

***2023-2024***

***Monticello Middle School/High School Student  
Handbook***



***Home of the Ponies***

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## **WELCOME TO MONTICELLO MIDDLE/HIGH SCHOOL**

Please review this handbook carefully in order to better understand your rights and responsibilities as a Monticello student. We hope the year ahead will be exciting and filled with many new opportunities and challenges!

### **EDUCATIONAL PHILOSOPHY**

The general purpose of the School District of Monticello is to prepare students within the school district to meet the personal, intellectual, social, vocational, physical, and moral demands of life after high school. Monticello School District wants students to leave our building as graduates who are college and career ready. To accomplish this, the school strives to:

Offer a curriculum that is comprehensive in scope and allows students to become aware of their own abilities and the opportunities that will be available to them upon graduation.

Be flexible so that students of varying capabilities and interests can explore their interests for lifelong learning and leisure.

Allow students to explore their interests for lifelong work and as productive members of society.

Develop positive attitudes among the students, parents, teaching staff, administration and school board members for our learning environment.

Help students develop social skills and positive character traits by displaying and encouraging students and staff to display the traits of honesty, cooperation, courtesy, good sportsmanship, and acceptance of responsibility.

Continuously evaluate its programs and policies to better meet the developmental needs of students at each grade level.

Maintain an environment of respect for the rights of students and staff in all of our programs, both inside of and outside of school.

Use the school facilities properly so that others may use them in the future.

The school strives to work cooperatively with parents and students in order to meet this shared responsibility.

### **2023-2024 FEES**

#### **Basic School Fees**

The Monticello School District has adopted a two-tier schedule for basic school fees. In accordance with State Statute 120.12(11), it is the duty of the school board to provide books and school supplies for indigent children living in the District. Guidance from the Department of Public Instruction indicates there is no definition of “indigent student” in the law; therefore, the Board has adopted the position that those students who qualify for free or reduced meals shall be eligible for reduced fees.

School fees for students in grades 6-12 are \$45 per year. Students who qualify for free or reduced meals are eligible for reduced fees of \$7 per year.

#### **Material Fees**

For some classes (such as Art, Foods, Photography and Technical Education classes) a \$10-\$15 fee per semester may be charged to cover the high cost of supplies and materials. Rental of district-owned musical instruments is

\$75 per year. These fees are the same for all students.

### **Athletic Participation Fees**

A \$50 participation fee per year for grades 9-12 and a \$35 fee for grades 7-8 will be charged. These fees are the same for all students.

## **ATTENDANCE**

Students are expected to be present for all classes and study halls, unless excused or exempted according to our attendance definitions. Attendance is taken every class period. Students must be present by 7:50 a.m. in order to participate in or attend any activity on that day unless there are unusual circumstances as determined by the principal. State law provides the schools with the final say on what is an absence within (118.16 (2) (a), Wis. Statutes. (*See Board Policy 5200.00, Student Attendance.*)

### **Attendance Definitions:**

**For the purposes of this activity code, there are four types of student absences. They are categorized as follows:**

**Exempt Absence:** Students who are absent for part of or all of the school day due to a court appearance, documented medical appointment, school function, immediate family funeral, or an educational experience pre-approved by administration.

**Pre-Approved Excused Absence:** Students who know they will be absent for all or part of a school day must notify the office at least one day before the date of their absence. These include, but are not limited to dental or medical appointments, court appointments, driver's license appointments and college visits. When such notification is received, staff will enter the correct attendance code in the computer system to document that the absence is pre-approved and excused.

**Excused Absence:** This type of student absence is primarily due to an unforeseen circumstance and does not require pre-approval to be excused. These include, but are not limited to illness or injury, emergency medical or dental appointments, and extreme weather conditions.

**Unexcused Absence:** This includes, but is not limited to tardiness, reporting late to school without an excuse, truancy/skipping and failure to appropriately notify the office of the absence in accordance with school policy.

Parents are required to call school prior to 7:50 a.m. the day of the student's absence and provide a valid reason for the absence. ***Failure to appropriately notify the office will result in the absence being recorded as unexcused.*** Please call 938-4194 and choose the attendance line option. This line is accessible 24 hours a day. The attendance secretary will attempt to contact all parents regarding unexcused absences.

### **Advance Make-Up Slips**

Students who know they will be absent for *two or more days* need to request an advance make-up slip from the office/website. ***Parents are required to send a note or notify the office, indicating the reason for any pre-planned absence at least one day in advance.*** Parents are responsible for ensuring that the absence is for a valid reason and worthy of missing school. The student is responsible for communicating with their teachers regarding any required work that they will be missing. Students must complete any missing work/assignments/assessments upon their return in a timely manner as determined by the classroom teacher.

### **Flex Time/Homeroom/Activity Period**

This period is used for various purposes. Examples include, but are not limited to: RtI, PBIS, study hall, and/or meetings of student groups may take place during this time. This period is part of the required school day. Students are required to be in attendance during this period.

### **Permission to Leave School**

*In all situations, students must obtain a permit to leave the building from the office before leaving the school grounds.* Students who need to be dismissed before the end of the day must bring a note from a parent/guardian requesting such or a parent/ guardian must telephone the school before classes begin in the morning at 7:50 a.m. Students must sign out in the office before leaving. Students who become ill at school must come to the office, telephone home, and have a secretary speak to the parent or guardian before students are allowed to leave. Students should NOT call parents by cell phone during class hours unless they are directed to call by school personnel.

*Upon returning to school from an appointment or arriving at school late, students must sign in at the school office.*

*Students are not to leave the building to do personal errands during school hours or do errands or any services for staff members without parental permission and administrative approval.*

Students who leave campus leave at their own risk. Parents/guardians assume responsibility and liability for the time their child is off-campus during the school day unless the child is on a board approved school-sponsored field trip.

### **Closed Campus Policy**

In accordance with Monticello Board Policy 5361.00, students in grades 6-12 are not permitted to leave school during the lunch hour. Exception: Students in grades 11-12 may leave the school during lunch if they earn RP privileges (see below). Students are not permitted to leave the school or engage in non-school related activities during the school day without the permission of the administrator or designee. Requests to leave the school must be made to the office by the student's parent or guardian no later than the day before.

**If a student leaves school during school hours without permission, they are subject to a truancy ticket issued by the Village of Monticello.**

### **Monticello Renaissance Program (Earned Privilege)**

Juniors and seniors who demonstrate academic excellence and a high degree of responsibility and citizenship may be awarded the privilege of being involved in this self-directed program. During a designated study hall a student will be free to go directly to a planned and approved destination (inside or outside school) without reporting to a study hall for attendance. Renaissance Program students will also be excused from homeroom/flex, and may leave school grounds during lunch, provided they do not have a club/class meeting. Students must have a grade point average of 3.25 or above each quarter in order to be eligible for this privilege. Students who are part of the Renaissance Program are role models, and as such are expected to abide by all school rules and policies, always using good judgment and conduct. Any serious misconduct, violation of any provisions of the Monticello Activity Code, or acts of vandalism will result in immediate revocation of this privilege.

*See the Monticello High School Renaissance Program guidelines for further information.*

### **School to Work Release Privilege**

A student in their junior or senior year who has demonstrated a high level of maturity and personal responsibility or in accordance with a student's individualized education program or 504 plan may be allowed to

leave the school premises for work-study and receive credit towards graduation. This will be determined on an individual case-by-case basis with administrative approval being required for the student to participate. This school-to-work program requires a minimum of 10 hrs worked per week. This work experience must be outside of the immediate family unless agreed upon by work-study coordinator and principal. Before beginning this work-study arrangement, the pupil must meet the requirements set forth by our work-study program coordinator. This includes but is not limited to the following: signed agreements with parents/guardians, the student, the student's employer, the School to Work Coordinator, and the PreK-12 Principal.

Note: Any student granted this privilege must sign in/out in the office when entering/leaving for his/her work site. Students are allowed to leave the building only on those days he/she is actually working. **Failure to follow these directions may result in termination of these work-study privileges.**

### **Tardiness**

*Tardiness is defined as reporting late for school, class, or other required activities without an acceptable excuse.*

- Students not present in class before the bell rings may be considered tardy.
- Students who arrive late for school will not be admitted to 1<sup>st</sup> hour without a tardy slip from the office.
- Students who are tardy three times will serve detention with the classroom teacher or the MS/HS principal. The length of the detention may be increased at the discretion of the principal in the case of habitual tardiness.
- Students who are tardy from one class to another will not have the tardy excused without a signed late slip.
- Students who miss 15 minutes or more of class due to an unexcused tardy will be marked absent for the entire class.
- In accordance with Wisconsin State Statutes regarding truancy (§118.15(c)) and school board policy (5200), students must adhere to the following guidelines:
  - After 12 tardies per semester (prior to 1<sup>st</sup> hour), with the student on average arriving at least 15 minutes after the bell rings, a truancy ticket may be issued. Another ticket may be issued after 15 tardies. If a student accrues 18 tardies they will be subject to a more severe habitual tardy ticket. (See habitual truancy below)

### **Truancy/Skipping**

It is the School District of Monticello's intent to abide by and implement Section 118.15 of the Wisconsin Statutes in its entirety regarding compulsory school attendance. In summary, the law states "Any person having under their control a child who is between the ages of 6 and 18 shall cause the child to attend school regularly during the hours that the public school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age."

