

MONTEVIDEO MIDDLE SCHOOL STUDENT/PARENT HANDBOOK 2024-25



We are not a good school, we are a GREAT school!



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MONTEVIDEO PUBLIC SCHOOLS STRATEGIC PLAN “T HAWK 25”

**Outstanding
Employees**

**Student
Achievement**

MONTEVIDEO

**School and
Community
Connection**



Fiscal Responsibility

THUNDER HAWKS

**Innovation in
Education**

**Safe, Efficient, and
Appropriate
Facilities**

Vision: The School District where students are first, from cradle to career		
Mission: Montevideo Public Schools empowers learners to achieve their potential by providing an exemplary education rooted in innovation, partnerships, and accountability.		
Values	What it means	Living it out
Trust	We value individual perspectives, honesty, respect, and honoring commitments	<ul style="list-style-type: none"> ● I will be honest and respectful ● I will value individual perspectives ● I will honor my commitments
Innovation	We value continuous improvement grounded in high expectations, utilizing innovative thought and practices to foster individual growth, monitoring outcomes, and celebrating successes	<ul style="list-style-type: none"> ● I will hold high expectations for myself and others ● I will use innovation as a tool for continuous improvement ● I will take risks, welcome challenges, measure results, monitor growth and celebrate successes
Healthy Relationships and Effective Communication	We value empathy, collaboration, responsiveness, and stewardship to meet the needs of stakeholders	<ul style="list-style-type: none"> ● I will communicate with clarity and compassion to build trust ● I will listen to learn and understand ● I will actively engage with others to build relationships and trust ● I will respect and value the contributions of others
Commit to Serve	We value humility, the importance of each individual, educating from a place of understanding, giving without expectations of reciprocity, and kindness	<ul style="list-style-type: none"> ● I will listen to understand others needs ● I will be a good steward of resources ● I will be a champion in service to my team and stakeholders ● I will act without return expectations
We Believe In: <ol style="list-style-type: none"> 1. Having high expectations for ALL 2. Valuing students as individuals 3. Building effective communication between school, home and community 4. Seizing opportunities to be innovative 5. Utilizing effective technology and curriculum that fosters desired results 6. Facilitating family and community engagement 7. Supporting activities that enhance personal growth and strong academic programs 		<ol style="list-style-type: none"> 8. Expanding educational opportunities through regional cooperation and collaboration 9. Utilizing data to drive decision making and instructional practices 10. Maintaining fiscal responsibility

Vision: The School District where students are first, from cradle to career

Mission: Montevideo Public Schools empowers learners to achieve their potential by providing an exemplary education rooted in innovation, partnerships, and accountability.

T HAWK 25 was created to provide a road map for Montevideo Public Schools to achieve excellence in education. Through focusing on what is most important, staff and administration will maximize both human and financial resources to create a Student's First Educational System that empowers all learners to achieve their potential.

- ❖ **District priorities** are overarching areas in which the district has identified as critical to achieve the mission of the District.
- ❖ **Goals** are specific 3-5 year achievements, aligned to District Priorities, that the district must accomplish in order to be operating in order to be in alignment with the mission of the District.
- ❖ **Benchmarks** are annual performance indicators that show the District is on track to achieve the 3-5 year goals
- ❖ **Continuous Improvement Plans** are created by district and learning level administration and staff. These plans outline specific actions that will be taken in order to achieve annual benchmarks and goals.

District Priorities (What)	3 Year Goals (How we will know)	Benchmarks- Indicators of Success
Exemplary Student Achievement	❖ The percentage of students entering kindergarten meeting district Kindergarten Readiness standards is 80% by September, 2025	❖ 2024: 65% ❖ 2025: 80%
	❖ The percentage of third grade students that meet or exceed reading standards on the MN Comprehensive Assessments (MCA) will exceed 65% by June, 2025.	❖ 2025: 65%
	❖ The percentage of non-white students at grade level in reading by the end of 3rd grade will increase from 26% in 2022 to 44% in 2026.	❖ 2025: 38% ❖ 2026: 44%
	❖ 73% of students in grades K-8 are at or above grade level in math according to Spring STAR assessments by June, 2025.	❖ 2025: 73%
	❖ 60% of students in grades K-8 are at or above grade level in reading according to Spring STAR assessments by June, 2025.	❖ 2025: 60%
	❖ Montevideo Senior High School will achieve a minimum overall graduation rate of 90% or higher by June 2025.	❖ 2025: 90%
	❖ Montevideo Senior High School will achieve a minimum of a 98% graduation rate of students enrolled on October 1 of their senior year.	❖ 2025: 98%
	❖ 80% of students graduating from MHS will meet the college readiness criteria as defined by "Redefining Readiness" by June, 2025	❖ 2025: 80%
	❖ Average Composite ACT Score of 23 or higher for senior class by June, 2025	❖ 2025: 23

Vision: The School District where students are first, from cradle to career			
	❖ MHS graduates earn an average of 12 or more college credits per student while in high school by June, 2025	❖ 2025: 12	
Fiscal Responsibility	❖ The annual expense to revenue budget will annually be positive ❖ The district general fund balance will be at or exceed 3 months of operating expenses by FY25. ❖ 75% of district fund 01 expenditures go directly to support instruction.	❖ 2025: 1.5	
District Priorities (What)	Goals (How we will know)		Benchmarks- Indicators of Success
Safe, Efficient, and Appropriate Facilities	❖ Safe school protocols are in place and documented in building emergency plans for all district facilities by June, 2023. ❖ 100% of district facilities utilized for school programs will meet all health and safety guidelines as shown by 0 major violations on the annual OSHA assessment. ❖ Attain a voter approved facility referendum that addresses district facility priorities ❖ By June, 2025, 95% of students will identify school as a safe place physically, socially, and emotionally as measured by district stakeholder satisfaction surveys		
Innovation in Education	❖ Implement a college and career readiness scope and sequence that meets Redefining Readiness benchmarks by September, 2025		
School and Community Connection	❖ The district will increase stakeholder trust as shown by attaining a minimum score of 3.0 by June of 2025 in the areas of connection, clarity, and compassion as measured by the Spring district stakeholder satisfaction survey ❖ Annually sustain existing 2-way beneficial partnerships ❖ Annually Increase the number of Universities that utilize MPS as a student teaching site option.	❖ 2025: 3 ❖ 2025: 8+ ❖ 2025: 8	
Outstanding Employees	❖ 100% of instructional positions are filled by fully licensed staff who meet the district expectations of highly qualified ❖ Work agreements provide regionally competitive wages, benefits, and		

Vision: The School District where students are first, from cradle to career

opportunities resulting in 100% of positions to be filled annually.

