



**Monticello Community School District**

**2024-2025  
Middle School  
Student Handbook**

Approved 7/22/24

**Monticello Community School District**  
**Title IX**  
**Notice of Nondiscrimination**

*NOTICE OF NONDISCRIMINATION*

*Students, parents, employees, and others doing business with or performing services for the Monticello Community School District are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, sexual orientation, gender identity, or genetic information (for employment) in any of its education programs, activities, or employment opportunities, pursuant to Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable state and federal laws. This prohibition on discrimination applies to admission and employment.*

*The District has adopted grievance procedures for processing and resolving formal and informal Title IX sex discrimination and sexual harassment complaints and other discrimination complaints. Inquiries regarding sex discrimination pursuant to Title IX of the District's nondiscrimination policy may be directed to the District's Title IX Coordinator, Todd Werner, 860 East Oak Street, Monticello, Iowa 52310, 319-465-3000 ext.2101, [todd.werner@monticello.k12.ia.us](mailto:todd.werner@monticello.k12.ia.us); other grievances or complaints related to the District's nondiscrimination policy may be directed to the District's Equity Coordinator, Todd Werner, at 860 East Oak Street, Monticello, Iowa, 319-465-3000 ext.2101, [todd.werner@monticello.k12.ia.us](mailto:todd.werner@monticello.k12.ia.us).*

*Inquiries related to sex discrimination pursuant to Title IX may also be referred to U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; [OCR@ed.gov](mailto:OCR@ed.gov)). Inquires related to other grievances or complaints may be directed to the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov))*

# Monticello Community School District

## **Mission Statement:**

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

## **Vision:**

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

## **Core Values:**

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

**2024-2025**

## **Monticello Board of Education**

Craig Stadtmueller- President

Mandy Norton - Vice President

John Schlarmann

Tony Amsler

Mark Reiken

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### **MONTICELLO MIDDLE SCHOOL MISSION STATEMENT**

*Our mission is to provide a favorable learning environment where all students will learn to deal with academic, social, physical, and emotional change through the early adolescent years. This environment will assist them to achieve excellence.*

### **MONTICELLO MIDDLE SCHOOL PHILOSOPHY STATEMENT**

*The Monticello Middle School accepts that each student is unique. The school will strive to construct a cooperative relationship for the child's education involving the student, the child's family, the community, and school personnel. Efforts will be made to enhance the student's self-concept as well as continuing to improve the student's basic skills. Social situations shall be constructed to provide each individual the opportunity to experience success. The student will be encouraged to view ideas from a variety of perspectives that promote creative and reasonable solutions for the problems of today and tomorrow.*



### **WELCOME TO MONTICELLO MIDDLE SCHOOL!**

The policies and procedures contained in the following lines are the results of a concerted effort on the part of the staff and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to school, and to become an integral part of it.

Our school welcomes you and we hope that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things which will make it outstanding!

### **Accidents**

Students who are INJURED during the school day will be dealt with according to the individual situation. If you are taken to the clinic or to the hospital, your parents or designee will be notified. An accident report will be submitted to the nurse's office or principal's office promptly in the case of each accident. This procedure is the joint responsibility of the teacher and the student. "Proof of loss" statements and the claim sheets will be prepared in the nurse's office or principal's office for submission to the insurance company.

### **Appointments with Administrators and Faculty Members**

The administration and faculty of Monticello Middle School are available to discuss matters of concern with parents and patrons. Please call the Principal's Office to schedule appointments with the principal or faculty members. The phone number is 319-465-3000.

### **Arrival Time to School**

Students should plan to arrive at school *not before* 7:40 AM. The breakfast time may be moved 5-10 minutes earlier in the winter to accommodate for students removing boots and coats. **There is no one on duty in the building until 7:40 AM, therefore, students are discouraged to arrive before this time. Students who arrive prior to 7:40 should remain outside or in the foyer area of the main entrance and will not be allowed into the building.** Buses shuttling to Carpenter and Shannon will leave at approximately 7:48 AM. Students that ride the shuttle buses may be on the school site at 7:40 AM.

**Middle School students are not to enter the high school building prior to the school day. Any middle school students who ride with a high school sibling or student should come directly to the middle school upon entering and not loiter in the high school.**

### **Attendance – Board Policy # 502.4**

Board and faculty of the district consider regular attendance highly important and have established the following policy to deal with student absence and tardiness in the middle school.

### **Attendance Notification**

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

### **Excused Absences**

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

### **Unexcused Absences**

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

## **I. Middle School Attendance Policies**

### **A. Following an unexcused absence:**

1. All work must be made-up the day the student returns to school. Credit will be granted for work made-up.
2. Following the first unexcused absence the student will be assigned a 90 minute detention (45 minutes if only one period is missed).
3. Following the second unexcused absence greater than 90 minutes, a student will be placed on in-school suspension for ½ day.
4. A third unexcused absence will result in a one-day in-school suspension. Parents/guardians will be required to meet with the principal and truant officer to develop an attendance plan before the student returns to class.
5. Parents/guardians will be notified by mail or phone or email of any unexcused absence from school.

### **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. The student may be assigned a detention, suspension, Saturday School, or other consequences for tardiness.

### **Truancy**

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

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

Some absences may be unavoidable due to health problems or other circumstances. But, when students miss too much school – regardless of the reason – it can cause them to fall behind academically. Your child is less likely to succeed if he or she is chronically absent – which means missing 18 or more days over the course of an entire school year. Research shows:

- Children chronically absent in kindergarten and 1<sup>st</sup> grade are much less likely to read at grade level by the end of 3<sup>rd</sup> grade.
- By 6<sup>th</sup> grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9<sup>th</sup> grade good attendance can predict graduation rates even better than 8<sup>th</sup> grade test scores.

Absences can add up quickly. **A child is chronically absent if he or she misses just two days every month!**

### **Clearly going to school regularly matters!**

Please ensure that your child attends school every day and arrives on time. Here are a few practical tips to help support regular attendance:

- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpacks the night before.
- Ensure your children go to school every day unless they are truly sick (ie – vomiting, fever)
- Avoid scheduling vacations or doctor's appointments when school is in session.
- Talk to teachers and counselors for advice if your children feel anxious about going to school
- Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.