Truancy not only results in missed educational opportunities, it will also result in consequences. These consequences may include:

1. Lower grades due to missed work and lack of participation
2. Removal from the Work-Study Program
3. Revocation of RP privileges
4. Suspension of school privileges
5. Denial of participation in co-curricular activities and events on that day
6. After school detention to make up missed time

Any student who is absent from one class period or more without an approved excuse from a parent/guardian is truant. Parents will be notified of any truancy. Students who miss individual class time due to an unexcused absence will make up missed class time with each one of their teachers for each class that is missed. Tests and



other missed work will be made up at the time of their detention or at the discretion of the teacher.

**Habitual truancy** may be reported to the proper authorities for legal action under 1998 Wisconsin Act 239. A habitual truant is a student who has been absent without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

If a student is considered habitually truant, the school may exercise one or more of the following:

1. Referral to Green County Human Services
2. Referral to the Monticello Village Police or Green County Sheriff's Department
3. Referral to the Green County Court System
4. Suspension of all school privileges
5. Removal from all co-curricular activities
6. All time missed due to truancy will be made up after school hours

Consequences for habitual truancy may include, but are not limited to:

1. Court ordered community service
2. Monetary fine for the student
3. Monetary fine for the parent/guardian
4. Suspension of driver's license
5. Counseling

If a student is found on school property when truant, he/she may be referred to legal authorities for potential prosecution for trespassing.

### **Age of Majority**

Monticello High School recognizes that when a student reaches the age of majority (Wis. Stats. 990.01) they are afforded all the rights and privileges of adulthood. Eighteen-year-old students are subject to the same rules as other students except as enumerated below:

1. Individuals who have attained the age of 18 have the option of filling out an "age of majority form". This form allows a student to take more control over their education process. This form does not mean the parents of an 18-year-old student no longer have a role in their child's education.
2. Any student not living with their parents must still call in their absences. Their parents must excuse students who are 18 or older and still living at home.
3. Individuals, who have attained the age of 18, if suspended, may negotiate their own readmission.
4. Eighteen-year-old students have the right to examine their school records without parental approval.
5. A student, upon attaining the age of 18, becomes legally responsible for his or her report card, records, actions, attendance, and all other school related procedures and activities.

### **Graduation Policy/missed class time**

#### **Make-up Work**

Students who are absent will be required to make up work missed in each class. At minimum, students who have excused absences will receive one day for each day they are absent to complete their missing work; e.g., an absence of two days means two days to complete all make-up work. Teachers may modify this under special circumstances. Tests are to be arranged with the teacher. *Failure to obtain the make-up work from the teachers upon returning to school is no excuse for not doing work missed. Failure to make up work missed could result in failing the class/classes.*

### **STUDENT BEHAVIOR AND RESPONSIBILITY**

Students are expected to conduct themselves in such a manner as not to distract other students from learning or

enjoying classes, study centers or school activities; create a safety or health hazard for themselves and/or others; or act against another's best interests and welfare.

No two disciplinary situations are exactly alike, but they generally fall into one of three categories, depending on the severity of the offense:

**Level I Infractions – These are relatively minor infractions most often handled by teachers.** These infractions include, but are not limited to, disruption of class, failure to follow directives, breaking classroom rules, engaging in horseplay, causing problems during passing times, being disrespectful toward others, etc. The teacher may assign a detention as a consequence. If the student fails to correct the behavior, the matter may be referred to administration.

**Level II Infractions – These infractions are serious enough to warrant a referral to the office.** These behaviors include, but are not limited to skipping class, disruptive behavior; fighting, using inappropriate language, misbehaving on the school bus, throwing things, littering or failing to clean up after oneself, cheating or being disrespectful to others. Once the office referral is received, the principal will conduct a conference with the student and consequences will be determined. The parents/guardians will be notified by school personnel if an office referral is made. Students who have received two office referrals in one day will not be allowed to return to classes for the remainder of the day.

**Level III Infractions – These infractions are serious enough to warrant an automatic office referral and possible in/out-of-school suspension of up to five (5) days.** These behaviors include, but are not limited to, violation of the district alcohol and drug policies, skipping school, disrespect toward any teacher or school employee, insubordination, fighting, theft, harassment or the use of inappropriate language.

Behaviors that are serious enough to warrant an automatic office referral and possible expulsion from school include, but are not limited to: intentional destruction of school/school employee's property; trespassing on school property without school permission and/or faculty supervision; stealing, continued gross disrespect and/or insubordination; physical assault, fighting, false fire alarms or bomb threats, possession of weapons or fireworks, or repeated violation of any school rules.

### **Detentions**

A teacher or principal may assign students a detention for inappropriate behavior. Detentions will be served after school, or during lunch based on the availability of supervision. The following procedures will apply to the student receiving such a detention:

1. The parent/guardian will be informed by the assignee the reason for the detention
2. If students are required to serve an after-school-detention, transportation must be arranged by parents/guardians.
3. Students must be prompt and work quietly for the duration.
4. Failure to comply with the assigned detention time will result in additional disciplinary action by administration. Such disciplinary action could be, but not limited to:
  - a. Suspension from a co-curricular activity for the next contest or event.
  - b. Additional detentions.
  - c. Conference with parent/guardian
  - d. In-school suspension

### **Suspensions**

Students are to report to the principal's office immediately upon entering the school on the day of their suspension. Any student on suspension will be suspended from any co-curricular school activities until they are reinstated into their classes.

Students who are suspended have the right to make up work missed during the suspension. No student will be denied the right to take any quarterly, semester or grading period examinations that were missed during the period of suspension. The school shall specify the conditions though under which the student will complete this work.

Suspensions are to be treated as unexcused absences requiring the missed time to be made up with each individual teacher.

- **In-school Suspension**

Students displaying inappropriate and uncontrollable behavior may be required to serve an in-school suspension. The suspension may be for a period of one to five days. Students will be expected to work on classroom assignments during this time.

- **Out-of-school Suspension**

The district administrator or principal may suspend a pupil for a maximum period of five days for non-compliance with established rules and regulations of the school or of the teacher. During a period of suspension from school, students are expected to remain in their home from 7:45 a.m. to 3:15 p.m. and are excluded from all after school activities during the suspension period. They will be required to make up all of the missed schoolwork. If the administration finds this to be necessary, parental cooperation is needed and asked for. Students who are found not to be in their home or not on their parent's property will have additional time added.

### **Expulsion**

Monticello School Board policy and state law allows for the expulsion of a student from school when deemed appropriate and in the best interest of the school district. Except when required by law, expulsion is the last resort after all other alternatives have been considered. A student may be referred to the district administrator for possible expulsion when conduct seriously endangers the property, health, or safety of the school, school district employees, school board members, students, or others during school hours or at school functions. The district administrator will review the circumstances and refer the matter to the school board for expulsion consideration if the circumstances warrant.

### **Disorderly Conduct**

Whoever, in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance is subject to disciplinary procedures and referral to legal authorities. Students who use abusive or foul language at school may be referred to authorities and ticketed for disorderly conduct.

## **CODE OF CLASSROOM CONDUCT (Board Policy 5507)**

The District is committed to maintaining a positive learning environment for all students. Teachers are expected to maintain an orderly classroom where all students have the opportunity to learn. All students in grades pre-K-12 are expected to behave respectfully in the classroom, abiding by all rules of behavior established by the Board, administration and their classroom teachers.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

### **1. Student Removal from Class**

A teacher may remove a student from class for the following reasons that include, but are not limited to:

Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach

effectively. This type of behavior includes the following, but is not limited to:

- Possessing or using a weapon or other items such as fireworks or explosive paraphernalia that might cause bodily harm to persons in the classroom
- Possessing or being under the influence of alcoholic beverages or other controlled substances, or otherwise violating district student alcohol and other drug policies
- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
- Fighting or scuffling
- Taunting, baiting, inciting and/or encouraging a fight or disruption
- Acting in a manner to provoke an altercation or confrontation
- Pushing or striking a student or staff member
- Obstructing classroom activities or taking other intentional actions in an attempt to prevent the teacher from exercising his/her assigned duties
- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
- Dressing or grooming in a manner that presents a danger to the health or safety, causes interference with work or creates classroom disorder, including wearing hats, caps, jackets, or articles of clothing with obscene or questionable printing on them
- Restricting another person's freedom to properly utilize classroom facilities or equipment
- Interrupting class repeatedly, confronting staff argumentatively, making loud noises or refusing to follow directions
- Throwing objects in the classroom
- Repeatedly disrupting class or violating classroom rules
- Talking excessively or disruptively
- Exhibiting behavior that causes the teacher or other students fear of physical or psychological harm
- Harassing students or staff through physical or verbal threats or confrontations
- Willful damage to school property
- Defiance of authority (willful refusal to follow directions or orders given by the teacher)
- Repeatedly reporting to class without bringing necessary materials to participate in class activities
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others (i.e. beepers, lasers, jackets, backpacks, etc)
- Repeated use of profanity

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Teachers shall follow the General Disciplinary Policies as stated in student handbooks.