- | | |
|---|-------------|
| ❖ Maintain 5% or less turnover of teaching staff annually | ❖ 2025: 5% |
| ❖ Maintain 10% or less turnover of non teaching staff annually | ❖ 2025: 15% |
| ❖ Increase the number of students graduating from MHS that enter a teacher preparation program from 5 in 2022 to a minimum of 10 in 2026. | ❖ 2025: 8 |
| | ❖ 2026: 10 |



2024-2025 Focus Goals

Priority	Strategic Goal	Annual Goal	Strategy
Student Achievement	<ul style="list-style-type: none"> ❖ 73% of students in grades K-8 are at or above grade level in math according to Spring Fast Bridge assessments by June, 2025. ❖ 65% of students in grades K-8 are at or above grade level in reading according to Spring FastBridge assessments by June, 2025. ❖ 80% of students graduating from MHS will meet the college readiness criteria as defined by Redefining Readiness by June, 2025 	<ul style="list-style-type: none"> ❖ 73% of students in grades K-8 are at or above grade level in math according to Spring Fast Bridge assessments by June, 2025. ❖ 65% of students in grades K-8 are at or above grade level in reading according to Spring FastBridge assessments by June, 2025. ❖ 80% of students graduating from MHS will meet the college readiness criteria as defined by "Redefining Readiness"by June, 2025 	<p>Analyze and adjust district assessment plan</p> <p>Implementation of K-4 Math Corp</p> <p>Create a structured system for skill assessment and instructional interventions at grades 7 and 8</p> <p>Alignment of Tier I instruction by using UCCI</p> <p>Completion of K-3 Teachers training in LETRS</p> <p>Implementation of Tier II Instruction in grades K-5</p> <p>Alignment of Tier I instruction by using UCCI</p> <p>Reconfigure Title I staff, implementation model, and assessment</p> <p>Implementation with Fidelity of On to College</p> <p>Maintain CIS opportunities at MHS</p> <p>Development of Career Ready tracking plan</p>
Fiscal Responsibility	<ul style="list-style-type: none"> ❖ The district general fund balance will be at or exceed 1.5 months of operating expenses by the end of FY25. 	<ul style="list-style-type: none"> ❖ The district fund balance will grow by a minimum of 1% by June 30, 2025 	<p>Secure new revenue sources</p> <p>Adhere to FY25 budget expenditure parameters</p> <p>Expand the use of categorical funding with corresponding decrease in non-categorical</p>

Safe, Efficient, and Appropriate Facilities	<ul style="list-style-type: none"> ❖ Attain a voter approved facility referendum that addresses district facility priorities ❖ By June, 2025, 90% of 5-12 students will identify school as a safe place physically, socially, and emotionally as measured by district student satisfaction surveys 	<ul style="list-style-type: none"> ❖ Propose a long term facility plan that is approved by a minimum of 53% of district voters in the 2024-2025 school year ❖ By June, 2025, 90% of 5-12 students will identify school as a safe place physically, socially, and emotionally as measured by district student satisfaction surveys 	<p>Conduct community survey to determine support</p> <p>Propose plan that is in alignment with community desires</p> <p>Implement a communications plan that effectively informs stakeholders</p> <p>Revision of the Mental Health Collaborative model</p> <p>Revision to the district PBIS plan</p> <p>Provide clarity to statutory requirements and then make adjustments to building level behavioral management plans accordingly</p>
School and Community Connection	<ul style="list-style-type: none"> ❖ The district will increase stakeholder trust as shown by attaining a minimum score of 3.0 by June of 2025 in the areas of connection, clarity, and compassion as measured by the Spring district stakeholder satisfaction survey 	<ul style="list-style-type: none"> ❖ The district will increase stakeholder trust as shown by attaining a minimum score of 3.0 by June of 2025 in the areas of connection, clarity, and compassion as measured by the Spring district stakeholder satisfaction survey 	<p>Continue communication strategies, transparency strategies, and engagement with the public</p>
Outstanding Employees	<ul style="list-style-type: none"> ❖ Work agreements provide regionally competitive wages, benefits, and opportunities resulting in 100% of positions to be filled annually. ❖ Maintain 10% or less turnover of non-teaching staff annually 	<ul style="list-style-type: none"> ❖ Work agreements provide regionally competitive wages, benefits, and opportunities resulting in 100% of positions to be filled annually. ❖ Decrease non-teaching staff turnover by a minimum of 5% from FY23 	<p>Complete agreement comparisons, target top 15% of surrounding area</p> <p>Complete agreement comparisons; target top 15% total package in area</p>

It is a great time to be a Thunder Hawk

MONTEVIDEO MIDDLE SCHOOL MISSION STATEMENT

The Montevideo Middle School has a student-centered approach that focuses on student achievement while educating the whole child.

MIDDLE SCHOOL DAILY SCHEDULE

The Montevideo Middle School is organized around a 7-period day. The daily schedule is:

Period 1: 8:15-9:05
Period 2: 9:09-9:59
Advisory: 10:03-10:18
Period 3: 10:22-11:12
Period 4: 11:16-12:06
Period 5A: 12:10-12:35
Period 5B: 12:38-1:01
Period 5C: 1:04-1:27
Period 6: 1:31-2:21
Period 7: 2:25-3:15

(An altered schedule will be used for late starts and early dismissals.)

ATTENDANCE

Learning is enhanced by regular attendance. The education process requires a continuity of instruction, classroom participation, and guided practice, along with parental encouragement, in order to reach the goal of maximum educational benefits for each individual student. The regular contact of students with one another in the classroom and their participation in well-planned instructional activities under the tutelage of a competent teacher are vital to this purpose. This is a well-established principle of education and gives purpose to the requirement of compulsory education in Minnesota. A pattern of good attendance established in school will benefit the learner now and will transfer to future success in postsecondary education and the workplace. Please read [Montevideo Public School Policy 503 - Student Attendance](#) so you are familiar with excused/unexcused absences and tardies.

HOMEWORK REQUESTS:

Parent requests for homework from teachers must be made to the MMS Office or the student's advisor by 9:00 am and can be picked up in the school office from 3:15 - 4:00 on a given day. Requests made after 9:00 am may not be fulfilled. Ultimately, it is the student's responsibility to ensure that all missed work is made up for each class missed.

TARDIES TO SCHOOL:

Students arriving at school after 8:15 must report to the MMS Office for a tardy pass. Students must give a tardy pass to the classroom teacher upon arrival. **Students are allowed three (3) tardies to school per quarter for any reason (excused or unexcused). Any additional tardies to school will result in one hour of detention for the remainder of the quarter unless the tardy is accompanied by a doctor's note.** Tardies reset to zero at the beginning of each quarter.

EXCESSIVE EXCUSED ABSENCES:

In the event that a student's excused absences become excessive and jeopardize the educational process of the student. The student's attendance record will be reviewed and any further absences will require documentation from a medical doctor. **Ten or more** total excused days missed FOR ANY REASON will be considered excessive and subsequent absences will be marked unexcused without documentation provided by a medical doctor or a recommendation by the school nurse. An excessive excused absence letter will be sent to parents once a student reaches ten absences that will include the option for parents to set up a meeting with the principal to discuss absences and possible solutions.

EDUCATIONAL NEGLECT/TRUANCY:

Missing school for an unexcused reason or skipping is truancy if a student is 12 years of age or older. If the student is younger than 12 years of age, missing school for an unexcused reason or skipping is educational neglect as defined below:

A. Education Neglect (younger than age 12):

A letter will be sent home when a student reaches a minimum of three (3) unexcused absences for the school year. Another letter will be sent to parents and a parent/guardian conference will be offered when a student reaches a minimum of five (5) unexcused absences for the school to assist the family in developing a plan to resolve the attendance issues. When a student reaches a minimum of seven (7) unexcused absences for the school year, as required by MN State Statute the local social service agency will be notified through a mandated child protection referral.

B. Truancy (12 years old and older):

A letter will be sent home when a student reaches a minimum of three (3) unexcused absences for the school year. Another letter will be sent to parents and a parent/guardian conference will be offered when a student reaches a minimum of five (5) unexcused absences for the school to assist the family in developing a plan to resolve the attendance issues when a student reaches a minimum of seven (7) unexcused absences for the school year as required.

E-LEARNING DAYS

When our district has weather-related school cancellations, instructional time is lost and the momentum in classrooms is slowed. State testing dates are set prior to the start of the school year, and make-up days in June after the completion of these tests can be out of sync with the instructional process. Our district also partners with post-secondary institutions making "tack-on days" less effective than what is desired. While e-learning days cannot replace the face-to-face time students have with their teachers, they can provide better continuity when school is interrupted.