Let us know how we can best support you and your children so that they can show up for school on time every day. We want your child to be successful in school! If you have any questions or need more information please contact us at school.



## Specific Attendance Regulations

- 1.1 Whenever a student is absent or is going to be absent from school, the student's parents should either:
  - A. Call the school to report the absence (then, no absence note will be required), OR
  - B. Send an absence note with the student when the student returns to school. THE SCHOOL RECOMMENDS AND ENCOURAGES PARENTS TO CALL THE SCHOOL TO REPORT STUDENT ABSENCES ON THE DAY WHEN THE ABSENCE OCCURS.If the school is **NOT** notified appropriately and truthfully, the student's absence may be considered **UNEXCUSED**.
- 1.2 Once a student is present at school, the student may leave only if the student follows the procedure listed below: The student must (1) present a statement from the student's parents indicating the reason for which the student must leave school (2) obtain the permission of the principal or designee and (3) sign out on the appropriate form in the Principal's Office.
- 1.3 Students are expected to be in class on time. Excessive unexcused tardies will result in disciplinary action. An unexcused tardy longer than 15 minutes may be considered an unexcused absence.  
\*Upon receiving a fourth unexcused tardy a student will be issued a 30 minute detention. Each subsequent tardy will result in a 15 minute detention.
- 1.4 Students must be in attendance by 10:00am before participation in extra-curricular activities will be allowed. This includes practices and games. (Note - planned absences, appointments, or other excused absences are exempt. Students may be asked to provide written notification to confirm absence.)

## Attending School Events

Our school is a public, non-profit organization. Please do not leave your child unattended at events unsupervised by adults. Parents are responsible for their children at events such as athletic contests, music concerts/contests, and theatrical productions. Students will not be allowed to play football during the games, or roam the school hallways when they are to be in the auditorium or gymnasium. The school does not provide supervision for this purpose. Ideally, students will sit with their parents or in small parent-supervised groups in the identified student sections. Your cooperation is expected and very much appreciated.

## Bicycles

Students riding bicycles to school should park the bikes in the bike racks located on the north side of the school. Students are encouraged to lock their bikes.

## Book Bags

Book bags will only be allowed to be stored in lockers. They may not be carried to classrooms. They may be carried to Physical Education and stored in a P.E. locker.

## Book Sales

When your child purchases books in their class from book order companies, please make all checks payable to:

**Monticello Community Schools**

## Bus Rules

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

We believe the driver of a school bus has one of the most demanding and stressful jobs in the school system. He/she is the sole person involved with the control, the safety and transportation of up to 70 students at one time, in all kinds of weather and road conditions. The last thing the driver needs is a distraction causing him/her to lose concentration, which could cause a major catastrophe.

Parents are encouraged to provide students with a book bag or backpack to store books and school items. It will help prevent the pupils from dropping loose items in front of, or on the side of the bus where the driver has limited sight.

When your child is not going to ride, please call 465-4774 or notify a student who is picked up before your child so that they may tell the driver.

## School Bus Rules:

1. Obey the Driver: The driver is the authority in the bus. All students riding the bus should respect the driver and obey any rules the driver feels necessary for the safety of the students. He has the authority to assign seats if necessary.
2. Sit in Your Seat: All students must remain seated while the bus is in motion. Keep feet out of the aisle and off the seats and back of seats. Head, hands, books, etc. should be kept inside the bus, not out the windows.
3. Keep Noise to a Minimum: Talk quietly only with students nearby and be sure to avoid unnecessary, disturbing noises (singing, yelling, etc.). Do not yell out the windows at passing persons or vehicles. Do not distract the driver while the bus is in motion.

4. Use Respectful Language: Profanity, name-calling, and disrespectful gestures will not be allowed. Please use your best manners.
5. Your Best Behavior: Students should remember they are still on school time and should use school manners. Throwing objects, horseplay, fighting, bothering others and any other activities that are distracting to the driver and others, is considered disruptive behavior.
6. You Pay for Damages: Treat your bus with respect. Any damage to a bus by a student, or students, will be billed to the parent or guardian and the student(s) will have bus privileges suspended.
7. No Tobacco, Drugs, Alcohol: This is a state law and should be obeyed at all times.
8. Be On Time: The driver will try to maintain the same schedule every day, so be ready when the bus comes.
9. No Eating, Drinking, Spitting: For students' safety, they are asked to not eat or drink on the bus. Spitting of any kind is not allowed. PLEASE KEEP THE BUS CLEAN

### **School Bus Discipline Procedure:**

**Incident 1.** Verbal Warning: Driver takes student aside and tells him/her the next incident will result in a written reprimand.

**Incident 2.** Written Reprimand with Memo to Parents: A student conduct report will be filled out by the driver. The school principal will discuss the report with the student and inform the student that the next incident will result in a two-day suspension from riding the bus. There will also be a memo sent to the parents informing them of the action taken and suspension if another incident occurs.

**Incident 3.** Two-Day Suspension: The third occurrence results in a mandatory two-day suspension from riding the bus and formal communications between the principal and parents. Documentation will be made and kept.

**Incident 4.** Indefinite Suspension: The fourth occurrence will result in an indefinite suspension from riding the bus and a formal letter to parents. There will also be communication between the student, parents, and principal explaining the suspension.

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

### **Cell Phone Policy**

Communication technology, specifically cellular telephones, has become an integral part of the daily lives of students, parents and teachers alike. Monticello Middle School fully understands and embraces the benefits that come from this technology and permits the use of such technology within certain parameters.

The goal of the Monticello Middle School policy on cellular phones is to allow students to use their cell phones in a responsible and appropriate way that does not interfere with our commitment to foster an environment for learning and community.

