



# Monticello Community School District

**2023-2024**

## **Alternative High School Student Handbook**

### *NOTICE OF NONDISCRIMINATION*

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

***Approved: July 31, 2023***

# Monticello Community School District

## **Mission Statement:**

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

## **Vision:**

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

## **Core Values:**

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

**2023-2024**

## **Monticello Board of Education**

Craig Stadtmueller- President

Mandy Norton - Vice President

John Schlarmann

Amanda Brenneman

Mark Reiken

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## **Student Conduct**

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

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

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

Violation of this policy will result in the following consequences:

1st offense: verbal warning

2nd offense: supervised break with an adult

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

Monticello is a PBIS school, and the following practices will be followed: Respectful, Safe, Caring, Responsible, and Integrity

## **Student Contract**

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

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

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

## **Attendance Policy**

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

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

An absence can be qualified as any of the following:

-Late/gone more than 5 minutes of the class time

-Mentally absent (e.g. sleeping, not working) for more than 5 minutes of class time.

- Doodling/drawing/sleeping during class time
- Refusing to put cell phone away during class time
- Refusing a staff directive means being absent for the rest of the day and having a meeting with staff before returning to class

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

#### Makeup hours guidelines:

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

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

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

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

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

#### Cell Phone Policy

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

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

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

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

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

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

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

### Classroom Policy

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

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

### In-School Suspension

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

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

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

### Tardy Policy

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

Students can earn five minute tickets for each assessment that they pass. These tickets can be used in place of a tardy if a ticket is available. If a student is tardy three times during the day, they will be given the option to

complete the day on in-school suspension. If they refuse the in-school suspension, the parent will be notified, and the student will be sent home. The student will be given an absence for the remaining classes that they miss. Students will then start the following day serving their in-school suspension.

#### Tardy guidelines:

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

#### Ticket Policy

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

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

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

#### Break Policy

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

#### Extras

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

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