PLAN:

Annually up to (5) five school days missed due to inclement weather may be made up as e-Learning days if the postponement is determined prior to 6:00a.m of the proposed e-Learning day. In the event that five (5) e-learning days are scheduled, additional school days missed due to inclement weather will be discussed administratively and communicated to all stakeholders.

NOTIFICATION:

In the event of a school cancellation due to inclement weather, families will receive an automated phone call, text message, and/or email from Montevideo Public Schools via JMC Messenger. Messages will also be posted on the district

website and social media. E-Learning days will be announced in the same fashion as the school cancellation announcements in order to avoid confusion.

ATTENDANCE:

Attendance must be taken by the teacher and records of attendance must be kept for each class/class period. If a student does not complete the e-learning task(s) before the class period the next day, that student will be counted absent. “Students who do not participate in planned activities are considered absent for those class(es) and will be reported as absent as if they were not present for an on-campus class.” (Plaman, Minnesota Department of Education 20 July 2017)

In accordance to the Minnesota Department of Education, attendance may be verified by:

- a. Logging in to class page(s) on the district’s/school’s learning management system (LMS).
- b. Email exchange/ text exchange /phone call with the teacher.
- c. Parent verifies attendance; a documentation process is developed and retained by the school as part of the student’s attendance record.
- d. Activity in classes (pages accessed, discussion participation, formative assessments completed).
- e. Work submitted during the e-Learning day (evidence of learning or preparation for learning—reading or video with notes).” (Plaman, Minnesota Department of Education 20 July 2017)

Montevideo Public Schools has elected to take attendance for the day based on students submitting their completed assignments on the next regular day of school and completing any interactive activities required by their teacher. Teachers will log absences for an e-Learning day into JMC, student management system, by 3:45 p.m. of the school day following the e-Learning day.

E-learning days will be reported as regular instructional days. Students enrolled on an e-learning day will generate one day of membership. The length of the school day will be reported as the same length that was originally scheduled had the students attended at the school site.

E-LEARNING TASKS:

Our district wants to ensure our students have high-quality e-learning opportunities.

“High quality e-Learning experiences:

- a. Integrate as seamlessly as possible into the regular instruction that has been occurring. Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.
- b. Leverage digital tools students are using as part of their regular instruction (i.e. Schoology, Google Docs, apps).
- c. Include formative assessment and feedback.
- d. Provide opportunities for peer interaction.
- e. Include active instruction by teachers, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.
- f. Include the option for the class to meet synchronously via video chat such as Zoom, Google Meet, Skype, or Facetime.” (Plaman, Minnesota Department of Education 20 July 2017)

ACCESS TO TEACHERS VIA TELEPHONE AND ONLINE DURING NORMAL SCHOOL HOURS:

Teachers will have instruction and assignments posted and available by 10:00 am and will be available via telephone and online during normal school hours (8:00 a.m.-12:00 p.m. and 12:30 p.m.-3:15 p.m.). Students needing to contact their teacher are to call the teacher’s direct telephone line and leave a return phone number. Direct phone lines access the school’s voicemail to email systems which immediately notify teachers of the message. Teachers will promptly return the telephone call to assist the student.

Teacher’s direct telephone numbers can be found on the district web page under the staff directory so that they may be contacted on an e-learning day.

E-LEARNING PLAN:

Grades 5-8: Students will utilize Google Classroom to complete e-Learning activities that will be posted no later than 10:00a.m on the e-Learning day. Learning experiences for each class are intended to take approximately 30-50 minutes. Some students may need more time, some less, for each activity. The goal is to provide meaningful instruction/activities that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum when students return to school. Activities may include flipped classrooms or virtual class sessions. Students will submit the e-learning tasks based on the teacher's instruction. Directions and tasks will also be given for students who do not have internet access at home, these students must call their teachers to inform them they do not have internet access. Special Education: Students in pull-out classes will complete e-learning tasks specific to their IEP. Here is the link to the district [e-Learning plan](#).

DISCIPLINE

The Montevideo Middle School is a Positive Behavioral Interventions and Supports (PBIS) school. HAWK Pride is our motto, which stands for H – Have Respect, A – Act Responsibly, W – Work Hard, and K – Keep Safe. We have developed a behavior matrix that explains expected behaviors in each area of the school and students are taught these expectations each year. One of the main features of being a PBIS school is that we focus on the positive behaviors that students exhibit by acknowledging their efforts through HAWK awards. Students who display their HAWK Pride may be given an award by any staff member as recognition for their efforts. Hawk awards are collected in the main office and each week students are drawn for incentives. Incentives are nice but the main purpose of the HAWK award is the positive conversation between students and staff to develop positive relationships.

Every student has the right to be educated in a safe, respectful, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. The school environment is characterized by positive interpersonal relationships among students and between students and staff. To that end, MMS has adopted and implemented a school-wide Positive Behavior Intervention and Support (PBIS) program, known as HAWK Pride.

PBIS supports research that indicates that the most effective discipline systems use proactive strategies designed to prevent discipline problems. Before consequences are given, students receive instruction necessary to enhance the positive school climate and reduce or avoid negative behavior altogether. This research also shows that there is a correlation between positive school climates and academic success for all students when students clearly understand behavioral expectations.

MMS has developed and annually reviews the PBIS framework and plans to include:

1. Teaching positive school rules;
2. Implementing a social-emotional skills development program;
3. Positively reinforcing appropriate student behavior;
4. Using effective classroom management;
5. Providing early intervention and support strategies for misconduct;
6. Apply appropriate and meaningful consequences to include restorative practices.

In conjunction with the MMS PBIS Plan, specific behavioral expectations provide additional guidance and transparent communication to the entire school community including:

1. Students,
2. Parents/Caregivers,
3. Teachers,
4. Support Staff
5. Administrators

In the spirit of understanding, collaboration, and cooperation between the members of the school community, we continue to strive for the creation and/or maintenance of a learning environment that fosters academic exploration and success for all students.

Student Responsibilities:

Students are expected to learn and model MMS student behavioral expectations, follow all school and classroom rules, and demonstrate appropriate social skills when interacting with adults and peers. When behavioral expectations are not met, the student is expected to work to improve behavior in alignment with four pillars; Have Respect, Act Responsibly, Work Hard, and Keep Safe.

1. Have Respect

- I treat others the way I want to be treated.
- I respect laws, rules, and school authority.
- I treat people fairly and respect their rights.
- I respect private and public property.
- I am honest with others and myself.
- I avoid spreading rumors or gossip.
- I respect each person's right to be different and I look for the good in others.

2. Act Responsibly

- I take responsibility for my actions.
- I choose how I respond to others.
- I return what I borrow to the same person, in the same condition.
- I come to school regularly and on time, ready to learn.
- I help to create a positive school environment.

3. Work Hard

- I give my best effort in all classes.
- I use my class time wisely.
- I complete my homework in a timely manner.
- I arrive at all of my classes on time.

4. Keep Safe

- I am responsible, like everyone else, for maintaining safety at school.
- I engage in activities that are safe and report any known safety hazards
- I help maintain a clean and safe campus that is free of graffiti, weapons, and drugs.
- I report any bullying or harassment.
- I avoid conflicts and physical or verbal violence.

Parent/Caregiver Responsibilities:

Parents/Caregivers will take an active role in supporting the school's efforts to maintain a welcoming school climate.