## **MONTICELLO MIDDLE SCHOOL CELL PHONE POLICY**

1. MS students may have a cell phone with them at school, but that cell phone must be off, not on vibrate, except for specific times listed below.
2. MS students are allowed to use their cell phones, on campus, anytime before 8:00 a.m. and after 3:15 p.m. MS Students may use their cell phones during the school day (8:00 a.m. to 3:15 p.m.) **ONLY** at the following times: 7th/8th Lunch/Recess (11:00 - 11:27). Cell phones are not to be used during passing times. During this time phones should be off. 5th and 6th-grade students will not be permitted to use a cell phone at all during the regular school day.
3. Students participating in after-school athletic events/practices may use their cell phones with permission from their coach.
4. Cell phones may not be visible at any other time during the day and must be turned off completely, not on vibrate, except during those times referenced in number 2 and 3.
5. Each teacher has the right to allow the use of cell phones during instructional time for instructional purposes.
6. Students are welcome to use their cell phone cameras, or any other digital camera for instructional purposes only. **Students are NOT allowed to take photos or videos of other students at any other time.**
7. Any phone communication during the instructional day, except during lunch, will take place on school telephones with permission from office personnel with the exception of emergency situations. Parents should continue to call the school for any emergency situation.
8. Students are not permitted to bring cell phones into a classroom. Teachers will collect any student cellphones in classrooms. 7th & 8th Grade students may be asked to place cell phones in a provided classroom caddy.

9. **Possession of a cell phone by a student is a privilege, which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. Monticello Middle School does not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.**
10. **Students are NOT allowed to use listening devices such as but not limited to AirPods or headphones at any time (other than lunch/recess for 7th/8th grades) without staff permission.**
11. Students who call home to inform parent/guardian of illness or injury prior to notifying school staff will be documented for a cell phone violation.

**Any violations of the above policy will result in the following:**

**First violation:** The cell phone will be confiscated by an administrator/teacher for the remainder of that school day. The phone will be returned to the student at the end of that school day.

**Second Violation –** Cell phone will be confiscated by an administrator/teacher and will be returned to the student only after a conversation with the parent advising that parent of the violation by the student.

**Third Violation –** Cell phone will be confiscated by an administrator/teacher until a parent comes to the school to retrieve the cell phone. The student will lose their privilege to have a cell phone at school for a period of time as determined by the parent and the school.

**If you leave the room to go to your locker or the restroom, your phone needs to remain in the classroom.**

### **Child Abuse by School Employees**

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

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

1. "Physical abuse" means non-accidental, physical injury to the student as a result of the actions of a school employee. Injury occurs when evidence of it is still apparent at least 24 hours after the incident. Physical abuse may occur as the result of intentional infliction of injury or excessive, unnecessary, or unreasonable use of force.
2. "Sexual abuse" means any sexual offense as defined by Iowa Code chapter 709 or Iowa Code section 728.12(1). The term also encompasses acts of the school employee that encourage the student to engage in prostitution as defined by Iowa law, as well as inappropriate, intentional sexual behavior by the school employee toward a student.

Reporting: When a student (or a parent of a student) suspects a school employee of physical or sexual abuse, the incident may be reported to any school employee. Any employee receiving an informal report must notify that 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, Middle School Principal  
860 East Oak  
Monticello, IA 52310  
School Phone - 465-3000

**Level II**

Dawn Graver, Police Officer  
860 East Oak  
Monticello, IA 52310  
Phone – 465-3526

**Alternate**

Shannon Kehoe, Elementary Principal  
321 W South Street  
Monticello, IA 52310  
School Phone 465-3000

### **Complaint Process for Student/Parent**

It is the goal of the district to resolve student and parent complaints at the lowest level. Students/parents are encouraged to address problems to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, the student may discuss this matter with the principal within 3 days, and complete the district complaint form. (Complaint forms are available in the principal's office.) If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 days after speaking with the principal.

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

### **Computing Resources & the Internet**

Here at Monticello Middle School, we believe that access and use of computers, the Internet, the World Wide Web, electronic mail, and other computing resources, should be undertaken in an ethical and legal manner by all users. Upon entry to Monticello Middle School all students (and their parents) will be requested to review and sign our Ethical Practices Agreement in order to use the many technology resources provided. If a student violates any of the provisions agreed upon, his/her access will be

suspended for one month - as determined by the **Discipline/Student Misconduct and Consequences** section of the student handbook. If violations persist, access to MMS computing resources will be terminated for the remainder of the year.

## Co-Curricular Activities Code of Conduct - (Board Policy 505.1 and 505.1R1)

See Good Conduct Code Policy located on District Website.

### Concussion Return to Learn Plan:

Once a concussion has been diagnosed, it is critical to REMOVE the student from physical activity, including PE/gym classes, active recess, and athletics until the student has been cleared by their health care provider.

A review by the concussion management team (Principal, Nurse, Physician, Parents, Athletic Trainer) should be conducted promptly to determine the need for supports, if any. Given the majority of students with a concussion will have their symptoms resolve within two to three weeks, it may be most efficient to implement many of the needed classroom adjustments before a formal accommodation plan can be put fully in place. However, the concussion management team may consider starting conversations about formalizing a plan for the student so that a seamless transition can occur if additional supports are needed later on.

Regardless of whether or not supports are formalized, the concussion management team will be responsible for assuring that everyone supporting the student understands the situation and their role concerning the safety and well-being of the student.

This includes clearly communicating the following information:

- The student's condition.
- Implications the symptoms have on learning.
- Individualized adjustments and accommodations implemented.
- Information/data collection and reporting.
- The roles and responsibilities of the various team members.

Return to learn chart:

Stage	Goal	Activity	Objective of each stage
1	Daily activities at home that do not give the child symptoms	Typical activities of the child during the day as long as activities do not increase symptoms (e.g., reading, texting, screen time). Start with 5-15 minutes at a time and gradually build up.	Gradual return to typical activities
2	School activities	Homework, reading or other cognitive activities outside of the classroom.	Increase tolerance to cognitive work
3	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day.	Increase academic activities
4	Return to school full-time	Gradually progress to increased school activities until a full day can be tolerated.	Return to full academic activities and catch up on missed work as needed

### Conferences with Teachers and Counselors

Conferences with teachers and counselors can be held any time during the school year. A conference can be initiated by parents, students, teachers, the counselor or the administration. Any time there is a concern about a student's performance, behavior or wellbeing there is sufficient cause for a conference to be arranged. The conference can be arranged with an individual member of the school staff or a group conference with any number of school staff members who work with the student either directly or indirectly.

