

MONTICELLO HIGH SCHOOL

STUDENT HANDBOOK 2010-2011

MISSION STATEMENT

The Monticello High School Community is committed to preparing competent graduates who can succeed at their next level of endeavor, who believe in the worth and dignity of themselves and others, and who pursue lifelong learning in an ever changing, richly diverse society. This will be done by providing an environment conducive to learning and well-balanced curriculum, delivered by a highly qualified staff responsible for learning with an uncompromising commitment to excellence.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

BELL SCHEDULES

REGULAR DAY

Period	Begins	Ends
1	7:26	8:08
2	8:12	8:52
3	8:56	9:36
4	9:40	10:20
5	10:24	11:04
6	11:08	11:48
7	11:52	12:32
8	12:36	1:16
9	1:20	2:03

TWO HOUR DELAY

Period	Begins	Ends
1	9:26	9:55
2	9:59	10:26
3	10:30	10:57
4	11:01	11:28
5	11:32	11:59
6	12:03	12:30
7	12:34	1:01
8	1:05	1:32
9	1:36	2:03

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GENERAL INFORMATION

If a student is seeking assistance, he/she should use the following as a guide to the proper source for help and/or direction:

- **Principal's Office:** locker problems, in need of a student handbook.
- **Assistant Principal's Office:** to resolve discipline issues (grades 9-12), to report problems and emergencies, parking permit issues, late arrival and/or early release forms, and to pay fines.
- **Main Office:** bus passes, lost/found items.
- **Student Center (Guidance and Career Office):** personal problems, working papers, transcripts, graduation, scholarships, college, work experience courses, employment, student government, student activities, NCAA eligibility, etc.
- **Attendance Office:** to sign in late
- **Nurse:** When you are ill, need medical attention, or other health concerns.
 School Physical Examinations: NYS requires that all 10th grade students be given a physical examination. Students who prefer to be examined by their own physician may obtain the appropriate forms from the School Nurse. All other physical examinations will be given during the regular school day by the school physician. **Prescription Medicine** – when a doctor prescribes a medicine which must be taken by a student during the day, the MEDICINE MUST BE BROUGHT IN THE ORIGINAL CONTAINER, WITH PROPER LABEL IDENTIFYING STUDENT, MEDICATION AND THE DOSAGE, ACCOMPANIED BY A PARENT AND DOCTOR NOTE TO ADMINISTER THE MEDICATION. No student should have any medication in his/her

possession. This includes over the counter medications (i.e. vitamins, Tylenol, etc.). All medications will be administered by the school nurse.

- **Director of Physical Education, Health and Athletics Office:** for information on athletic eligibility, team rosters, sports, games and times, physical education and health requirements and students status
- **Cafeteria Manager:** To request free or reduced lunches or specify any dietary requirements
- **School Closing Information:** For delays or early closings, tune in to the following radio stations and the website www.monticelloschools.net: WVOS (1240AM/95.5FM), WSUL- 98.3FM, WALL-1340AM; WELV-1370AM; WZAD-97.3FM; WGNY; WFMN; WHUD; WJFF-FM; WEOK:WRNN-TV: WDLE; WDRE

MUSIC LESSONS

Students are scheduled for a music lesson once per week on a rotating schedule. Students are required to attend their music lesson unless they have a major exam in the period's class. Students should report to their lesson at the beginning of the period and obtain information regarding their missed class either before school, during lunch, after school, or before the class period from their teacher. A student's class participation grade will not be affected by their attendance at their required music lesson.

THE SCHOOL CAMPUS

Monticello High School includes areas for academic and extra-curricular activities. **Students are not permitted to leave specified areas or school grounds without administrative permission at any time.** A student may leave during the school day with **written** parent permission for a legal reason only (i.e. physician's appointments, legal appointments, etc.). Written permission must include the allowable reason for leaving early (we ask that you give a phone number where we can verify the appointment). Secretaries will not be able to give permission for a student to leave based on a phone call - calls will be referred to an administrator. Students, who become ill during the school day, must report to the school nurse to be examined. The nurse will call a parent or someone designated on the emergency contact list to pick the student up. **Please make sure that all of your contact information is updated with the school.**

All students are required to exit the building at the end of the school day, unless they are with a teacher or a coach. If they continually break this rule they will lose after school privileges for a month or longer.