- Support the implementation of the school's PBIS Plan.
- Be familiar with and review the MMS student behavioral expectations and school rules with their children.
- Reinforce positive behavior and acknowledge their children for demonstrating appropriate conduct.
- If misconduct escalates, parents/caregivers will cooperate with the school as a collaborative partner to address the student's needs.
- Send the student to school prepared for work--with books, pencil, homework, and appropriate dress.
- Ensure that the student attends school regularly and is on time.
- Provide a home environment that encourages respect for the school and the learning process; provide a healthy home environment with adequate nutrition, and rest.
- Take corrective action when requested by the teacher or school administration.

Teacher Responsibilities:

Every teacher has a fundamental role in supporting a positive classroom and school. A positive classroom environment includes consistent and effective classroom management strategies. The teacher is responsible for:

- Defining, teaching, reviewing, and modeling appropriate student behavioral expectations and school rules.
- Acknowledging and reinforcing appropriate student behavior.
- Posting behavior expectations in their classroom.
- Addressing inappropriate behavior immediately.
- Reporting the inappropriate student behaviors to the school administration via the HAWK Pride Behavior Referral Form despite appropriate interventions.
- Provide corrective feedback and re-teach the behavioral skills when misconduct occurs.
- Collaborating with parents/caregivers to reinforce appropriate school/classroom behavior (telephone, meeting, e-mail).
- Follow the individualized behavior plan for students with disabilities. This plan is accessible and distributed to all staff working with identified students.
- Assume responsibility for all students of the school, not just those in individual classrooms.
- Providing classroom interventions to address problem behaviors. This includes, but not limited to:
 1. Reteach Expectations
 2. Change Seating
 3. Student Conference
 4. Verbal Praise (HAWK Awards for Expected Behaviors)
 5. Student Reflection Paper
 6. Remove Distractions
 7. Planned Ignoring
- In the event a student is placed in an alternate location, the teacher must provide the student with sufficient and relevant classroom work in order to keep the student engaged in learning.

School Administration Responsibilities

The school administrator's role is to model and lead. School administrators, in collaboration with school instructional staff and the community, are responsible for establishing a safe, respectful, and welcoming environment by:

- Ensuring student behavioral expectations and school rules are taught, enforced, advocated, communicated, and modeled to students, parents/caregivers, and staff.
- Annually review and further develop a PBIS Plan consistent with the positive school climate initiatives.
- Ensure that accurate student information is reflected in all student information data systems.
- Ensure that methods for recording, collecting, and analyzing behavior/discipline information are available for monitoring and evaluation. This data is incorporated into ongoing school climate decision-making related to individual students to the school-wide student population.
- Provide necessary training and support to staff and parents/caregivers in maintaining an environment conducive to learning.
- Implementing the consistent application of reasonable alternatives to suspension, expulsion, and suspended expulsions that include the use of equitable consequences consistent with law and district policy.
- Assembling an ongoing collaborative team at the school (HAWK Pride Team) with appropriate staff to address behaviors for all students who engage in ongoing misconduct, despite appropriate interventions, and designing and implementing an effective individualized behavior support plan that may include, but is not limited to:
 1. Intensive behavioral supports and strategies
 2. Adapted curriculum and instruction
 3. Schedule modification
 4. Communication strategies
 5. Community agency referrals

Consequences for Student Misconduct

School behavior infractions yield consequences that strive to be consistent, reasonable, fair, and matched to the severity of the student's misbehavior. A progressive discipline plan is used to guide consequences. I have attached our [discipline flow chart](#) for teacher and office-managed behaviors. This plan requires more parent involvement and participation in managing student behavior than our last behavior plan.

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the “Student Discipline” policy. [Student Discipline Policy #506](#)

DETENTION

Detentions will be served after school from 3:20-4:10 PM on Tuesday and Thursday. All students receiving detention must report by 3:20 p.m. on the day detention is given or serve the detention the following day detention is held. Any student who skips or is late to detention will serve an additional detention. **Should a student skip a second time in a row, the student will serve an in-school suspension.** Students must bring schoolwork to the room or they will be assigned work. There will be no talking or looking around. No one will be allowed to leave the room during detention nor will any other students be allowed to come in. The teacher will be there to supervise only and will report any violations of the rules. Violation will result in making up additional time the next day detention is held. Students will contact their parents to let them know about detention. Should transportation be a problem, the student's parents may arrange to stay the following day detention is held if the principal's office is notified prior to leaving that day. If a parent refuses to allow a student to serve detention, the student will serve a day of in-school suspension and will be responsible for any make-up work. **Any detention takes precedence over school activities, such as athletic practices and games, and must be served before such events.**

REMOVAL FROM CLASS

A teacher may exclude a student from one class period for one day when the grossness of the offense, the persistence of the misbehavior, or the disruptive effects of the behavior make the continued presence of the student in the classroom intolerable. Teachers will not exclude students from class for vague or general reasons not clear to the student and not communicated to the principal. Staff sending a student to the office must notify the office in writing (office discipline referral) or via phone call with the reason for removal.

STUDENT DRESS CODE

We take pride in the appearance of our students. Your dress affects the quality of the school, your conduct, and your schoolwork. ISD #129 is considered a place of work for both students and staff. Inappropriate clothing is defined as any article of clothing that distracts from or disrupts education and learning. Clothing that advertises or symbolizes products banned from school (alcohol, tobacco, drugs) and clothing with obscene, profane, or inappropriate insinuations are not allowed. Clothing that bears violent images, including but not limited to images of blood, gore, weapons of violence, or persons being killed or subjected to bodily injury. Should this occur, the clothing will have to be changed if possible, or the student will be sent home. Should there be a question; the principal will make the final judgment. Clothing and accessories that distract, disrupt, cause a safety concern, or contradict the school's philosophy are unacceptable and prohibited. [Student Dress and Appearance Policy #504](#)

BACKPACKS / ATHLETIC EQUIPMENT

Backpacks, book bags, and duffel bags are to be left in your locker and not to be carried to classes. Students who have large bags for after-school activities will have a designated spot to store these items.

BULLETINS AND ANNOUNCEMENTS

Announcements are read at 8:15 am and 3:10 pm daily over the PA. All notices of club meetings, athletic and social events, general information for the day, and specific instructions are put in the daily bulletin. Daily announcements are also posted on the MMS school website for parent and student access. Pupils responsible for putting notices in this daily bulletin must have their notices approved by their advisors or the principal or the office secretary. All posters must advertise school-sponsored events and must be approved by the administration.

STUDENT COMMUNICATIONS

Periodically during the school year, the homeroom advisors will be given a list of students who need to return forms or pay outstanding fees. This is not done to embarrass the student; however, with a student body of approximately **420**, this is the most efficient way of notification. We issue receipts for all cash transactions, please encourage your child to bring these receipts home. If you have any questions regarding fees paid, please feel free to contact the office.

TELEPHONE

The office phone can only be used in case of illness or to notify parents if a teacher requires a student to stay after school. There is a telephone in the MMS office area that can be used to make other necessary calls. Students should be encouraged to remember their parent contact information, such as telephone numbers, should they need to contact their parents.

OUT-OF-BUILDING PASSES

Students are not allowed to leave the school grounds at any time during the school day without a pass from the principal's office. Before leaving the school grounds, the student must obtain a pass in the principal's office. If a student is going to be out of the building for one or more classes for an appointment, an excuse should be brought to the office two days ahead so work can be made up before leaving. For any absence to be excused, a written note from the parent with the date, time, and destination can be presented to the office secretary or a telephone call to the school office. Emergencies will be handled on an individual basis. Leaving the school grounds without following the above procedure will be treated as an unexcused absence. A student who skips school or class(es) will be assigned two (2) hours of detention for each hour skipped. Students who leave the building during school hours must be signed out in the Principal's Office by a parent, guardian, or a parent-approved adult. Students are required to sign back in at the Principal's Office upon arrival back at school.