Please call and/or arrange a conference whenever you feel there is a need. The Middle School considers parent-school communication vital if we are to be effective as a school. Individual conferences may be arranged by calling the Middle School office, 465-3000, to leave a message for the teacher to contact you when he/she is able to do so. If you lack transportation or are unable to come to school because of your hours of employment, it may be desirable to have a telephone conversation or video conference with the staff member with whom you wish to speak. The simplest way is to leave your phone number, the times you will be available and the name of the teacher(s) with whom you wish to speak. The teacher(s) will then contact you as soon as possible. If you desire a group conference with any number of staff members, you may contact your child's counselor at 465-3000, Ext. 2103.

## **Detention**

### **Detention**

1. Detention may be assigned to students by any school employee for conduct, which is inappropriate, disruptive, uncooperative, or for refusal to follow the accepted rules of the school.
2. All detention assignments will be in multiples of 15 minutes.
3. Students will be expected to call their parents/guardians and inform them of the assigned detention
4. Detention is to be completed after school on the school day it is assigned. The principal may excuse a student from serving a detention the same day it is assigned only if parents/guardians have provided an acceptable excuse and have made arrangements for their student to serve the detention the following day.

If a student accumulates several detentions for student misconduct in a semester, an action plan may be created. The action plan will define steps to improve behavior and consequences of continued misbehavior. Parents will be notified of the action plan.

## **Disability Plan**

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

Any student or parent of a student who suspects that a disability is limiting themselves 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.

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

## **DISCIPLINE**

### **Discipline Due Process**

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

1. A student who is in violation of the discipline/student conduct policies will be informed of the nature of the violation. No action will be taken without reasonable cause.
2. The student shall be given an opportunity to tell his/her side of the incident. In cases where parental notification is judged to be appropriate, parents shall be notified in writing and/or by telephone as soon as possible. In situations in which law enforcement officials are notified, a reasonable attempt will be made to contact the parents prior to questioning by law enforcement officials.
3. The school official administers the procedures of the policy.

### **Discipline Appeals Process:**

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; 4. Board of Education.
5. An appeal, which is upheld, shall if possible, cause the penalty to be removed. If the penalty has already been administered, all written records of the disciplinary action shall be removed from the student's file and destroyed. (Board Policy #502.1)

### **Discipline/Student Conduct:**

Discipline begins in the home between parent and child and continues in the classroom between the teacher and the pupil. Discipline is the job of students, the parents and all school staff members. Communications between the school and parent are to be encouraged.

There will be a single standard of discipline in the Monticello District. Teachers, principals, and other responsible persons may not excuse any person because of the 19 classifications of non-discrimination listed previously from adhering to reasonable standards of discipline or rules of the school district.

The ENTIRE staff of the Monticello Community School District has the authority and responsibility to set and enforce reasonable standards of student conduct. Students are expected to adhere to the discipline policies at all school activities (either away or at home or on school property).

## **Discipline/Student Misconduct and Consequences**

The following forms of student misconduct will require disciplinary action:

- Disruption of educational/school climate
- Verbal abuse directed at another student
- Physical abuse of another student
- Gambling
- Insubordination
- Sexual harassment
- Violation of Ethical Practices Agreement

Student misconduct listed above can expect to receive at least one of the following consequences:

- Referral to the principal
- After-school detention
- Restitution
- Removal of school privileges
- Removal from class
- Disciplinary probation
- Required attendance on non-teaching days
- Short-term suspension from school
- Long-term suspension from school
- Expulsion from school
- Referral to law-enforcement officials

**THE FOLLOWING OFFENSES ARE MORE SERIOUS. THE CONSEQUENCES STUDENTS CAN EXPECT ARE LISTED AFTER EACH MISCONDUCT INFRACTION. (The administrator has the option to use any or all of the disciplinary actions deemed appropriate.)**

### **DAMAGE, DESTRUCTION OR THEFT OF PROPERTY**

- School/community service
- Restitution
- Suspension (in or out)
- Referral to law enforcement officials
- Disciplinary probation
- Expulsion from school
- Student/parent is encouraged to contact police
- Loss of special activities such as field trips, etc.

### **VERBAL ABUSE DIRECTED TO A SCHOOL EMPLOYEE OR STUDENT(S)**

- Suspension (in or out)
- Disciplinary probation
- Expulsion from school
- Loss of special activities such as field trips, etc.
- Referral to law enforcement officials

### **POSSESSION OR UNDER THE INFLUENCE OF DRUGS, ALCOHOL, OR TOBACCO**

- Referral to substance abuse counseling
- Referral to law enforcement officials
- School/community service
- Suspension (in or out)
- Expulsion from school
- Loss of special activities such as field trips, etc.

### **PHYSICAL ABUSE DIRECTED TO A SCHOOL EMPLOYEE OR STUDENT(S)**

- Referral to law enforcement officials
- Suspension (in or out)

- Expulsion
- School/community service
- Disciplinary probation
- Loss of special activities such as field trips, etc.

### POSSESSION OR USE OF DANGEROUS WEAPONS OR INSTRUMENTS

- Confiscate the weapon or instrument
- Referral to law enforcement officials
- Suspension (in or out)
- Disciplinary Probation
- Expulsion
- School/community service
- Loss of special activities such as field trips, etc.

### LEAVE CAMPUS WITHOUT PERMISSION (SEE ATTENDANCE POLICY 2.2)

- Suspension (in or out)
- Disciplinary probation
- Expulsion
- School/community service
- Loss of special activities such as field trips, etc.

### SEXUAL HARASSMENT

- |                                |  |
|--------------------------------|--|
| - Referral to the principal    | - Required attendance on non-teaching days |
| - After-school detention       | - Short-term suspension from school        |
| - Restitution                  | - Long-term suspension from school         |
| - Removal of school privileges | - Expulsion from school                    |
| - Removal from class           | - Referral to law-enforcement officials    |
| - Disciplinary probation       |  |

### Drug-Free Schools

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedule I through V of section 202 of the Controlled Substances Act(21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours at school or in any other school district location as defined below.

