

# ***MONTICELLO HIGH SCHOOL***

1 Sage Drive, Monticello, IL 61856  
Office - 217/762-8511, Ext. 1210  
Absence Message - Ext. 1210  
FAX - 217/762-8505

## **2018-2019**

# **Sages Daily Agenda Book**

This school agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Monticello Unit School District #25 ensures that equal educational opportunity is provided students regardless of race, color, national origin, age, sex, religion, or handicap. Questions in reference to educational opportunities may be directed to Principal, Title IX and Section 504 Coordinator. Phone (217) 762-8511, ext.1210.

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**MONTICELLO HIGH SCHOOL STAFF**

***Administrative Staff***

Mr. Adam Clapp ..... Principal  
Mr. Dan Sheehan ..... Asst. Principal/Activities Director  
Mrs. Brenda Cummings ..... High School Secretary  
Mrs. Angie Jarvis ..... High School Secretary  
Mrs. Erika Boman ..... Guidance Office Secretary/Media Center Aide

***Instructional Staff***

Mrs. Allen ..... Science  
Mrs. Allender ..... Band  
Mr. Bailey ..... Math  
Mrs. Beery ..... Social Worker/Guidance Counselor  
Mrs. Berge ..... Science  
Mrs. Bicknell ..... English  
Mrs. Biswell ..... Math  
Mrs. Bryant ..... French  
Mrs. Camacho ..... Math  
Mrs. Cekander ..... Social Studies  
Mr. Condis ..... Math  
Mr. Crowhurst ..... English  
Mr. Curry ..... Industrial Technology-Woods  
Mrs. Dahl ..... Spec. Ed. Resource Teacher  
Mrs. Donahue ..... Spec. Ed. Resource Teacher  
Mrs. Dozier ..... Special Education Aide  
Mrs. Ehrhardt ..... Spanish  
Mrs. Espenschied ..... Social Studies  
Mrs. Etheridge ..... Math  
Mrs. Garmon ..... Special Education Resource Teacher  
Ms. Hettinger ..... English  
Mr. Jones ..... Driver's Educ./Phys. Educ./Fit & Cond.  
Ms. Klein ..... Physical Education  
Mr. Kunde ..... Social Studies  
Mrs. Malone ..... Guidance Counselor  
Mrs. McCleary ..... Family and Consumer Science  
Mrs. McDowell ..... Nurse

Mr. Moore .....	Physical Education/Health
i	
Mr. Muse .....	FFA Advisor
Mr. Ness .....	Math
Mrs. Nuku .....	English
Mrs. Rost .....	Agriculture
Mr. Roy .....	Physical Educ./Computers/Business
Mrs. Shaw .....	Chorus
Ms. Stoddard .....	Special Education Resource Teacher
Mr. Stripens .....	Art/Crafts
Mrs. Swanson .....	Special Education Aide
Mr. Turner .....	Business/Keyboarding
Mrs. Walk .....	Spanish
Mr. Webb .....	Business/Social Studies
Mr. Welter .....	Math
Mrs. Wolter-Harris .....	Media Center/Tutoring
Mr. Woodham .....	Industrial Technology-Metals
Mrs. Young .....	Science

### SCHOOL SONG

The school song was written in 1939. There was a contest among the students of the high school to see who could write the best school song. Most of the junior class got together and wrote a school song. Their song won and is still sung today.

*Monticello, we're for you  
 Loyal, brave, and true.  
 May we always be for right.  
 Fight with all your might, rah! rah!  
 The purple and the gold shall stand  
 For the best school in the land.  
 Victory will always stand for  
 Our high school.  
 Che-he, Cha-ha, Cha-ha, ha, ha!  
 Monticello Sages, rah! rah! rah!*

School Colors: Purple and Gold

School Mascot: Owl

**STUDENT OFFICERS – 2018-2019**

**Student Council**

President..... Lily Brown  
Vice-President..... Ethan Bright  
Secretary ..... Cansas Buckalew  
Treasurer ..... David Alexander

**Senior Class**

President..... Nicki Sheafe  
Vice-President..... Cansas Buckalew  
Secretary ..... Josiah Ratts  
Treasurer ..... Lily Brown

**Junior Class**

President..... Grace O’Brien  
Vice-President..... Andrew Ellison  
Secretary ..... Grace Mittelbrun  
Treasurer ..... Tiffany Montgomery

**Sophomore Class**

President..... Ashley Long  
Vice-President..... Claire Webber  
Secretary ..... Claire Keating  
Treasurer ..... Sarah Hissong

**Freshmen Class**

President..... Sophie Happ  
Vice-President..... Teya Broyles  
Secretary ..... Cora Sowinski  
Treasurer ..... Jackie Boyd



## STUDENT ACTIVITIES

<u>Organizations</u>	<u>Advisor</u>
Annual Staff.....	Mrs. Nuku
Art Club.....	Mr. Stripens
Band.....	Mrs. Allender
Business Club.....	Mr. Webb
Chorus.....	Mrs. Shaw
FEA.....	Mrs. Young
FFA.....	Mrs. Rost and Mr. Muse
FCCLA.....	Mrs. McCleary
French Club.....	Mr. Bryant
LifeSavers.....	Mrs. Malone and Ms. Howard
National Honor Society.....	Mrs. Malone
Pep Club.....	Mrs. Donahue
Rotary Interact.....	Mr. Jeff Condis
Scholastic Bowl.....	Mrs. Etheridge
Spanish Club.....	Mrs. Walk
Student Council.....	Mrs. Camacho and Mrs. Allen
Thespians.....	Mrs. Graham
WYSE.....	Mrs. Stephanie Young

## ATHLETIC ACTIVITIES

Baseball.....	Mr. Jones
Basketball - Girls.....	Mr. Beery
Basketball - Boys.....	Mr. Roy
Bass Fishing.....	Mr. Kunde
Cheerleading.....	Mrs. Fitzsimmons
Cross Country.....	Mr. Remmert
Football.....	Mr. Welter
Golf.....	Mr. Turner
Soccer - Boys.....	Mr. Burkybile
Soccer - Girls.....	Mr. McDaniel
Softball.....	TBA
Track - Boys.....	Mr. Welter
Track - Girls.....	Mr. Ness
Volleyball.....	Mrs. Allison
Asst. Volleyball.....	Mrs. Camacho
Wrestling.....	Mr. Moore

**Monticello Community Unit Schools**  
**2018-19 FEE SCHEDULE**

<b>GRADE</b>	<b>BOOK FEES</b>	<b>LOCK FEES</b>	<b>TOTAL FEES</b>
Small Wonders	\$100.00	N/A	\$100.00
Grade School (K-5)	\$65.00	N/A	\$65.00
Middle School (6-8)	\$80.00	N/A	\$80.00
High School	\$160.00	N/A	\$160.00

**Fees are due prior to the start of school.**

**Exemptions** from book fees payment will be based on the Annual Child Nutrition Income Guidelines.

**Students Eligible for Free Lunch** will have fees waived.

**Students Eligible for Reduced Lunch** will have 50% fees waived.

**Textbooks damaged** beyond regular use will result in fines being assessed.

**Student Insurance** is optional and available to cover students during school hours. Payment will be made directly to the insurance company by the parent. The applications are available online and in the school offices.

**MHS COURSE/LAB FEES**

**High School**

Drivers Ed BTW	\$150.00
AP Classes	\$ 50.00
Parkland ECCA	\$250.00 refundable

NOTE: Special PE activity fees at all schools may be collected at the time of the activity (bowling and skating).

**PARTICIPATION FEES**

**High School**

Marching Band	\$60.00	Baseball	\$60.00	Cross Country	\$60.00
Madrigals	\$60.00	Softball	\$60.00	Wrestling	\$60.00
Football	\$60.00	Soccer	\$60.00	Cheerleading	\$60.00
Basketball	\$60.00	Golf	\$60.00	Scholastic Bowl	\$60.00
Volleyball	\$60.00			Track	\$60.00

**Middle School**

Basketball	\$30.00	Track	\$30.00	Band (includes 5 <sup>th</sup> )	\$30.00
Volleyball	\$30.00	Cheerleading	\$30.00	Chorus (includes 5 <sup>th</sup> )	\$30.00
Wrestling	\$30.00	Baseball	\$30.00	Speech Contest	\$30.00
Cross Country	\$30.00	Softball	\$30.00	Scholastic Bowl	\$30.00

**Maximum participation fee per family (Unit wide) \$300.00**

A family athletic pass will be available (Unit wide) for \$125.00

Participation fees are due by date first practice begins.

Refund of participation fees are allowed only prior to the first regularly scheduled activity.

Additional individual contest fees may apply.

No refunds will be made on contest fees.

Admission fees: HS Adults \$4.00      Students \$1.00

MS Adults \$4.00      Students \$1.00

(Seniors 55 and over FREE)

**BREAKFAST AND LUNCH FEES**

Breakfast K-8	\$1.75
Breakfast 9-12	\$2.00
Lunch K-5	\$2.50
Lunch 6-12	\$2.85
Adult Breakfast	\$2.50
Adult Lunch	\$3.00
Extra Milk	\$0.50

**Free and Reduced Lunch Forms** are available in each school office and at the district office.

## BELL SCHEDULE

### Regular Dismissal

7:00 - 7:45	0A/0B Period
8:15 - 9:39	A1/B1 Period
9:44 - 11:08	A2/B2 Period
11:13 - 1:12	A3/B3 Period
A Lunch	11:13 - 11:43
A Class	11:48 - 1:12
B Class	11:13 - 11:55
B Lunch	11:55 - 12:25
B Class	12:30 - 1:12
C Class	11:13 - 12:37
C Lunch	12:42 - 1:12
1:17 - 2:41	A4/B4 Period
2:46 - 3:10	A5/B5 Homeroom

### 11:08 Dismissal

(No Last Period - Homeroom)

7:00 - 7:45	0A/0B Period
8:15 - 8:57	A1/B1 Period
9:01 - 9:43	A2/B2 Period
9:47 - 10:29	A3/B3 Period
10:33 - 11:08	A4/B4 Period

### 2:10 Dismissal

(No Last Period – Homeroom)

7:00 - 7:45	0A/0B Period
8:15 - 9:32	A1/B1 Period
9:37 - 10:49	A2/B2 Period
10:54 - 12:53	A3/B3 Period
A Lunch	10:54 - 11:24 (Class- 11:29 - 12:53)
B Lunch	11:36 - 12:06 (Class 10:54-11:36 and 12:11 - 12:53)
C Lunch	12:23 - 12:53 (Class: 10:54 - 12:18)
12:58 - 2:10	A4/B4 Period

### Heat Dismissal

A1/B1	8:15 - 9:27
A2/B2	9:32 - 10:44
A3/B3	10:49 - 12:48
A Lunch:	10:49-11:19 (Class 11:24-12:48)
B Lunch:	11:31-12:01(Class 10:49-11:31& 12:06-12:48)
C Lunch	12:18-12:48 (Class 10:49-12:13)
A4/B4	12:53 - 2:05

**If school is dismissed early the day of attendance, we will resume a normal schedule and reduce A4/B4 to end at 2:05. Buses will run at 2:10.**

### 1:10 Dismissal

(No Last Period - Homeroom)

7:00 - 7:45	0A/0B Period
8:15 - 9:15	A1/B1 Period
9:20 - 10:15	A2/B2 Period
10:20 - 11:15	A4/B4 Period
11:20 - 1:10	A3/B3 Period
A Lunch	11:20 - 11:50
B Lunch	12:00 - 12:30
C Lunch	12:40 - 1:10



## **MONTICELLO HIGH SCHOOL MISSION STATEMENT**

Monticello High School will be a learning place that will provide for personal growth, digital literacy, and preparation for meaningful participation in the after school global community.

### **GOALS OF MONTICELLO HIGH SCHOOL**

All students will learn.

All students will have equal educational opportunities.

Students will graduate with specific academic skills

- Competence in reading and writing
- Competence in speaking and listening
- Competence in mathematics and science

Students will understand and appreciate the fine arts, humanities, natural sciences, social sciences, and emerging technologies

Students will understand and practice physical and mental wellness.

MHS will promote and foster leadership skills and self-esteem.

MHS will be a safe, orderly, and disciplined environment.

Students will receive preparation for post-secondary experiences, including the world of work, further formal education, direct education, and the appreciation for life-long learning.

### **MHS MOTTO**

“Enter to learn, go forth to serve.”

**Administration reserves the right, as circumstances dictate, to waive or alter any portion of this handbook as deemed appropriate or necessary for the welfare or safety of the students at Monticello High School.**

### **GOALS OF THE MONTICELLO SCHOOL DISTRICT**

1. To purchase technology, provide support, and training of staff
2. To improve counseling services at the high school for career/college choices
3. To improve community relations
4. To finance the district responsibly
  - A. Alternative funding (foundations, etc.)
  - B. Public communication
  - C. Future funding
  - D. Handling of finances
5. To maintain a high-quality staff

6. To review, update, and improve curriculum
  - A. Writing skills
  - B. Speaking skills
  - C. Advanced placement and other advanced courses
  - D. Citizenship
  - E. Alternative placement
7. To uphold discipline
  - A. To explore types of alternative education for disciplinary reasons.
  - B. Consistent discipline throughout the district

### **ASBESTOS MANAGEMENT GUIDELINES**

This notice is to inform building occupants of the potential hazard and locations of asbestos-containing materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos-containing materials.

Materials containing asbestos have been found in the following school buildings: Lincoln Elementary School, New Washington Elementary School, Old Washington Elementary School, White Heath Elementary School and Monticello High School.

Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel, who recognize the danger of asbestos, are taking special precautions during their work to properly guard against disturbance of the asbestos-containing materials. All asbestos-containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

This information was distributed to all building occupants by Asbestos Program Coordinator: Mike Lane, Building and Grounds Maintenance

Monticello Community Unit School District No. 25  
2 Sage Drive Monticello, IL 61856

### **PEST MANAGEMENT PLAN**

Monticello CUSD #25 applies only pest control products that comply with State and Federal guidelines. Parents who want to be notified prior to pesticide application at their child's school building or grounds should notify the school principal in writing by September 1<sup>st</sup> of each year.