Within 24 hours after any student is removed from class, the teacher shall provide to the principal with an explanation for the reasons for removal.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her account of the incidents leading to removal.

## **2. Placement Procedures**

The principal shall determine the appropriate educational placement for the student. Placement may include one of the following alternative educational settings:

- a. An alternative education program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
- b. Another class in the school or another appropriate place in the school. (i.e.: the office or time out room).
- c. Another instructional setting.
- d. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.

When making placement decisions, the building principal or designee shall consider the following factors:

- The reason the student was removed from the class or the severity of the offense.
- Limitations of the district such as cost and space.
- The estimated length of time of the placement.
- The student's individual needs and interests.
- Whether or not the student has been removed before.
- The relationship of the placement to any disciplinary action. (Is a suspension the result of the student's conduct?)

All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.

### **3. Parent/Guardian Notification Procedures**

The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below:

- a. The teacher removing the pupil from class shall notify the parent/guardian by phone call and in writing stating the reasons why the student has been removed from class. This shall be documented and kept on file in the office.
- b. The building principal/designee shall notify the parent/guardian of a minor student, in writing, when a teacher has removed a student from a class. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and placement determination.
- c. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
- d. If the student removed from class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

The District shall not discriminate in admission to any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning handicap. This policy does not, however, prohibit the District from placing a student in an activity based on objective standards of performance, from providing separate programs in interscholastic athletics for males and females if such programs are comparable in type, scope and support from the District, or from providing separate toilet, locker and shower facilities. Discrimination complaints shall be handled in accordance with established procedures.

*Wisconsin Statute 118.164*

## STUDENT CONDUCT/REGULATIONS/GENERAL INFORMATION

### **Attendance at Games**

Attendance at athletic events and other events where admission is charged entitles students to enter only one time. If the student leaves, they may not be allowed to return. Students not present at the end of the school day will not be allowed to attend games.

### **Cell Phones, Other Electronic Communication Devices and Portable Media Players (Board Policy 5612)**

*Please note this policy is subject to periodic revision. New revisions will supersede older versions in the event the policy is changed in any way.*

Student possession of cell phones and other electronic communication devices (ECDs) is potentially distracting and must be regulated to preserve the learning environment. Student possession or use of a cell phone or other ECD may not, in any way:

- a) disrupt the educational process in the school district;
- b) endanger the health or safety of the student or anyone else;
- c) invade the rights of others at school;
- d) involve illegal or prohibited conduct of any kind

ECDs include, but are not limited to: personal digital assistants and pagers; personal music/gaming/video devices such as iPods and MP3 players; and other digital devices capable of recording and sending data or images.

Middle School and High School students may use cell phones and other ECDs before school, after school and during the lunch period provided they do not create a distraction or a disruption. At all other times during the school day, use of cell phones are prohibited and they must be turned completely off and kept out of sight.

Middle School and High School students may use their iPods/mp3 players during class/study hall time at the discretion of the classroom teacher. Earbuds and headphones, or any other object that acts as a listening device are not allowed in the classroom. As stated above, it is the discretion of the teacher if they are allowed during study hall or class work time.

Elementary students may only use cell phones and other ECDs before and after school. Cell phones and other ECDs must be checked in with the classroom teacher at the beginning of the day and may be retrieved at the end of the day.

The use of cell phones and other ECDs by students while riding to and from school on the bus, or on the bus during school-sponsored activities is at the discretion of the driver or other District staff. Distracting behavior that creates an unsafe environment will not be tolerated.

The use of cell phones or other ECDs is strictly prohibited in locker rooms, restrooms or similar areas.

Students who possess a cell phone or other ECD do so at their own risk to possible loss, damage or liability.

Nothing within this policy shall be construed to limit a student's ability to use an ECD in a manner that functions as assistive technology necessary for a student's education and that is required under an individualized education plan or a Section 504 agreement.

Students who use a cellular telephone in violation of this policy shall be subject to disciplinary action in accordance with district and school procedures.

*Legal References: 1997 Wisconsin Act 329; Sections 118.258; 118.325; 947.012 Wisconsin State Statutes; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Individuals with Disabilities Educational Improvement Act of 2004*

### **Disciplinary Action for Cell Phone and Other Electronic Communication Devices Violations**

Teachers may determine their own classroom policies regarding cell phones/ECDs. For example, classroom teachers may require that students hand in cell phones/ECDs during their classes. Students that do not follow classroom policies regarding cell phones are subject to disciplinary action by the teacher. Further disciplinary actions will be taken by the building principal if necessary.

### **Backpacks, Book Bags and Athletic Bags**

The safety and welfare of students is our top priority in the Monticello School District. **Book bags, backpacks, oversized purses, athletic bags or similar items may be used only for the purpose of transporting books, other school related materials, and personal effects to and from school.** Monticello School District will do random bag and backpack checks throughout the school year. Students found with contraband in their backpack/bag will be subject to disciplinary action outlined in this handbook.

Lockers are the property of the School District of Monticello. School officials may search any or all lockers without prior notice.

### **Care of School Property and Vandalism**

Students are responsible for the proper care of all lockers, books, supplies and furniture supplied by the school. Students who disfigure, break, or do other damage to school property or equipment will be required to pay for the damage done to replace the item. The building principal will assess damage done to property, equipment or books. Students who intentionally damage, deface, or destroy school property or the personal property of a school employee may be suspended and/or expelled according to Wisconsin State Statutes.

### **Computer Network Use**

The smooth operation of the network relies upon the proper conduct of the user who must adhere to strict guidelines. In general, this requires efficient, ethical and legal utilization of the network resources for academic purposes only. The use of computers, software, internet and related items belonging to the School District of Monticello is a privilege not a right. Each student/parent or guardian consent computer network use form must be signed before students will be able to use District computers.

### **Student Access to Networked Information Resources (Board Policy 5790)**

#### **Administrative Procedures Program Development**

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will review and evaluate resources in order to offer "home pages" and menus of materials which comply with Board guidelines listed in Board Policy 2521 governing the selection of instructional materials.

Staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. The basics of safe online behavior will be covered through district curriculum and in cooperation with law enforcement to include the following:

- Appropriate interaction with other individuals on social networking websites and in chat rooms
- Dangers of cyber bullying and appropriate action in the event cyber bullying occurs

All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to district information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

### **Internet / Network / Computer Rules**

All use of the school computer network must support learning appropriate for school.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Administration will decide when files are inappropriate and order them removed.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they do with other information sources such as television, telephones, movies, radio and other potentially offensive media.

*Students with D's or F's for quarter or semester grades are not permitted to use computers unless it is for assigned class work.*

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Installation of programs and/or software not sanctioned by the school



- Downloading files that could destabilize the system or subvert existing security measures 16
- Hacking or attempting to compromise the security system
- Downloading of music or video files for non-academic purposes
- Viewing videos for non-academic purposes
- Accessing social networking sites such as MySpace.com and Facebook.com
- Making repeated attempts to access blocked sites or accessing proxy servers to subvert the Internet filtering system
- Accessing or downloading games without express permission of school district administration
- Any other activity deemed unacceptable by administration

Violations may result in a loss of access to district computers:

- Violation 1 = 2 weeks loss of all computer time
- Violation 2 = 4 weeks loss of all computer time
- Violation 3 = 1 quarter loss of all computer time
- Violation 4 = 1 semester loss of all computer time

The length of time access will be denied will be based not only on frequency of the violation, but also on the severity of that infraction.

Parents/guardians will be informed when violations occur. Additional disciplinary action may be taken, including suspension or expulsion. When applicable, law enforcement agencies may be involved.

All violations will be reported to parent(s)/guardians.

*Legal References: Protecting Children in the 21<sup>st</sup> Century Act; Public Law 110-385; Section 947.0125 Wisconsin State Statutes; Cross References: 5790.3 Electronic Information Users Agreement*

### **Dances/School Activities**

The following guidelines will apply to high school dances or other school activities held on school property: 1. All doors will be closed for admittance 30 minutes after the start of dances, athletic events or other school activities. Students will not be readmitted if they leave the general area of the activity. 2. Any student who attends a school sponsored function under the influence of, and/or in possession of alcohol, tobacco and/or other controlled substances are in violation of Wisconsin Statutes 101.23, 120.12, 120.19, 125.07 or 161. They are also in violation of School Board Policy No. 5530 and 5531 and the Monticello Middle/High School Activity Code and will be disciplined accordingly. 3. Students who behave in a disorderly manner will be asked to leave the activity, face possible suspension and/or charged with disorderly conduct.

