

Regular School Board Meeting
Monday, August 14, 2023 6:00 PM

District Office Board Room
2001 William Avenue
Montevideo, MN 56265

Agenda

1. ROUTINE BUSINESS ITEMS
 - 1.1. Call to Order/Pledge of Allegiance
 - 1.2. Roll Call: Birhanzi ___ Pauling ___ Wibben ___ Ohmacht ___ Shourds ___ and Stenson ___.
 - 1.3. Approval of Agenda
 - 1.4. Special Presentation
 - 1.4.1. Rachel Schlieff, Head Start Director, will be on hand to give a special presentation.
 - 1.5. Approval of Consent Agenda

(Any item or items may be pulled off the consent agenda, at the request of any board member, for consideration by the board as a whole.)

 - 1.5.1. Special End of Year Board of Education Meeting Minutes
 - 1.5.2. Bills
 - 1.5.3. Treasurer's Report
 - 1.5.4. Personnel Actions
 - 1.5.4.1. Employment
 - 1.5.4.2. Resignations/Retirements
 - 1.5.4.3. Reassignments
 - 1.6. Resolution Accepting a Gift, Donation, Contribution or Bequest RESOLUTION ACCEPTING MONETARY, PROPERTY, GOODS OR SERVICES DONATION
 - 1.7. Public Forum
 - 1.8. Superintendent's Report
 - 1.9. Board Reports
 - 1.9.1. Board Committees
 - Negotiations Committee update: Stenson
 - MRVED Board update: Wibben
 - 1.9.2. Student Representative Report
 - 1.9.3. Administrators
 - 1.10. Congratulatory Action and Recognition
2. DISCUSSION ITEMS
 - 2.1. Policy First Readings
3. ACTION ITEMS
 - 3.1. Resolution relating to the issuance of school building bonds and calling an election thereon
 - 3.2. Approve E-Learning Day Plan
 - 3.3. Approve Application for DISSOLUTION of Cooperative Sponsorship.
 - 3.4. Approve Application for Cooperative Sponsorship

- 3.5. Approve JTH Parent Handbook, Elementary Student Handbook, Middle School Student Handbook, High School Student Handbook, Montevideo Athletics Handbook, and Faculty Handbook for 2023-24.
- 3.6. Accept Dairy Bid
- 3.7. Set Milk Price
- 3.8. Ratification of the 2023-2025 Contract with the Montevideo Principals
4. ADJOURNMENT

ISD 129 – MONTEVIDEO PUBLIC SCHOOLS
 Minutes of Special School Board Meeting
 Held June 26, 2023 in Montevideo, MN

The end of the year special meeting of the School Board of Independent School District #129 was called to order by Chairman Stenson at 6:00 p.m. on Monday, June 26, 2023. The meeting was held in the District Board Room of the Montevideo Middle School.

Members present were Birhanzl, Ohmacht, Wibben and Stenson. Also present were Mr. McKittrick, Adam Spray and Matt Wolfert with Bray Architects.

Director Ohmacht made and Director Wibben seconded a motion to approve the agenda as presented. Motion carried unanimously.

Director Birhanzl made and Director Ohmacht seconded a motion to approve the Consent Agenda as presented. Motion carried unanimously.

- Regular Board of Education Meeting Minutes – June 12, 2023
- End of Year June Bills

TOTAL EXPENDITURES BY FUND

GENERAL FUND	\$	161,291.65
FOOD SERVICE	\$	1,890.20
COMMUNITY SERVICES	\$	6,829.96
CAPITAL EXPENDITURE	\$	6,478.86
DEBT SERVICE	\$	-
STUDENT ACTIVIES	\$	4,380.84
MINN RIVER VALLEY ED DIST	\$	241,634.29
MRVED COMMUNITY EDUCATION	\$	36,118.92
TOTAL BY FUND	\$	458,624.72

- Personnel Actions
 Employment: Melissa Pipe, Food Service Assistant, Ramsey Elementary

Resignations/Retirements:

McKenzie Vandelanotte, resigning as part-time secretary, Middle School.
 Lacy Runholt, resigning as Head Cook of Ramsey Elementary School.
 Jasmyn Kronback, resigning as Classroom Assistant, Sanford Elementary.
 Ben Mulder, resigning as Lead Teacher with Thunder Hawk Care.