VISITORS TO OUR SCHOOL

The school is committed to the safety of the whole school community. All visitors must report to the **Main Office only** located next to the RJK middle school. Visitors will be required to present identification, sign a log book, and wear a visitor pass when in the building. Student visitors from other schools are **not permitted.**

ATTENDANCE

All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and attendance. Parents/Guardians are responsible for their child's regular attendance and punctuality under the School Laws of New York State. Anyone between

the ages of 6 and the end of the school year in which a student turns 16, is required by the Compulsory Education Law to attend school.

Excused absences from school and excused lates to school include the following:

- Attendance at a medical clinic
- Sickness or death in family
- Impassable roads or weather
- Music lessons (one hour a week)
- Required court appearances
- Approved college visits
- Military obligations
- Religious observances
- Approved work-study program

Students must bring in a written excuse for all school absences the day following the absence. Students who are chronically absent and are compulsory school age may be subject to a PINS Diversion.

Parents/Guardians should call the Attendance Office at 794-8840 ext. 10520 when their child is absent. The District Attendance policy has been sent to each household and should be referred to by each family.

STUDENT STATUS

Incoming freshman must have a passing grade of at least 65 on all Regents exams. A student entering Monticello High School with less than 5 credits is considered a freshman. A sophomore must have earned at least 5 credits. A junior must have earned at least 10 credits and have successfully completed 10th grade English and 10th grade Global Studies. A senior must have had junior status, completed 15 credits including English 10, Global Studies 10, and passed the following Regents: ELA, Global Studies, and Math A or Algebra.

SCHEDULE CHANGES (DROPPING/CHANGING A CLASS)

To initiate the process, a student may pick up a drop/change from the Student Center (Guidance Office). The form must be signed by the student's Guidance Counselor, Classroom Teacher and Parent/Guardian. Any student wishing to drop a half year course must do so within the first five weeks of class. Any student wishing to drop a full year course must do so within the first twelve weeks of class. Students wishing to drop after this deadline may initiate an appeals process with the building principal. Students must return all books and materials to the "dropped" classroom teacher before they enter their newly scheduled class.

Students who are enrolled in college level classes must initiate drop process through the College in the Classroom Lead Teacher. This will include consultation with the teacher of the course, parents and the guidance counselor. **The same timelines listed above apply.**

After school begins, schedules may be changed for the following reasons:

- Missing a required course
- If you have previously failed with a certain teacher, you may request a change
- You do not have enough credits/classes
- If you are in a class you have already taken and passed

The following changes can NOT be made:

- Physical Education period changes

- Lunch period changes
- Teacher changes
- You can not change a class to be with your friends

Freshmen, Sophomores, and Juniors must carry a minimum of 6 academic credits and P.E. Seniors, if in good standing, must take a minimum of 4 academic credits and P.E., however, they are strongly encouraged to take advantage of the many courses available to them.

STUDENT ELIGIBILITY REGULATIONS

The amended student eligibility policy will be provided to the students at the start of the fall semester.

Any student who is failing two or more courses will be required to participate in the Academic Study Hall program in order to continue to participate in school activities.

ACADEMIC POLICY

All students who are failing two or more classes may be subject to revised schedules that will include academic intervention periods in place of free time, during lunch or study halls. Further details will be provided at the time of the first progress report in the Fall.

GRADING POLICY

All marks are in terms of number grades. Regents exams are numerically recorded. There are four marking periods for a full year course. To arrive at a final grade for a full year course, total the numerical values of the grades received each marking period and double. Then add the final exam and divide by 9. In a semester course, double the marking period grades, add the final exam, and divide by 5. Refer to the following chart:

Passing Grade:
100-65

Failing Grade:
50-64

It is required that all students take their final exams. Failure to do so will result in a review by the Principal. Final exam grades are scored on a scale of 0 – 100.

Report cards indicating pupil progress are distributed four times per year. Student progress reports are sent five weeks into each marking period.

HONOR ROLL

All students who achieve an average between 85 and 93.9, with no grade below a 65, and no incompletes will be placed on the Honor Roll. Students that achieve a 94 to 97.9 average will be placed on the High Honor Roll. Students that earn an average of 98 to 100 will be placed on the Principal's List. The Honor Roll list will be published after each marking period and will be sent to the local newspaper and Weekly School Bulletin for reproduction. Students who make the Honor Roll for the first three marking period will be honored at Academic Achievement Night in June.