### **Dress Code**

Accountability for personal appearance of students in the Monticello School District rests with the students and their parents/guardians. Dress or grooming will not be allowed to disrupt the learning process within the classroom or school, or to affect the health or safety of students and staff. Inappropriate dress will not be allowed at any school function or event.

Summer attire is allowed during warm weather; however, clothing must cover and fit the student properly. Bare midriff or backless tops and dresses are not considered appropriate. Straps and ties are acceptable if attached at both shoulders. Tops and dresses must cover the student from armpit to armpit and hang down to the waistband. The length of shorts, skirts, and dresses must be appropriate and not disrupt the learning process within the classroom or school.

Pants should not hang down to the point that a student's underwear is visible. Attachments to apparel that may

cause damage to district furniture such as chains, spikes, etc. are not permitted.

1. Safe footwear with hard bottoms must be worn.
2. Students are required to wear safety or special purpose equipment whenever it is required in class. 3. Students are not permitted to wear clothing, jewelry, or other items promoting alcohol, tobacco or illegal substances.
4. Students are not permitted to wear clothing that has offensive print. Offensive print includes, but is not limited to, words, statements or graphics referencing discriminatory statements, immorality, profanity, sexual connotations, suggestive statements or obscenities.
5. Hats must be removed if:
  - requested by a teacher or staff member.
  - if they contain offensive print.
  - if they create a distraction to the learning environment.
  - if they become an issue that leads to complications for the student/teacher relationship.
6. Students receiving recognition for representing Monticello Schools are expected to wear appropriate dress clothing for the event (e.g. performances, awards ceremonies, etc.)

Students not complying with the dress code will be expected to change their clothes. Repeated violations will result in additional consequences. Students needing to leave school to change their clothes will be considered unexcused.

**If, in the opinion of any staff member, a student's dress or appearance detracts from the learning process; is an undesirable influence on students; or violates the rules listed above, the staff member will direct the offending student to the principal/office staff. The student offender will be asked to change clothing or to cover up.**

### **Hallway Conduct**

It is a student's responsibility not to block hallway traffic. Students should walk through the hallways quietly without shoving or tripping and help keep the hallways clean by using appropriate trash containers for litter. Use of inappropriate language will not be accepted and may result in loss of privileges, examples may be, but are not limited to: extra-curricular participation, RP, and Field Trip participation.

### **Hall Pass Procedures**

Students should not be in the halls during any class period unless a teacher accompanies them or they have a hall pass signed by their teacher or another staff member. ***Hall passes to see specific teachers, go to the IMC, or to the computer lab must be arranged in advance.***

1. The teacher or staff member must complete and sign the pass.
2. Reason for the pass must be given (e.g., Why is the student going to the computer lab?). 3. The time a student leaves will be written on the pass. The person receiving the pass checks the time of arrival. Unreasonable delays will be dealt with by the issuing teacher (e.g., no more passes issued).
4. If the student fails to comply with these rules, they will be placed on the "No Pass List" for a minimum of 2 weeks.

### **Lockers**

Lockers will be assigned to students for their convenience. The privilege of using a locker is extended on the basis that it is kept clean and in good condition. The student will be financially responsible for any damage to the locker. Students should not share lockers with other students, unless assigned by the office. Adhesive stickers are not allowed in or on lockers.

School lockers are the property of the School District of Monticello. At no time does the school district relinquish the exclusive control of the lockers provided for the students. ***The School retains the right to***

***conduct a locker search without the consent of the student, without notifying the student and without obtaining a search warrant.*** The reasons for such a search may be suspicion of concealing alcohol, tobacco, illegal substances, and materials of a disruptive nature, stolen property, weapons, or other items, which pose a danger to health and/or safety. Unauthorized or illegal items found in a locker are presumed to be the property and/or responsibility of the person assigned to the locker. Discovery of illegal materials may result in disciplinary proceedings and/or referral to appropriate authorities.

*Monticello School Board Policy 5771, Wisconsin Act 329*

Padlocks can be purchased in the office for \$5.00. Only school supplied padlocks will be allowed. Unauthorized locks will be cut off. Do not share the combination of your lock with others.

### **Telephone**

Students may use the office phone during class hours in the event of an emergency or if it is approved for school related matters. Students may not use any of the office phones without the permission of office staff.

Cell phone calls may be made in the office provided the student has permission of office staff and the call is supervised by a staff member.

Students may not use school phones located in the classrooms at any time.

PARENTS PLEASE NOTE: *Students will NOT be called to the telephone during school hours except in the event of an emergency.*

### **Tobacco, Alcohol, and Other Drugs**

According to state law, the use, possession, distribution, manufacturing, transfer or sale of tobacco products, alcohol or other controlled drugs or drug paraphernalia on property owned, rented, leased or under the control of the School District of Monticello is strictly prohibited.

Students violating this law may be suspended or expelled and referred to appropriate authorities. *Monticello School Board Policies 5530 and 5531; Wisconsin Statutes 118.01(2)(d), 118.24(2)(f), 120.13(1), 121.02(1)(e)*

### **Visitors and Volunteers**

All visitors and volunteers to the school must check into the office upon entering the building and receive a visitor's pass. Persons who do not have authorization to be in the building will be removed. Any contact with students by persons not in our school program must be made through the principal's office. Student visitors are not allowed without prior permission from administration. Such requests must be made at least 24 hours in advance and must have the approval of any teachers whose classes will be attended.

*Monticello School Board Policy 9150*

### **Valuables**

Students are responsible for their personal property. *Do not* leave valuable items or money in a locker. When it is necessary to bring large or valuable items to school, check them into the office. We do not recommend that *cell phones, electronic devices, skateboards, large amounts of cash or other valuable items* be brought to school. The district does not accept responsibility for the loss of such items.

## **TRANSPORTATION & FIELD TRIPS**

### **School Bus Safety**

Students who are bussed are expected to obey school bus rules and regulations. Bus rules: Safety is most important. Stay off the road. Keep hands and head in the bus. Cross the street only when given the okay. Remain in your seat when the bus is in motion. Fighting and vulgar language is unacceptable. Students are

permitted to leave the bus only at their regular stops unless the office is notified by a parent/guardian. If a student goes to another student's house, the office must be notified by a parent/guardian. Non-riders requesting permission to ride a bus must also be notified by the office. Students arriving on the bus must go home on the same bus unless the office is notified by parents/guardians. Consequences for unacceptable behavior include an assigned seat or suspension from transportation. The suspension may range from a few days to the remainder of the school year, depending on offense.

### **Student Transportation & Parking**

Each year we review all bus routes. Changes in pick-up times and assignments may be made in order to make student transportation more efficient. Route times may vary depending on student absences. Please allow a time variance of at least 10 minutes of the designated drop off and pick up times.

Good communication helps to make the routes run smoothly. We appreciate a phone call if the bus driver doesn't need to stop at your house in the morning. If you have questions regarding transportation, contact the office at 938-4194.

Students who drive to school are expected to park their vehicles within the designated parking stripes in the south parking lot. Students are not permitted to use the vehicle during the school day including the lunch period. Exceptions to this rule must be approved by the principal on a case by case basis.

All vehicles must be operated in a safe and legal manner while on school property. Violations will be reported to appropriate authorities. Students may not have any substances or equipment that is not allowed on school grounds. If any of these substances are found, the student will receive a ticket from the Village of Monticello (and deal with any court appearances) and lose the privilege of parking in the school lot.

### **Bicycles**

Park and lock bikes in the space provided for them. Riding bikes on school grounds is prohibited. Never handle anyone else's bike without permission. **The school is not responsible for stolen bikes, bicycle parts or personal items left on a bike.**

### **Field Trips**

A student must have a signed parent/guardian permission slip on file to participate in a field trip. The permission slip for participating in all local field trips should be completed at the time of registration. For trips outside the local area, a more specific permission slip including details about the planned trip will be provided by the classroom teacher.

Due to liability concerns, failure to return a signed permission slip by the stated deadline will exclude the student from the trip.

Some field trips involve admission costs or other fees that must be returned by a specific deadline. This information will be provided on the permission slip.

Transportation to and from the field trip destinations will be provided by the District. All students must ride to the trip destination on the transportation provided. In some instances a child will be released to the parent/guardian at the conclusion of the trip. A signed and dated statement taking full responsibility for the child must be submitted to the supervising teacher before the child can be released.

From time to time we will have a need for parent chaperones. If you have been asked or have volunteered to accompany a group of students, please use the list below as guidelines to follow:

1. You are in charge of a small group of students.
2. It is your responsibility to report any problems or concerns to the teacher.
3. The trip is an extension of the school environment. School rules apply, including no smoking or

drinking of alcoholic beverages.

4. No inappropriate language will be spoken to children or adults.
5. Chaperones may not bring along other children.
6. The teacher in charge will make all final decisions.