TARDIES TO CLASS

(Not including being tardy to school, see ATTENDANCE section above)

Unexcused tardies to class: The bell indicates the beginning of class. Students entering class without a pass after the bell will be considered tardy-unexcused. **Unexcused tardies after three (3) per quarter, for all classes result in one (1) detention.** Each additional unexcused tardy to classes during the quarter results in one hour of detention. Advisors are responsible for keeping track of student tardiness and for following through on procedures stated above.

ENTERING THE BUILDING BEFORE 8:11 A.M.

When students come to school in the morning they will only be allowed in the commons area until 8:11 a.m. Weather permitting; students will be able to use the MMS playground (to the east of the building) before school. Each morning MMS will have an open gym from 7:15-8:00. MMS open gym is for MMS students only. Supervision will be provided on the playground and in the gym from 7:45-8:00 a.m. Students will be allowed to enter school only through the front doors, 5th-grade end doors, and east-end playground doors. At 8:00 a.m. the bell will ring and students will be released to go to their lockers and then go to a room of their choice. Students may also go to the office for passes, make-up slips, etc. but must go alone, not with friends who do not have business in the office.

REMAINING IN THE BUILDING AFTER SCHOOL

By 3:30 p.m. all students are to be out of the building unless they have school business. Students who are disruptive during this time will be removed from the building. Students who continually misbehave will not be allowed in the building after 3:30 p.m. This includes students waiting for activities.

ADVISORY / PARENT-STUDENT-TEACHER CONFERENCES

All students are assigned an advisor and will attend advisory for 15 minutes each day (no advisory on early dismissal and late start school days). All students will be assigned a grade-level advisor. The basic function of advisory is to build strong relationships between the students and staff and increase student-to-school connectedness. Parent-student-teacher conferences will be with your student's advisor. All teachers will have open hours during conferences if parents wish to meet with a specific teacher.

SCHEDULE CHANGES

Student schedule changes are allowed only through the first week of school with written, or verbal, permission from parents. **Any requested changes for band and/or choir must be made by the end of the first semester with written, or verbal, permission from parents.** The only exceptions to this rule will be administrative student schedule changes.

REQUESTS FOR TEACHERS/ADVISORS

The Montevideo Middle School believes in developing relationships with all students. Students in grades 5-8 will see most if not all, grade-level teachers throughout the school day. Given that all students will see most grade-level teachers each day, requests for teachers/advisors will not be granted, except in extreme circumstances. The building principal makes this determination.

LUNCH PERIOD

Lunch is served during the 5th period in 3 mods. Students must be in the cafeteria area during their entire lunch period. No one is allowed to leave the school grounds during lunch. Students who misbehave during lunch will be assigned seats for the entire lunch period or for extended days depending on the type and frequency of behaviors.

GUM, FOOD, AND DRINKS

Students are allowed and encouraged to bring a water bottle to class. All breakfast and lunch food and drink items must be consumed in the lunchroom. Students may purchase unopened ala carte items and place them in their locker for a snack after school. Students may consume food and beverages within the classroom with the teacher's permission. Students may have the water bottle privileges taken away for the rest of the year if students are not being respectful and safe regarding its use (i.e. squirting others, throwing, pouring, or in any way putting water on other people, the floor, furniture, etc.). Gum is not allowed during the school day at MMS. Grade-level teams have the right to establish expectations and guidelines for students related to water, food, and gum. Such expectations will be communicated to students and parents.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are encouraged not to bring cell phones or other electronic devices including smartwatches, and earbuds/air pods to school. If students choose to bring a cell phone/device to school the expectations are as follows:

- Cell phones, and personal electronic devices (including smartwatches, earbuds/air pods, etc.) will remain in student lockers during the academic school day.
- Cell phone use of any kind is not permitted in locker rooms or bathrooms.
- Students are not to use their phones to call or text individuals during the school day. A telephone located in the office is available for student use. Students will NOT be called to the phone during the school day except for emergencies.
- Wired headphones are allowed at designated times for instructional purposes on school-approved devices.
- Phone usage during lockdown and fire drills is prohibited.
- Using a cell phone to record or take photos of staff members or other students is not allowed without permission.
- Recording or taking photos of classmates with the intent to bully or harass is not permitted.
- Using social media, apps, or any other function of a cell phone/device to spread rumors, bully, make fun of, exclude, or create a disruption in school or outside of school is not permitted.
- Sharing or asking classmates for inappropriate content is not permitted.

- Cell Phone Guidelines for off-campus school activities (i.e. extracurricular activities, outdoor and service trips, school field trips) will be individualized depending on the specific trip and activities. These expectations will be addressed by extracurricular staff and/or on trip-specific permission slips.
- Students who need to be in contact with their family during the academic day are to ask permission to use one of our school phones. Parents are welcome and encouraged to contact our main office if there is a message that needs to be relayed.
- The School is not responsible for, nor is it required to investigate, any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.
- The school reserves the right to inspect a student's electronic device, through proper legal channels, if there is reason to believe the student has violated school policies or engaged in misconduct while using the device.
- Students may use their cell phones, smartwatches, and earbuds/air pods before and after the academic school day. Acceptable use includes:
 - Checking in or responding to family members.
 - Sending and receiving appropriate communication with friends.
 - Sharing school-appropriate material with friends.

Consequences for not following the above expectations:

- **First Offense:** A staff member turns the phone into the front office for the remainder of the school day. STUDENT picks up. Stop/Think notice emailed to parents.
- **Second Offense:** A staff member turns the phone into the front office for the remainder of the school day. PARENT picks up. Student serves 1-hour detention and parent notified.
- **Third Offense:** A staff member turns the phone into the front office for the remainder of the school day. PARENT picks up. Student serves 1-hour detention and parent notified. Cell phones are no longer allowed on site. Upon request, parents/guardians may devise a plan with the school administration where the phone is turned into the office before school starts and is picked up after school is done.

By following these guidelines, students will help maintain a focused and respectful learning environment. Failure to comply with these guidelines will result in disciplinary actions as described above.

[Student Personal Electronic Devices and Cell Phones Policy #506.1](#)

PERSONAL ITEMS

Personal items including, toys (i.e. spinners, matchbox cars, etc.), trading cards of any kind, water guns, balloons, and any other items which cause problems of control are not recommended. Should students bring such items, the items will be held in the office and will need to be picked up by parents/guardians. The school district does not assume any responsibility for lost, stolen, or damaged personal items that are not an educational necessity (including electronic devices and cell phones).

GRADING

The Montevideo Middle School grading scale is based on a 4.0-point system:

A+= 4.0	B+ = 3.333	C+=2.333	D+=1.333	F=0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.667	B- = 2.667	C- = 1.667	D- = 0.667	

A Honor Roll = GPA 3.667 or above (no D's or F's) **B Honor Roll** = GPA of 3.000-3.666 (no D's or F's)

The following grading scale is utilized by all MMS teachers:

Letter Grade	Range (Percentage)
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

Honor Roll will be calculated and published 5 school days after the quarter-end grades drop. Students have until that date to get mistakes corrected and/or work made up for inclusion in the honor roll list for the local newspaper.

REPORT CARDS

Parents may access student grades online. Grades are updated regularly and both progress reports and quarter-end grades are posted. At the end of each quarter, parents will receive an email stating that report cards can be viewed through JMC. Report cards will be mailed only to those parents who indicate to the office that they do not have online access.