## **CARE OF STUDENTS WITH DIABETES**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.
- e. For further information, please contact the Building Principal.

## **STUDENTS WITH FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 762-8511 x1210.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.



**SECTION 1 - ACADEMICS**

**\*School-Level Parental Involvement Compact**

- Parents should be aware that positive behavior and academic achievement originate in the home. It is the obligation of parents, by teaching and example, to develop in the child good habits of behavior as well as positive attitudes toward school.
- Each school in Monticello CUSD #25 will provide students and parents with a copy of the school’s rules. Parents should be fully aware of all school rules and interpret them to their children.
- Parents are responsible for knowing the student’s obligation in attending school. In the event of a student’s absence, the parent shall notify the school via phone or prearranged note. Unless the school has been previously notified about an absence, the school will attempt to contact the parent concerning the absence.

Parents will be provided with academic progress reports and report cards quarterly. Parents are urged to keep in contact with the school regarding any disciplinary action and/or academic achievement, in regard to their child.

Parents should work with the school in carrying out recommendations made in the best interest of the child.

**GRADUATION REQUIREMENTS**

Each incoming freshman and new student should, in consultation with a counselor, complete a 4-year course of study that will best help the student prepare for the future. To graduate from Monticello High School, 29 credits are required for all graduates.

<u>Subject Area</u>	
English	4.00
Mathematics	3.00 (Algebra and Geometry)
Science	3.00 (Biology)
Social Studies	3.00(Am.Hist., Cont. Amer. Hist., World Geog. I, Amer. Gov’t)
Physical Education	4.00
Health	.50
Consumer Educ.	.50
Computer Concepts	.50

Students graduating at the end of summer school will be awarded their diplomas at that time. Students must be in attendance at MHS their last semester during the regular school year to obtain a diploma from MHS. A maximum of one credit may be earned through correspondence from a school accredited by the North Central Association or similar accrediting agency. A student may earn up to one additional credit beyond those earned at MHS.

### **GRADUATION CEREMONY**

Only students who have completed their graduation requirements at MHS shall participate in the graduation ceremony. Students completing graduation requirements at the end of 7 semesters may participate in graduation exercises at the close of the regular school year if they attend all practice sessions as required by the principal and pay a fee for the cap and gown. Failure to comply with the above regulations will exclude them from the exercises.

Participation in the Monticello CUSD #25 High School Graduation ceremony is a privilege, not a student property right. Student participation may be denied/suspended by the Monticello High School Administration. Actions taken by the student(s) that may result in denial /suspension from participating in the graduation ceremony are, but not limited to, inappropriate behavior and gross disobedience and misconduct. Graduates participating in the commencement ceremony will be required to wear cap, gown, and appropriate dress shoes. Graduation practice is mandatory. Students who fail to cooperate or fail to attend rehearsal will not participate in commencement exercises.

### **FOREIGN EXCHANGE STUDENTS**

Foreign exchange students will be granted pass/fail grades for credit earned. Foreign exchange students will receive a certificate of attendance and will not receive a Monticello High School Diploma.

**MONTICELLO HIGH SCHOOL**  
**COURSE OFFERINGS - 2018-2019**  
**All courses are 1 credit, unless otherwise noted**

**English (4 credits needed to graduate)**

English 9,10,11,12  
English 12 Adv. Composition  
AP English Language & Composition  
Speech Communication (1/2 credit)  
Advanced Literature (1/2 credit)  
Print Media

**Mathematics (3 credits needed to graduate)**

**Algebra I or Algebra I – Double-Block  
Geometry or Geometry Foundations**  
Algebra II or Algebra II Foundations  
Applied Math  
Pre-Calculus or Pre AP Calculus  
Pre-Statistics (1/2) & Statistics (1/2)  
Calculus  
AP Calculus AB

**Science (3 credits needed to graduate)**

Physical Science  
Earth Science  
**Biology**  
Human Anatomy  
Chemistry or Pre-AP Chemistry  
AP Chemistry  
Physics  
Principles of Engineering

**Social Science (3 credits needed to graduate)**

**World Geography I (1/2 credit)**  
World Geography II (1/2 credit)  
**American Government (1/2 credit)**

**Social Science-continued**

**American History or AP American History  
Contemp. Amer. History (1/2 Credit) or  
PreAP Contemp. Amer. History (1/2 Credit)**  
Sociology (1/2 credit)  
Psychology (1/2 credit)  
Current Events (1/2 credit)  
Economics (1/2 credit)

**World Language**

Spanish 9,10,11,12  
French 9,10,11,12

**Business/Technology**

**Computer Concepts (1/2 credit)**  
Orientation to Business (1/2 credit)  
Accounting  
Sales/Entrepreneurship (1/2 credit)  
Business Law (1/2 credit)  
**Consumer Education (1/2 credit)**  
Web Design (1/2 credit)  
Intro To Computer Programming (1/2 credit)

**Industrial Technology**

Intro to Industrial Technology  
Design/Metals Production  
Draw/Woods Production  
Drafting w/CAD\*  
Welding/Machine Production II  
Cabinet Making I and II  
Advanced Machine Production  
Advanced Welding Production  
Architectural Drafting

**Agriculture**

Intro to Agriculture Industry  
Agriculture Science

World History I and II (1/2 credit each)

Ag Business Management\*

**Agriculture (continued)**

Horticulture

Bio Science Applications in Ag

Conservation Management

**Family and Consumer Science**

Family & Consumer Sci. (1/2 credit)

Foods and Nutrition (1/2 credit)

Parenting (1/2 credit)

Child Growth and Dev. (1/2 credit)

Adult Living

Living Environments

**Art**

Art 9,10,11,12

Crafts

**Music**

Marching Band (Fall Semester)

Symphonic Band (Spring Semester)

Concert Band (1/2 credit)

Chorus

Chamber Choir

Music Theory (1/2 credit)

Music History (1/2 credit)

**#Physical Educ. (4 credits)**

Physical Education 9,10,11,12

Cond. & Fitness 9,10,11,12

Health (1/2 credit)

**Driver Education**

**Early College and Career Academy at Parkland**

Automotive Technology

Computer Networking

Criminal Justice

Health Professions-CNA

Emergency Medical Services

**For Course descriptions, Grade Level and Prerequisites go**

**to [www.sages.us](http://www.sages.us) Monticello High School**

**Guidance Services Course Selection Guide**

**CLASS RANK**

Monticello High School ranks students by two methods: Traditional (i.e., A=4.0) and, after six semesters, Weighted using the National Association of Secondary School Principal (NASSP) guidelines. The purpose for the weighted ranking system is to reward students who choose more challenging courses of study. Each student is given the benefit of his/her better **rank** for college applications and other official documents. NOTE: Weighting for class rank does not affect GPA. Weighted guidelines are as follows:

A = 4 B = 3 C = 2 D = 1 F = 0	A = 5 B = 4 C = 3 D = 2 F = 0	A = 6 B = 5 C = 4 D = 3 F = 0	A = 7 B = 6 C = 5 D = 4 F = 0
All Special Ed	Applied Math Earth Science Physical Science All Social Studies, except AP US Hist Drivers Ed Consumer Ed Health All Art All Business All Music All Vocational All Physical Ed	Eng 9,10,11,12 Print Media Speech Communication Algebra I & II Alg. II Foundations Geometry Geometry Foundations Pre-Calculus Pre AP Pre-Calculus Calculus Pre-Statistics Statistics Biology Human Anatomy Chemistry Physics Prin. of Engineering World Languages Advanced Literature	All Adv. Placement Courses

## **REMOVAL OF COLLEGE ENTRANCE EXAM SCORES FROM STUDENT TRANSCRIPTS UPON REQUEST**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times, in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

## **COLLEGE VISITATION**

Seniors will be allowed one day to visit a college campus for the purpose of finalizing admission, curriculum, housing, and financial aid. If the student's business can be handled during a weekend or vacation, a college visitation will not be approved. Approval must be obtained from the Guidance Office at least forty-eight hours previous to the visitation for the visit to be excused. Visits are expected to be concluded by May 1st. All make-up work for College Visitation Days must be done in advance. Students must have a verification form signed and returned to the High School office upon return from the College Day visit.

## **EARLY GRADUATION**

To graduate in less than four years a student shall complete all graduation requirements. It is advisable, however, that a student have four years' experience in high school. Students and parents must schedule an appointment with the Guidance Department to discuss early graduation. The building principal will require written parental permission if a student wishes to graduate in less than four years. Early graduates may be exempted from the 8th semester of P.E. but must comply with the total credit requirements. Early graduates must make their intentions known to their counselor by May 1 of their Junior year (sixth semester) and Board of Education approval obtained at the May BOE meeting.

## **EDUCATIONAL OPTIONS**

Seniors may be excused to take a course(s) at Parkland College or the University of Illinois. Students who are enrolled in college or university classes may be released from school when the registered class is scheduled during MHS class time. Students taking college or university courses after the MHS scheduled day may not be allowed release time. For each 3-hour course taken, student will earn ½ MHS credit. Students may earn a maximum of 1 additional credit toward graduation by taking individual Parkland or University of Illinois courses. For each 4-hour class taken at a college or university, MHS will give 1 credit towards graduation. Student athletes need to be aware that NCAA requirements use only High School grades and credits for certification. Juniors and Seniors may enroll in approved dual credit programs at Parkland. Both MHS and Parkland credit will be granted upon successful completion of these

programs. Permission for this option is given by the Principal and Guidance Counselor.

**a. Summer School**

Summer school classes will be available in subjects where enrollments warrant. Credits earned in summer school must be for make-up purposes only. Students are responsible for the cost of summer school courses.

**b. Credit/No Credit Option**

Seniors may take a **core** elective course on a credit/no credit basis. The teacher must approve each student who requests to take a course credit/no credit. Minimum standards for either option would be predetermined by the student and teacher and then approved by the Counselor and Principal. No course required for graduation may be taken on this option. Decisions must be filed by the 6th school day of the semester. Semester exams shall be taken with the credit/no credit option.

**c. Physical Education Exemption**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Student exemptions from PE will be made on the following basis:

Students enrolled in grades 11 and 12 may request an exemption from physical education courses for one of the following reasons:

- 1) to enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the pupil being denied admission to the institution of his/her choice.
- 2) to enroll in academic classes which are required for graduation from high school provided that failure to take such classes will result in the pupil being unable to graduate.

The request for an exemption will be considered on an individual basis.

A student must be in or out of PE on a semester basis. Students electing the PE exemption are not eligible for early graduation.

**ENROLLMENT REQUIREMENTS**

All students must be enrolled in eight classes including P.E. Fifth year students may enroll as a special student in those classes needed to fulfill graduation requirements, subject to principal approval.

**FIELD TRIPS**

Field trips are taken various times during the school year as a supplement to the curriculum. Attendance is required and students are required to ride to and from the event or site in school provided transportation. Field trips are to be approved a minimum of two weeks in advance. A listing of students attending is to be

distributed to faculty. Students are expected to get assignments in advance and be responsible for their completion upon their return to class. All field trips are to be scheduled prior to May 1.

### **GRADES AND SEMESTER EXAMINATIONS**

Grade cards are issued via e-mail at the end of every 9-week grading period. A check of failing and near-failing students is made every 4 to 5 weeks, and a report is sent to the parents at that time. "A" is 90-100, "B" is 80-89, "C" is 70-79, and "D" is 60-69 and "F" is 59 or below.

Semester exams are required in all classes, and failure to take a required semester exam at the appointed time will result in an incomplete for which no credit is given.

Graduating seniors shall not be required to take their Spring semester examinations in any course when they have a "B" average or better for the preceding two nine weeks' grading periods. A graduating senior in the Spring semester who has had perfect attendance for the year may be exempt from semester exams. A student shall retain the option of taking an exam if he/she feels it will benefit his/her educational development. As a further condition, these students shall have had no truancies and/or suspensions during the semester. Students who were truant or suspended shall take all their semester exams.

Semester grades are determined by the following criteria: 40% for each nine-week grade and 20% for the semester exam. In order to receive a passing semester grade, a student must pass 2 of the 3 components.

### **GRADE POINT AVERAGE (GPA)**

Monticello High School awards semester grades of A = 4.0; B = 3.0; C = 2.0; D = 1.0;

CR = Passing; F = 0 (Failing). Pluses and minuses do not affect GPA calculation. Credit toward graduation is awarded for courses with grades A through D and P. However, the passing (P) grade is not included in calculating grade point average (GPA).

### **GUIDANCE SERVICES**

To facilitate students making wise, informed choices concerning their course of study, a close relationship between student, counselor, and parent is essential. A four-year program of study should be prepared jointly by the student, counselor, and parent at the beginning of the child's freshmen year with that curriculum plan to be kept available for future reference.

Guidance Services are available on an individual and group basis for MHS students. Students are encouraged to discuss school and personal related concerns with the counselors. Counseling is a process to assist students in developing realistic concepts about themselves and the skills they possess in order for them to better cope with a changing world.

The functions of the guidance/counseling program include assisting students in:

- A. Assisting and understanding their abilities, aptitudes, interests, and educational needs.
- B. Understanding and making optimum use of their educational and career opportunities.
- C. Maintaining normal personal-social adjustments.



D. Building decision-making and goal setting skills.

E. Exploring personal values, and relating personal academic achievement to career choice.

### **HONOR ROLL**

An honor roll will be listed after each quarter and semester. Students whose grades average 3.5 or higher for the grading period will be named to the high honor roll. Students earning grades that average 3.0 – 3.49 for the grading period will be placed on the honor roll. Calculations are based on A=4, B=3, C=2, D=1, F=0. A grade of "F" or Incomplete will preclude a student being named on an Honor Roll. Students who attain a cumulative GPA of 3.5 or better will be honored at commencement as High Honors Graduates.