## **FOOD SERVICE/LUNCH HOUR**

### **Lunch Hour**

The Monticello Public School Board supports and enforces a closed campus lunch hour per Board Policy 5361. This is in keeping with the philosophy of supervision of students during the entire school day from 7:50 a.m. to 3:15 p.m. (as stated above, RP students may leave during lunch hour).

Unauthorized students that leave school during the lunch hour will be considered the same as being truant. Consequences may include, but are not limited to the following:

1. School privileges will be suspended until time has been made up. This time must be made up outside of regular school hours.
2. The student may not participate in any co-curricular activities on that day or until time has been made up.
3. The student will be ineligible to participate in the Renaissance Program for the rest of the quarter.
4. Truancy ticket issued by the Village of Monticello.

In the event of a second violation of this policy, the student will be reported to the proper authorities for legal action. Additional consequences may include, but are not limited to:

1. Removal from the "School-to-Work Program".
2. Suspension from school for one day.
3. Ineligibility to participate in the Renaissance Program for the rest of the quarter and the next quarter that the student is eligible.

*A gym area will usually be available to all middle school and high school students during their lunch period. High school students will also have access to the HS hallways during their lunch period. During the lunch hour students will be permitted the use of cell phones and other electronic devices as long as they are not disruptive to others.*

**All meals must be eaten in the cafeteria unless assigned and/or supervised by an adult for school related purposes.**

### **Food Service Accounts**

Students are issued a personal identification number to access their food service account when purchasing breakfast, lunch or ala carte items in the cafeteria.

*Lunch accounts are not credit accounts. If there is no money in the account, we will not be able to serve your child. Students and parents will be notified when their accounts are low.*

### **Lunch Prices**

6<sup>th</sup> – 12<sup>th</sup> grade: Classic Lunch \$3.35, Premium Lunch \$3.80, Breakfast \$2.05, Milk: \$.60

### **Ala Carte Lunch Options**

Ala Carte lunch items will continue to be available to all students in the middle school and high school during the lunch hour. Further information can be found in the monthly newsletter.

### **Free and Reduced Lunch**

Information for free and reduced lunch will be available during registration. We encourage you to fill out the application if you think you may be eligible for this program. You will be contacted by school staff if you fill out an application at registration, and meet the eligibility requirements for free and reduced lunch.

## **SAFETY**

### **Accident Procedures**

All accidents at any school activity must be reported immediately to the adult in charge. Action will be taken by the school to provide appropriate first aid. Additional support will be called as deemed necessary. The supervisor will file a formal report on the appropriate form in the school office. The district does not provide any accident insurance. Coverage is available from Student Assurance, a private carrier. *Monticello School Board Policy 5330; Wisconsin Statutes 118.29)*

### **Bomb Threats and False Alarms**

Making a bomb threat or a false alarm is considered a serious offense. Students who make or are involved in a bomb threat or false alarm will be immediately suspended, referred for criminal prosecution and will be considered for expulsion from school, pursuant to Wisconsin Statutes 120.13(1)(c).

### **Emergency School Closings**

School will be closed when conditions are such that they jeopardize student safety. When the weather is inclement and there is the possibility of school closure or a late start, announcements will be made on a number of radio and television stations as follows:

WEKZ.1260 AM WEKZ.93.7 FM  
WIBA.1310 AM WIBA.101.5 FM  
WOLX.94.9 FM WOLX.105.1 FM  
WTSO.1070 AM WJJO.94.1 FM  
WZEE.104 FM WISC-TV-CHANNEL 3  
WMTV-CHANNEL 15 WKOW-TV-CHANNEL 27

If school is closed early and your regular dismissal routine would not be appropriate, parents or guardians should contact the school office so that proper arrangements are in place. We strongly urge parents to provide information to add them to our parent email notification list.

### **Fire and Severe Weather Drills**

Fire drills are held at regular intervals throughout the school year to learn and practice emergency procedures. Every person in the building must leave the building at the sound of the alarm. Directions posted in each room should be followed carefully. Once outside, stay with the group with which you left the building until the all clear signal is given.

Severe weather drills will be conducted periodically. During these drills, proceed to the area designated by the teacher and be ready to follow any verbal directions given.

### **K-9 Search Procedures**

The school District of Monticello reserves the right, at the discretion of the district administrator, and in conjunction with the building principal, to use canines trained for drug detection accompanied by law officials for the purpose of exploratory sniffing outside of lockers, vehicles parked on school property, and any other areas of school property deemed appropriate.

When the decision is made authorizing a canine search as outlined in the board policy, the school will be in lock-down mode.

Failure to comply with the canine search or the lockdown procedure will subject the person(s) to disciplinary action and referral to the appropriate legal authorities.

*Monticello School Board Policies 9720, 9720.01 and 9720.02*

### **Weapons on School Premises**

No one shall possess or use a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school vehicles, or at school-sponsored activities except as otherwise specifically approved by the district administrator. A dangerous weapon or look-alike weapon means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any electrical weapon; or any other device or instrumentality which, in the manner used or intended to be used; is calculated or likely to produce death or great bodily harm. Examples of items that are considered dangerous weapons include, but are not limited to: firearms, explosive devices, knives, razors and martial arts equipment. Any kind of toy weapon or “look-alike” weapon shall also be considered a dangerous weapon under this policy.

*Anyone violating this policy will be referred to law enforcement authorities and may also be subject to penalties under law.*

Law enforcement officers and the district administrator/designee shall be contacted as soon as possible if there is time in a given weapons situation and if there is not an immediate threat to safety. If there is no time, or the situation warrants immediate action, the school staff should attempt to confiscate the weapon. The building principal will also report the confiscation of weapons to the police.

Confiscation of a dangerous weapon from an employee shall be reported to the district administrator. Disciplinary measures taken will be the responsibility of the Board of Education and will include referral to law enforcement authorities as well as disciplinary measures consistent with negotiated agreements and applicable state and federal laws.

Confiscation of a dangerous weapon from a student shall be reported to the student’s parents/guardians. Disciplinary measures taken will be the responsibility of the building principal and may include suspension and referral for expulsion. A pre-expulsion conference will be held by the district administrator and a recommendation for expulsion will be presented to the Board of Education if the facts in the situation indicate that the health and safety of students or faculty have been endangered, and when required by law.

The following are two exceptions to this policy:

- Weapons under the control of law enforcement personnel or by an individual in accordance with a contract entered into between a school and the individual or an employer of the individual are permitted.
- Instructional equipment purchased by the District that could be considered under the Board definition as a dangerous weapon will be secured and supervised by the appropriate classroom teacher at the direction of the building principal.

*Monticello School Board Policy 5772; Gun Free Schools Act of 1994;  
and Wisconsin Statutes 120.13(1), 939.22(10), 948.60 and 948.61*

## **STUDY HALLS AND IMC PROCEDURES**

### **IMC- Instructional Media Center**

Students who receive teacher passes from classrooms may utilize the Instructional Media Center. The IMC will be open during school hours.

Students are to use library computers for research and other academic work only. A pass signed by the student's teacher is required. This pass must specify the type of research the student is to complete. The pass is to be placed on the circulation desk.

Rules for computer use are posted. Students must comply with the Access to Networked Information Resources agreement they signed. Students are also expected to conduct themselves responsibly and to follow the directives of the adult in charge.

Any materials removed from the IMC must be checked out appropriately.

Violations of the rules listed above may result in the suspension of library privileges and will be considered a violation of your computer user agreement.

### **Study Hall Rules**

1. Be seated when the bell rings.
2. Students will work, study, or read.
3. No sign-outs until after attendance. Sign-outs will be taken once everyone is quiet.
4. Sleeping is not allowed.
5. Students may not leave the study hall without the teacher's permission.
6. The teacher has the authority to decide if a student may leave study hall. Just because the student has a pass from another teacher does not mean he/she will be allowed to leave.
7. If a student leaves on a pass, he/she must return at the end of the hour. If the student does not, she/he will lose their pass privileges for a specified length of time.
8. Students on the Ineligibility List or in academic jeopardy (D's and F's) are not allowed to use computers unless it is for documented, assigned school work.
9. The teacher will dismiss students when the bell rings.
10. Failure to comply with these rules or time limits will result in the reduction in privileges either individually, or as a study hall.

### **Standards-Based Report Cards- Middle School**

Report cards will be issued at the end of each quarter. The rationale behind the use of standards-based report cards is to evaluate student progress toward district and state standards. Report cards are also used to monitor the development of social skills and character. The report card should be used so both parents and teachers can work together to assist the child in fulfilling their own potential.