COLLEGE IN THE CLASSROOM HONORS CRITERIA

Students who have met the following criteria will be recognized as graduating with CIC Honors distinction. They will receive honor cords signifying their achievement to wear at graduation with their academic garb. Honor cords will be distributed at the end of the year, just prior to graduation, after final grades are tabulated.

1. Student will have successfully completed a minimum of 7 College in the Classroom courses offered through Syracuse University or Sullivan County Community College throughout his/her high school career.
2. Student will not have any course failures or withdrawals from any CIC course.
3. Student will have an overall average of 84 or better in all their CIC courses.

STUDENT COUNCIL

The purpose of Student Council is to provide a voice for the student body. Student Council will be comprised of elected representatives from each social studies class grades 9-12. Student Council will meet monthly. Elections will be held in mid-September. Complete details will be outlined in a separate document in the fall of 2010.

CLASS OFFICERS

Eligibility to run for class office shall be determined collectively by class advisors. Class officer candidates may be subject to the same standards as Student Council officer candidates, particularly the requirement for active status.

NATIONAL HONOR SOCIETY

Each May, the Monticello chapter of the National Honor Society inducts those juniors and seniors who successfully meet the membership criteria in the four areas of Scholarship, Leadership, Service, and Character.

Basic eligibility includes:

1. Enrollment in Monticello High School for at least one semester prior to induction
2. A cumulative average of 85 or higher, including enrollment in Regents English and Social Studies
3. Participation, leadership and service in school and community activities
4. Demonstration of respect, responsibility, trustworthiness and citizenship

A faculty council reviews the criteria for each candidate in each of the four categories. Membership is granted only to those students selected by the faculty council. Once inducted, Honor Society members must maintain these high standards. Being a member is both an honor and a commitment.

Academic eligibility is verified by the student's guidance counselor. All students who meet the academic eligibility criteria will be considered candidates and provided the opportunity to demonstrate Leadership, Service and Character.

Leadership is verified by coaches and advisors of activities. Candidates will submit a list of the activities they have participated in since entering the ninth grade. Candidates will ask their coaches and advisors to complete the appropriate evaluation forms. Students should **not** submit evaluation forms completed by a parent or guardian. We request that each candidate submit a *minimum of two (maximum of five) activity evaluations*.

Community Service is verified by the coordinators of the service projects. Candidates will submit a list of the community service projects in which they have participated since entering the ninth grade. Candidates will ask the project coordinators to complete the appropriate evaluation forms. Students should **not** submit evaluation forms completed by a parent or guardian. We request that each student submit *two community service evaluations*. We realize that some students have not participated in multiple community service projects. Instead, they have demonstrated an ongoing long term commitment to one particular community service project. We request that these students submit two evaluations (from two different project supervisors) if possible.

Community service projects include (but are not limited to) coaching and refereeing youth sports teams, assisting scout leaders, organizing litter campaigns and blood drives, working with senior centers, and religious and community organizations. Community service is unpaid service.

Character is verified by the candidate's teachers. Candidates for induction in the fall will be evaluated by all of the previous year's teachers, plus the current year's teachers. Candidates for induction in the spring will be evaluated by all of the current year's teachers. Additionally, the Faculty Council reviews all student attendance and disciplinary records before making a final decision as to eligibility.

Employment and Family Obligations

Employment and family obligations are taken into consideration. Candidates may request evaluations from employers. During the documentation process, the candidate should make the Honor Society advisor aware of any family obligations that limit the candidate's ability to participate in activities.

Deadlines

Candidates will be provided with all the documents necessary to demonstrate eligibility and the deadlines for the submission of these documents. **It is the responsibility of the candidate** to meet all deadlines. Candidates must request all the necessary evaluations and make evaluators aware of the deadlines for submission of documents. **It is the candidate's responsibility** to be sure that all documentation is received by the chapter adviser by the deadline for submission. The Faculty Council cannot consider candidates who have not provided complete documentation of all criteria.

Appeals in Cases of Non-selection

Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society. Appeals for non-selection must be registered with the chapter advisor within 30 days of notification of non-selection.

GRADUATION

The following students will be recognized at graduation:

98 – 100 = Summa Cum Laude

94 – 97.999 = Magna Cum Laude

85 – 93.999 = Cum Laude

Students who earn a 98 or higher cumulative GPA (at the end of 8 semesters) earn the right to speak at graduation, providing that they submit their speeches to the Graduation Coordinators and the Principal for review and coaching.