### **MEDIA SERVICES**

The Media Center is a focal point in the school, located at the northwest corner of the school. The Media Center serves all the students and teachers of the high school. It endeavors to augment and support the curricular, supplementary and recreational media needs of all involved. Media materials are available to everyone at any time during the school day. A pass system is used for travel between the classroom and the Media Center. Passes are obtained from the assigning teacher and signed by the teacher at the time of departure. The passes are turned in at the Media Center desk and returned to the teacher at the end of the day. Students are expected to use the area responsibly for study and all vocational pursuits. Although total silence is not expected, respect for the rights of fellow students is expected. Students unable to cope with this added responsibility will be dealt with individually and restricted from the use accordingly.

### **POTENTIAL COLLEGE-ATHLETES**

Students who desire to play college-level athletics must register with either the NCAA Clearinghouse ([www.ncaaclearinghouse.org](http://www.ncaaclearinghouse.org)) or the NAIA Eligibility Center ([www.playnaia.org](http://www.playnaia.org)) depending on the potential school's affiliation. These agencies verify a student's academic eligibility independently of the college or university. A student's junior year is the best time to register with these agencies.

### **NEW STUDENT ORIENTATION**

Approximately one week prior to the opening day of school, new students are introduced to high school in a brief orientation meeting. Class schedules are handed out and the students have the opportunity to visit their new classrooms and other areas of interest.

### **PERMISSION TO TAPE AND PHOTOGRAPH STUDENTS**

At times it may be necessary for MHS teachers and staff to photograph or tape students. Films, video taping and photographs can be produced for public information and instructional purposes for the Monticello CUSD #25. These images may be reproduced in a newspaper, film, school web site, or video tape. These images will not be used for commercial purposes without parent permission. The tapes/photographs may be used, but not limited to: Lessons for students, presentations, school district newsletters or other district publications, school web pages, and newspapers. By signing the Handbook

Receipt Document, you are stating you have read this statement and chose not to ‘opt out.’

### **PUPIL PERSONNEL SERVICES**

There are several Pupil Personnel Services available to the student on call as needed. Some of these to be found locally are listed below:

Unit 25:	Speech and Language Therapist
County Schools:	School Psychologist
	School Social Worker
Piatt County:	Health Department
	Mental Health Center
	Probation Officer
State:	Children and Family Services
	Department of Labor/Employment Service
	Department of Public Aid
	Department of Vocational Rehabilitation

### **REGISTRATION**

#### **Incoming Freshmen**

In early spring, the incoming Freshmen register at their home school for the following year at Monticello High School. They and their parents meet with a guidance counselor and together decide upon their courses for the next year. A preliminary four-year course of study form is completed as well.

#### **Freshmen, Sophomores and Juniors**

The Freshmen, Sophomores and Juniors register for the next year's classes in early spring with a guidance counselor during English or Resource class. Each student reviews his/her four-year course of study and he/she completes the registration blank for the following year. Student schedules for the coming year should be completed in the guidance office within one week of the end of spring semester.

### **RELEASE OF INFORMATION TO THE MILITARY**

Congress recently passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. While recruiters are presently on campus from time to time, providing directory information is new. Both the *No Child Left Behind Act of 2001* and the *National Defense Authorization Act for Fiscal Year 2002* reflect these requirements.

In accordance with those Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. Providing this information will also be done in a manner consistent with the *Family Educational Rights and Privacy Act*, which protects the privacy of student education records. Student directory information will be used for armed services recruiting purposes and for informing young people of scholarship opportunities.

As a parent, you have a right to “opt out” of this disclosure. You must submit in writing to the high school office your express wish that your student’s information not be released. This statement should include your student’s name, address, and the date on which the document was written. This needs to be submitted to the office by October 1 of the school year in question. By signing the Handbook Receipt Document, you are stating you have read this statement and choose not to ‘opt out.’

### **RIGHTS OF HOMELESS STUDENTS**

In an effort to comply with the McKinney-Vento Homeless Assistance Act, Monticello Community Unit School District affirms that all Homeless Students will not be denied the benefits of, or be subject to, discrimination under any educational program or activity as students who are not homeless.

### **SCHEDULE CHANGES**

The full-time student shall carry an eight academic subject schedule. Students must correct and adjust their schedules before each semester begins. Counselors will handle change requests until the close of school. Teacher yearly employment and specific assignments are determined on the basis of student course selections the previous spring. Therefore, financial considerations dictate that schedule changes be kept to a minimum. Mid-year schedule changes are permitted under the following conditions:

1. Student failure (F) in a fall semester class. Failure does not guarantee a change, however!
2. Prearranged schedule changes.
3. Faculty requests where educationally appropriate.
4. Other requests for changes not covered in 1, 2, and 3 will be considered based on class size, availability and academic need. All changes require counselor approval, with final approval by the Principal.
5. Core class changes will involve teacher input except when the need arises to balance class sizes, or to accommodate individual student schedules.

At the start of each semester, students will have 2 A Days or 2 B Days to request a schedule change. Counselors will correct computer errors on student fall schedules. No other adjustments will be made after the schedule deadline.

### **SPECIAL EDUCATION**

An alternative program in Special Education is available to students. To be enrolled, the student must be declared eligible by a multidisciplinary staffing. The course work in this alternative area is adapted to the special needs of the students. A student who is enrolled in Special Education and is sixteen years old is eligible to participate in a work/study program, which is intended to develop vocational awareness, work habits and job skills. Students will be mainstreamed into appropriate classes.

Graduation policies, promotion policies and diplomas will be the same for all students, including Special Education. All students will have the same grading system, with the exception that the material, tests, or evaluation procedures may be adapted to fit the individual needs of the Special Education students. These students will be included on honor rolls and class rankings as their records warrant.

### **Notice To Parents Regarding Special Services**

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals With Disabilities Education Act (“IDEA”) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Rules and Regulation to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of a disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parents(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), and representation by counsel, and a review procedure.

### **TESTING PROGRAMS**

Each student is responsible for meeting established deadlines for college entrance or scholarship competition testing.

#### **Interest Inventories**

Selected inventories are given to students as needed.

#### **Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)**

The PSAT/NMSQT is offered in October for Juniors who wish an appraisal of their abilities to do college level work. Counselors interpret the test scores to students to help them with college planning. The National Merit Scholarship Corporation uses the results to identify potential scholarship winners. Juniors must sign up in the Guidance Office and pay the testing fee. Students who qualify for the Free/Reduced Lunch program may request a fee waiver.

#### **Preliminary Scholastic Aptitude 10**

All Sophomores will take the PSAT10 in the Spring. Students do not need to register or pay a testing fee.

#### **The American College Test (ACT)**

Sub Tests English, Mathematics, Reading, Science - Composite (average score rounded to nearest whole

number). A college admission test is required by Illinois colleges and universities and most other Midwestern schools. Many Illinois community colleges also require this test. Students should plan to take the ACT in the Spring of their Junior year. Individuals who feel they can improve their scores are **encouraged** to re-take the test as soon as possible certainly no later than fall of the Senior year. The ACT is given five times annually (October, December, February, April, June).

### **The College Board Scholastic Aptitude Test (SAT)**

A sum of two scores gives a total score (verbal score/mathematics score).

A college admission test is required by most eastern schools and many of the more selective colleges. Students should plan to take this test (if necessary) in the Spring of their Junior year. Individuals who feel they can improve their scores are encouraged to re-take the test as soon as possible. Certainly no later than fall of their Senior year.

The SAT is given seven times annually (October, November, December, January, March, May, June).

For admission to highly selective colleges students may be required to take college board (SAT) achievement tests in the Fall/Winter of their Senior year.

### **Preliminary Scholastic Aptitude 9**

All Freshmen will take the PSAT9 in the Spring. Students do not need to register or pay a testing fee.

### **AP<sup>®</sup> Program**

The AP<sup>®</sup> is a worldwide program sponsored by The College Board. There are thirty seven AP courses available in a wide variety of subject areas. Monticello High School offers AP American History and AP Chemistry, AP Calculus AB, AP English Language and Composition. All AP courses must be approved by College Board.

MHS students enrolled in AP classes are strongly encouraged to take the AP exam in May. Students are responsible for indicating their intention to take the AP exam and pay the exam fee. Exams are ordered by the AP coordinator in mid March. Once the order has been placed, students are responsible for the fee.

Enrollment in an AP course is not required for taking an AP exam. Course descriptions and sample exams are available at [www.apcentral.collegeboard.com](http://www.apcentral.collegeboard.com). Students wishing to take exams for courses MHS does not offer must contact Mrs. Malone by March 1<sup>st</sup> to request an exam be ordered.

Students seeking college credit through their AP grades should note that each college determines the nature and extent of its policies for awarding advanced placement, credit, or both. Students can find information in a college's catalog or on its website, or by using the AP Credit Policy Search at [www.collegeboard.com/ap/creditpolicy](http://www.collegeboard.com/ap/creditpolicy).

### **TRANSFER STUDENTS**

Transfer students are generally expected to meet all graduation requirements of Monticello High School in

order to receive a graduation diploma from this school. However, if it can be established that a student was on schedule in meeting graduation requirements of the school from which he/she transferred, and every reasonable attempt is made to meet the graduation requirements of Monticello High School, the principal may waive some of those requirements.

District 25 will accept credit from non-state recognized/state accredited schools with the following stipulations:

1. Authority is vested in the principal in accordance with Board of Education policy in the awarding of credits or grades and placement of students.
2. To accrue credit and/or grade level status or course placement, the principal may utilize but not be limited to the following criteria:
  - a. District administered achievement tests.
  - b. Results of District criteria referenced tests/final exams.
  - c. Records from previous school(s) enrollment(s).
  - d. Consultation with parent/guardian.
  - e. Interview with student.
  - f. Chronological age.
  - g. Consultations with appropriate district personnel.
3. Maximum credits accepted cannot exceed a school's maximum allowable semester and/or yearly accumulation.
4. Should a non-recognized student be inappropriately placed by grade or class, the principal shall take action to adjust the student's placement or provide current and available resources that address the student needs.
5. Should a student need to repeat a class or grade at original placements or within thirty (30) pupil attendance days, he or she shall be so placed.
6. Once a student drops from Monticello High School, they may not return until the next semester.

## **SECTION 2 - SCHOOL INFORMATION**

### **CAFETERIA BREAKFAST AND LUNCH PROGRAMS**

Common courtesy is expected in the cafeteria. Student breakfasts are \$2.00 with entrees for \$1.25 and ala carte is also available. Breakfast is served every morning for Washington and MHS students. Lunches are \$2.85 and extra milk is 50¢ per carton. A snack line is available for students' convenience. Lunch ticket deposits may be made in the wooden lunch deposit box in front of the High School office before school starts, between first and second hours, during the lunch hours, during Home Room, and after school. Students are urged to check their lunch card balance frequently.

Students are required to remain in the cafeteria during lunch periods. Freshmen and Sophomore students are subject to the closed campus policy and not permitted to leave campus during lunch period unless they are personally checked out to go home or with a parent or guardian. The parent or guardian must call the

office before 9:00 a.m. daily to arrange this. Lunch account balances are carried over from year to year. Seniors with a balance of \$5.00 or more at the end of the school year will receive a refund. Balances under \$5.00 will be retained by the school district.

### **CARE OF BUILDING**

Students expect a safe and clean school environment. Large containers are placed in the corridors and on the grounds to receive trash. Pride should be taken in keeping the building and grounds presentable at all times.

### **DISASTER DRILL INSTRUCTIONS**

Old building students and faculty will assemble in the center of the lower hallway. New building rooms, (including the small gym) will go to the main hall in the new building (hall running east and west). High School gym classes using Moore Gym should move to the lower hall of the high school gym. Shop students will pass to lower hall of high school gym. Students in Washington building and Washington gym will follow disaster procedures for Washington building.

### **DOCTOR AND DENTAL APPOINTMENTS**

Students should attempt to schedule doctor, dental and eye appointments after school or on Saturday. Students will not be excused for an entire day for a medical appointment except in extraordinary circumstances. Students will be allowed to leave for an appointment only if the office has received parent notification prior to the appointment. The parents should call and notify the high school office of the appointment. Students leaving school for any reason must sign out at the office. Students leaving during the day because of illness will be released only to a parent or relative.

### **FIRE DRILL INSTRUCTIONS**

1. At the sound of the fire alarm, persons near the window close the window. All students are to form a single line with the persons nearest the door leading the way. Do not run -- walk as fast as the pathway will permit to the nearest exit. Each teacher is responsible for informing each class as to all procedures.
2. The first two persons arriving at a door are to hold the doors open until all students have exited. The last persons through the fire doors are to close the fire doors.
3. Upon leaving the outside doors, proceed to a safe distance away from the building. When possible, remain on the sidewalk or driveway.
4. The stairways in the main building will permit two lines to move. Everyone is to use the handrails to help avoid accidents.
5. Do not stop to get books, bags, etc.

### **Main Building (old)**

Library – North Door	
Auditorium – North Door	Gym and Shop Area – Nearest Exit
105 - North Outside Door	FACS Room – West Door
107 - North Outside	Vocational Classrooms-South Door
110 - East Door	Students in Washington School-
111 - East Door	Exit South Door of Main Hallway
112 - East Door	
117 - Northeast Door	Art - S/W Stairs to West Door
118 - Northeast Door	201/203-S/W Stairs to West Door
119 - Northeast Door	
206/208- West Stairs, N. Door	120/124 – West Door
210/211 - East Stairs, E. Door	Small Gym – East Door
215 - East Stairs, E. Door	125/127 – East Door
Boy’s Dressing Room, S. Door	
Girl’s Dressing Room, S. Door	

**ILLNESS AT SCHOOL**

Students leaving during the day because of illness will be released only to a parent or relative.

**INSURANCE**

Students at Monticello High School are insured with the Guarantee Trust Life. This plan covers the student at school, to and from school, and at school-sponsored activities. The cost of insurance is defrayed by the student. Insurance brochures are sent home on the first day of school with students. Policy premiums are paid directly to the insurance company. Football participants are covered by a separate policy with the company.

**LOCKERS**

All students are assigned individual lockers at the beginning of the year. Students are permitted to go to the lockers between classes when they have time, and before and after school. Students are not allowed in the hallways or to their lockers before 8:05 a.m. unless they have specific reason to see a teacher or to meet with a Peer Tutor. Students must remain outside the building, in the cafeteria, or Media Center before 8:05 a.m. Food, soda, juice, etc. may not be consumed from the lockers between classes. Students are responsible for keeping their lockers clean. Lockers are owned and controlled by the district. District personnel may search lockers at any time.