- Set the Regular School Board Meeting Dates and Times
- Approve the Custodial Seniority List
- Approve the annual designations
- Approve the Per Diem Meal Rates
- Approve Annual Goals for Performance Pay

- Director Wibben gave a report on the MRVED Board Meeting

Discussion Items

- Mr. McKittrick explained posting the Notice of Filing Dates for Election to the School Board 2023.
- Matt Wolfert discussed the progress on the Long-Term Facilities plan and the school board members provided feedback on the direction moving forward. Measures to reduce the cost of the existing plan by approximately 10% were discussed. Alternative solutions were discussed and will be further reviewed. The school board authorize the superintendent to submit all required information to the Commissioner of Education to request Review and Comment for acquisition and betterment of school sites and facilities in accordance with statutory timelines in preparation for a November, 2023 referendum.
- Adam Spray presented the recommended FY 24 revenue and expenditure budget.
- Mr. McKittrick discussed the annual policy review and approval.
- Chairman Stenson discussed holding a 23-24 board work retreat.
- Mr. McKittrick discussed the concept of holding Kindergarten Orientation days.

Action Items

- Motion by Director Birhanzl and seconded by Director Wibben to approve the FY 24 property and liability, work comp and accident insurance rates as presented. Motion carried.
- Motion by Director Birhanzl and seconded by Director Ohmacht to approve Board stipends and meeting rates to remain the same for 23-24 at \$60 for Regular Meetings (\$80 Chair), \$30 for other meetings, special meeting and committee meetings (\$40 Chair) and \$60 for negotiations committee meetings. Motion carried.
- Motion by Director Ohmacht and seconded by Director Birhanzl to approve the resolution approving the Montevideo Public School's Long-Term Facility Maintenance Plan and Budget as presented. After a roll call vote, motion carried unanimously.
- Motion by Director Birhanzl and seconded by Director Ohmacht to approve policies 102, 418, 419, 424, 425, 506, 507, 509, 513, 514, 516.5, 524, 532, 534, 602, 613, 616, 618, 620, 621, 624, 708, 709, 722 and 806 using emergency procedures in order to comply with statutory changes. Motion carried.
- Motion by Director Birhanzl and seconded by Director Ohmacht to approve the budget for fiscal year 24 in the amounts of Revenues: \$27,468,716 and Expenditures: \$27,729,22. Motion carried.
- Motion by Director Birhanzl and seconded by Director Ohmacht to approve setting the 2023-24 substitute teacher rate at \$140 per day. Motion carried.
- Motion by Director Ohmacht and seconded by Director Wibben to recognize the Montevideo Schools Office Personnel as the exclusive representative for the bargaining unit previously titled the International Union of Operating Engineers, Local Number 70 and direct the Superintendent to modify the existing work agreement to reflect this change. Motion carried.

Executive Session:

The board entered into Closed Session at 8:10 p.m. to discuss negotiation strategies. The Closed session ended at 8:21 p.m.

Adjournment: Chairman Stenson adjourned the meeting at 8:22 p.m.

**MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS**

August 14, 2023

Check #	Vendor	Amount	Description
66058	A&B BUSINESS SOLUTIONS	\$ 7,404.55	COPIER/PRINTER LEASES
66059	Vendor Continued Check	\$ -	VOID
66060	AMAZON CAPITAL SERVICES, INC	\$ 2,236.98	MISC SUPPLIES
66061	BUILDERS FIRSTSOURCE	\$ 154.07	HAWKS NEST/CUSTODIAL SUPPLIES
66062	BYTESPEED	\$ 18,590.00	SERVER - TECHNOLOGY
66063	CHAPPEL CENTRAL INC	\$ 2,152.79	HVAC CONTRACT/SERVICE CALL
66064	CHARTER COMMUNICATIONS	\$ 309.94	PHONE/INTERNET SERVICE
66065	CHERRYROAD MEDIA	\$ 37.95	EMPLOYMENT AD
66066	CHILDREN'S MUSEUM OF SOUTH DAKOTA	\$ 323.00	LTHC FIELDTRIP
66067	CHIPPEWA VALLEY YOUTH CLUB	\$ 405.00	DUAL LANGUAGE CLASS
66068	CITY OF MONTEVIDEO	\$ 15,350.00	SRO AGREEMENT/POOL RENTALS
66069	CLARA CITY TELEPHONE	\$ 479.00	FIBER LEASES
66070	Vendor Continued Check	\$ -	VOID
66071	CLARK TRANSPORTATION, INC	\$ 12,749.32	JULY TRANSPORTATION SERVICES
66072	CLEAN SITE LLC	\$ 1,640.00	PORTABLE RESTROOMS
66073	CLEARWAY COMMUNITY SOLAR	\$ 16,884.32	SOLAR CREDITS
66074	COUNTRYSIDE PUBLIC HEALTH	\$ 236.00	SECOND KITCHEN INSPECTION
66075	DEPARTMENT OF EMPLOYMENT AND ECONOMI	\$ 2,237.88	UNEMPLOYMENT BENEFITS
66076	DISTRIBUTED WEBSITE CORPORATION	\$ 240.00	ACTIVITY SCHEDULER
66077	DOUBLE D DEVELOPMENT	\$ 45,265.59	JUNE-AUGUST LEASE PAYMENTS
66078	DRAMATIC PUBLISHING	\$ 19.95	PERUSALS FOR FALL PLAY
66079	DRIESSEN WATER INC	\$ 222.37	SALT/WATER
66080	EDMENTUM, INC	\$ 485.00	STUDY ISLAND
66081	FARMERS UNION OIL COMPANY	\$ 901.85	FUEL FOR SCHOOL VEHICLES
66082	FLINN SCIENTIFIC	\$ 134.67	SCIENCE SUPPLIES
66083	FREEMAN PLUMBING LLC	\$ 549.00	TOILET REPAIR
66084	GREAT PLAINS NATURAL GAS	\$ 3,582.12	NATURAL GAS BILLINGS
66085	Vendor Continued Check	\$ -	VOID
66086	Vendor Continued Check	\$ -	VOID
66087	HILLYARD FLOOR CARE SUPPLY	\$ 10,842.11	CUSTODIAL SUPPLIES
66088	HOLLYWOOD ON MAIN, LLC	\$ 1,827.50	COMM ED RENTAL
66089	HOMESTORE DESIGN CENTER INC	\$ 15,019.75	FLOORING REPLACEMENTS
66090	INNOVATIVE OFFICE SOLUTIONS, LLC	\$ 556.20	SUPPLIES
66091	INSECT LORE	\$ 188.89	CLASSROOM SUPPLIES
66092	ISD #129 - MONTEVIDEO	\$ 3,103.85	PROGRAM FUND/FOOD SERVICE BILL
66093	ISD #347-WILLMAR	\$ 18,264.74	FY23 A&I COLLABORATIVE EXPENSES
66094	IXL LEARNING	\$ 5,844.00	IXL SITE LICENSE
66095	JIM'S CLOTHING & SPORTING GOOD	\$ 2,612.50	SUMMER REC TSHIRTS
66096	JOHNSON CONTROLS FIRE PROTECTION LP	\$ 5,377.51	SERVICE CALL - SPRINKLER HEADS
66097	KDMA (AM)/KMGM (FM)	\$ 400.00	VFW AD
66098	KEMPS LLC	\$ 1,267.20	SFSP MILK
66099	KENNEDY & GRAVEN CHARTERED	\$ 3,783.50	LEGAL SERVICES
66100	LEXIA LEARNING SYSTEMS LLC	\$ 7,980.00	LETRS TRAINING
66101	LIGHTBULBS.COM	\$ 4,875.00	LIGHTBULBS
66102	MADSEN FAMILY CHIROPRACTIC	\$ 80.00	STUDENT PHYSICAL
66103	MN ASSN OF SEC SCHOOL PRINC	\$ 175.00	SCHOOL LAW SEMINAR REGISTRATION
66104	MEI TOTAL ELEVATOR SOLUTIONS	\$ 411.86	QUARTERLY ELEVATOR SERVICE
66105	MELODY LANES FAMILY ENTERTAINMENT CENTE	\$ 1,100.00	COMM ED YOUTH BOWLING

**MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS**

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66106 MHS FACULTY LOUNGE	\$	21.06	VENDING PROCEEDS
66107 MID-AMERICAN RESEARCH CHEMICAL	\$	1,160.60	CUSTODIAL SUPPLIES
66108 MN RIVER VALLEY EDUCATION DIST	\$	9,522.20	MRVED PROGRAMS
66109 MOLDE'S ELECTRIC & MECHANICAL INC	\$	1,621.74	INSTALL SCOREBOARDS/LIGHTS
66110 MONTEVIDEO MARKET	\$	42.66	DRY CLEANING
66111 MONTE CANDY CO	\$	480.00	CONCESSIONS/MMS ST COUNCIL POPCORN
66112 MONTE FIRE AND SAFETY	\$	1,038.00	EXTINGUISHER SERVICING
66113 Vendor Continued Check	\$	-	VOID
66114 Vendor Continued Check	\$	-	VOID
66115 Vendor Continued Check	\$	-	VOID
66116 MONTE HARDWARE HANK	\$	4,412.57	PAIN/CUSTODIAL SUPPLIES
66117 MONTEVIDEO AMERICAN-NEWS	\$	69.00	SUBSCRIPTION
66118 MONTEVIDEO NOON LIONS CLUB	\$	220.00	CLUB DUES
66119 O'REILLY AUTOMOTIVE, INC	\$	156.02	CUSTODIAL SUPPLIES
66120 OLSEN PLUMBING & HEATING INC	\$	315.50	PLUMBING REPAIRS
66121 OXYGEN SERVICE COMPANY	\$	377.16	WELDING SUPPLIES
66122 PAN OF GOLD BAKING CO	\$	238.32	SFSP FOOD
66123 PETTY CASH FUND	\$	2,184.68	PETTY CASH REIMBURSEMENTS
66124 PIONEER	\$	605.00	PAVEMENT MARKING PAINT
66125 POWERSCHOOL GROUP LLC	\$	28,546.13	POWERSCHOOL SUBSCRIPTION
66126 PUMP SOLUTIONS, LLC	\$	1,017.91	REPAIRS TO PAINT SPRAYER
66127 QUADIENT LEASING USA, INC	\$	409.50	POSTAGE METER LEASE
66128 RUNNING'S SUPPLY INC	\$	908.88	CUSTODIAL SUPPLIES
66129 SARLETTES MUSIC	\$	117.00	BAND SUPPLIES
66130 SCENARIO LEARNING, LLC	\$	3,038.40	SAFESCHOOLS TRAINING
66131 SCHOLASTIC INC MAGAZINES	\$	3,334.72	SUBSCRIPTION
66132 SCHOOL SPECIALTY INC	\$	473.90	CLASSROOM SUPPLIES
66133 SHARE CORPORATION	\$	1,639.90	CUSTODIAL SUPPLIES
66134 SOUTHERN MN INSPECTION INC	\$	3,297.93	BASKETBALL HOOP/CURTAIN REPAIRS
66135 STAR GROUP, LLC	\$	17.35	CUSTODIAL SUPPLIES
66136 Vendor Continued Check	\$	-	VOID
66137 SW/WC SERVICE COOPERATIVE	\$	59,455.32	SP ED BILLING/SUMMER SVCS/STAR/H&S
66138 SYSCO WESTERN MN	\$	1,266.46	SFSP FOOD
66139 T-MOBILE	\$	89.25	BUS ACCESS POINTS
66140 T.A. LAURITSEN SEPTIC & DRAIN	\$	125.00	FLOOR DRAIN
66141 TOSTENSON LANDFILL	\$	4,443.22	LANDFILL/GARBAGE SERVICE
66142 TURFWERKS	\$	6,692.75	FIELDGROOMER
66143 UNITED MAT CLUB	\$	451.50	YOUTH WRESTLING CLUB
66144 US BANK EQUIPMENT FINANCE	\$	780.00	COPIER LEASE
66145 USI INSURANCE SERVICES LLC	\$	1,800.00	RISK MGMT FEES
66146 VERIZON WIRELESS	\$	550.44	WIRELESS BILLINGS
66147 VIG SOLUTIONS	\$	7,381.00	TECHNOLOGY ORDERS
66148 Vendor Continued Check	\$	-	VOID
66149 Vendor Continued Check	\$	-	VOID
66150 VISA	\$	4,561.53	MSC EXPENSES
66151 WELLNESS FOR LIVING	\$	1,500.00	JTH CLASSES/COMM ED CLASS
66152 WIBBEN, JANET	\$	275.91	MSBA REIMBURSEMENTS
66153 ZEP MANUFACTURING COMPANY	\$	1,854.49	CUSTODIAL SUPPLIES
232400002 BOHLIN, SHEA T	\$	294.76	MILEAGE REIMBURSEMENT - SPRAYER