"School district location" means in a school building or on school premises; in a school-owned vehicle or in another school-approved vehicle used to transport students to and from school or school activities; off school property at a school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

A student who violates the terms of this policy shall satisfactorily complete a drug abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student shall be suspended or expelled from school at the discretion of the board.

Sanctions against students shall be in accordance with prescribed school district administrative regulations and discipline procedures. (See Discipline)

### Educational Equity - Grievance

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, 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 52310, (319) 465-3000 – Ext. 2102. Office Hours: 8:00 AM – 4:00 PM

### **Eligibility/Instructional Decision Making Process**

Monticello Middle School is an educational institution with high expectations for student achievement for all of its students. The Monticello Middle School's goal is to improve its building-wide program to provide help and support to those students who are not meeting course work expectations in their classes. The key to this plan is to have as much positive academic interaction between student and teacher as possible.

As in the past we will continue to support the Guided Study Periods, SHIP (Student High Interest Program), after school tutoring and having teachers available for guided instruction after school. This year we will make teachers available for periodic small group instruction during guided study periods, and we will be utilizing staff trained in Strategic Reading to help selected students improve their reading skills.

The Monticello Middle School Multi-Tiered Systems of Support process will be a four-step process, to answer the question, "What do we do if a student is not learning?"

At the bi-weekly grade level team meetings, student academic performance will be reviewed, throughout the school year. Areas of academic performance that will be considered will include grades, ISASP, attendance, assignment completion, organizational skills, and additional assessment information that are available. If a student is consistently below average in these areas and the grade level team recommends it; an intervention contract will be created.

Guided Study Contract with the Student and Parent/Guardian:



Step 1 - Identification of students needs to create a student contract /intervention file. Parents and/or guardians will be contacted for their signature to acknowledge the initiation of supplemental instructional support. This contract will be monitored by assigned team members.

Possible support could include individual or small group instruction with teachers, after school tutoring, placed in a Strategic Reading class, WIN support or a combination of these. This plan may include completing missing assignments and/or working on organizational skills.

Students will stay on Step 1 as long as obligations of the student contract are being completed.

Step 2 - If a student is not meeting the obligations of Step 1, then the team may recommend that a student be placed on Step 2. This will include a parent meeting with the teaching team. Revise student contract and intervention file. This may require time outside of the school day. Student participation in student extra-curricular activities will be restricted based on the Academic Accountability regulations.

Step 3 - If a student is not meeting the obligations of Step 2, then the team may recommend that a student be placed on Step 3. Revise student contract intervention file. Restriction of other student activities will take place. This will involve a parent meeting with the School Counselor and Principal.

## **Fees**

Middle School students will need to pay a registration fee, which will be announced prior to registration in the fall.

Other fees or costs incurred during the school year may include:

Padlock Rental - (Optional) - \$7.00 (\$2.00 refund at the end of the year when padlock is returned)

General Music – (Optional) Harmonica and recorder purchases

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). Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for a temporary financial hardship should contact the secretary at registration time for a Free or Reduced Lunch Application form. This form does not carry over from year to year and must be completed annually.

## **Field Trips (Out of District)**

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

## **Fines**

Students are charged the cost of the item for lost library books or magazines. Students may also be charged for losing or abusing classroom books and materials. These assessments may range to full replacement costs.

## **Fire Drill and Evacuation Plans**

The exit route is posted in each room. Quietness is absolutely necessary in case a change of route must be made once the evacuation is under way. Follow these rules and be sure you are familiar with the routes set up for each part of the building.

1. When the alarm sounds move out of the building according to room plans.
2. Move to the outer perimeter of the building, remaining with your group so roll can be taken. Stay on the same side of the building you used in your exit.
3. Make sure the street is open so fire equipment can get into the area.
4. Teachers are to leave the room last, making sure the lights are off and the windows and doors are closed.
5. Always be prepared to take an alternate route in the event a fire should block a particular part of the building.
6. Remember to move quickly but do not run, push, or do anything that could create an injury or bottleneck in the evacuation.
7. The first two people out of the door are to hold the doors open until the building is evacuated.
8. Supervisors will signal you to return to the building.

## **Food & Drink Policy**

All food and drink will be consumed in the breakfast/lunch area, unless there is special permission. No opened food or drink will be allowed in lockers. Water bottles are permitted.

## **Food Service**

Grades 7 & 8 will go to lunch following their 3<sup>rd</sup> period class (11:00 am). Grades 5 & 6 will eat lunch at 11:30 am. Breakfast is served before school in the cafeteria starting at 7:40. Specific instructions dealing with lunch procedures will be discussed with students the first day of school. All students are expected to report to the lunch area during their assigned lunch shift. Students are not allowed to leave the building for lunch.

Student prices for lunch will be announced at registration time. Lunch accounts are set like a checking account: deposits are made to the account and funds are withdrawn as each purchase is made. Lunch deposits may be made before school each morning.

To apply for free or reduced lunches, forms are available in the principal's office and must be completed and returned prior to acceptance in the program. Notification of acceptance in the program will be mailed to parents prior to the student receiving free or reduced meals.

## **Freedom of Expression**

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency.

The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures. (Board Policy #503.2)

## **Fund-Raising**

Students may raise funds for school-sponsored events with the prior written permission of the building principal. Fundraising at school by students for events other than school-sponsored activities is not allowed. Individual buildings will need to decide the limitations which they wish to place on fundraising.

## **Grading System**

A Standards Referenced Report will be used to determine student growth and mastery for standards within a subject area. The following performance scales will be used:

- 4 = Mastery
- 3 = Proficient
- 2 = Making Progress
- 1 = Needs Support
- NA – Not Assessed

A letter grade will not be given at the Middle School.

## **Guidance & Special School Programs**

**Guidance Counseling:** Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any questions the student may feel they would like to discuss with the counselor.

**Learning Disabilities:** Two different programs are offered; a resource program and a special class with integration.

**RESOURCE PROGRAM:** This program serves students with deficiencies, which inhibit their ability to efficiently learn in keeping with their potential. These students need a different instructional approach than is presented in the regular class. Students spend between thirty minutes to two hours a day receiving this assistance. The remaining time is spent in their regular classes.