**LOST AND FOUND**

Lost and found articles should be turned over to the custodians, teachers, or office. These articles may be reclaimed from the high school office.

**MEDICATION**



If a student needs to take medication during the school day, the medication must be kept in the high school office. The student is responsible for reporting to the office at the time specified. The student will be monitored by a secretary or administrator and the date and time recorded. If a student does not take his/her medication, the parent will be notified.

Only those medications, which are necessary to maintain the child in school and must be given during school hours shall be administered. The licensed prescriber and parent/guardian shall adjust medication administration time for students so that medications can be administered at home when possible. All medications to be taken at school must be brought to the school office for administration by school personnel. The request must include the parent's/guardian's name and phone number in case of emergency. It is the parent's/guardian's responsibility to assure that the written request, the licensed prescriber, and medication(s) are brought to the school office. Changes in medication shall have written authorization from the licensed prescriber. The parent/guardian will be responsible for removing the child's unused medication from the school at the end of the treatment. If a parent/guardian does not pick up the medication by the end of the school year, the principal will dispose of and document that medications were discarded. A school-generated permission to dispense over-the-counter medication form can be signed by the parent/guardian allowing medication(s) to be given during school hours as needed. This form will be kept on file in the office. No over-the-counter medicines will be dispensed without the permission form being on file in the office. Medication provided by the office will be limited to ibuprofen, acetaminophen, antacids, and cough drops. Students will not be allowed to give their medication to any other person or student. Students who violate this policy may be suspended and recommended for expulsion from school.

### **PHYSICAL EXAMINATIONS**

All students entering Monticello High School are required to have a physical examination including all required immunizations (DPT, Polio, Red and German Measles and Mumps, Meningococcal). Failure to comply with requirements of H.B. 2301 concerning immunization will result in your child being excluded from school. Effective 1987-88, the law requires that all students must provide proof of immunity to mumps. Evidence of having received the vaccine at 12 months or later and/or a statement from a physician that the student has had mumps are acceptable means of providing proof.

### **VISION LAWS**

The Illinois Department of Public Health has made a change to the mandated Vision laws. According to the new ruling, beginning with school year 2008-2009, all kindergarten and new students to the district are required to have a vision examination completed by an optometrist or ophthalmologist (eye doctor) by October 15 of the current year. A report must be filled out and signed by the eye doctor which the parent or guardian returns to the school.

### **VISION AND HEARING SCREENING**

As mandated by the State of Illinois, vision and hearing screenings will be performed at Monticello

High School for all new students to the district, as well as all children receiving special education services. Vision screening is not a substitute for a completed eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening **IF** an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school, or **IF** parents object on documented religious grounds. This notice is not a permission to test, but to inform you of such testing. Vision screening is **NOT** an option. If a vision examination report is not on file at the school for your child, he/she is in the mandated group and will be screened.

### **STUDENT CONCUSSION AND HEAD INJURY POLICY**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion on a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **HOMEROOM PERIOD**

Club and organization meetings will be held during daily homeroom period as per a printed schedule. The faculty sponsor of the group scheduled to meet is to see that an announcement is made the day before. During homeroom period, a student may also be given a pass to check on assignments from a day of absence, to receive extra help from a teacher, or to go to the Media Center, Guidance Office or Main Office. Normal classroom rules apply during homeroom period. Students who fail to attend the assigned meeting or meet with an assigned teacher may be considered truant from school. Students who violate this policy may be issued disciplinary action such as detentions, Saturday School or suspension. Juniors and Seniors with a 3.00 cumulative grade point average or better may be dismissed from school at the end of A-4/B-4 period (2:41) on Friday. All students must report to homeroom period on Monday, Tuesday, Wednesday and Thursday. Students who fail to report to the homeroom period will be considered truant from school.

### **SCHOOL BUS**

The buses will load and unload on the south side of the school.

Regarding extra-curricular activities that require a bus -- a student going on the bus must return on the bus except with direct consent from the parent and principal or sponsor. This consent is given only if the student will be riding with a parent. Any deviation from this policy must be cleared in advance with the appropriate administrator.

### **School Bus Cameras**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

### **SEASON TICKET INFORMATION**

School Unit-Wide Athletic Family Pass - \$125.00

### **STUDENT GRIEVANCE PROCEDURES**

Student Grievance Procedures provide due process, rights of representation, witnesses, etc. Further specific procedures are listed below:

1. Presenting the grievance to the person directly responsible within 14 days of event of occurrence.
2. If not mutually resolved within 5 days, the grievance should be referred informally to the next higher authority, the Dean of Students. The Dean of Students will conduct a meeting within 5 days and make an oral response within 5 days after the meeting.
3. If grievance is still not resolved, it shall be submitted in writing, within 10 days of Dean of Student's decision to Tip Reedy, Title IX and Section 504 Coordinator. The Coordinator will investigate the grievance and host a meeting within 10 days of receipt of written grievance. A written response must then be made within 5 days of the meeting.
4. If solution is still unsatisfactory, a written appeal shall be made within 10 days to the Superintendent. A meeting will be held within 10 days of receipt of grievance and the Superintendent response made within 5 days after the meeting.
5. If solution is still unsatisfactory, the grievant may make written appeal to the Board of Education within 5 days of the Superintendent response. The Board will consider appeal within 60 days and provide response within 5 days after the appeal hearing.
6. Further appeal may be made to the Superintendent of Educational Service Region, and subsequently the

State Superintendent of Education.

### **STUDENT RECORDS**

Parents or guardians with Custody/Joint Custody of students have the right to inspect any and all student records, which pertain to their child or ward. Parents or guardians should contact the building principal to complete arrangements for review of the student's records.

### **ACCEPTABLE CELL PHONE AND ELECTRONIC DEVICE USE POLICY**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website, cell phone, electronic messaging, etc. that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. Unless approved by a classroom teacher, students are not allowed to use or have turned on any electronic signaling and cellular radio-telecommunication devices during class time. Students at Monticello High School will be allowed to use cell phones and electronic devices during passing periods and lunch time. Monticello High School is not responsible for a lost or stolen cell phone and electronic devices. All other types of devices/contacts must be approved by the Administration. Violation of this policy may result in confiscation of the cell phone with parent pick-up of the phone. Additional disciplinary action may occur per circumstance.

### **TUTORING**

Parents may choose to utilize the assistance of non-school personnel tutors to help maximize their child's learning. Tutor's efforts can compliment and supplement the classroom teacher's efforts. To facilitate this assistance, the student's teacher will provide appropriate information about current instructional activities and suggestions relative to topic emphasis and approaches that will enhance student understanding. Parent initiated tutorial requests to the school will be referred to the classroom teacher as a first step in the communication process. A parent/teacher/tutor conference is recommended.

### **REFUND POLICY**

Regarding sporting activities, once a game or contest has been played by a school team, no refund of participation fees will be available. If a reservation or ticket was secured for a school field trip or extra-curricular event, then no refund will be available for any reason. This includes all extracurricular and booster activities.

### **VISITORS RIGHTS**

Students who wish to have guests in school need to present the request 24 hours in advance. Guests should be students who are considering attending MHS, and not just "visitors". Requests must be approved by the Principal.

### **SECTION 3 - EXTRA-CURRICULAR ACTIVITIES**

## **INTERSCHOLASTIC ELIGIBILITY**

Students engaging in extra-curricular activities must be presently doing passing work in at least seven classes of high school work. Unless they are entering high school for the first time, they will have credit on the school records for 7 subjects for the previous semester. Extracurricular activities include all athletics, Cheerleaders, Marching Band, music competitions, class officers, and Student Council Officers and members.

## **ANNUAL STAFF**

The annual staff works together to edit the yearbook, which provides a record of the school year for both students and the community. The staff includes editors, copywriter, business managers, typists, artists, and photographers. A student chooses the position in which he/she is most interested.

## **ART CLUB**

The Art club is made up of Art students only. Offices of President, Vice-President, and Secretary-Treasurer are elected annually. Main objectives of this club are services to the school. These services include fostering of art exhibits for the student body; providing personnel for the service to other departments and teachers; maintaining bulletin boards, etc.; promoting resource people and speakers to supplement the art curriculum; encouraging the career-minded art student through one-person exhibits and fostering art activities in the school community.

## **ATHLETICS**

There are seven varsity sports at MHS for girls -- cross country, golf, volleyball, basketball, track, soccer, and softball. There are eight varsity sports for boys football, cross country, basketball, wrestling, track, golf, soccer and baseball. All athletes must meet IHSA eligibility requirements. The programs are designed to instill morale, physical development, a competitive spirit and a sense of fair play. Students engaging in extra-curricular activities must be presently doing passing work in at least 7 academic subjects.

## **BUSINESS CLUB**

Business Club will be responsible for establishing goals and directions for the club including development of entrepreneurship and life long business skills, sponsoring guest speakers and networking with local businesses for educational opportunities. Monthly business meetings will be held and students will be prepared for regional and state business contests.

## **CHEERLEADERS**

There are two groups of cheerleaders – Fall (football) and Competition (basketball). Tryouts are held in the Spring. The cheerleading sponsor will determine the teams. Candidates will try out in front of a selected committee after school. This committee is made up of advisors. Each candidate will also have an

evaluation form filled out by each of the candidate's teachers. During the summer, the cheerleaders attend cheerleading camp.

### **CLASS OFFICER ELECTION**

Annually in the spring, each class elects four students to the offices of President, Vice President, Secretary, and Treasurer. The Student Council provides information for candidates and conducts the elections. Officers must meet the interscholastic activities academic eligibility.

### **DANCES**

Dances with are held periodically throughout the school year. The main dances are:

Homecoming - sponsored by the Student Council

Prom - sponsored by the Junior Class

All School rules and policies are in affect during dances.

### **FFA**

The primary aim of FFA is the development of agricultural leadership, cooperation and citizenship. All students taking Vocational Agriculture are urged to join the FFA, which is local, state and national in scope. The experience gained through this organization is a valuable part of agriculture training.

### **FEA**

The Monticello High School chapter of Future Educators of America was established in the fall of 1997 because of much expressed interest from students. FEA is a national organization sponsored by Phi Delta Kappa, a professional society for education. Its function is to aid and encourage those students who are interested in becoming teachers. The students who are involved participate in many activities and hear guest speakers throughout the year.

### **FAMILY AND CONSUMER SCIENCES**

FACS is a national organization of pupils who study homemaking in high school. The purpose of the group is to work together for better and happier homes, now and in the future. Any student who has completed one year of Home Economics is eligible for membership. The groups work on projects.

### **FRENCH CLUB**

Any student currently enrolled in French, or a former French student, may participate in French Club. Representatives from each class are elected to serve on the Executive Board. This group of students plans the different activities for the club, such as a Christmas party, Christmas caroling, and the main event of the year, Mardi Gras. Mardi Gras, which means "Fat Tuesday," is a celebration before Lent begins. Students in French Club as well as all guests dress in costume, have dinner of various foods prepared "ala Francaise," and then participate in the planned festivities.

### **HOMECOMING**

The Monticello Homecoming consists of four main events: the parade, pep rally, football game, and dance.

Each class and some organizations in the school construct floats for the parade. The floats are judged by a committee that selects the best class float. The winners are announced during halftime at the ball game, and they are given small prizes.

At halftime, the Monticello High School Band presents a show saluting the alumni especially those holding class reunions. A highlight is the crowning of the Homecoming Queen and King at the dance in the high school gym.

### **LIFESAVERS**

The philosophy of LifeSavers is to provide skilled listeners within the community so students can receive the help they need in a positive fashion. The goal of LifeSavers is to increase the wellness of students through the process of having peers present a positive attitude toward life. The LifeSavers are trained at Allerton House during a three-day "lock-in" type retreat along with the students from several other high schools. LifeSavers are required to commit to a non-chemical use philosophy of life.

### **NATIONAL HONOR SOCIETY**

Selection Policies:

1. Seniors and Junior students with a cumulative GPA of 3.75 (A=4.0) by straight or 5.0 by weighted standards will be academically eligible for membership in Monticello High School's chapter of NHS.
2. Since character is one of the considerations of National Honor Society (NHS) membership; suspension, cheating, stealing, alcohol and drug abuse, and inappropriate school deportment will be grounds for disqualification of membership in NHS.
3. The Building Leadership Team will serve as the NHS selection committee. The committee will host a meeting of the faculty during which faculty members may speak to the students' candidacy in a supportive or informative manner.
4. Eligible students will be contacted personally by the NHS sponsor, alerting them of an informational meeting at which they will receive an information form to be completed as the next step in the selection process. The extent of a student's activities will impact his or her selection to NHS.
5. The sponsors of each of the student's school activities will evaluate his or her participation in the activity based upon qualities of service, and leadership which that student displays.
6. After reviewing the faculty sponsor evaluations, the committee will make the final selection for NHS membership. Selected students will be notified by mail. Non-appointed students may appeal to the committee. Upon review, the decision of the committee will be final.
7. Selected members to NHS will be inducted during the National Honor Society induction ceremonies in March at Monticello High School.
8. NHS Activity Points are as follows with a minimum of 12 points required:  
Clubs: Members=2 pts

Sports: Team member=10 pts, Captain=5 pts

Band: Member=5 pts. Drum Major/Capt. =10 pts, Section Leader=5 pts., Jazz Band=5 pts, Madrigal Brass=2 pts.

Chorus: Member=2 pts, Madrigal=10 pts, Jazz Choir= 5 pts. Contest=5 pts, MEA All-State=5 pts

Organizations: FEA Teacher Aide=2 pts. LifeSavers=4 pts, Freshmen Tutors= 2 pts, RI Tutors=2 pts, Scholastic Bowl=10 pts, Student Council=4 pts for Member, 8 pts for Officer, Fall/Spring Play Cast: 10 pts for each production, Stage Help=5 pts, Class Officers=2 pts, Media Aide=4 pts, Print Media=5 pts for Member, 10 pts. for Editor, WYSE Team= 4 pts., Illinois State Scholar= 10 pts.