HALL AND GYM LOCKERS

Hall and gym lockers are school property and are provided for students to use. Lockers will be assigned at the beginning of each year. **These lockers are NOT to be shared.** The combination is given only to the person to whom the locker is issued. **DO NOT GIVE THE COMBINATION TO ANYONE.** Personal locks placed on lockers will be removed and locker contents will be placed in the Main Office or the Athletic Director's office. **Valuables should not be brought to school.** Lockers must be kept locked at all times. The school district will not assume liability for lost or stolen property.

CELL PHONES AND ELECTRONIC DEVICES

In order to promote a school climate that will allow students to focus on their education with the least amount of disruption or interruption, the following is a clarification of our school policy. **Policy:** During school hours students are **not** permitted to have a

visible or **activated** cell phone. Upon entry to the building, students must deactivate their devices. They are to be placed in their backpack, pocketbook, or locker. At no time is a cell phone or any electronic device to be visible or heard. If they are heard or seen, then the cell phone will be confiscated and retained in their Assistant Principal's office. Please understand that students who bring electronic devices to school do so at their own risk, as the school bears no responsibility for lost or stolen devices.

Confiscated electronic devices will only be returned to a parent or legal guardian. Repeated violations and/or refusal to surrender activated electronic devices may result in suspension.

EXTRA CURRICULAR ACTIVITIES

For ALL extra curricular activities, students must be in school by the end of their first period class and remain in school for the entire day in order to participate in an extra curricular activity. This includes but is not limited to prom, sports, club events, music events, debate, etc. For weekend events, students must be present in school the day prior to the event.

PROM ATTENDANCE

Students with Freshman status may NOT to attend the Proms. Students who are over the age of 20 must obtain special permission from the Principal in order to attend Prom. To attend the Prom, you must meet the eligibility requirements. If you are Out-Of-School Suspended, you cannot attend. Anyone who is not currently enrolled at Monticello High School, or is not a Senior, must complete a "guest request" form prior to the Prom by the announced deadline. These forms may be obtained in the designated Assistant Principal's Office. Tickets cannot be purchased prior to approval by administration. Student Code of Conduct will be utilized as a guideline to determine eligibility.

TOBACCO FREE

By law, Monticello High School is a smoke free facility. Smoking is prohibited anywhere in school or on school grounds. Students are prohibited from being in possession of any tobacco products.

STUDENT VEHICLES

There are a limited number of parking spaces available for students. **To be eligible for a parking permit, students must have completed the 6 hour Defensive Driving Course, which incorporates the Alive at 25 program.** Applications for a parking permit may be obtained at the designated Assistant Principal's Office. Seniors have first priority. If there are any remaining parking spaces, they will be assigned to Juniors. Student parking is a privilege, which may be withdrawn for conduct code violations including but not limited to ineligibility, attendance, tardiness, academic issues, etc. No student may park on school grounds without a parking permit. Violators may face having their vehicle towed.

MONTHLY PASSES

Each student will find a monthly allotment of 10 passes in this book. These passes are to be used to go to the bathroom, locker, nurse, etc. They should not be abused.

Students must request permission to use these passes. Once all 10 are used in any given month, the student may no longer request permission to leave class that month. The

teacher has the right to deny the use of these passes if he/she feels it is not appropriate for the student to leave class. These passes do not transfer to the next month if not used.

Students need not use their monthly passes to run an errand for a teacher, report to an office when called to do so, or see a teacher at the teacher's request (teachers should use a TEACHER PASS for such purposes).

STUDENT CODE OF CONDUCT

Each year the Monticello Central School District sends a copy of the "Monticello Central School District Code of Conduct" to each family. **Please review this code.**

You should note that the "Code of Conduct" is comprised of the following parts:

- I. Introduction
- II. Definitions
- III. Student Rights and Responsibilities
- IV. Essential Partners
- V. Student Dress Code
- VI. Prohibited Student Conduct
- VII. Reporting Violations
- VIII. Disciplinary Penalties, Procedures, and Referrals
- IX. Alternative Instruction
- X. Discipline of Students with Disabilities
- XI. Corporal Punishment
- XII. Student Searches and Interviews
- XIII. Visitors to the Schools
- XIV. Public Conduct on School Property
- XV. Dissemination and Review