**SPECIAL CLASS with INTEGRATION (SCI):** This program also serves students with deficiencies which inhibit their ability to efficiently learn in keeping with their potential but their needs are greater. They need a different instructional approach in several curriculum areas. They spend most of the school day in this class. They are integrated for subjects that they can handle with their age group.

## **Hallways**

Shouting, running, fighting, or horseplay is prohibited. Use this time for developing friendship and rapport with fellow students. Walk to the right side of the hallway.

## **Harassment Procedures**

It is the policy of the Monticello School District that all students should be able to attend school free from harassment. All students are aware of this policy and are expected to follow the following process for appropriate action to take place in the case of harassment.

Step 1: THINK

Ask yourself...what am I thinking? what am I feeling?  
If you are thinking... I don't like this and I want it to stop...and you are angry, scared or confused...  
move to step 2.

Step 2: SAY  
STOP...Ask the person to stop. Tell them you don't like what they are doing. If they do not listen...  
move to step 3.

Step 3: TELL  
Tell someone...(mom or dad, counselor, teacher, or principal). Tell what is happening and how you  
feel.

Often at step 3, mediation is tried to resolve the situation. If mediation does not work, it is at this point that a letter is written to the harasser by the victim. The two students are involved with the counselor at this point. All letters are kept confidential and filed in the guidance office. If a student does not stop after the letter, their parents will now be involved. The principal, parents and the student will now meet and a letter will go in the student's file.

## Health Services

Should you need to discuss your child's health or check on medication, please call the office. We will attempt to care for the total health and well-being of the student. The following are health screenings that are done routinely in our middle school:

- Hearing - Grade 5, known hearing losses and new students to the district
- Height, Weight, Blood Pressure

Parents/guardians not wishing their child's hearing be tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

### HEARING SCREENING

Grant Wood Area Education Agency (GWAEA) conducts hearing screenings for all students in:

- 4-Year-Old Preschool
- Any 3 year olds in Preschool with an Individualized Education Program (IEP)
- 1st Grade
- 5th Grade

Parents/Guardians have the right to opt their child out of the hearing screening. To do so, please submit a written notification to the school health office at the beginning of the school year or prior to screening. If you have any concerns about your child's hearing, please contact the school nurse or Grant Wood Area Education Agency directly at (319) 399-6746 to a hearing test at any time.

We do not like to send an ill student home without informing the parents or guardians first - if it would be difficult for you to get away to pick up your ill child please inform the school who we should contact in such a case. Please keep current phone numbers/emergency contacts updated in Infinite Campus.

### BLOOD SPILLS

Students are advised to avoid exposure to another student's blood. In the event of an injury, students should seek help from school staff. Monticello Community Schools have developed building first responder teams to handle blood and other body fluid spills.

### COMMUNICABLE DISEASES

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

### MANDATORY IMMUNIZATIONS, HEALTH RECORDS & MEDICATION PROCEDURES (FOR STUDENTS)

a) State law requires all parents of students K-12 to submit proof of immunization upon school enrollment. These requirements are:

1. D.T.P. – 3 doses with at least one dose of DTP containing vaccine received on or after 4 years of age if the student was born on or before 9/15/2000.
  - 4 doses with at least 1 dose of DTP vaccine received on or after 4 years of age if the applicant was born after 9/15/2000 but before 9/15/2003.
  - 5 doses with at least 1 dose of DTP containing vaccine received on or after 4 years of age if the student was born on or after 9/15/2003 and ....
  - 1 time dose of tdp containing vaccine (Tdap) for applicants in grade 7 and above, if born on or after 9/15/2000 regardless of the interval since the last tetanus-diphtheria containing vaccine.
2. Polio - 3 doses with at least one dose received on or after 4 years of age if the applicant was born on or before 9/15/2003 or ....
  - 4 doses with at least 1 dose received on or after 4 years of age if the applicant was born after 9/15, 2003.

3. Measles / Rubella – 2 doses of measles/rubella containing vaccine. The first dose shall have been received on or after 12 months of age, the second dose shall have been received no less than 28 days after the first dose or the applicant demonstrates a positive antibody test for measles and rubella from a U.S. Laboratory.
  4. Hepatitis B -3 doses of the vaccine must be completed for children born on or after July 1, 1994.
  5. Varicella – 1 dose received on or after 12 months of age if the applicant was born on or after 9/15/1997 but born before 9/15/2003; unless the applicant has had a reliable history of natural disease, or ...  
- 2 doses received on or after 12 months of age if the applicant was born on or after 9/15/2003, unless the applicant has a reliable history of natural disease.
- b) If a child needs to take a prescription or nonprescription medication, his/her parents or guardian must, in compliance with Board Policy 504.3, complete a Medication Procedure Form. (Forms are available in the nurse's office and principal's office.)  
If a child needs to take a nonprescription medication, such as Tylenol, Ibuprofen, Tums, or cough drops, his/her parents or guardian must grant permission in Infinite Campus or complete a Health Inventory Form. (Forms are available in the nurse's office and principal's office.)

Medications taken at school 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.**

## Homeless Information

If your family lives in any of the following situations: In a shelter, motel, vehicle, or campground; on the street; in an abandoned building, trailer, or other inadequate accommodations, or doubled up with friends or relatives because you cannot find or afford housing,

### McKinney-Vento Homeless Education Assistance Act

Your children have the right to:

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

### When you move, you should do the following:

Contact the school district's local liaison for homeless education (Shannon Kehoe 465-3551 or 465-5425) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (or someone at a shelter, social services office, or the school can direct you to the person you need to contact.) Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances. Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

## Illness at School

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Students should notify school staff immediately upon injury or illness. Students who contact parents/guardians of injury or illness prior to school staff may face disciplinary action. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the nurse's office.

## Interrogation by Outside Agency or Individuals

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.