### **PEP CLUB**

The primary objective of the Pep Club is to develop and maintain a high level of school spirit. This organization works in cooperation with the cheerleading squads in supporting all athletic and extracurricular programs.

### **ROTARY INTERACT**

The MHS Rotary Interact Club is a service organization sponsored by the Monticello Rotary Club. Both are part of the International Rotary organization. The purpose of Interact is to provide opportunity for young people to work together in a world fellowship dedicated to service and international understanding. Membership is open to any MHS student desiring to help others and have some fun while doing so.

### **SPANISH CLUB**

Any student currently enrolled in Spanish class or a former Spanish student may participate in Spanish Club.

### **STUDENT COUNCIL**

Student Council is a self-governing organization consisting of seven elected representatives and several petitioning members from each of the four classes. Business of the Council is directed by an executive board, utilizing Parliamentary Procedure. Elections for the Council are held in the Spring. The Council sponsors various activities throughout the year, such as Homecoming, assemblies, dances, community activities and other related events. The Council strives to maintain an active role in district, state, and national activities. Leadership development is an important objective of the council.

### **THESPIANS**

The Thespian Club at Monticello is a collective group of persons interested in facets of the theater. The organization encourages students to participate actively in the theater program of the high school. Through participation, paid members accumulate points, each point representing approximately ten hours of work in the theater. When the student achieves ten points, he/she may be invited to become an



honorary member of international Thespian Society, of which our school is Troupe 343. In order to maintain this membership, the member must continue participation.

The club holds monthly meetings during homeroom period, at which time, in addition to regular business, demonstrations and lectures are given on various facets of theater arts. The members of the International Thespian Society shall elect a president, vice president, secretary, treasurer and scribe each year. The Thespian Apprentices shall elect a representative to the offices mentioned above.

### **WYSE TEAM**

WYSE (Worldwide Youth in Science and Engineering) team members compete with students from area schools academically by taking tests in two (2) of the following subject areas: Math, English, Computers, Physics, Biology, Engineering Graphics, and Chemistry. The District level competition is held in February, with Regional and State competitions occurring in March.

### **SECTION 4 - STUDENT REGULATIONS**

The Monticello C.U.S.D. #25 Board of Education grants the administration the right, where appropriate and applicable, to modify appropriately, rules and policies to best fit a given situation of unusual circumstances in order to preserve the safety, order, and discipline of the District, and the welfare of children. This shall also be read to include those situations not specifically covered by policy or handbook.

### **ATTENDANCE AND TRUANCY POLICIES**

#### **Expectations**

Teachers and administrators of the Monticello School District urge all parents and students to be aware of the value of regular school attendance. Attendance directly affects academic performance because basic skill development depends upon valuable classroom instruction and explanations. A student's attendance record is often considered by a potential employer along with academic performance. It is the responsibility of parents to see that their sons/daughters are in school regularly. The district in turn realizes that unique circumstances may occasionally affect a student's attendance. This district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absences and their causes. The district expects schools to monitor each student's attendance and inform parents or guardians of any attendance problems.

#### **Attendance/Excessive Absenteeism**

This district considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Under certain circumstances, the administration may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence. The administration will determine if the student's absences are excessive and abusive in nature. The administration may require a written doctor's excuse to verify a student's absence and for it to be excused. Failure to present the medical documentation to the administration may result in the absence being unexcused and the student considered truant. Students will have (3) school days to provide a written doctor's excuse in order for their absence(s) to be considered excused.

### **Authorized Causes of Absenteeism**

This district, in keeping with Section 26-2a of the Illinois School Code, considers the following circumstances to be authorized causes for a student's absence:

- \*Doctor's appointments with a Doctor's note or appointment card
- \*Illness
- \*Observance of a religious holiday
- \*Death in the immediate family
- \*Family emergency
- \*Circumstances which cause reasonable concern to the parent or guardian for the safety and health of the student
- \*School sponsored field trip
- \*Funerals (with approval)
- \*Out of School Suspension
- \*In-School Suspension
- \*Other situations beyond the control of the student and approved by the school principal

A student shall have the opportunity to make up assignments missed due to an authorized absence. It shall be the responsibility of 9th-12<sup>th</sup> grade students to initiate a make-up procedure and schedule with their teacher(s). A student will be given at least the same number of days to make-up his/her assignments as the time he/she missed from school for an authorized reason. Make-up time may be extended by the teacher's discretion. A student shall receive full credit for assignments made up pursuant to an authorized absence.

**Illness** - After 5 A Day/5 B Day per semester of absences due to illness, an absence must be accompanied by a doctor's note to be considered an excused absence. According to Illinois State Board of Education regulations, a student must be present at least 150 minutes of a regular school day to be credited one half (1/2) day of attendance. Any student absent more than one-sixth (1/6) of the regular credited day will be counted one-half (1/2) day absent.

NOTE: According to State regulation, one half-day absence is equal to 67 minutes or greater absence during the school day.

### **Pre-Planned Absences**

Unless the circumstances make it impossible, this district discourages parents or guardians from taking vacations when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. It is the parent's responsibility to contact the High School Office (at least 24 hours in advance) stating the reasons and the dates for the pre-planned absence. Failure to comply with the parent notification or failure to complete the assignments/tests may result in no credit for assignments/tests missed during the pre-planned absence. In the event that more school is missed than has been approved, such absences may be considered unauthorized as deemed appropriate by the Administration.

To verify absences, parents are to telephone the school office prior to 9:00 a.m. It will be necessary for the school to call the parents of absent children who have not notified the school by 9:00. Written notes from the parents will not be accepted.

Leaving school for medical or dental appointments requires an appointment card from the doctor/dentist or personal telephone call from the parent.

### **Athletic Event Absences**

Individuals who place or qualify for State IHSA events will be accompanied by team members, coaches, and immediate family members only. All other students must arrange a preplanned absence from school for the purpose of attending these events. Students who choose to call in sick on those days may be required to exhibit a doctor's excuse to regain admittance to school.

### **Classes Split by Lunch**

To be counted present for a class split by lunch, the student must be present during both halves of the class for a total attendance time of more than 50% of the class.

### **Night Activity Attendance**

To be eligible to participate in a night-time school activity or after school practice, a student must be present at the beginning of 3rd period, A or B Day, until the end of the day on the day this activity occurs.

### **Unauthorized Causes of Absences**

Unauthorized absences are those which generally fit the category of being of such a nature that prudence would have precluded the absence:

Truancy

Lack of parent/guardian contact to verify absence

Employment other than district work program

Leaving the building without permission

Any other absence, which is not approved as an authorized absence by the administration

Oversleeping

Students will not be allowed to make up work assignments or tests missed due to the unauthorized absence and will receive a zero (0) for all class work and tests missed. It is within the sole discretion of the administration to determine the legitimacy of a student's absence and to determine whether it is unauthorized or authorized. The administration may use discretion for certain instances of unauthorized absences and allow students full/partial credit for their missed assignments.

Additional consequences such as detention, Saturday School, in-school suspension, out of school suspension, etc. may be received due to an unauthorized absence.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180

regular school days without valid cause are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after the support services and other resources are made available, the school and district will take further action, including: Referral to truancy officer, Reporting to officials under the Juvenile Court Act, Referral to the State's Attorney, and Appropriate school discipline. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Chronic Truancy**

This district considers a student to be a chronic truant who is absent without valid cause for 10% or more of the previous 180 regular attendance days, per Section 26.2a of the Illinois School Code.

### **Resources and Supportive Services**

The following resources and supportive services are available to students with attendance problems and their parents or guardians:

- Conference with school personnel
- Counseling services of school counselors, social workers, psychologists testing by school psychologists and special education personnel
- Schedule or program changes
- Placement in alternative educational programs
- Special education placement
- Referral to community agencies for appropriate services

### **Truant Minor**

This district, in keeping with Section 26.2a of the Illinois School Code, considers a truant minor to be a chronic truant to whom the above resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy or have been offered and refused by the parent(s), guardian(s), and/or student.

### **Referral of Chronic Truants**

Schools in this district will refer chronic truants to the Macon-Piatt Regional Office of Education in accordance with current procedures established by that office.

### **Punitive Action**

In keeping with Section 26.12 of the Illinois School Code, schools in this district will take no punitive action, including out of school suspensions, expulsions, or court action, against chronic truants for such truancy unless the above resources and supportive services have been provided to the student and parent(s) or guardian(s).

### **Tardiness (Late Admits)**

Students are tardy when they are not at their assigned stations (as designated by the teacher) when the bell rings. Tardy students will be given a late admit by the teacher. A copy will be turned in to the office. The policy for tardiness and potential consequences for late admits is as follows:

- 3rd late admit - detention and parent notification
- 3-5 late admits – detention and parent notification
- 6th late admit - two detentions and parent notification
- 7-9 late admits - Saturday School and parent conference
- 10 or more- out-of-school suspension

First hour, A or B Day, tardiness after 15 minutes may include detention. The student will be sent to class and not held in the office. Administrative discretion will be applied for exceptions. Please note that late admits are cumulative throughout the semester.

### **CAFETERIA**

Students are expected to demonstrate appropriate behavior in the cafeteria. Examples of inappropriate behavior include, but not limited to; throwing food or garbage, littering, or loud yelling. Inappropriate behavior in the cafeteria may result in disciplinary action. Students are only allowed in the cafeteria and Media Center during their lunch period. Students are not allowed to disrupt classes during their lunch period. Students who are removed from the lunchroom will be considered the same as being removed from class.

### **CHEATING/PLAGIARISM**

When a student is caught cheating or plagiarizing work, the teacher will complete an office discipline referral. The use of texting, electronic transmission, and use of electronic translators without instructor approval for academic information is prohibited. In addition to receiving a zero for the assignment, test, project, etc., the student may be assigned disciplinary consequences such as Saturday Schools or suspension.

### **OPEN CAMPUS**

Freshman and sophomore students are restricted to the cafeteria during lunch period, unless a call is received from a parent, grandparent, or guardian before 9:00 a.m. the day they will be picked up to go home or to lunch with them.

Juniors and Seniors will not be allowed off campus however they can go outside the front door of the building and gather within the security area of MHS. This is a privilege, not an absolute and may be suspended when the administration deems it appropriate. All other areas are restricted to Juniors and Seniors during lunch periods. Students are not to be in any vehicles before school and during the school day. This list is not all-inclusive. Students who violate the open campus privilege may face disciplinary action.

## **EXTRACURRICULAR FAN CONDUCT**

"Monticello High School Athletic fans will conduct themselves in a manner that adheres to the high expectations set for sportsmanship and hospitality by the school and community. Spectators or students who choose to not do so could be removed from the premises and/or face further consequences."

1. Fan behavior at all school events, both home and away, is to conform to school, community, and IHSA standards and regulations.
2. Masks or costumes that hide a person's identity are not allowed.
3. Signs that are supportive and positive may be allowed however, they cannot block the line of sight of other spectators.
4. Fans and students who repeatedly choose to ignore handbook policy or who are disruptive and inappropriate may be removed from events for extended periods of time, up to and including the entire season, at the discretion of the administrators in charge of supervision.
5. STUDENTS are required to have on their person a school-supplied picture I.D. at all times.

## **CORPORAL PUNISHMENT**

No corporal punishment will be administered to students of this district. Corporal punishment shall include, but shall not be necessarily be limited to, the intentional infliction of bodily harm, slapping, paddling, or the prolonged maintenance of a student in a physically painful position. School officials shall not be prohibited from the use of reasonable force for purposes of self-defense, to protect property, to protect the health or safety of the students in their charge, or to protect other persons.

## **DETENTION**

Detentions are given for inappropriate behavior. Detention is thirty (30) minutes after school in the cafeteria from 3:15 to 3:45. Students are expected to study or read during the detention and are not to talk, sleep, eat, or drink. Students have 24 hours to arrange transportation.

1. Failure to stay for an assigned detention will result in one extra detention. Arriving late to detention may result in the student not being allowed to serve which may also result in an additional detention if 24 hours' time period has expired.
2. The second time you miss an assigned detention, you may be given a Saturday school.
3. Your parents will then be notified that, should you miss for the third time, you may be assigned an out-of-school suspension.
4. The administration reserves the right to assign Saturday School or out-of-school suspensions due to excessive detentions.

## **SATURDAY SCHOOL**

Saturday Schools may be issued for inappropriate behavior as deemed appropriate by the administration.

Saturday School does not replace preceding disciplinary actions taken. Student must take responsibility and serve all disciplinary actions taken.

The following is a list of the rules that will be enforced during the session.

1. Saturday School will meet from 8:30 a.m. until 11:30 a.m. A five- minute break will be taken at 10:00 a.m.
2. Students are expected to meet in the front of the school for Saturday School with all of their materials by 8:30 a.m. Students who arrive after 8:30 a.m. will be considered absent and assigned an out of school suspension as outlined below.
3. Students who fail to serve a Saturday School may be assigned a two (2) day out-of-school suspension and will still be responsible for serving the missed Saturday School.
4. Students will be allowed to reassign a Saturday School. This request must be completed 24 hours prior to the assignment by having the parents contact the high school administration in person or by phone. Only extraordinary circumstances will be sufficient to warrant a reassignment beyond one occurrence.
5. Students may be asked to leave Saturday School for violation of any rules or for poor behavior or poor attitude. If a student is asked to leave Saturday School, they may be assigned a two (2) day out of school suspension.
6. Students must bring with them all materials needed to study during the assigned time. Students will not be allowed to go to their lockers before Saturday School. Students are not permitted to leave class for any reason except during the break or at the discretion of the supervisor.
7. Students may speak only with the supervisor.
8. Sleeping will not be tolerated.
9. Students are to study and/or read school materials (textbooks, assigned novels) during their time in Saturday School. There will be no drawing or "doodling" unless it is assigned class work.
10. After a student receives their fourth (4th) Saturday School in a semester, all subsequent Saturday School assignments may, at the discretion of the school administrator or his designee, become a two (2) day out of school suspension. This means that all Saturday School assignments, after four (4), may be assigned as out of school suspensions.

## **DISPLAYS OF AFFECTION**

Expressions of affection other than hand-holding are considered inappropriate and in poor taste in the school setting and are subject to disciplinary action.