#### **Standard Based grading scale:**

**3- Proficient**

**2- Approaching the standard**

**1- Below the expected standard**



## HIGH SCHOOL GRADING & RELATED INFORMATION

### Grading Scales

Previous/Current
(SRS) (Juniors) & BEYOND
100 – 95 = A 4.00 toward G.P.A. 100 – 95 = A
94 – 93 = A- 3.67 toward G.P.A. 94 – 90 = A
92 – 91 = B+ 3.33 toward G.P.A. 89 – 87 = B+
90 – 87 = B 3.00 toward G.P.A. 86 – 83 = B
86 – 85 = B- 2.67 toward G.P.A. 82 – 80 = B
84 – 83 = C+ 2.33 toward G.P.A. 79 – 77 = C+
82 – 79 = C 2.00 toward G.P.A. 76 – 73 = C
78 – 77 = C- 1.67 toward G.P.A. 72 – 70 = C
76 – 75 = D+ 1.33 toward G.P.A. 69 – 67 = D+
74 – 71 = D 1.00 toward G.P.A. 66-63 = D
70 = D- .67 toward G.P.A. 62—60=D

69 & below = F 0.00 toward G.P.A. 59 & below = F

### Homework

The Faculty & staff of Monticello Middle/High School endorse homework as a practice that can enhance learning. The amount of homework varies according to each teacher's expectations. Students are expected to complete their assignments on time. If you need help, please ask your teachers for assistance.

### Midterm Reports

Midterm reports are available to all parents at the midpoint of each quarter. It is strongly recommended that parents continually monitor grades on family access(skyward) and/or seek a conference with the teacher of the course to address the problem.

### Semester Exams/Assessments

In each subject, a final exam or an approved activity may be scheduled at the end of each semester for every student in the Monticello Middle/High School. The value (weight) placed on the final exam or activity may vary from class to class. It is the students responsibility to understand how influential these exams may be on their semester grade.

### **Grading Appeal Process**

A student and/or parent who wishes to challenge a grade must do so in a timely fashion. A grade appeal must be initiated by the student and/or parent within two weeks of the end of a grading period. Appeals started after this time period will be denied unless there are extraneous circumstances that would warrant such an extension. Those wishing to make an appeal must first contact the teacher whose grade is at issue. If an agreement is reached, and the grade is to be changed, then the teacher will notify the principal and appropriate action will take place. If an agreement cannot be reached the teacher's decision may be appealed to the principal. The decision of the principal is final.

### **Incompletes**

Incompletes may be given because of extenuating circumstances. Incompletes for any other reason require approval of school administration. Students who receive incompletes will have 14 calendar days to complete the required work and have an official grade posted. If the required work is not completed by the end of the 14<sup>th</sup> day, the incomplete will reflect the student grade at that time.

### **Cheating and Plagiarism**

The teacher will contact the parent/guardian and the student will be referred to the principal for consequences. The classroom teacher and principal will assess the situation and assign consequences accordingly.

### **Academic Standards**

High School students who fail a semester of a class required for graduation will need to retake the class or an approved equivalent to receive credit for graduation.

Middle and High School student grades will be monitored at the end of each term and semester, or as needed, to identify those who are at risk of failing and to determine proper interventions. Interventions for special needs students identified under PL 94-142 and Section 504 will be determined by the individual educational plan.

If any student receives a failing grade for a semester, an assessment may be conducted to determine a plan for remediation.

### **Academic Recognition**

Students who excel academically can earn recognition at graduation through the receipt of a gold, silver or white honor cord. Students can also earn an academic letter, and/or medallions based on effort, attitude and achievement, or qualify for membership in the National Honor Society. Beginning in their junior year, students with a cumulative G.P.A. of 3.25 or higher may be considered for membership in the National Honor Society. Students are considered for membership based on scholarship, character, leadership and service. Further details regarding NHS will be discussed during the course of the school year.

### **Honor Roll**

Monticello Middle/High School recognizes excellence in academic achievement. Students who achieve this honor will be listed in the local paper. Honor Roll is determined on a quarterly basis. The High Honor Roll includes those students whose quarter grade point average is 3.7 and higher. The Honor Roll includes those students whose quarter grade point average is between 3.0-3.699.

### **Graduation Requirements**

Monticello School Board revises and establishes the requirements and provisions for graduation from Monticello High School. These are found in Board Policy 5460 and 5460.1. It is your responsibility to meet these requirements in order to earn a diploma from Monticello High School.

### **Participation in Graduation Ceremonies**

The school retains the right to restrict student participation in the graduation ceremony. In the case of major code violations, a fourth violation makes the student ineligible to participate in the senior banquet and graduation ceremonies.

You may also lose the privilege of participation for but not limited to being a habitual truant, having excessive periodic truancy/absenteeism, excessive tardiness, receiving excessive referrals to the office, participating in a “skip day” or being involved in a discipline matter just prior to commencement.

Any Seniors who owe minutes from absences, skipping class, not meeting the requirements of a school related program, or for any other incident that causes minutes to be served, must meet and fulfill all of those requirements in order to participate in the graduation ceremony.

However, in rare cases, with school board approval, a student may participate in the graduation ceremony by performing 30 hours of pre-approved community service, successfully completing an individualized drug/alcohol assessment program and remaining violation-free.

### **Wisconsin Academic/Technical Excellence Award**

Wisconsin State Statute 39.41 provides to one Monticello High School student a scholarship to attend a 4 year college(Academic Excellence award) and one Monticello High School student to attend Vocational/Technical College(Technical Excellence award). The amount of these scholarships is set by the State of Wisconsin. The amount provided each year covers only a portion of the total yearly tuition costs. These scholarships are renewable for a maximum of four years. The School District of Monticello is responsible for naming the recipient of this scholarship and will follow the guidelines under State Statute 39.41.

### **Schedule Changes**

Schedule changes may be made only if they are recommended or supported by the teacher and approved by the school principal. If you need to make changes, but have not seen the guidance counselor you must attend the classes listed on your schedule until changes are officially made.

### **Pupil Services**

The District both employs professionals and contracts with outside resources to address specific student’s needs and support academic success. These professionals work with the teachers, support staff, parents and community resources to assist students in personal, social, educational, health and occupational development. Services include:

- Individual counseling concerning social and personal issues
- Screening and assessments for academic, social, and emotional needs.
- Classroom discussions.
- Consultation with teachers and parents.
- Developmental guidance activities covering such topics as decision-making, feelings, friendship, cooperation, conflict resolution, drug awareness, and safety issues.
- Exceptional educational needs assessment.
- Alcohol and drug screening or resource information.
- Emergency nursing services and maintenance of immunization and health records.
- Public health services, disease prevention, and health promotion.
- Small group work such as friendship groups and social skills groups.

## APPENDIX – OFFICIAL POLICIES AND STATEMENTS

### Public Requests, Suggestions or Complaints

8725.00

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board of Education. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner.

It is the desire of the Board to address any such matters through direct, informal discussions and other means. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Any individual presenting such a matter shall be provided with a copy of this policy.

These guidelines are not intended to circumvent or undermine Monticello staff, teachers, administrators, or the District Administrator in their primary roles of education delivery, program/service operations, choice of instructional materials, and supervision responsibilities. Complainants should keep in mind the following:

- A. The Board of Education directly supervises only the District Administrator.
- B. Staff, teachers, administrators, and the District Administrator must be allowed to do their jobs unencumbered by Board action where such action would be contrary to District policy or procedure.
- C. An individual Board member has no personal authority to act, as it requires a quorum of the Board to determine action.

### **GUIDELINES FOR MATTERS REGARDING A STAFF MEMBER**

#### A. First Level

Generally, if the matter concerns a professional staff member the individual(s) should discuss the matter with the staff member. The staff member shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member. As appropriate, the staff member shall report the matter and whatever action may have been taken to the immediate supervisor.

#### B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member.

#### C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to

the District Administrator. This request should include:

1. The specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. The respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely;
3. The action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

#### D. Fourth Level

This procedure best reflects dissatisfaction with the manner in which the District Administrator addressed a particular matter involving personnel s/he supervises. It may not reflect dissatisfaction with the District Administrator or his/her general handling of responsibilities.

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within thirty (30) days of receiving the District Administrator's written response.

The Board, after reviewing all material relating to the matter shall provide the individual(s) with a written response.

The individual(s) shall be advised, in writing, of the Board's decision no more than ten (10) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall inform the individual that s/he has no authority to act in his/her individual capacity and may refer the individual(s) to this guideline or the District Administrator for further assistance.

**GUIDELINES FOR MATTERS REGARDING A SUPPORT STAFF MEMBER** In the case of a support staff member, the matter is directed, initially, to the person's supervisor, and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Staff Member."

**GUIDELINES FOR MATTERS REGARDING DISTRICT SERVICES OR TRANSPORTATION** If the matter relates to a District procedure, operation or transportation, it should be addressed, initially, to the District Administrator or his/her designee. If the matter cannot be resolved between the complainant and the District Administrator and/or his/her designee, the matter may be addressed to the Board as described in the Fourth Level of this policy.

**GUIDELINES FOR MATTERS REGARDING THE EDUCATIONAL PROGRAM** If the matter relates to a District program, it should be addressed, initially, to the immediate supervisor. If the matter cannot be resolved at this level, it will be addressed in subsequently higher levels as prescribed in "Matters Regarding a Staff Member."