Sections V and VI are detailed below for easy student access:

V. Student Dress Code: The primary goal of the Monticello Schools is to provide a safe learning environment where all students are able to achieve at their highest potential. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. In support of these goals and expectations the Board establishes the following dress code for students:

1. Students are prohibited from wearing clothing, jewelry, book bags or other articles of personal appearance which:
 - Depict profanity, vulgarity, obscenity, or violence
 - Promote use or abuse of tobacco, drugs, or alcohol
 - May create a threat to the health or safety of the student or others
 - Are associated with intimidation, violence or violent groups and about which students have been notified, or
 - May create a significant risk of disruption to the education process or to the operation of the school
2. The following specific items are also not permitted:
 - Clothing worn in such a manner so as to reveal underwear, cleavage, or bare skin between the upper chest and mid-thigh
 - Bare feet, bedroom slippers, pajamas
 - Spaghetti straps, strapless tops, halter tops
 - See-through, mesh garments

- **Trousers, slacks, shorts worn below waist level**
 - **Clothing that is excessively baggy or tight**
 - **Skirts and shorts cannot be shorter than 5 inches above the knee cap**
 - Sunglasses worn inside the building
 - Hats, caps, hoods, sweat bands and bandannas or other head wear worn inside the school building, and;
3. If a student's dress or appearance violates this dress code, the principal or principal's designee will require the student to change his or her dress or appearance. **Students will be sent home if clothing is not appropriate. A second or repeated violation of this policy will result in disciplinary action.** The principal may make reasonable accommodations to the policy based upon a student's religious beliefs or medical conditions.
 4. This policy shall apply to all students in all school buildings during the regular school day, on field trips, and when students represent the school. This policy shall also apply to all students at all times on all Board of Education property; including in school buildings and on school grounds; on all school buses and other school vehicles. This policy does not apply to school sanctioned uniforms and costumes approved by the principal for athletic, choral or dramatic performances.

VI. Prohibited Student Conduct: The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school when they:

1. **Engage in conduct that is disorderly. Examples of disorderly conduct include:**
 - Running in hallways
 - Making unreasonable noise
 - Using language or gestures that are profane, lewd, vulgar or abusive
 - Obstructing vehicular or pedestrian traffic
 - Engaging in any willful act which disrupts the normal operation of the school community
 - **Trespass. No student may be on the campus of another school in the Monticello Public Schools during the school**

day without the knowledge and consent of the officials of the school she/he is visiting.

- Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy (AUP)
- 2. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:**
- Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect
 - Lateness for, missing or leaving class or school without permission
 - Skipping detention
 - Refusing to leave any building, bus or facility after being requested to do so by an authorized administrator
- 3. Engage in conduct that is disruptive. Examples of disruptive conduct include:**
- Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students
 - Using a iPod, pager, cell phone, and electronic game(s) without permission of the administration or faculty
- 4. Engage in conduct that is violent. Examples of violent conduct include:**
- Committing an act of violence (such as hitting, kicking, punching and scratching) upon a teacher, administrator or other school employee or attempting to do so
 - Committing an act of violence (such as hitting, kicking, punching and scratching) upon another student or any other person lawfully on school property or attempting to do so
 - Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 - Displaying what appears to be a weapon
 - Threatening to use any weapon
 - Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson
 - Intentionally damaging or destroying school district property
 - Possessing and/or using any explosive or noxious material(s) including but not limited to firecrackers, fireworks, hydrogen sulfide capsules.
- 5. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:**
- Lying to school personnel

- Stealing school property, the property of other students, school personnel or any other person lawfully on school property or attending a school function
 - Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them
 - Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner
 - Harassment, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner
 - Intimidation, bullying, or threats which include engaging in actions or statements that put an individual in fear of bodily harm.
 - **Relationships with students. No student shall engage in sexually harassing behavior, or any other behavior which is of an overly romantic, affectionate, or sexual nature toward each other.**
 - Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team
 - Selling, using or possessing obscene material
 - Using vulgar or abusive language, cursing or swearing
 - Smoking or possessing a cigarette, cigar, pipe or possessing or using chewing or smokeless tobacco
 - Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, ecstasy, look-alike drugs, & any substances commonly referred to as "designer drugs"
 - Inappropriately possessing, selling, or sharing prescription and over-the-counter drugs
 - Possessing drug paraphernalia
 - Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner
 - Initiating a report warning of fire, bomb, or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher
 - Gambling
 - Sexual contact
- 6. Engage in misconduct while on a school bus:**
- It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner

consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

7. Engage in any form of academic misconduct. Examples of academic misconduct include:

- Plagiarism
- Cheating
- Copying
- Altering records
- Assisting another student in any of the above actions