## **DRIVING**

Student parking is restricted to designated areas around the high school. Off campus parking is prohibited. Students are not allowed to park in faculty parking spots or on Sage Drive. Designated student parking areas are as follows: the school side of William St., the school side of Hamilton St., the east student parking lot, the south student parking lot, and Kratz Rd. All students who drive to school must park in designated student parking areas. Off-campus parking is prohibited. Students may not at any time during the school day park in spaces marked for faculty. Students are not permitted to go to, sit in, or drive any vehicles at lunch unless they have the principal's approval. All students who drive to school must fill out a parking tag form, have their parents sign it and place the tag in their vehicle at all times when parking in Monticello High School parking areas. Student vehicles may be subject to search when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. Disciplinary consequences may occur due to parking violations.

## **PASS SYSTEM**

Students must have a pass signed by a teacher when in the halls during class time. Students will not be given a pass to go to the restroom or office during class except in an emergency. Passes must be pre-signed by a teacher for a student to leave homeroom to see that teacher.

## **RESTROOMS**

Students are expected to use the restrooms before, between, or after class periods. A five-minute passing period is provided between each period. Students may use the restrooms near the cafeteria during their lunch period. Passes will not be given during class unless it is an emergency.

## **SEARCH AND SEIZURE**

School authorities (certified employees and school administrators) may search a student and/or the student's personal effects (e.g., electronic devices, purses, wallets, knapsacks, book bags, lunch boxes, student vehicles, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school.

Searches may be conducted with the cooperation from the area police departments. Building searches may be conducted when there is a reasonable suspicion.

## **PREVENTING BULLYING, INTIMIDATION and (SEXUAL) HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.



Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations: (1) During any school-sponsored education program or activity. (2) While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities. (3) Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. (4) Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

## **STUDENT GANG/CULT ACTIVITY**

Students are prohibited from engaging in gang activity. A "Gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. Students engaging in any gang-related activity will be subject to disciplinary actions. No student shall engage in any gang/cult activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, drawing, or other thing that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in any gang, and using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person. Students engaging in these activities are subject to suspension and or expulsion.

## **SMOKING, ALCOHOL, DRUGS**

Students are prohibited from smoking and/or chewing tobacco products on school grounds during school hours or at after school activities. Possession of tobacco products and/or lighters is prohibited. Using, possessing, distributing, or selling tobacco materials, including but not limited to electronic, e-cigarettes, and vape pens is prohibited.

Violators are subject to disciplinary action. Use, possession, or sale of alcoholic beverages, drugs, or drug paraphernalia or "look-a-likes" during the school day or a school-sponsored activity is strictly prohibited. Being under the influence of drugs or alcohol will be treated as having it in possession. When a staff member has reasonable cause to believe that a student is engaged in an act of possession, use, delivery or sale of drugs or alcohol, the staff member shall either escort the student to the office of the building principal or detain the student and summon the principal. Violators are subject disciplinary action and expulsion proceedings. In addition, the police will be notified, the student will be turned over to the police. The incident shall also be reported to the state's attorney.

## **SCHOOL DRESS CODE/STUDENT APPEARANCE**

Guidelines pertaining to student appearance call for clean and sanitary clothing, which avoids extremism and minimizes distractions to the educational process. Students who are dressed inappropriately will be sent to the office and asked to change. If appropriate clothing is not available, the parent/guardian will be contacted to provide appropriate clothing. Classes missed during this time will be unexcused and work may not be made up. Violators of this policy are subject to disciplinary action. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug

paraphernalia, violent behavior, or other inappropriate images. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols. Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education. Clothing must be appropriate for school environment. Appropriate footwear must be worn at all times. If there is any doubt about dress and appearance, the building principal will make the final decision. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

### **SUSPENSION FROM SCHOOL AND RETURN TO SCHOOL POLICY**

Out of school suspensions may be used as a disciplinary consequence when the student's continuing presence in the school would pose a threat to school safety, cause a disruption to other student's learning opportunities, pose a threat to the safety of other students, staff, or members of the school community, substantially disrupt, impede, or interfere with the operations of the school as deemed by the administration. Out of school suspensions do not replace other disciplinary actions taken. Students must take responsibility for their actions and serve all disciplinary actions taken. Students who receive out of school suspensions are expected to make up all academic work. Students suspended from school may be readmitted only after a conference with the administration. Students that are suspended from school are not allowed on District #25 property during the time of the out of school suspension. If a student needs to come to the high school, they must contact the principal for authorization. Students who violate this policy may be arrested for trespassing and recommended for expulsion.

### **REMOVAL FROM CLASS**

A student that is removed from a specific class will face disciplinary consequences as deemed appropriate by the administration due to the circumstance and/or situation. If a student is removed from a course three (3) times in a year, he/she may: 1) be temporarily suspended from the class, and 2) have expulsion proceedings initiated to remove the student from the class. (See section five of the MHS handbook regarding expulsion.) If a student is expelled from a class, the student will be dropped from the class and receive a failing grade in the course for the semester.

### **NO LOITERING POLICY**

In order for Monticello High School to maintain a positive relationship with the citizens that live around the High School, Monticello High School, students are not allowed to loiter outside in the high school parking lots or along city streets before or after school. Once students arrive at school, they should enter the building or stand outside the doors. After school, students should leave the area by walking home, getting on the bus, or driving home.

### **STEALING/THEFT/VANDALISM**

Stealing, theft, and vandalism are strictly prohibited at Monticello High School. Students who steal

from the school or steal from other students may be suspended and recommended for expulsion. Students who vandalize school property and or other student's property may be suspended and recommended for expulsion. In addition, the police may be notified and the student may be arrested.

## **WEAPONS**

A student who possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more that 2 calendar years. The Superintendent may modify the expulsion period and the board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon request of an adult supervisor, for the students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

## **STUDENT COMPUTER USAGE**

Students will not be allowed to engage in any activity, on or off campus, including without limitation, the use of any computer or other device whether such computer or other device is located on or off campus, that: (a) poses a threat or danger to the safety of the other students, staff or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment. Students who violate this policy are subject to disciplinary action up to expulsion. This policy is not all inclusive. For further information see acceptable use policy for District Network and Internet Access on page 64.

## **SECTION 5 MONTICELLO UNIT DISTRICT #25 DISCIPLINE POLICY**

### **PREAMBLE TO UNIT POLICY**

As a student in our District you will want to take full advantage of your right to an education. An important part of that education is the right to make decisions, and the responsibility to accept the results of those choices. To protect your rights and the rights of others, student discipline guidelines have been established. It is hoped that during your years in our District you will make wise decisions and use your classes, programs, and activities to the fullest. The following guidelines consist of Unit policies applicable to all students in the District, and specific policies applicable to the school you attend.

Student Discipline Guidelines will be explained to students the first day of school and upon enrollment for students moving into the District after school has started. An acknowledgement of receipt and review of those policies will be required in the form of signatures by student and parent on an appropriate form to be returned to the appropriate school office.

### **STUDENT DISCIPLINE**

#### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials including electronic or e-cigarettes is prohibited.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement,

or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

**f.** "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

**g.** Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

9.Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

10.Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

11.Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

12.Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

13.Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

14.Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

15.Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or (c) behavior that constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certified staff, or school bus drivers.

16.Engaging in behavior that includes repeated minor incidents of misbehavior which violate or attempt to violate a Board Policy, school rule or regulation that other disciplinary measures have failed to deter.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- a. On, or within sight of, school grounds before, during, or after school hours or at any time;
- b. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- c. Traveling to or from school or a school activity, function, or event; or
- d. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Bus Suspension which excludes a student from riding a school bus for any length of time not exceeding ten (10) school days.
8. Bus Expulsion which excludes a student from riding a school bus for any length of time exceeding ten (10) school days.
9. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
10. Social Probation which excludes a student from participation in, and attendance at, extra-curricular activities during the period in which the probation is imposed.
11. Notifying parents/guardians.



12. Temporary removal from the classroom.

13. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.

14. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

15. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school may be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-a-likes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or

she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

## **STUDENTS**

### **DISCIPLINE -- Definitions**

- 1."Exclusion" means any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.
- 2."Suspension" means an exclusion for a period, not to exceed ten (10) school days, provided that if an act justifying suspension occurs within ten (10) school days. An expulsion may be imposed in or carried forward to a succeeding school term when appropriate.
- 3."Expulsion" means exclusion for a period of more than ten (10) school days. An Expulsion may be imposed in or carried forward to a succeeding school term when appropriate.
- 4."Emergency" means a situation where the student's presence poses an immediate personal danger to him or to other persons or property or constitutes an ongoing threat of disrupting the education process.
- 5."Bus Suspension" means an exclusion from riding a school bus for any length of time not exceeding

ten (10) school days.

6."Bus Expulsion" means an exclusion from riding a school bus for any length of time exceeding ten (10) school days, imposed only by the Board of Education for safety reasons.

7."Certificated Person" means any person who is duly certified under the provisions of the Illinois State code and who is employed by the School District in a position requiring a certificate.

8."Social Probation" means an exclusion of a student from participation in and attendance at extracurricular activities during the period in which the probation is imposed.

9."Gross Disobedience or Misconduct" specifically includes, but is not limited to:

(a) Refusal to obey the policies, rules, and regulations of the Board of Education or administrative staff.

(b) Refusal to obey reasonable written or oral instructions of any member of the administrative staff, teaching staff, designated non-certified supervisory personnel, or bus driver.

(c) Behavior that interrupts the orderly process of school affairs.

(d) Conduct that is or may be physically injurious to persons or property.

(e) Truancy -- subject to the provision of Section 26.12 of the Illinois School Code.

(f) Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter.

(g) Repeated minor incidents of misbehavior, which violate or attempt to violate a Board of Education policy, rule or regulation.

(h) Possession, use, delivery, sale, transmittal or aiding in the possession, use, delivery, sale or transmittal of any substance containing alcohol, or possession, use, delivery, sale, transmittal or aiding in the possession, use, delivery, sale or transmittal of look-alikes or substances recognized as drugs in the official United State Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them, unless specifically prescribed by a licensed practitioner for medical purposes for use by the student in the manner provided, or any substance containing cannabis, marijuana or hashish, including any materials which are represented their true nature, or the appearance of the substance.

(i) Being under the influence of, or purporting to be under the influence of any of the substances listed in paragraph 9(h) above, other than those prescribed by a licensed practitioner for medicinal purposes.

(j) Excessive unexcused absences.

(k) Behavior that constitutes gross disrespect for the property or rights of other students, teaching staff,

administrative staff, non-certified staff or school bus driver.

(l) Use or aiding in the use of tobacco products.

(m) Threats made to staff members or students.

(n) Possession of guns, knives or any object that could be reasonably be used as a weapon.

(o) An attempt or attempts to violate a Board of Education policy, rule or regulation.

### **STUDENTS DISCIPLINE -- Notice**

Within fifteen (15) days of the first day of pupil attendance in each school year, the administration shall provide a copy of all student disciplinary policies to each student's parent or guardian within fifteen (15) days following the student's enrollment. The disciplinary policies may be included in the Student Handbook provided to each student, and a copy of the Student Handbook may be provided to each parent or guardian for the purposes of the notice required herein. As soon after the start of the school year as is practical, the administration shall cause all students to be advised of the student disciplinary policies then in effect.

### **DISCIPLINE -- Removal from Classroom**

Any certificated person may remove a student from teacher's classroom or area of supervision when, after warnings to the student by the teacher and attempts at warnings to the student by the teacher and attempts at appropriate lesser alternative disciplines, the student continues to engage in behavior which is disruptive. A student may be removed without warning when the student's behavior is so serious as to present an immediate threat to safety, health, or property. Removed students shall be directed to report immediately to the Principal's office. Removed students shall remain in the school in a restricted or isolated area to be selected by the Superintendent or designee pending further discipline when applicable. Nothing in this policy shall affect the powers of the Administration or the Board under the policies concerning Expulsion and Suspension.

### **DISCIPLINE -- Suspension**

The Superintendent and/or Principal(s) shall have the authority to suspend a student from school or to impose a bus suspension for a period not to exceed ten (10) school days for gross disobedience or misconduct, as those terms are defined in paragraph 10 of the discipline definitions policy.

The suspending official may impose an emergency suspension when he/she determines that an emergency exists. When an emergency suspension is imposed, the requirements set forth below shall be followed as soon as practicable. The emergency suspension shall be imposed only until a hearing on the suspension or an expulsion may be held, but in no event shall it exceed ten (10) school days. Students are not allowed on school grounds, at school-related functions or school-related activities during the time of suspension. Students who violate the rules of the suspension may be arrested for trespass and suspended for ten (10)

days and recommended for expulsion.

Whenever the suspending official determines that a violation of Paragraph 9(h) of the Discipline Definitions Policy exists, the student shall be suspended pending a hearing held in accordance with the Expulsion Policy. Such a hearing shall be held within ten (10) days of the date of suspension imposed under this Paragraph. Before a student may be suspended or a bus suspension may be imposed for gross disobedience or misconduct the following procedures shall apply:

1. The suspending official shall give the student oral or written notice of the charges that constitute the student's gross disobedience or misconduct and a summary of evidence which supports such charges.
2. If the student denies the charges, the suspending official shall give the student an opportunity to explain the incident.
3. The suspending official shall make a finding, based upon the facts, whether the charges are supported and whether a suspension is in order. If he/she so finds, he/she shall document the same.
4. The suspending official shall send written notice to the student's parent(s) or guardian(s) informing them of the suspension, state the reason(s) for the suspension, and informing them of their right to a hearing to review the suspension.
5. At the parent's request, a hearing to review the suspension shall be held before the Board or a Hearing Officer appointed by the Board.
6. The only person allowed at the hearing shall be the parties, their representatives, their witnesses, members of the Board of Education and a representative of the Department of Mental Health and Developmental Disabilities, if appropriate.
7. The hearing shall be conducted by the Board or by a Hearing Officer, as the case may be. The hearing may proceed at the discretion of the Board President, or, if one is appointed, the Hearing Officer in the absence of any party who, after due notice, fails to be present.
8. The rules of evidence shall not be applicable during the suspension review process.
9. If the hearing is before a Hearing Officer, the Hearing Officer shall submit to the Board a written summary of the evidence adduced during the suspension hearing. The Hearing Officer shall submit finding(s) and recommendation(s) to the Board upon request of the Superintendent. The summary, and if requested, finding(s) and recommendation(s), shall be submitted to the Board as soon as possible after the hearing is concluded.
10. Following the hearing conducted by the Board or upon receipt of the Hearing Officer's summary, and

if requested, finding(s) and recommendation(s), the Board shall take whatever action it deems appropriate. The Board shall notify, in writing, the parent(s) or guardian(s) of the action it has taken within two (2) days of its decision.