## **GUIDELINES FOR MATTERS REGARDING INSTRUCTIONAL**

**MATERIALS** For complaints about the Curriculum or Learning Resources, see Policy 2523.

Legal References:

Cross References: Board Policy 2523, Public Complaints about the Curriculum or Learning Resources

Approved: March 14, 2012

Revised:

### **PUPIL NON-DISCRIMINATION STATEMENT**

The District shall not discriminate in admission to any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, color, religion, age, national origin, ancestry, 29 creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning handicap. This policy does not, however, prohibit the District from placing a student in an activity based on objective standards of performance, from providing separate programs in interscholastic athletics for males and females if such programs are comparable in type, scope and support from the District, or from providing separate toilet, locker and shower facilities. Discrimination complaints shall be handled in accordance with established procedures.

Any questions concerning discrimination should be directed to:

District Administrator

Monticello Public Schools

334 S. Main Street

Monticello, WI 53570

(608)938-4194

### **EQUAL EDUCATIONAL OPPORTUNITIES (Board Policy 5102)**

The School District of Monticello is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of a student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational, or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, color, disability, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or any other legally protected classification. Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

Students who have been identified as having a handicap or disability, under Section 504 or the American with Disabilities Act, shall be provided reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered by the district's Special Education policies and procedures.

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and release time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

In keeping with the requirements of state law, the School District of Monticello shall strive to remove any vestige of discrimination in admission to any school, class, program, or activity; standards and rules of behavior, including student harassment; disciplinary actions, including suspensions and expulsions; acceptance and administration of gifts, bequests, scholarships, and other aids, benefits, or services to students from private agencies, organizations, or persons; instructional and library materials used in the district; methods, practices, and materials used for testing, evaluating, and counseling students; location and use of facilities; opportunity for participation in athletic programs or other co-curricular activities; and in school-sponsored food service programs.

Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the district's official newspaper and posted in the school district. In addition, a student nondiscrimination statement shall be included on student and staff handbooks, course selection handbooks, and other published materials distributed to the public describing school activities and opportunities.

Copies of the complaint procedures shall be included in staff and student handbooks.

*Legal References: WI Statutes- Section 115.28, 118.13; PI 9 and PI 41, Wisconsin Administrative Code ; Title IX - Educational Amendments of 1972; Title VI - Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Individuals with Disabilities Educational Improvement Act of 2004; McKinney-Vento Homeless Assistance Act*

### **STUDENT DISCRIMINATION COMPLAINT PROCEDURES**

Any complaint regarding the interpretation or application of the district's equal opportunity policy shall be processed in accordance with the following complaint procedures:

1. Any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, religion, color, handicap, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability in school programs or activities shall report the complaint in writing to the district administrator. The complaint should be brought or sent to the attention of the District Administrator, 334 S. Main Street, Monticello, WI, 53570.
2. The District Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator will review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. Within 45 days after receiving the written complaint, the district shall provide written acknowledgement of receipt to the complainant. Within 90 days after receiving the complaint, the District Administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and resolution of the case to the complainant.
3. If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.
4. If the complainant is dissatisfied with the Board's decision, he/she may, within 30 days, appeal the decision in writing to the State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

- a. Discrimination complaints relating to the identification, evaluation, educational placement, or

the provisions of free appropriate public education of a child with a disability shall be processed in accordance with established appeal procedures outlined in the district's Special Education handbook.

b. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction. Copies of these complaint procedures shall be included in staff and student handbooks.

Records of all complaints shall be kept for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the complainant and his/her status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, the resolution, the date and decision making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

### **Weapons on School Premises (Board Policy 5772)**

The possession and/or use of a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon is prohibited at all times in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided transportation, and at activities under school supervision, except where state law prohibits a school district from restricting an individual's right to possess a firearm or other weapon in such locations.

For the purposes of this policy, "dangerous weapons" include, but are not limited to:

- any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm;
- any ligature or other instrumentality used on the throat, neck, nose, or mouth of another person to impede, partially or completely, breathing or circulation of blood;
- any electric weapon which is designed, redesigned, used or intended to be used, offensively or defensively, to immobilize or incapacitate persons by the use of electric current;
- or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, including explosives, knives, razors or martial arts equipment.

Any kind of toy weapon or "look alike" weapon shall also be considered a dangerous weapon under this policy.

When implementing this policy, school administrators and other employees should be aware that state-issued licenses permitting certain private individuals to lawfully carry a handgun or certain other weapons in various public places generally do not permit the possession, carrying or use of such weapons in schools or on school premises. This policy is not intended to prohibit the possession or use of potentially dangerous objects not designed primarily as weapons, provided that such objects have been issued or expressly authorized by the District, and provided that such objects are possessed and used exclusively for their limited and authorized purpose.



Law enforcement officials shall be contacted to help deal with a weapons situation which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible until law enforcement officials can be summoned. Appropriate information and training shall be provided to staff in dealing with weapons situations in accordance with the school safety plan.

A student who possesses a firearm or destructive device in violation of this policy shall be suspended from school, referred for an expulsion hearing and expelled from school for not less than one year. The School Board may modify this expulsion requirement on a case-by-case basis. Students otherwise possessing a weapon in violation of any District policy or rule shall be subject to appropriate school disciplinary action, up to and including suspension and expulsion from school. A law enforcement or juvenile justice referral shall also be made for all students violating this policy.

Employees violating this policy may be subject to disciplinary action up to and including termination of employment, and shall be referred to law enforcement officials for prosecution under applicable state laws and/or local ordinances.

Any other person violating this policy shall be referred to law enforcement officials for prosecution under applicable state laws and/or local ordinances.

This policy shall be published annually in student and staff handbooks and through other means appropriate to notify the public as required by law or determined by the administration.

On a case-by-case, the Board may give advance approval allowing an exception to this policy for a specific event or activity, provided that the request for such an exception is also consistent with the discretionary exceptions authorized under state law.

### **Legal References:**

#### **Wisconsin Statutes**

[Section 118.07](#) [school safety plans]

[Section 118.31](#) [use of reasonable force to obtain weapon]

[Section 120.13\(1\)](#) [school board power to set rules of conduct and discipline students; required student suspension and expulsion for firearm possession]

[Section 175.60](#) [license to carry a concealed weapon]

[Section 941.23](#) [carrying a concealed weapon]

[Section 943.13](#) [criminal trespass law, includes provisions related to carrying

firearms] [Section 948.60](#) [possession of dangerous weapon under 18 years of age]

[Section 948.605](#) [gun-free schools zones]

[Section 948.61](#) [dangerous weapons other than firearms on school premises]

#### **Federal Laws**

[Gun-Free Schools Act](#) [student possession of firearms prohibited; student referral to law enforcement/juvenile justice system required in policy]

[18 U.S.C Sec. 921\(a\)](#) [federal definition of “firearm” (including destructive devices) that is used within the Gun-Free Schools Act and within section 120.13(1)(c)(2m)]

[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities; includes authority to order change of placement for weapons possession]

### **Cross References:**

**Adopted: August, 1994**

**Revised: December 13, 2006**

**December 14, 2011**

## **FAMILY RIGHTS AND PRIVACY ACT**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. s123h, requires the Monticello School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behaviors;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and invasive physical exams or screenings that are:

- a) Required as a condition of attendance
- b) Administered by the school and scheduled in advance and
- c) Not necessary to protect the immediate health and safety of the student or other students.

The Monticello School District will make every effort to advise parents/guardians in advance of any activities that fall within the above listed guidelines.

## **HARASSMENT (Board Policy 5815)**

The Monticello School District seeks to provide a learning environment free of any form of harassment or intimidation toward and between students. The Board further recognizes that sexual and other harassment is prohibited under both state and federal law. Therefore, the district shall not tolerate any form of harassment and shall take the necessary and appropriate action to eliminate it.

***Harassment*** means verbal or physical conduct relating to an individual’s membership in a protected class (including, but not limited to: age, sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability, etc.) that has the purpose or effect of creating an intimidating, hostile or offensive environment or interferes with the individual’s work or learning performance.

***Sexual Harassment*** means a particular type of harassment to which either sex can be subjected. It includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome physical or verbal conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to the deliberate display of offensive sexually graphic materials which are not necessary for business or instruction purposes; requests, demands or subtle pressure for sexual favors in exchange for continued employment, advancement, grades or status; and sexually oriented verbal “kidding” or abuse.

Students who believe they are the victims of harassment or parents/guardians who believe their child is the victim of harassment should report their concerns to the building principal, guidance counselor or teacher in accordance with established District procedures. There shall be no retaliation against any student or parent/guardian who files a complaint under this policy.

Any student who violates this policy shall be subject to disciplinary action up to and including expulsion. Any employee, including a supervisory employee, who violates this policy, shall be subject to disciplinary action up

to and including discharge. Disciplinary action against an employee shall be in accordance with applicable administrative rules and collective bargaining agreements. Any school board member who violates this policy shall be subject to disciplinary action up to and including censuring by the Board and/or removal from committee chairs or other committee assignments. Any volunteer who violates this policy shall be removed from the volunteer position.