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232400003 GOPHER STATE ONE CALL	\$	2.70	LOCATING SERVICES
232400004 HAWKINS INC	\$	1,228.21	POOL CHEMICALS
232400005 HUNTLEY, SHAWN K	\$	480.00	FY23 CELL PHONE REIMBURSEMENT
232400006 IS-CORP	\$	562.50	FINANCE SOFTWARE HOSTING
232400007 KNUTSON, PEGGY	\$	50.00	CLASSROOM SUPPLIES
232400008 MINER, MAQUELAH M	\$	124.84	EXPENSE REIMBURSEMENTS
232400009 MULDER, ALEXIS D	\$	131.66	MILEAGE REIMBURSEMENT
232400010 PETERSON, GARY D	\$	14.62	CUSTODIAL SUPPLIES
232400011 RIETVELD, TODD J	\$	68.85	STATE TRACK EXPENSES
232400012 SCHMITT, MELISSA J	\$	18.93	ECFE SUPPLIES
232400013 SMIENS, SARAH DONNA	\$	80.00	PHONE REIMBURSEMENT
232400014 TURK, DENISE S	\$	135.00	FOOD MGR COURSE & LICENSE
232400015 WEBER, CHRISTOPHER L	\$	2,750.33	MILEAGE/PHONE/CONFERENCE EXPENSES

TOTAL MONTEVIDEO WARRANTS \$ 378,736.36

MINNESOTA RIVER VALLEY EDUCATION DISTRICT WARRANTS

66040 BERGESON, BRUCE D	\$	30.00	PHONE REIMBURSEMENT
66041 CITY OF MONTEVIDEO	\$	156.08	MRVED CITY UTILITY BILLINGS
66042 CLARA CITY TELEPHONE	\$	202.00	FIBER LEASE
66043 CULLIGAN SOFT WATER	\$	25.60	WATER
66044 GOODHUE COUNTY ED DISTRICT 6051	\$	916.67	MREA MEMBERSHIP
66045 GREAT PLAINS NATURAL GAS	\$	33.90	NATURAL GAS BILLING
66046 JOHNSON, DEANNA LYNN	\$	198.80	ABE TRAVEL & SUPPLIES
66047 JOHNSON CONTROLS FIRE PROTECTION LP	\$	313.01	PIPING REPLACEMENT
66048 JOSTENS INC	\$	519.10	ALC DIPLOMAS
66049 LIGHTBEAM INTERNET	\$	35.27	ABE INTERNET
66050 MONTEVIDEO AMERICAN-NEWS	\$	69.00	ALC SUBSCRIPTION
66051 NORTHWEST EVALUATION ASSOC	\$	1,667.50	ALC LICENSE
66052 NUVERA	\$	49,234.20	TELEMEDIA NETWORK LEASE
66053 SCHOLASTIC INC MAGAZINES	\$	1,943.10	TITLE III MAGAZINES
66054 SMITH, LAWRENCE D	\$	132.97	IND STUDY MILEAGE
66055 STERUD, STEVEN G	\$	62.88	ABE MILEAGE
66056 VISA CARDMEMBER SERVICE	\$	5,624.69	MISC SUPPLIES
66057 ZIEMANN, LORI K	\$	56.25	MILEAGE