### **DISCIPLINE -- Expulsion**

The Board of Education shall be authorized to expel a student from school or to impose a bus expulsion for a period of time exceeding ten (10) school days upon a finding that the student has been guilty of gross disobedience or misconduct, as those terms are defined in Paragraph 10 of the Discipline Definitions Policy. Students are not allowed on school grounds, at school-related functions or school-related activities during the time of the expulsion. If the Superintendent determines that the student has been guilty of a violation of paragraph 10(h) of the Discipline Definitions Policy, the Superintendent shall initiate expulsion proceedings. If the Superintendent determines that the student is guilty of any other violation of Paragraph 10 of the Discipline Definitions Policy and that suspension is not an adequate remedy, the Superintendent shall be authorized to initiate expulsion proceedings. The Superintendent shall initiate expulsion or bus expulsion proceedings by applying the following procedures:

1. The Superintendent shall give the student oral or written notice of the charges which constitute the student's gross disobedience or misconduct and a summary of evidence which supports such charges, unless the same have already been done by a Principal before a suspension was imposed pursuant to the terms of the Suspension Policy.
2. If the student denies the charges, the Superintendent shall give the student an opportunity to explain the incident.
3. The Superintendent shall determine whether the student is handicapped within the meaning of the Education for All Handicapped Children Act (P.L. 94.142, as amended and modified). If the student is handicapped, a multi-disciplinary staffing conference will be held to determine whether the student's gross disobedience or misconduct is related to the student's handicapping condition. The student shall not be subject to expulsion for gross disobedience or misconduct that is related to his handicapping condition. The following procedures shall be followed at the conference:
  - (a) The conference is a multi-disciplinary staffing conference, and all rights of the student and his parents under the Education for All Handicapped Children Act, including notice to the parents and student of the time, place and purpose of the meeting and their rights to attend are applicable. Notice shall also state that a change in placement could result from a determination made at the hearing.
  - (b) The persons attending the conference must include appropriate members of the faculty and staff familiar with the student's handicap, and knowledgeable about the placement options for the student.
  - (c) The faculty and staff members attending the conference shall consider all information and shall determine whether the student's gross disobedience or misconduct is the result of an inappropriate placement.
  - (d) A written record of the conference must be kept.

(e) If the faculty and staff members attending the conference, after considering all the information, determine that the gross disobedience or misconduct is not related to the student's handicap and not the result of an inappropriate placement, the expelling official may proceed with the expulsion process.

(f) If the faculty and staff attending the conference determine that the gross disobedience or misconduct is related to the handicap or is the result of an inappropriate placement, a different placement or revised program must be considered and offered.

(g) Following the conference, a written notice shall be sent to the student's parent(s) or guardian(s) informing them of the date, time and place of the conference (if they did not attend); the names of the persons who attended the conference; the sources of information used in reaching the decision; the decision regarding the relationship between the student's handicap and behavior; whether the behavior resulted from an inappropriate placement; and notice of the rights to a due process hearing to contest the decision made at the conference.

(h) In the event the parents file a complaint for a due process hearing, during the pending of those proceedings, the student's educational placement shall not change, except if the parents and district agree. However, if the Superintendent determines that, in his current educational placement, the student is a danger to himself or others the superintendent shall be empowered to remove the student as is otherwise provided in this policy. In such event the Superintendent shall also comply with 23 Illinois Administrative codes, #226-632c(5) regarding interim placement of such students.

4. In the event the Superintendent determines that formal expulsion proceedings are required, the Superintendent, in consultation with the Board President, shall either appoint a Hearing Officer to administer the expulsion proceeding or fix a time and place for said proceedings to be conducted by the Board of Education.

5. The Board of the Superintendent shall send written notice to the student's parent(s) or guardian(s) by registered or certified mail, informing them of the proposed expulsion and of the impending hearing, stating the reason(s) for the proposed expulsion, and informing them of their right to appear and present evidence to refute the charges against their child.

6. The only persons allowed at the hearing shall be the parties, their representatives, their witnesses, members of the Board of Education, and a representative of the Department of Mental Health and Developmental Disabilities, if appropriate.

7. The hearing shall be conducted by the Board or by a Hearing Officer, as the case may be. The hearing may proceed at the discretion of the Board President or, if one is appointed, the Hearing Officer, in the absence of any party, who, after due notice, fails to be present.

8. The rules of evidence shall not be applicable during the hearing.

9. If the hearing is before a Hearing Officer, the Hearing Officer shall submit to the Board a written

summary of the evidence adduced during the expulsion hearing. The Hearing Officer shall submit finding(s) and recommendation(s) to the Board upon request of the Superintendent. The summary, and if requested, finding(s) and recommendation(s) shall be submitted to the Board as soon as possible after the hearing is concluded.

10. Following the hearing conference by the Board or upon request of the Hearing Officer's summary, and if requested, finding(s) and recommendation(s), the Board, within ten (10) days thereafter, shall take whatever action it deems appropriate, to include alternatives to expulsion. The Board's decision shall be in writing with a copy being furnished to the student's parent(s) or guardian(s). The decision shall specify the finding(s) upon which the decision is based.

### **STUDENT CONDUCT ON SCHOOL BUSES**

The safety of all who ride the school buses is of utmost importance. All buses must be operated in compliance with a strict set of rules set down by the Illinois Office of Education, which includes bus safety tests twice each year and an annual physical examination for the driver. The student passengers must do their part by complying with the following rules:

1. Be on time at all stops. The bus cannot wait for tardy students and keep on schedule. Students who must cross the road should do so before the bus arrives or wait at the side of the road until the drive signals them to cross.
2. Enter the bus in an orderly manner without running or pushing. Take a seat immediately and remain seated in that seat, facing forward with feet on the floor, while the bus is in motion. The driver may assign any or all students to specific seats either daily or permanently. The drivers are under instructions by the district to keep the younger students towards the front of the bus.
3. Never put books, instruments, or other articles in the aisle or in doorways. The student is responsible for taking care of belongings in his/her own seat. Any article a student can't handle in his/her own seat will not be permitted on the bus.
4. Never lower a window below the STOP line and lower it to that point only with the driver's permission. Keep hands and head inside the bus at all times. Never throw anything out a window.
5. Help keep the bus clean. Eating and drinking on the bus is prohibited. Don't throw paper or trash on the floor or in the seats.
6. Talking is permitted as long as it is appropriate and not loud. Unnecessary noise or confusion may divert the driver's attention and cause an accident. Be absolutely quiet when approaching railroad crossings and at STOP signs.
7. Never tamper with any bus equipment. Report any damage to the driver. Any student who



intentionally damages the bus will be required to pay for repairs.

8. No student will be unloaded at any place other than school or his/her own home except with written permission from his/her parent 24 hours in advance. Requests for alternative stops will only be honored if they are on an already established route.

9. Students who must cross the road to go home shall go around the front of the bus and cross the road with caution while the bus is stopped. Remember that on occasion a vehicle fails to stop for the bus, as it should, so be sure to look before crossing.

10. In case of a road emergency, remain seated in the bus and be quiet until the driver gives instructions.

11. The driver is in full charge of the bus and its passengers. Listen carefully to his/her instructions and obey them promptly and cheerfully.

Any student who violates these rules, or other accepted practices of good conduct or school policy, may be prohibited from riding the bus until he/she and his/her parents can assure the school and the driver that this conduct will not continue.

1. Bus drivers will work with children to minimize misconduct on buses.

2. If a student misbehaves on a bus, the driver or Bus Management may issue a Bus Misconduct Notice. A copy of the notice shall be given to the student, the school, and the bus company. A representative of the bus company will report to the school's Transportation Director the same day or in the morning of the next school day this misbehavior. Upon receiving a misconduct notice, the Transportation Director shall make a determination of the action to be taken and shall notify the bus company and the parent/guardian. This action may include anything from a simple warning, the assignment of Detentions/Saturday School, suspension from bus privileges or even expulsion from school, depending upon the severity of the infraction.

3. As a result of a second misconduct on the bus, and after going through the previous steps, the Transportation Director must again notify the parent/guardian that the student shall lose his/her bus privileges for a period of time up to ten (10) school days. The suspension length shall be up to the discretion of the Transportation Director. The bus company and the parent/guardian shall be notified of action taken.

4. As a result of more than two misconduct reports on the bus, and after going through the previous steps, the Transportation Director must notify the parent/guardian a third time that the student shall lose his/her privileges for a period of time up to thirty (30) days. The bus company and the parent/guardian shall then be notified.

5. As a result of more than three misconduct reports, and after going through the previous steps, the Transportation Director must notify the parents/guardian a fourth time and the student may then be permanently excluded from the bus for the balance of the school year. The bus company and parent/guardian shall be notified of the action taken.

6. If the student's misconduct is severe, the Transportation Director may use any of these steps in disciplining the student, and the parent/guardian shall be notified of the action taken.

**Bus Service**

Please remember that if parents bring their children to school in the morning, they should plan to pick them up in the evening. Also, if your child is to get off the bus at a place other than home, a note to the bus service is required 24 hours in advance. Special note to parents whose children ride buses to Decatur for school - if Monticello School District is not in session because of weather conditions, there will be no buses to Decatur.

If you have any questions, please call Illinois Central School Bus Company 217-631-1009 or 217-631-1017 or the School Transportation Director (762-8511, ext. 3106).

## **MONTICELLO COMMUNITY UNIT SCHOOL DISTRICT NO. 25 EXTRACURRICULAR CODE**

### **PURPOSE**

The Board of Education and staff of Monticello Community Unit School District No. 25 have adopted this Extracurricular Code that applies to all students in grades 6-12 who desire to participate in competitive or performance extracurricular activities. This policy applies in addition to other policies, rules and regulations concerning student conduct and imposes additional requirements on student extracurricular participants.

Participation in extracurricular activities is a privilege available to qualified students. There is no right of students to participate in athletic competition, to participate in sports or cheerleading activities, or to participate in any other school governed extracurricular activities. Those who participate in extracurricular activities have a responsibility to favorably represent the school and community. Student extracurricular participants and athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Monticello Community Unit School District No. 25.

Strict adherence to the rules and policies set forth in the Extracurricular Code is a responsibility, which accompanies the privilege of participation. If a student fails to comply with the terms of this Code, the privilege to participate in extracurricular activities may be lost in accordance with the terms of this Extracurricular Code.

Administration reserves the right to modify this policy as necessary to fit particular situations and/or preserve the welfare and safety of the children and/or the safety, order, and discipline of the building.

The rules set forth in this Extracurricular Code are in effect throughout the calendar year, twenty-four (24) hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the participant's first tryout or practice in the first activity, which the participant attempts until the completion of the participant's extracurricular eligibility in all activities.

I. An administrator, coach, sponsor, faculty member, or law enforcement official who has reliable information from any source, including from his/her personal observation, that a student has violated these rules, shall promptly notify the Assistant Principal/Activities Director (AP/AD) of the violation and the circumstances. For purposes of this policy, the AP/AD shall oversee all extracurricular infractions.

The AP/AD shall investigate the occurrence which gives rise to the charge. If the AP/AD determines that discipline may be warranted, based upon the facts as determined by his or her investigation, he or she shall conduct an informal meeting with the student, at which time he shall:

1. Give the student the oral notice of the charge; and
2. In the event the student denies that charge, give the student an explanation of the evidence and facts leading to the charge, and an opportunity to present his/her version.

If the AP/AD determines the allegations to be true, he or she shall temporarily suspend the student if warranted from participation in all extracurricular activities until a meeting is held by the Extracurricular Review Committee, as provided herein.

II. Extracurricular Review Committee:

- A. The Review Committee will consist of a set group of three head athletic coaches, two extracurricular sponsors, and the AP/AD or Principal.
- B. The role of the AP/AD and/or Principal is to investigate, facilitate, guide, and provide input to the Review Committee as requested.
- C. The role of the Review Committee is to make a determination if any violation of the Extracurricular Code occurred, and to enforce suspension/penalty as set by the extracurricular code.

III. Action by Extracurricular Review Committee:

The Review Committee will meet within one week from said offense with student, unless school is not in session, then the Review Committee would meet in the first week after returning to school. The purpose of the meeting is to discuss the student's behavior and to determine whether the offense occurred. Each situation presented to the Review Committee will be evaluated on a case by case basis. All decisions for suspensions/penalties will be based on each specific situation and or case. The Review Committee's decision for suspension/penalty for the participant may be different for each violation of

the extracurricular code. The Review Committee determines the type, length, and amount of suspension/penalty per case. If the Review Committee believes that an offense has been committed, then it shall impose a suspension/penalty with approximate mitigation due to the situation or circumstances.

A. If dissatisfied with the decision of the Review Committee, the student and/or parent/guardian may request a hearing before the Principal and/or Superintendent to review the Review Committee's decision. If dissatisfied with the decision of the Superintendent, the student and/or parent/guardian may request a hearing before the MCUSD #25 Board of Education.

a. The Review Committee, including AP/AD; student; parent/guardian may be present. The AP/AD shall present the evidence against the student. The parent/student may present the evidence that they have.

IV. No student at Monticello School District will conduct himself or herself in an unsportsmanlike manner. This includes but is not limited to swearing, stealing, and disrespect for any school personnel, vandalism, and other serious acts of misbehavior. Coaches or sponsors may immediately punish students for behavior which is unbecoming of a representative of the team or activity in question. This may include dismissal from the team if warranted. Prior to dismissing a student from the team, the coach or sponsor shall discuss the student's behavior with him/her and provide an opportunity for the student to respond. Misconduct, which occurs outside the presence of the coach or sponsor, shall be reported to the AP/AD as provided in Section I. Coaches and extracurricular sponsors may have rules and regulations for participation in extracurricular activities above and beyond the extracurricular code.

