principal's office).
- **Level 3 (Superintendent):** If the matter remains unresolved after meeting with the principal, it may be taken to the superintendent **within 10 days** of the discussion 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 (Gina McConahay 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.

Monticello Community School District

Alternative High School Handbook

Student Conduct

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

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

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

Violation of this policy will result in the following consequences:

1st offense: verbal warning

2nd offense: supervised break with an adult

3rd offense: loss of privileges from the lobby and hallway area until further notice

Student Contract

Each student at the alternative high school will sign an educational contract at the beginning of each term. This contract will identify the minimum number of credits that need to be completed for each term (quarter) and the maximum number of hours that may be missed for each week.

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

The goal of this program is for students to earn the credits they need to be awarded a high school diploma. Completing required courses as well as electives and being here every day is imperative to meeting this goal. The students and the high school principal will sign the contract at the beginning of each term.

Attendance Policy

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

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

An absence can be qualified as any of the following:

- Late/gone more than 5 minutes of the class time
- Mentally absent (e.g. sleeping, not working) for more than 5 minutes of class time.
- Doodling/drawing/sleeping during class time
- Refusing to put cell phone away during class time
- Refusing a staff directive means being absent for the rest of the day and having a meeting with staff before returning to class

Students have the ability to make up missed time at the beginning (7:45 – 8:15) and end (2:30 – 3:30) of each school day. If a student knows they will be gone a certain day, they can make up that time before they are going to be absent.

Makeup hours guidelines:

- Students may receive makeup hours only for the time working in 15- minute increments. The student must also state to the staff when he/she is starting/stopping.
- Tickets or tardies may not be used
- Must work during scheduled makeup time
- All classroom rules apply

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

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

1. The student will meet with the staff to decide on a plan of action for making up the hours within that week.
2. If at the end of the plan of action that was developed in Step 1 the student has not made up all absences (over 21), they will have to have a parent and staff meeting in order to set up a plan of action to make up the hours. The students may not be allowed to return until there is a meeting. During this meeting, the student/parent(s)/staff will agree upon a time frame for the student to make up the remaining missed time. If remaining missed time is not made up in the agreed-upon time, the student may be removed from the Monticello Alternative School for the remainder of the term (quarter) and risks losing their spot for the next term. The student will be able to come at the beginning of the next term *if there is a spot available*.

****Staff reserves the right to make changes to this policy on an individual basis as needed. Failure to maintain the required attendance may result in the student's dismissal from the Monticello Alternative School program altogether.***

Cell Phone Policy

Students are allowed to bring and use cell phones during the school day, as long as students are making progress on their contract. If a student is not making progress, the students will have to earn this privilege by completing their work.

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

Students can request the use of cell phones during independent study time to listen to music only. This is a privilege that will be earned and may be taken away if violated. Violation will be construed as a student using the phone to text message or any other form of communication other than listening to music. It is also considered a violation if a student is switching songs on their phone during independent study time.

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

- 1st offense: Student will be asked to put their phone or device on the teacher's desk for the remainder of the class period.
- 2nd offense: Student will be asked to put the phone on the teacher's desk for the remainder of the school day. Students may have their phones during breaks.
- 3rd offense: Student will be required to put their phone or device on the teacher's desk every class for the remainder of the term.

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

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

Classroom Policy

The mission of Monticello Alternative High School is to help students recover credits so that they can earn their high school diploma. In order to meet our mission, students need to be in attendance and working on their classes. We will incorporate the following policies in our classroom to maximize student efforts. If the student is not on task in the small group classes as well as in the independent study classes (defined as but not limited to refusing to work, talking without permission, using an electronic device for anything other than music, or refusing to work after being given a verbal warning by staff) or is refusing to work quietly for longer than 5 minutes, they will be given the opportunity to complete the class in one of the offices without their electronic devices. If they choose not to go to the office for the remainder of the class, they will be given an absence for that class. At this time, the student will have the choice of going to the in-school suspension area or going home for the day. If a student chooses to go home, this will count as an automatic suspension for the remaining periods of the day. Parents will be notified at this time.

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

In-School Suspension

Students refusing to work will be given an absence for the class unless they complete the class in one of the offices. Failure to follow any of the in-school suspension rules will result in a meeting with the Alternative School staff, the student, and the high school principal and may result in the student being sent home. Parents will be notified.

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

Students will not have access to their cell phones while on suspension. They will take their breaks and eat lunch separately from the other students. Alternate School staff will consistently check on and provide support to students when they are in school suspension.

Tardy Policy

Students will be expected to be here at the beginning of the day and stay until the school day is completed. There will be a break between classes. These breaks are designated by a timer. If a student is not in the classroom by the time the timer goes off, they will receive a tardy.

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

Tardy guidelines:

- Tardy if physically late/gone (e.g. leaving early, trips to the bathroom) for 1–5 minutes of class time
- Tardy if mentally absent (e.g. sleeping, not working) for 1–5 minutes
- Tardy if unprepared for class and out of seat when the time for class goes off
- May not be used as break time
- Three tardies equal one absence

Ticket Policy

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

- May only be used after ticket is placed on the board by staff
- Tickets cannot be used during an assessment.
- Only one ticket can be used per class.
- Students can only use a ticket with their name on it.

- May be used independently and not in conjunction with a tardy or break
- Students may use the ticket during the time past the first fifteen minutes of class and the last fifteen minutes of a class period.
- If a student has 6 or more tickets (30+ minutes), he/she may use them as a group of tickets to take time off at the beginning or the end of class. This must be approved by staff.
 - If a student uses this at the beginning of the group work time, the student will come back to do independent study instead of joining the group for that hour and will be responsible to complete the content that was missed.
 - If a student uses this at the end of the group work time, the student will be responsible to complete the content that was missed.
 - May not be used during assessments.

IF YOU ARE NOT “ON PACE” (CAUGHT UP) WITH ALL OF YOUR CLASSES, YOU MAY NOT USE TICKETS TO LEAVE EARLY (6+).

Break Policy

As mentioned earlier in the handbook, we are guests at the Kirkwood facility. Students are given a break between classes. These breaks are designed for students to use the restroom, get a drink of water, and use their phones. Students have access to the lobby and vending machines in front of the building. Students are not to use break time to distract from classes that are in session. Breaks will be supervised by a staff member and students are to conduct themselves in a PBIS manner. Any violations or behaviors that are mentioned above will result in privileges being revoked.

Extras

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

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

APPENDIX A

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.

In the case of any threat of violence or incident of violence that results in injury, property damage or assault by a student, the teacher will report the incident to the school principal within 24 hours of the incident. The principal will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) who the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible.

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.

Assault Against an Employee

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.

Sanctions for Student Misconduct Defined

Restriction From School Activities: 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: 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: 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: 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: 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 will result in immediate reinstatement of the penalty.

Expulsion: 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.

Special Education Students

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; 1/22/24

APPENDIX B

2026-2027 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. This is done electronically when a student is registered through Infinite Campus.

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

I acknowledge that I have received the 2026-2027 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
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Dr. Brian Jaeger, Superintendent