PARKING at MMS

The drive-through area at MMS has restricted parking. The horseshoe drive is one-way and vehicles are only allowed to enter the east driveway. Parking in the horseshoe will be restricted to the left curb only. The right curb is a restricted fire lane and must be kept open at all times. This is a 24-hour-a-day / seven-days-a-week policy and must be followed by everyone. Students may be dropped off or picked up at the right curb, but at no time are vehicles to be left unattended at the right curb. Vehicles are not to enter the horseshoe driveway (bus loading zone) between 7:30 - 8:15 am and 2:45-3:30 pm as buses are loading students. Pick up your child on 21st street to avoid

congestion in the bus loading zones before/after school. Please utilize the sidewalk on the east side of the building for pick-up.

STUDENT PICK-UP AND DROP-OFF

5th and 6th-grade parents are encouraged to use the turnaround area on the east side of the building (by 5th-grade classrooms) for pick up and drop off. Parents dropping off students in the parking lot area are required to follow the parking cones, and follow the Safety Patrol's directions, and follow the rules of the flags. Please make drop-offs timely as others are likely waiting behind you. If you expect drop-off to take a while, please find a parking spot in the parking lot. **Parents wishing to pick their child up in the parking lot area after school must park in a parking spot to avoid congestion and for student safety.**

ILLNESS

If a student becomes ill during the day, students must go to the principal's office. The school nurse or principal's secretary may contact a parent if it is determined that the student is too ill to stay in school. **Students should not use their cell phones to call parents to report an illness. Students using a cell phone during the school day is considered a violation of the MMS cell phone expectations and procedures and may result in the loss of cell phone privileges for the remainder of the school year.**

MIDDLE SCHOOL DANCES

The MMS Student Council will sponsor dances during the school year. Each dance will start between 6:00-7:00 pm and will last for two hours. Any student who has been suspended (in-school or out-of-school suspension) during the time between dances will not be allowed to attend the next dance. Only MMS students (in grades 6, 7, and 8) will be allowed to attend the dances. No guests will be allowed at the dances. Any student who misbehaves at any dances may be asked to leave and may not be allowed to attend any further dances during the school year. Additional consequences may be given based on the nature of the behavior.

STUDY HALL EXPECTATIONS

Students that attend study hall must bring all necessary classwork with them to study hall. Passes to lockers to get materials will be limited and at the discretion of the teacher.

HALLWAY AND BATHROOM EXPECTATIONS / LEAVING THE CLASSROOM

HAWK Pride hallway and bathroom expectations are posted throughout the school. Students who are unable to follow these expectations may not be able to leave the classroom during class time. Any student caught vandalizing the bathroom (including graffiti) will receive a consequence and will have to pay for any damages. All students are expected to have a teacher-issued hall pass in order to leave the classroom. Students identified as leaving class more often than expected may have permission to leave class greatly reduced through a grade-level developed plan.

HOMEWORK HELP

All students have access to our Homework Help program that is offered every Monday, Wednesday, and Friday mornings from 7:40-8:10 am, and Monday and Wednesday afternoons from 3:20-4:00. Homework Help is supervised by staff in the library on Monday and Wednesday afternoons, and in room 115 on Monday, Wednesday and Friday mornings. Homework Help may be assigned by teachers if a student is missing multiple assignments

and/or is refusing to work during class. Parents will be notified if their child is assigned Homework Help. If a student skips an assigned homework help session, they will be required to attend the next available session. Students attending homework help must bring work to complete. They can leave at any point their work is done. Students who are not following directions, or school rules, and/or causing a disruption to others will be asked to leave. Multiple disruptions will result in a student not being able to attend. Transportation is provided on Monday and Wednesday afternoons to in-town students. Students not attending Homework Help are not allowed to ride the bus.

VOLUNTEERS AND VISITORS

MMS encourages parents to visit or volunteer in the school or the classroom. **Parents wishing to visit or volunteer in their child's classroom need to make arrangements 24 hours in advance of the visitation or volunteer experience.** This will allow the teacher time to prepare for a volunteer or discuss with a parent whether the planned day of the visitation will work. Parents are welcome to join their child for lunch with prior notice. NO student visitors will be allowed during class time. All visitors to MMS must sign in at the office and wear a visitor's badge on their chest for the entire duration of their visit.

SCHOOL / GRADE LEVEL CELEBRATIONS

Grade-level teachers plan parties on a cooperative basis. Grade-level reward parties may be planned with criteria developed by the grade-level team. Reward parties are used to provide an incentive for classroom and behavioral expectations to be met. Starting in 5th grade, and in future grades, birthday treats are not permitted for student equity purposes. Student birthdays will be recognized through school announcements. We suggest that after-school parties be organized outside the school. Party invitations will not be disbursed at school.

FIELD TRIPS

Field trips provide excellent opportunities for students to engage in new experiences. Students must have a signed permission slip from a parent/guardian to participate in field trips that are off school grounds. In addition, field trips are a privilege, and excellent behavior is expected. Subsequently, should a student's behavior at school give reason to believe that they may not be able to represent our school and community in a positive way, they will not be allowed to attend. Any student with an in-school or out-of-school suspension, will not be allowed to access field trip opportunities during the semester in which the suspension was given, this includes grade-level reward parties. Students not attending field trips will be expected to complete work in an assigned area. Students who receive a second suspension will not be allowed to attend field trips or reward parties for the remainder of the school year.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

MMS utilizes a MTSS framework to provide students with the support they need to be successful in their academics. Our MTSS consists of three tiers. Tier 1 is our general education curriculum based on Minnesota State Standards. -Another Tier 1 support available to all students is Homework Help (see above for details). Tier 2 supports include reading and math intervention classes. Students not meeting standards on their most recent Minnesota Comprehensive Assessments, fall below the 40th percentile on their STAR assessments, and have a teacher recommendation will be placed in an intervention group to address their needs. Every Student Succeeds Act (ESSA) gives schools the right to require students to participate in these interventions even if it means missing another class. MMS makes every attempt to schedule students into intervention times that have the least impact on attending other classes. However, given the limited amount of time each day, students may be pulled from their study hall or electives. After students take the fall STAR reading and

math assessments groups are configured based on our most recent data. Students are able to exit intervention services once they have two consecutive STAR Assessments at or above the 50th percentile or one assessment at or above the 60th percentile. Another Tier 2 support for students failing two or more classes is working with our School Success Coordinator to develop a plan with the student and parents to assist the student in those areas. Summer Targeted Services is another Tier 2 intervention that consists of students attending summer school for three hours a day over a four-week period in June. ESSA also gives schools the right to require students not meeting standards to attend summer programming. Parents will be notified in early May if their child needs to attend summer programming. Students in grades six, seven, and eight who fail a semester of a core content area will be required to attend the MMS Credit Recovery summer school program for up to four weeks in order to pass on to the next grade level. Our Tier 3 support consists of our special education programming for students with individualized needs.

TESTING

In 2017 new legislation, which amended M.S. 120B.31, Subd. 4a, requires school districts to provide notice to parents or guardians of their option to refuse to have their students take the statewide assessments. The Minnesota Department of Education created a form for this purpose. To view the form, please copy and paste the following into your browser: <https://education.mn.gov/mdeprod/groups/educ/documents/basic/bwrl/mdu5/~edisp/mde059688.pdf>

ACADEMIC ELIGIBILITY

Students participating in all extracurricular activities will have their eligibility determined by this policy. If a student has any failing grades, he/she will be on academic probation or academically ineligible.