V. All participants shall be well groomed to best represent the Monticello School District in extracurricular activities. Specified rules regulating the dress or grooming of participants may be developed by the Sponsor of each respective activity. Team uniforms and equipment shall be required and no alterations will be allowed. No wearing apparel, attire, or jewelry shall be worn which displays any vulgarity, profanity, drugs, alcohol, tobacco, or any other message which is inconsistent with the pedagogical mission of the school. Other prohibitions shall be limited to regulating forms of dress or grooming which present health or safety concerns for the participant or other extracurricular participants.

VI. Any student using or in possession of tobacco, illegal drugs (for purposes of this policy, look-a-like drugs, tobacco, or paraphernalia) and alcohol or committing any action which would constitute a violation of any criminal or civil ordinance or law will fall under this policy. Students violating this provision at any time or in any place shall receive penalties listed below. Attendance at a party where alcohol and/or drugs are being used/consumed is prohibited. Family activities and other formal gatherings where there is parental supervision and/or circumstances beyond the control of the student

will not be considered as violating this code as long as the student is not in possession of, or using alcohol, drugs, or tobacco, (i.e. wedding receptions, family reunions, professional sporting events, bowling alleys, pizza parlors, etc). Riding in a vehicle where alcohol or drugs are being transported or consumed is prohibited. All activities that a student is involved in will be subject to the following consequences:

First Offense:

1. Suspension/penalty from extracurricular activity for 50% of the season or events scheduled beginning at the student's next game or activity.
2. If the violation occurs during the season, and the 50% suspension/penalty cannot be completed, the suspension/penalty will be for the remainder of that season with the balance of the 50% charged to the next activity of participation for that student's next possible competition or event.

Second Offense:

1. Suspension/penalty from extracurricular activity for the entire season or activity.

Third Offense:

1. Suspension/penalty from extracurricular activities for one calendar year. Repeat offenses during a calendar year suspension/penalty may result in a one additional calendar year suspension/penalty from the date as determined by the Review Committee.

All honors and awards will be forfeited for an uncompleted extracurricular season.

A. Serving a suspension/penalty

1. Students may participate in additional athletic sports and/or extracurricular activities.
2. A student participant must complete the season/activity in good standing as determined by the athletic coach or sponsor.
3. If at any time while serving a suspension/penalty, a student chooses not to follow the coaches/sponsors stipulations, no credit will be given for any time served for the suspension/penalty. The suspension/penalty shall be served at the beginning of the student's next athletic season or event.
4. All honors and awards will be forfeited for an uncompleted extracurricular season.

Please note: This policy covers a student's freshman through senior years at Monticello High School or at the time of enrollment until graduation.

## **Monticello High School Code of Academic Integrity**

### **I. EXPECTATIONS OF THE PROFESSIONAL STAFF**

It is the expectation that all members of the professional staff will be committed to the development of a school environment that fosters academic integrity. Classes will be conducted in a manner that clearly reflects commitment to the formation of integrity and personal accountability within the student. Class expectations will be communicated in writing at the start of each semester informing students of class goals, procedures and practices, including expectations for homework, coursework, examinations and student evaluations.

### **II. EXPECTATIONS OF THE STUDENTS**

Students are expected to conduct themselves according to the highest standards of personal integrity and accountability. Students are expected to assume full responsibility for one's work and resist any behavior that would be in conflict with this code.

### **III. DEFINITION OF ACADEMIC DISHONESTY**

Academic dishonesty is any action that seeks to obtain credit for work, which is not one's own. This includes, but not limited to, the following:

- Communicating with another student during an examination or quiz;
- Copying material during an examination or quiz;
- Allowing another student to copy from one's examination or quiz;
- Using unauthorized notes or devices during an examination or quiz;
- Obtaining a copy of and/or information about an examination or quiz without the knowledge and consent of the teachers
- Submitting a paper or project, which is not the student's work; use of translators online and offline.
- Copying another person's assignments;
- Allowing another student to copy one's assignment;
- Stealing or accepting stolen copies of tests or answer keys;
- Changing answers and seeking credit on an assignment or examination after the work has been graded and returned;
- Falsifying information on a standardized test or on applications (e.g. college scholarships);

- Unlawfully copying computer software or data created by others;
- Any other violation intended to obtain credit for work, which is not one's own.
- Submitting an assignment to a teacher which has, at any time, been submitted to another teacher for academic purposes

#### IV. KEY CONCEPTS AND DEFINITIONS

**Collaboration**, defined as working with another individual or group for study and/or homework, is not a violation of this Code unless prohibited or limited by the teacher. Teachers shall establish appropriate guidelines.

**Plagiarism** is the act of taking the work of another and using it as one's own without crediting the source. Plagiarism includes but is not limited to, the unauthorized copying, improper citation, rearranging or rewording and/or paraphrasing without acknowledging the source. Plagiarism occurs when a student:

- Fails to cite with quotation marks the written words or symbols of another author;
- Fails to footnote the author and sources of materials used in a composition;
- Fails to cite research materials in a bibliography;
- Fails to name a person quoted in an oral report;
- Fails to cite an author whose works are paraphrased or summarized;
- Presents another person's creative work or ideas as one's own in essays, poems, music, art, computer Programs or other projects;
- Copies or paraphrases ideas from literary criticism or study aids without proper citation of sources.

#### V. CONSEQUENCES: GENERAL GUIDELINES

All members of the professional staff will follow the below procedures for academic dishonesty:

- The teacher shall give written notification of the incident to the administration.
- The administration shall give written notification to the parent/guardian with copies to the counselor.
- The teacher may assign the student no credit ("0") for the academic work, examination, project or paper.

#### Monticello High School Music Code of Conduct

I. An administrator, faculty member, or law enforcement official who has reliable information from any source, including from his/her personal observation, that a music student has violated these music student conduct rules, shall promptly notify the Assistant Principal/Activities Director (AP/AD) of the violation and the circumstances.

The Assistant Principal/Activities Director (AP/AD) shall investigate the occurrence which gives rise to the charge. If the Assistant Principal/Activities Director (AP/AD) determines that discipline may be



warranted, based upon the facts as determined by his/her investigation, he/she shall conduct an informal meeting with the student, at which time he/she shall:

1. Give the student oral notice of the charge; and
2. In the event the music student denies the charge, give the student an explanation of the evidence and facts leading to the charge, and an opportunity to present his/her version.

If the Assistant Principal/Activities Director (AP/AD) determines the allegations to be true, he/she shall temporarily suspend the student from participation in all extracurricular music events until a meeting is held by the Music Committee, as provided herein.

## II. Action by Music Committee

1. Committee will consist of: Assistant Principal/Activities Director (AP/AD) and the music staff of the high school.
2. The Committee will meet within one week from said offense with music student, unless school is not in session, then the Committee would meet in the first week after returning to school. The purpose of the meeting is to discuss the student's behavior and to determine whether the offense occurred. If the Committee believes that an offense has been committed then it shall impose the penalty provided by the rules.
3. If dissatisfied with the decision of the Committee, the student and/or parent or guardian may request a hearing before the principal to review the Committee's decision.
  - A. The Committee, including Assistant Principal/Activities Director (AP/AD), student and parent/guardian may be present. The Assistant Principal/Activities Director (AP/AD) shall present the evidence against the student. The parent or student may present the evidence that they have.
  - B. The principal will make the final decision.

III. Any music student using or in possession of tobacco, illegal drugs (for purposes of this policy, look-a-like drugs, tobacco, or paraphernalia) and alcohol or committing any action which would constitute a violation of any criminal or civil ordinance or law will fall under this policy. Students violating this provision at any time or in any place shall receive penalties listed below. Attendance at a party where alcohol and/or drugs are being used/consumed is prohibited. Family activities and other formal gatherings where there is parental supervision and/or circumstances beyond the control of the student will not be considered as violating this code as long as the student is not in possession of, or using alcohol, drugs, or tobacco (i.e. wedding receptions, family reunions, professional sporting events, bowling alleys, pizza

parlors, etc). Riding in a vehicle where alcohol or drugs are being transported or consumed is prohibited. This is a year-round policy including when a student is in or out of school.

A. First Offense:

- 1.Suspension from interscholastic competition at next music contest.
- 2.To assist the suspended student to be properly prepared and remain activity-knowledgeable, the music student will be required to practice and complete the season or semester in good standing with the Directors.
- 3.All honors will be forfeited.

B. Repeat Offenses:

Elimination from all extracurricular music activities for one calendar year from the date of the school's determination of the violation.

IV. At no time will a student's grade be lowered due to serving suspensions/penalties arising from this Music Code of Conduct.

#### **POLICY AND AUTHORIZATION FOR DISTRICT NETWORK AND INTERNET ACCESS FOR STUDENTS**

Each student and his or her parent(s)/guardian(s) must sign the authorization (handbook receipt) before being granted unsupervised Internet access.

All student use of the Internet and the District's internal network, shall be consistent with the District's goal of promoting educational excellence by facilitating educational resource sharing, electronic communication, and improving methods for learning and research. This authorization includes examples of rules about the District's internal network and Internet use. It does not attempt to state all that may be required of users, or proscribed behavior. The failure of any user to follow the terms and conditions of District Network and Internet access will result in the loss of those privileges and may result in disciplinary action. Student misuse of computers, networks, or the Internet may result in legal liability of the student and/or his or her parents.

The purpose of providing Network and Internet access in the school environment is to provide access to new means to gather information, provide research experiences, and to teach responsible use of computers, networks and the Internet. To that end, the District reserves the right to limit access by students, and to prohibit student access to network resources, Internet files, information or sites which certificated employees believe are not appropriate to the educational activity assigned or permitted.

#### **TERMS AND CONDITIONS**

1. Acceptable Use - Access to the District's internal network and the Internet must be for the purpose of education or research and be consistent with the educational objectives of the school.

2. Privileges - The use of the District's internal network, electronic mail (E-mail) and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School personnel responsible for providing networking services and school certificated employees have the right to make all decisions regarding whether or not a student has violated applicable rules, and may deny, revoke, or suspend student access at any time. Such decisions are final.

3. Unacceptable Use - A student is personally responsible for his or her actions and activities involving school computers, the District's internal network, electronic mail (E-mail) or the Internet. The Board of Education, Administration, and individual teachers may make additional rules at any time regarding student use of school computers, the District's internal network, electronic mail (E-mail) or the Internet. Some examples of unacceptable uses of school computers, the District's internal network or the Internet are:

a. Any illegal activity

b. Violation of copyright, intellectual property rights, or unauthorized use of property of others.

c. Downloading of a file without authorization, regardless of whether the file is software or data, or whether it is copyrighted or de-virused.

d. Using or downloading a file for a purpose other than that authorized.

e. Use for private, financial, or commercial gain.

f. Wastefully using resources such as file space, processor time or network time, including any use that hinders, delays or obstructs others in their use of school computers, the District's internal networks, databases, and files, or information contained therein.

g. Gaining or attempting to gain unauthorized access to any resources, including but not limited to the District's computers, networks, databases, and files, or information contained therein.

h. Invading the privacy of others.

i. Using or attempting to use another's account or password or other identification.

j. Posting material authored or created by another without his or her consent.

k. Posting anonymous messages.

- l. Use for commercial or private advertising.
  - m. Submitting, posting, publishing or displaying any material which is defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or harassing, or accessing material which is obscene, profane, or sexually oriented.
  - n. Use or attempted use while access privileges are suspended or revoked.
  - o. Failure to follow network security rules.
  - p. Incurring telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs or other access charges without written permission of the District.
  - q. Attempted or actual use, possession or creation of any computer virus or other software, or physical or electronic device intended to or capable of causing damage to any computer, network or file. Computer and network vandalism is prohibited. Vandalism is defined as any act of a user, which intentionally or recklessly causes damage or attempts to cause damage to any person, entity, computer, computer component, file, or network.
  - r. Use of computing facilities knowingly to disrupt the work of another student, faculty member, school official or any other person or entity.
  - s. Use of computing facilities knowingly to disrupt normal operation of any computing system.
  - t. Posting of messages or material under a false name or corrupting or changing any data material of any other person without consent.
  - u. These rules may be supplemented at any time at the discretion of the District. Any supplemental rules will immediately be binding upon students.
  - v. Use of the District's computers, internal network or the Internet to engage in any theft or fraud.
4. Network Etiquette - While using the District's computers, internal network or the Internet, students are required to abide by the generally accepted rules of network etiquette. These include, but are not necessarily limited to the following:
- a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities, or any other inappropriate language.

- c. Do not reveal the identification, password, personal addresses, or telephone numbers of others.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of violations or school rules may result in discipline, and those relating to illegal activities may also be reported to law enforcement authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties - The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, the network, the Internet, or the accuracy, correctness, completeness or reliability of any information, files or software. The school is not responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for accuracy or quality of information obtained through use of the network, or the Internet.
6. Indemnification - The parent or guardian, by signing below, in consideration of District providing his/her student with network and Internet access agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of these or other School Rules by the student in using computers, the network, or the Internet.
7. Security - Network security is a high priority. If a student identifies a security problem or failure on the school computers, the District's internal network or the Internet, the student is required to notify the Building Principal. The following rules apply to network security:
- a. Students must not demonstrate any security problem or security defeating technique to any other users.
  - b. Students must keep accounts and passwords confidential. A student providing an account or a password to another or using or attempting to use another individual's account or a password violates this rule.
  - c. Attempting to log onto or use school computers, the internal network or the Internet using any other person's account, password or identification is a violation of these rules.
8. Telephone Charges - The School assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Ordinary Internet and school network access and use will incur no such charges. Any such charges are the responsibility of the Parent or Guardian signing below.

9. Privacy - Electronic communications and downloaded material may be monitored or read by School officials.

10. Students and parent(s)/guardian(s) need only sign the Authorization for District Network and Internet Access once while enrolled in the District Schools.