MONTHLY PASSES

Name: _____

SEPTEMBER

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

MONTHLY PASSES

Name: _____

OCTOBER

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

MONTHLY PASSES

Name: _____

NOVEMBER

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

MONTHLY PASSES

Name: _____

DECEMBER

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

MONTHLY PASSES

Name: _____

JANUARY

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

MONTHLY PASSES

Name: _____

FEBRUARY

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

MONTHLY PASSES

Name: _____

MARCH

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

MONTHLY PASSES

Name: _____

APRIL

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

MONTHLY PASSES

Name: _____

MAY

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

MONTHLY PASSES

Name: _____

JUNE

DATE	DESTINATION	TIME	ISSUED BY	ACKNOWLEDGED	TIME

**MONTICELLO HIGH SCHOOL
STUDENT HANDBOOK AGREEMENT
2010-2011**

I have been read aloud the rules of this handbook and understand that it is my responsibility to adhere to them.

Signature of Student

I have read aloud, the rules of this handbook to the student who has signed above.

Signature of Teacher

I have read the rules in this **Student Handbook** and realize that my child is accountable to adhere to them. Listed below is my current telephone number where I may be reached if it becomes necessary to contact me.

Signature of Parent/Guardian

Current Phone number of Parent/Guardian

NOTE: This pull-out page will be removed from the Student Handbook when all signatures have been entered and shall be kept on file in the Assistant Principal's Office.

Addendum to Student Handbook

As a response to the Restructuring Status at the Monticello High School, changes have been made to enhance opportunities to support all students in the academic, social emotional and co-curricular areas.

STUDENT SUPPORT SUITE

Program description: to provide support to students who are having difficulty in class

Students will be assigned to room 206 for one of the following reasons.

1. They have been removed from class and seen by an Assistant Principal who has determined that the student needs to be out of class for the remainder of the class period.
2. The student has been chronically late to a class. (multiples of three)

LUNCH TUTORIALS

Program description: Students will “give back” time when late to class

Every third late to class (and following in multiples of three lates) will result in a consequence that includes “give back” time during a lunch tutorial for one week (5 school days). Assignment to lunch tutorial will be monitored through attendance in Schooltool in the AP’s office. Parents/Guardians will be contacted when students are placed in lunch tutorials.

STUDENT SUPPORT SPECIALIST (Academic)

Program description: to provide support to students who are having difficulty in their classes

Students in grades 9-12 may be referred to the student support specialist, in room 208, for help with strategic learning skills that will assist them in being successful in school.

Implementation and Monitoring:

1. Students will be referred to the support specialist by their classroom teacher.
2. Teachers will identify the specific area of assistance students need to focus on in order to be successful in their class.

3. The student support specialist will issue a pass to the referred student.
4. When the student comes to the support center, the support specialist will log the student in and identify their current grade in the referring class.
5. The support specialist will provide the targeted interventions to the student based on the teachers' referral.
6. At the next 5 week interval, the student support specialist will review and log the student's grade for the class from which they were referred.
7. If the specialist sends three passes and the student does not come to the support center, a letter will be sent home indicating that an attempt at support has been initiated.
8. Once the student has come to the center, the specialist will note the work that occurred and/or the topics addressed on the referral form. The form will be copied. One copy will be filed in the support center and the other will be returned to the referring teacher.

STUDY HALLS

Study halls should reflect an academic atmosphere that enables students to work quietly. Card playing, eating and general socializing are not viewed as being consistent with the intended purpose of a study hall. Attendance records will be carefully kept in all study halls. Lateness and/or cutting will result in the same discipline as class lateness and cutting.

CO- CURRICULAR ACTIVITY ELIGIBILITY SUPPORT

ASH (Academic Study Hall): Support program for any student participating in an extra-curricular activity.

1. **Program Description:** (see explanation and chart on page 29)
 - a. **Entrance criteria:** students in grades 9-12 failing 2 or more classes, particularly those students involved in extra-curricular activities (but open to all students).
 - b. **Exit criteria:** students are no longer failing or are failing only one class.