## Library

The library is open throughout the school day. Students are encouraged to use all library facilities. They may check out AV materials, magazines and computer software, as well as books. Appropriate care of materials is expected. Good behavior is expected at all times. The library is a place to work and study. Please follow these rules:

1. No talking except with the permission of the library supervisor.
2. Use library materials carefully and quietly.
3. Respect all property.
4. Check out all materials and return them in good condition.
5. Reference books and bound magazines are for use in the library only.
6. All materials except magazines, current issues, and newspapers should be returned to the charging desk.

## Lockers & Locks

Each student will be assigned a locker. Students may NOT switch lockers without first receiving permission from the Principal's Office. Don't plan to visit your locker during classes. Take materials with you for several periods at a time. Excused tardies will not be issued for locker visitation.

Students are encouraged to buy or rent padlocks for their lockers. Only school issued locks will be allowed on student lockers. School padlocks may be obtained at registration for \$7.00 per lock, \$2.00 of which may be refunded at the end of the school year when the lock is returned. Students are not to enter another person's locker. Violators will be disciplined. The lockers are school property and are open to inspection at any time. Storage of contraband, alcohol, drugs or other similar items in the lockers is absolutely prohibited.

## Messages to Students

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

## Open Records Law

The law commonly known as "Open Records Law" has implications for all students and parents. The following forms are available in the office: Transcript requests, transfer of pupil records, release of permanent school record requests, and a challenge to school records request. Following is the school's operating procedure in regard to the "Open Records Law".

### Notification of Records Maintenance and Release

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

The records of each student are generally located in the school building where he or she is attending. Any exception will be noted by the person in charge of record maintenance for each school building. The principal of each building is the person in charge of record maintenance for each school.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- A. School officials and teachers with a legitimate educational interest.
- B. Officials of other schools in which the student proposes to enroll.
- C. Representative of state and local government when auditing and evaluating Federal education programs.
- D. In connection with a student's educational financial aid applications.
- E. Government officials to whom information is to be reported under state law adopted prior to Nov. 19, 1974.
- F. Organizations whom process and evaluate standardized tests.
- G. Accrediting organizations for accreditation purposes.
- H. Parents of dependent children, regardless of child's age.
- I. In connection with an emergency.

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

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

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

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

Any parent objecting to the public release of such information must file a written objection with the principal responsible for maintaining student records in each building and that information objected to shall not be publicly released. This objection must be filed by the 1st of September. If no objection is filed, the office may release the kinds of information described above. The office will, however, use discretion as to the kinds of information released and to whom.

## **Parties**

### **NON-SCHOOL SPONSORED PARTIES**

Birthday invitations and other party invitations should be distributed outside of school-time as those children not invited feel left out. Hurt feelings ruin the educational climate for that student.

## **Passes**

Any time a student finds it necessary to be in a hallway during a class or study hall, he/she must have a pass from an appropriate staff member.

## **Personal Appearance**

Student personal appearance will reflect the high ideals and personal pride that Monticello has in its schools. Personal appearance at school should be reasonable and proper, present no health or safety hazards to the individual or his/her fellow students, or create no undue class disturbance.

- Attire which can be interpreted as sexually offensive or depicts/implicates drugs and/or alcohol is prohibited.
- Students may not wear caps, hats, hoods, or bandanas **during the school day (7:55 A.M. to 3:15 P.M.)**.
- Clothing deliberately chosen because it is extremely tight or obviously too small is not in good taste. In addition, the following types of clothing will not be allowed during the day because the likelihood that such attire will cause a material and substantial disruption to the educational process: halter tops, "muscle shirts", one-strapped shirts, inappropriate spaghetti strap shirts, shirts with open backs or sides and shirts that reveal a bare midriff.
- Footwear should be worn at all times and be appropriate for school and the season. Slippers, wheeled shoes, or any type of cleated shoe are not appropriate footwear for school.
- If a student's attire disrupts the educational process, he or she will first be given the opportunity to change clothes. If that option is not exercised, parents will be notified and the student may be disciplined.
- If a student has any question about the appropriateness of an item of apparel, the student should seek approval prior to wearing the item or bring alternative clothing in case the item is deemed to be in violation of this policy. Final interpretation of these provisions is the responsibility of the administration. Any questions and/or complaints should be addressed to the administration.

## **Physical Education Attire**

All students in grades 7 and 8 must wear clothing that will allow them to move freely and participate in a variety of physical activities. Shorts or sweatpants, athletic shoes and socks are required. PE Clothes should not be the same items worn throughout the rest of the school day. Lockers are available for students.

## **Progress Reports**

Each grading period progress reports are available in Infinite Campus. These reports may define areas of strengths or weaknesses. If the report indicates weakness or unsatisfactory work, parents are asked to discuss the report with their student and the student's teachers and counselor, if they feel it is necessary. These reports may be sent at other times as the teacher deems necessary.

## **School Messenger**

The Monticello Community School district has officially launched SchoolMessenger. SchoolMessenger is a broadcast system that keeps you informed of all that is happening in your school district. You may have already received emails pertaining to attendance. Now 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 2030 or [morgan.murray@monticello.k12.ia.us](mailto:morgan.murray@monticello.k12.ia.us). You can also follow the Monticello CSD on Facebook and Twitter.

## Search and Seizure

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

## Sportsmanship by Students

Sportsmanship is a very important part of athletics at Monticello Middle School. Fan support is appreciated, encouraged and necessary to the success of our various athletic teams and individual performances. Negative situations arising from MMS student(s) at athletic events will be handled in the following manner:

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

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

## Study Hall

All students will be assigned to a study hall area when not assigned to a class. Following is a list of general rules for study halls. More specific rules will be discussed during the first session of study hall.

1. Students will be assigned seats in study hall.
2. Students must remain in study hall until attendance has been taken.
3. Students must receive permission from the study hall supervisor before leaving study hall.
4. Students may talk only with the supervisor's permission.
5. Students must remain in their seats unless permission to move is given by the supervisor.
6. Each student must take study materials to the study hall and work on this material during study hall.
7. Students who leave study hall for the library, rest room, office, the computer center, or an instructional area, must have an appropriate pass.