*Legal References: Section 118.13 and 111.32(13) Wisconsin Statutes; PI 9.02(9) and PI*

*9.04 Wisconsin Administrative Code; Title IX, Education Amendments of 1972; Title VI, Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Individuals with Disabilities*

## **STUDENT HARASSMENT COMPLAINT PROCEDURES**

Students who believe they are the victims of harassment, or parents/guardians, who believe their child is a victim of harassment, should immediately report their concerns to the building principal. If an individual is not comfortable making a complaint to the building principal, the complaint may be made to a guidance counselor, psychologist, teacher, designated harassment officer or another administrator. If an adult employee, other than the principal, receives the complaint, the employee shall forward the complaint to the building principal or other administrator as soon as possible for review and action as necessary.

A complaint may be presented in writing or orally. All complaints will be investigated.

### Oral Complaints

Oral complaints will be handled by the principal or his/her designee and a record of the complaint, investigation, findings and action will be prepared and maintained by the building principal. If the complaint is made against the principal, the district administrator shall handle the oral complaint.

If any party is not satisfied with this procedure, a written complaint should be submitted.

### Written Complaints

Written complaints shall be presented to the building principal.

1. The written complaint should, whenever possible, be submitted on form 5105.01 (a) in accordance with District procedure. The complaint should include a specific statement of the alleged behavior, including (if possible) additional background details such as time, date, location, and circumstances of each alleged incident and the name of the complainant.
2. The principal shall make an initial determination of the complaint which shall include:
  - a. Investigation the complaint;
  - b. Notification of the person who has been accused of harassment;
  - c. Consideration of a response to the allegation;
  - d. Response to the complaint.

3. If the complaint is against the principal, the district administrator shall make an initial determination as described in step two (2).

*The Monticello School District takes student harassment complaints seriously. All complaints will be subjected to immediate review and investigation. The designated harassment officer will be notified when a complaint has been filed. The building principal shall provide written acknowledgement of a student harassment complaint within 45 days of receipt of the written complaint and a determination of the complaint within 90 days of receipt of the written complaint unless the parents agree to an extension of time.*

4. If the complaint is against the building principal, the district administrator shall acknowledge the

complaint and make the initial determination as described in step 3.

5. If any party is not satisfied with the initial determination report, a written appeal may be submitted to the designated harassment officer indicating the nature of the disagreement. The appeal must be filed within ten (10) working days after receipt of the written determination. The designated harassment officer shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal.
6. The designated harassment officer shall provide a written response outlining the findings and disposition of the appeal within twenty (20) working days of the date the appeal is filed or twenty (20) working days after the meeting, whichever is later.
7. If the complainant or the designated harassment officer is not satisfied with the results of Step 6, he/she may file an appeal with the district administrator requesting a hearing by the Board within (10) working days after the decision in Step 6 has been rendered.
8. If the complaint is against the district administrator, the request for a hearing by the Board may be filed directly with the Board President.
9. The complainant shall be notified of the right to appeal a negative determination by the board of a complaint of harassment that would constitute student discrimination within 30 days to the Wisconsin Department of Public Instruction.

#### Policy Dissemination

1. This policy and procedure will be made available to all employees, students or student's parents at least once a year.
2. Discussion of harassment will be included at an age appropriate level and in the proper context as part of the curriculum.
3. New employees will be provided with the board of education policy and complaint procedures.
4. Information will be posted at each building advising employees, students and volunteers of the policy and the procedures for filing a complaint.

#### Disciplinary Procedures

Students who engage in harassment shall be subject to disciplinary action. Discipline may include, but is not limited to, one or more of the following actions: notification of law enforcement officials, letter of correction, suspension and expulsion.

Employees and volunteers who engage in student harassment shall be subject to disciplinary action up to and including termination and referral to appropriate authorities. All discipline shall be conducted in conformance with appropriate collective bargaining agreements and existing state and federal law.

#### **STUDENT RECORDS (Board Policy 8330)**

Student records shall be maintained in the interest of each student to assist the school in providing appropriate educational experiences.

Student records shall include all records relating to an individual student other than notes or records maintained

for personal use by teachers or other certified personnel which are not available to others and records necessary and available only to persons involved in the psychological treatment of a student.

Student records shall be maintained in accordance with state law requirements.

#### 1. Types of Records

- a. Progress Records - These include a statement of courses taken by the student, the student's grades, the student's attendance records, the student's immunization records, and records of the student's extracurricular activities.
- b. Behavioral Records - These include standardized achievement tests, psychological tests, physical health records other than a student's immunization records, teacher evaluations other than grades, statements relating to individual student behavior, personality evaluations, records of conversations, and any other non-progress records.
- c. Directory Data - Includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the student.

#### 2. Confidentiality

All student records are confidential, with the following exceptions:

- a. A student, the parent, guardian or guardian ad litem of a minor student shall, upon request, be shown and provided with a copy of the student's progress records.
- b. An adult student, parent/guardian or guardian ad litem of a minor student shall, upon request, be shown, in the presence of a person qualified to explain and interpret the records, the student's behavioral records.
- c. The judge of any court of this state or of the United States shall, upon request, be provided by the school district clerk with a copy of all progress records of a student who is the subject of any proceeding in such a court.
- d. Student records may be made available to persons employed in the school which the student attends who are required by the Department of Public Instruction under s.115.28 (7) to hold a certificate, license, or permit.
- e. Upon the written permission of an adult student or the parent or guardian of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portions of his/her behavioral records as determined by the person authorizing the release.
- f. Student records shall be provided to a court in response to a subpoena by parties to an action for in-camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said record would be relevant and material to a witness's credibility or competency.
- g. The School Board may provide the Department of Public Instruction or any public officer with any information required under Chapters 115 to 121.
- h. Except as otherwise noted below, student directory data will be considered public information and may be disclosed to any person after the school has:
  1. Notified the parent/guardian or guardian ad litem regarding the categories of information the District has designated as directory data with respect to each student;
  2. Informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent;
  3. Allowed 14 days for such persons to inform the school, in writing, of all the directory data items they refuse to permit the district to designate as directory data about that student. This designation will remain in effect until it is modified by the written direction of the student's, parent/guardian, guardian ad litem or the adult student.
- i. As a recipient of federal funds, the District is required to provide secondary student names, addresses and telephone listings to those military recruiters and institutions of higher learning that request the

information. Such requests will be honored by the school unless the adult student, parent/guardian or guardian ad litem has notified the District in writing of all the directory information that may be released without their prior consent.

Notification regarding the procedure will be published in the District's official newspaper and the newsletter annually prior to the start of the new school year. Information from school health records shall be made available to state and local health officials to carry out the purposes of Section 140.05 (16) regarding student immunizations.

- j. The District Board for the VTAE district in which the Monticello Public Schools is located shall, upon request, be provided with the names of students who have withdrawn from school prior to graduation. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the multidisciplinary team under Chapter 115 of the statutes.

The District Administrator shall have primary responsibility for maintaining the confidentiality of all student records kept at his/her school. All requests for inspection or for transfer to another school or school district should be directed to the District Administrator who will then determine inspection or transfer is permitted under this policy.

The District Administrator or his/her qualified designee shall be present to interpret behavioral records when inspection is made under paragraph (b) above.

### 3. Hearing Procedures Regarding Content of Student Records

An adult student or the parent/guardian of a minor student shall have the right to:

- a. Request that inaccurate or misleading information be amended to accuracy.
- b. Request a hearing and challenge when the information in the school records is not changed.
- c. If overruled, the adult student and/or parent/guardian has the right to produce in writing his/her disagreement with the district decision and place this information in the student folder.

### 4. Maintenance and Destruction of Records

While students are attending school, their record will be maintained by the District.

Records in the administrative office when the student ceases to be enrolled shall be maintained as follows:

- a. All behavioral records will be destroyed one year after the date the student graduated from or last attended the school. The district will inform parents when personally identifiable information is no longer needed. Upon written request, specific behavioral records will be maintained permanently.
- b. Complete progress records shall be kept until graduation. Upon graduation, only progress records from grades 7 through 12 will be maintained permanently. K-6 records will be destroyed one year after the student leaves school. The K-8 records will be maintained permanently for students who never reached senior high school.

### 5. Transfer Records

Student records relating to a specific student shall be transferred to another school district upon receipt of written notice from an adult student or the parent/guardian of a minor student that such student intends to enroll in the other school or school district or upon written notice from the other school or school district that the student has enrolled. Written notices and requests for transfers of student records shall be maintained for five years after the student ceases to be enrolled.

Student record notices shall be published in accordance with state law.

*Legal References: WI Statutes 118.125; 118.126; 146.025; 146.82; 767.24 (7); Family Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Sec. 99); Section 9528 of the Elementary and Secondary Education Act, 20 U. S. C. National Defense Authorization Act*