Procedure:

1. Grades will be checked throughout the quarter.
2. The office will generate a list of students with failing grades.
3. The A.D. will cross-reference the list of students with failing grades against the list of students involved in extracurricular activities.
4. Students participating in activities, who have one or more failing grades, will meet with the A.D. and/or the Principal..
5. Students with one or more failing grades will be on academic probation. Parents will be notified by email. Students are eligible to participate in activities during academic probation.
6. Students who receive failing grades in two successive grading periods will be ineligible to participate in extracurricular activities, they will be allowed to practice but will not be allowed to participate in events. Parents will be notified by email.
 - If a student receives an incomplete and has not addressed the issue by the end of the grade check deadline, the incomplete will count as an F pertaining to eligibility. If the incomplete has not been addressed by the following grade check, the teacher will assign the grade based on the provided work.
7. All coaches and supervisors will receive lists of students who are on academic probation and who are ineligible to participate in activities. This list will be updated at each grade check.
8. If a student is absent from class for any part of the day after 11:14 am for a medical appointment (doctor, dentist, chiropractor, etc) that student will be allowed to practice or participate in their event as long as they are able to produce verification of the appointment (appt card, doctor’s note, etc).
9. The following are the dates for grade checks for the school year.

QUARTER 1

Mon, Sept 9, 2024
Mon, Sept 23, 2024 (Mid-Q)
Mon, Oct 7, 2024
Mon, Oct 21, 2024

QUARTER 2

Mon, Nov 4, 2024
Mon, Nov.18, 2024
Mon, Dec 2, 2024 (Mid-Q)
Mon, Dec 16, 2024
Mon, Jan 6, 2025

QUARTER 3

Tues, Jan 21, 2025
Mon, Feb 3, 2025
Tues, Feb 18, 2025 (Mid-Q)
Mon, Mar 3, 2025
Mon, Mar 17, 2025

QUARTER 4

Tues, Mar 25, 2025
Mon, Apr 7, 2025
Tues, Apr 22, 2025 (Mid-Q)
Mon, May 5, 2025
Mon, May 19, 2025

All extracurricular activities are governed by this academic policy.

CODE OF CONDUCT FOR MONTEVIDEO STUDENTS, FACULTY, PARENTS AND COMMUNITY

- Respect for the authority of all school staff, parents, and adults in general shall be demonstrated by students.
- Rules, directions, instructions, and requests by school personnel shall be followed by students.
- Proper names shall be used as forms of address. Titles such as “Mr.” and “Mrs.” shall be used when addressing school personnel.
- Sitting properly in chairs, at desks, or in designated places shall be expected of students.
- Behavior that interrupts the educational learning process shall not be tolerated.
- Intentionally damaging, stealing, or attempting to steal school, community, or private property shall not be tolerated.
- Profanity shall not be permitted.
- Use of alcohol or drugs shall not be tolerated.
- Smoking/vaping by students shall not be allowed.
- Clothing with inappropriate language or pictures shall not be worn.
- Fighting shall not be tolerated.
- Writing on school desks, bulletin boards, walls, books or the like will not be tolerated.

SCHOOL PRIDE

Our student body has demonstrated an attitude of willingness to maintain high standards of good conduct and good citizenship in classrooms, in the halls, and in extracurricular activities and competitions. We feel that this attitude will continue to prevail. Montevideo Public Schools host numerous athletic, artistic, and cultural events during the course of the school year. Students participating and attending these events are expected to conduct themselves in an appropriate manner or they may be asked to leave the event, be prohibited from attending future events, and/or receive further disciplinary consequences.

PLEDGE OF ALLEGIANCE

Minnesota Statute specifies that all public schools will recite the Pledge of Allegiance at least once each week during the school year. Montevideo Middle School will recite the Pledge of Allegiance at the beginning of each school day. However, anyone who does not wish to participate in reciting the pledge for any personal reason may elect to do so. Students must respect another person’s right to make that choice.

SOLICITATIONS

No solicitations. The purchasing of uniforms, athletic wear, practice gear, and spirit wear is done through the athletic department, coaches, advisors, or with administrative approval.

EMERGENCY/SAFETY PROCEDURES

Student and staff safety is a top priority for Montevideo Public Schools. Over the past several years the district has been, and continues to, enhance our building safety equipment and procedures. All doors to the school are locked during school hours. Visitors are required to use our intercom system to gain access to the building. The intercom system is equipped with a camera so we are able to identify persons entering the building. Once access is granted, all visitors are required to report to the principal’s office. If visitors will be accessing the school building they are required to wear an orange visitor sticker until they exit the building.

Security cameras are located throughout the building, both inside and outside the building. The Montevideo Police Department and Chippewa County Sheriff’s Department have access to these cameras in case of an emergency.

Montevideo Public Schools conduct a variety of safety drills throughout the year to practice appropriate safety responses to certain situations. We conduct five lockdown drills, five fire drills, one tornado drill, and one evacuation drill, and provide bus safety training once a year.

Blue flashing light – Near the main school entrance at each of the five buildings, there is a blue light that will flash whenever an Active Threat is occurring in the district. When flashing nobody will be allowed to enter the building for any reason. There will also be an audible sound when the light is flashing to make people more aware. If anyone sees these lights flashing or hears the audible sound, please return to your vehicle or school bus.

Lockdown drills are practiced regularly. During a drill, the doors will be locked and the blue light will blink. Normally lockdown drills are completed within five minutes.

In addition, students also receive training on bullying, cyberbullying, and online safety annually.

FOOD SERVICE

Breakfast and lunch are free for all students. A complete hot lunch program is available. Supplemental milk is available to those students who prefer to bring their lunch. Breakfast is available to all students from 7:30 to 8:05 a.m. Hot lunch menus are published on the school district's website (www.montevideoschools.org).

SCHOOL CLOSING

Parents are advised to listen to weather-related announcements during stormy days. Should the weather force a change in school scheduling, it will be announced on the local radio station, KDMA Radio - 1460 AM. Also check the following websites, radio, and television stations for school closings or early dismissals:

Willmar Q102	http://www.102fm.com/snowdesk.cfm
WCCO	http://wcco.com/schoolclosings
KARE 11	http://kare11.com
Montevideo Schools	http://www.montevideoschools.org

LOCKERS

Students are assigned a locker at the beginning of each school year. The locker is property of the school district and may be searched by school or law enforcement officials if they believe a search is necessary. Each fall, advisors/teachers will check student lockers and document their condition at the beginning of the year. To prevent odors and pest infestations associated with items stored in the locker, District #129 will require periodic locker cleaning. Lockers will again be checked at the end of the school year, with damage costs being assessed to the student assigned to the locker. The following scale will be used to assess damages:
Slight damage- \$2.00 Moderate damage- \$5.00 Extensive damage- \$25.00

DIRECTORY/PUBLIC INFORMATION

The *Family Education Rights and Privacy Act (FERPA)*, a Federal Law, requires the

Montevideo Public Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Montevideo Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Montevideo Public Schools to include this type of information from your child's education records

in certain school publications (examples would be athletic and music), newspaper articles (examples would be honor rolls and awarding of scholarships), the school district's web site and other school-related activities. The information includes:

1. The student's name
2. The student's grade level.
3. The student's extracurricular participation.
4. The student's weight, height, etc., if a member of an athletic team.
5. The student's achievement awards or honors.
6. The student's photograph or other media images.
7. The student's written work (poems, speeches, etc.)
8. The school or school district the student attended before he or she enrolled in Ind. School District No. 129.
9. Students listed on our enrollment with parent's names.
10. The student's dates of attendance.

Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released, can also be disclosed to outside organizations without a parent's prior consent. Under the Federal *No Child Left Behind Act of 2001*, schools must provide military recruiters, upon request, with three items – students' names, addresses, and telephone listings – unless parents have advised the school district in writing that they do not want their student's information disclosed without their prior written consent.

Parents and eligible students may request in writing that their directory information not be released to anyone. Parents have the option to not release information to military recruiters only. These requests must be received in the Superintendent's Office by September 15.

FERPA also affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School Principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel) a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Superintendent's Office
Montevideo Public Schools
2001 William Avenue
Montevideo MN 56265

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED)–

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. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
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.

Receive notice and an opportunity to opt a student out of–

1. Any other protected information survey, regardless of funding;

- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use – 1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Montevideo School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Montevideo School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Montevideo School Districts will also directly notify, such as through the U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Montevideo School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above. *Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

TENNESSEN WARNING

The principal is responsible for investigating disciplinary situations in the school. Students with information pertinent to a situation are required to cooperate with the investigation. Non-cooperation may subject the student to disciplinary action. Other than school officials, no one else will receive the information shared by a student (exceptions may be MSHSL infractions and suspected criminal activity).

EXCESSIVE FORCE

It is required by the State of Minnesota to inform all parents that a teacher, school employee, school bus driver, or other agent of the school district may use reasonable force in compliance with MN Statutes 121A.582 and other laws. It is the policy of the Montevideo School District not to use any form of excessive force. Reasonable force is the last alternative after trying all non-physical means of restraint.

HEAD LICE PROCEDURE

The school is concerned about the potential for spreading head lice. When a report has been received, the school district's licensed nurse, trained health clerk, teacher or principal will check the student's hair for head lice.

A student found to have head lice in his/her hair will be sent home from school. Treatment with lice-killing shampoo will have to be completed and all eggs removed from the hair before he/she will be readmitted to school. Parents are responsible for checking other children at home and for implementing control measures to prevent reinfestation of head lice.

STUDENT SUBSTANCE ABUSE

The Montevideo School District believes that the possession and use of alcohol and drugs is wrong and harmful; furthermore, it is illegal. In order to ensure the highest possible standards of learning, as well as the safety, health, and well-being of students, the Montevideo School District endorses a substance abuse policy that will: aid students to abstain from the use of drugs/alcohol through curricula and instruction, intervene early when student use is detected, take corrective disciplinary action when necessary, and provide aftercare support for students.

I. PREVENTION EDUCATION

The Montevideo School District will provide students with information and education focused on preventing students from using alcohol and drugs. Prevention activities will be centered around prevention curricula, counseling services, school climate, family, and community involvement.

II. INTERVENTION

The Montevideo School District shall establish and maintain an assistance program, through a team approach, to aid students who are chemically involved to successfully address their harmful involvement with chemicals and to continue in a school program. Students possessing or consuming alcohol or drugs, or possessing drug paraphernalia will be referred to the County Chemical Dependency Officer.

III. DISCIPLINE

Students have the right to attend school in an environment free of alcohol and drugs. Students are not to possess, sell, or use drugs, alcohol, unauthorized medication, or drug-related paraphernalia. They shall not be under the influence of alcohol or drugs on school premises or at any school-sponsored activity.

The consequences for possession or being under the influence of alcohol or drugs, abusive chemicals, unauthorized medication, or drug-related paraphernalia will result in disciplinary action. Where violations of the law are involved, law enforcement agencies will be notified.

IV. AFTERCARE

The Montevideo School District will work cooperatively with the student, parent(s), and community treatment personnel, to support an aftercare plan.

Resources for Assistance:

Chippewa County Family Services - Suite 200 Community Service Bldg. - Montevideo MN 56265
(320-269-6401)

Lac qui Parle County Family Services - 930 1st Avenue - Madison MN 56256 (320) 598-7594th

Yellow Medicine County Family Services - 930 4th St., Suite 4 - Granite Falls MN 56241 (320) 564-2211

Woodland Centers - 1505 Washington Avenue - Montevideo MN 56265 (320-269-6581)th

Project Turnabout Chemical Dependency Center - 660 18 St. - Granite Falls MN 56241
(1-800-862-1453 - 24 hrs.)

The **MINNESOTA DEPARTMENT OF EDUCATION** has provided us with a list of organizations that provide free or low-cost legal assistance, referrals to attorneys, or student advocacy. Each agency has limitations on the clientele served. For instance, some agencies may have guidelines about client income. In addition, each agency will make determinations about whom it can serve based on factors such as staff resources and the legal viability of each case. The best way to determine if an agency can help you is to call. The agencies in our area are (the counties of Chippewa, Lac qui Parle, and Yellow Medicine):

SEARCH

The right of inspection of students' school lockers or articles carried upon their person is inherent in the authority granted school boards and administrators and should be exercised so as to assure parents that the school is exercising its "in loco parentis" relationship with their students, will employ every safeguard to protect the well-being of those children. A search may be undertaken when there is reasonable suspicion that a situation exists which would disrupt the educational process, result in discipline problems, threaten the safety of persons or property, or illegal items suspected to be present. [Search of Student Lockers, Desks, Personal Possessions and Students Person Policy # 502.](#)

UNDER THE INFLUENCE

This policy is to ensure the safety of all families.

If a parent or authorized pick up person arrives at school and appears to be intoxicated (under the influence of drugs or alcohol and demonstrating behavior that raises concern about the safety of the child), the following procedures shall be used:

- *Staff will express the concern to the parent or authorized pickup person confidentially.

- *Staff will offer assistance in calling someone on their emergency card or a taxi to provide transportation home.

- *If staff feels strongly that the child's safety is in danger, and the child is signed out to leave school, they shall call 911 after the parent or authorized person leaves and provide them with the following information.

- *Description of the vehicle

- *Direction the vehicle is traveling
 - *License plate number.

ASBESTOS NOTIFICATION

In keeping with federal legislation, Montevideo School District #129 has had stringent asbestos inspections and has asbestos management plans prepared for all school buildings in the district. These plans and asbestos locations are available for your inspection Monday through Friday during regular school days and normal school hours at the District Office. As a matter of policy, the school district shall continue to maintain a safe and healthful environment for our students and employees. In keeping with legislation, the required six-month surveillances have been conducted to inspect asbestos-containing materials (ACM) for change in condition. Any changes in condition have been and will be noted on the Periodic Surveillance Forms found in the Asbestos Management Plan. Also, the required three-year inspections of asbestos-containing materials have been conducted by an accredited inspector. An Operations and Management Plan has been implemented by the Montevideo School District to keep the ACM located within the building(s) in good condition. Short-term workers (outside contractors) are provided information regarding the location of asbestos in which they might come in contact. All short-term workers shall contact the lead maintenance person before commencing work to get this information. Contact Wade McKittrick, Superintendent, at (320-269-8833) if you have any questions.

FUNDRAISING

All fundraising activities must be school-sponsored and approved by the advisor of the club/organization and the School Board. [Student Fundraising Policy #511](#)

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items listed on the school supply list. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips are considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact Todd Swedzinski, School Social Worker, at 320-269-6431.

PARENT RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PESTICIDE APPLICATION NOTICE

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school offices), and the long-term health effects of the class of pesticide on children can be requested by contacting Chuck Stark, Building and Grounds, at 320-269-8833.

SUICIDE PREVENTION INFORMATION

Contact info for 988 Suicide and Crisis LifeLine (988LifeLine)

County Mobile Crisis Info: Woodland Centers Mobile Crisis (available 24/7/365): 1-800-432-8781