## Student Enrollment in District – Policy #501.1

Children in the district community will be allowed to enroll in the district's regular education program beginning at age five (5). The child must be age five (5) on or prior to September 15 to participate in the district's kindergarten program. The child must be age six (6) on or prior to September 15 to begin the first grade of the education program.

The Board will require evidence of age and residency in the form of a birth certificate or other evidence before the student may enroll in the district's education program. It is within the discretion of the superintendent to determine what constitutes satisfactory evidence for proof of age.

Prior to enrollment of a child, the administration must be provided with the child's health and immunization certificate, as well as verification of a recent dental screening. Failure to provide this information within the time period set by the superintendent is reason for suspension, expulsion, or denying admission to the student. An exception to this would be a homeless student.

Students enrolling in the district after the first day of regular classes may have one day for orientation, testing and/or scheduling purposes prior to beginning work in the classroom unless circumstances prohibit so much. The classroom teacher will have this one school day to make preparation for the new student(s) prior to admittance to class. The building administrator/designee will be responsible for the orientation, testing, and/or scheduling.

## Telephone

If a student needs to make an important call, they may, with permission, use the office phone. Phones other than the office phone should not be used by students without permission. **Student cell phones should not be turned on during class time hours.** If students choose to bring cell phones to school, the school is not responsible for the loss, theft, or damage of personal phones.

## Testing

1. Iowa State Assessment of Student Progress (ISASP)- Administered to grades 5-8.
2. MAP Test (Fall and Spring) – Administered to grades 5-8.
3. Cognitive Abilities Test (CogAt) will be scheduled for 6th grade students.
4. Other tests - These will be scheduled as needed by the Counselor's Office. Students desiring a special test such as aptitude or vocational should see their counselor.

## Things Not to Bring to School

- a) To help ensure the safety and well-being of children at school, items such as laser pointers, electronic games and devices, airpods, bean shooters, knives, guns, aluminum baseball/softball bats, hard balls, any balls smaller than a softball, and other items that can cause problems in control of students should not be brought to school. In the event such items are found, they will be held in the principal's office until parents claim them.
- b) Roller blades and/or skateboards are not to be brought to school. These items are not permitted on school grounds while school is in session. If they are brought to school to be taken to a friend's house after school, they are to be left in the principal's office until the end of the school day.
- c) The school cannot be responsible for valuables brought into the classrooms or left in lockers. Before any valuable item is brought to school a plan for its safekeeping should be worked out with the classroom teacher. Items such as clothing, sports equipment, etc. should be identified with the child's name in permanent marker.

## Tornado Drill

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

1. You will be alerted by the tornado alert sound through the intercom system.
2. Students and faculty will proceed quickly and quietly to assigned safety areas and remain there until the "All Clear" notification. The locations of these areas are posted in each room.
3. When the "All Clear" is announced over the intercom system, students will return to "business as usual".

## Use of Video Cameras (Policy 703.1)

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

## Vandalism

Vandalism is a problem in many schools and Monticello is no exception. We would hope that all students would have respect for all school property and enough respect for themselves and other students to realize that vandalism, besides being destructive, is basically an action that displays immaturity. Students who engage in vandalism will be liable for the cost of the damage and will be liable to suspension and possibly prosecution.

## Visitors

Anyone who enters the building must STOP IN THE OFFICE TO REPORT IN. Visitors are required to enter through the Middle School Office Entrance. We encourage parents to visit school, however, children are not to bring other children to visit school for the whole day. Students may bring visitors for their lunch and recess time. The classroom teachers are to be notified of the request prior to the visit. We request no visitors during the first and last week of school.

## Volunteers

The Monticello Community School System encourages individuals to become involved as volunteers in the schools. Parents or friends of the schools should contact the school office or a classroom teacher.

## Weather Related Announcements

In case of severe weather which might result in school cancellation or late starts, students will be so advised on the following television and radio stations: WMT-TV, KCRG-TV, KWVL-TV, WMT 600AM, KCRG 1600AM and KDST 99.3FM. Parents may call the District office (465-3000) for updated weather related announcements. **Breakfast is not served on late arrival mornings.**

## Wednesday Night

Wednesday night the school building will be closed during the evening with no scheduled practices, rehearsals, or meetings of any kind taking place. All Middle School students must be out of the building by 5:30 P.M. No school activities will be scheduled this night regardless of where the activity is being held. The only exception would be if an agency or group outside of the school schedules tournaments or meetings.



## APPENDIX A

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Policy Title: Student Conduct  
Policy #503.1

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, and/or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

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

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for any of the following:

1. Conduct which disrupts or interferes with the education program;
2. Conduct which disrupts the orderly and efficient operation of the school district or school activity;
3. Conduct which disrupts the rights of other students to participate in or obtain their education;
4. Conduct that is violent or destructive; or
5. Conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

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

### Impermissible Conduct

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

1. Open and/or persistent defiance of authority, school rules, and regulations (including extracurricular rules);
2. Assault or threatened assault on another person;
3. Extortion, intimidation or coercion;
4. Inciting others to violate the law or school rules;
5. Vandalism;
6. Gambling;
7. Theft or possession of stolen goods/property;
8. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
9. Possession, use or being under the influence of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
10. Possession, use or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon or an explosive;
11. Possession, use or being under the influence of alcoholic beverages;
12. Use, possession, and/or transmission of tobacco or imitation substances;
13. Profanity;
14. Possession of pornographic/obscene literature, items or materials;

15. Student dress which is suggestive, condones illegal activity or in some way disrupts the educational process;
16. Failure to abide by corrective measures for previous acts of misconduct;
17. Harassment of another person in any form;
18. Conduct which discriminates against others based upon an individual's sex, race, national origin, religion or disability;
19. Destruction, damage, unauthorized use, inappropriate use, and/or manipulation of hardware, software or any aspect or component of the school's electronic information system including the internet; or
20. Inappropriate sexual conduct including harassment, indecent exposure, and visible display of affection.

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

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

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

#### Sanctions for Student Misconduct

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

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

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

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

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not

exceed ten (10) consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten (10) days.

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

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

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

Adopted: 8/22/94

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

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

**APPENDIX B**

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

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

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

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

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

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

\_\_\_\_\_  
Date

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



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