2. Student Responsibilities

- a. Any student failing two or more subjects will be declared academically ineligible (AI). Students who are AI will still be able to participate in extra curricular activities/sports/parking on campus if they abide by the following requirements.
 - i. Attend Academic Study Hall (ASH) 4 days a week after school. ASH will run from 2:10-2:50 Monday, Wednesday, Thursday and Friday.
 - ii. Student must report for entire ASH.
 1. If a game bus leaves early student must attend until bus leaves.
 2. Student must be doing actual class work.
 3. No iPods, newspapers, etc.
 4. Priority must be given to class (es) student failed.
- b. Person in charge of ASH confirms actual work and gives student a ticket to attend practice/rehearsal/event.
 - i. Student must have ticket to report to practice. Coaches/Advisors/AP are responsible for collecting tickets at practice/rehearsals/meetings or for parking.
 - ii. If a student doesn't have a perfect week at ASH (attends and get credit for all possible ASH meetings that week) they cannot play in games/competitions/performances/events or park the following week.
- c. In sports/performances with multiple contests/events in a week, you would go from week to week. Perfect ASH this week student can participate all next week. Not perfect ASH this week, no participation next week.
- d. AI student remains on the list until the next progress report/report card (5 weeks).
- e. AI students are responsible for coming to ASH prepared to work. Work will not be provided to students.
- f. AI student must be with an approved tutorial teacher in the 200 wing (unless approved by the Principal) it is preferable that they work in the subject that they are failing if they are not physically in the ASH room. Tickets are only issued by the designated ASH Supervisor. If student is with another

teacher that teacher would have to communicate with the ASH Supervisor and the completed work must be shown to the ASH Supervisor in order to validate the ticket.

STUDENT PARKING

In order to be eligible to park at Monticello High School in 2010/2011 all students must complete the 6 hour Defensive Driving/Alive at 25 course.

Students who took the Alive at 25 course during the 2009/2010 school year are not required to take the 6 hour defensive driving course to be eligible to park on the Monticello High School campus.

Students are assigned a numbered parking space- 1-73 in the lower HS lot and 1-25 in the Rutherford lot.

Student Council officers are provided with parking spaces 1-4 in the lower lot. The Student of the Week is assigned parking space number 5. All other student parking criteria listed in the student handbook on page 8 remains the same.

STUDENT GOVERNMENT

Information will be provided to students in social studies classes mid-September.

ACADEMIC INTEGRITY – CELL PHONES & OTHER ELECTRONIC DEVICES

The ability and responsibility of students to use their own ideas, works, creations, and knowledge in completing exams, projects, reports, etc. is a guiding principle of public education in a free and democratic society. Students who cheat and/or plagiarize (use the ideas or words of another without full acknowledgment) will receive a zero on the assignment and will not be permitted to re-do it. Students who commit fraud (cheating) on any state exam (Regents, RCT, Proficiency, etc.) may lose their right to take any subsequent state exams.

Electronic devices are valuable and sometimes necessary tools. Individual teachers may opt to utilize these devices in their classroom. It is the student's responsibility to be aware of the building rules. Individual teachers should communicate student expectations. Such devices include: cellular/camera/video phones, CD recorders and players and others. It is strongly recommended that students keep their electronic devices at home and not bring them to school. However, if students decide to carry an electronic device, the device should be turned OFF and kept out of sight throughout the school day. Students who possess electronic devices shall assume responsibility for their care. At no time shall Monticello High School be responsible for preventing theft, loss, or damage to communication devices brought onto school property.

Students found using electronic devices during academic, instructional and passing times of the day will have these items confiscated. The use of an electronic device during the passing times poses a serious safety issue. Confiscated items will only be returned to parents. All items will be discarded by June 30th of the current school year. Additionally, based on experience, the use of electronic devices by some students during class time has led to inappropriate communication during assessments which resulted in very serious academic penalties. Therefore, the use of such devices may be considered cheating, and a grade of zero may be issued for that day's class activity (such as class work, quiz, or examination). Consequences for continued offenses may result in detention(s) or suspension(s). Students who use an electronic device during state exams (Regents, RCT, Proficiency, etc.) will have their test invalidated and may lose their right to take any subsequent state exams.