TOTAL MRVED WARRANTS \$ 61,221.02

TOTAL EXPENDITURES BY FUND

GENERAL FUND	\$	222,393.47
FOOD SERVICE	\$	4,165.79
COMMUNITY SERVICES	\$	14,752.18
CAPITAL EXPENDITURE	\$	135,410.73
STUDENT ACTIVIES	\$	1,137.71
MINN RIVER VALLEY ED DIST	\$	60,349.52
MRVED COMMUNITY EDUCATION	\$	1,747.98
TOTAL BY FUND	\$	439,957.38

JULY 2023 WIRES / CASH TRANSFERS

7/3/2023 WIRE FROM PMA TO OLD NATIONAL	\$	100,000.00	MANUAL CHECKS
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**MONTEVIDEO PUBLIC SCHOOLS
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7/12/2023 WIRE FROM PMA TO OLD NATIONAL	\$ 250,000.00	MANUAL CHECKS
7/19/2023 WIRE FROM PMA TO MINNWEST	\$ 430,000.00	PAYROLL
7/20/2023 MN DEPT OF REVENUE	\$ 299.00	SALES TAX (APRIL-JUN 2023)
7/31/2023 US TREASURY	\$ 845.37	PCORI TAX PAYMENT
7/31/2023 WIRE FROM PMA TO OLD NATIONAL	\$ 500,000.00	MANUAL CHECKS

JULY 2023 MANUAL CHECKS

65892 AMAZON CAPITAL SERVICES, INC	\$ 1,481.26	MISC SUPPLIES
65893 BACKES TECHNOLOGY SERVICES INC	\$ 5,563.00	SOUND FIELD INSTALLATION/SMARTBOARD REMOVAL
65894 CHARTER COMMUNICATIONS	\$ 69.98	PHONE SERVICES
65895 CHERRYROAD MEDIA	\$ 1,083.60	SFSP ADS/EMPLOYMENT ADS
65896 CLARA CITY TELEPHONE	\$ 479.00	FIBER LEASES
65897 CLEAN SITE LLC	\$ 320.63	PORTABLE RESTROOM RENTAL
65898 CLEARWAY COMMUNITY SOLAR	\$ 16,865.20	SOLAR CREDITS
65899 COLUMN SOFTWARE PBC	\$ 129.80	FILING DATE NOTICE
65900 CUSTOM PRINTING	\$ 1,955.00	PAPER/ANNUAL REPORT PRINTING
65901 DOUBLE D DEVELOPMENT	\$ 506.00	HAWKS NEST SNOW REMOVAL
65902 DRIESSEN WATER INC	\$ 154.87	SALT/WATER
65903 FARMERS UNION OIL COMPANY	\$ 1,401.30	FUEL/PIZZAS
65904 GREAT PLAINS NATURAL GAS	\$ 2,844.72	NATURAL GAS BILLINGS
65905 JOHN DEERE FINANCIAL	\$ 858.92	MAINT SUPPLIES
65906 KDMA (AM)/KMGM (FM)	\$ 1,000.00	SFSP ADS/SPORTS AD
65907 METLIFE	\$ 6,701.14	JULY DENTAL BILLING
65908 MIND YOUR BUSINESS	\$ 284.90	LAMINATING
65909 MITLYNG ELECTRIC & REFRIG.	\$ 10,738.22	OUTSIDE FREEZER REPAIRS
65910 Vendor Continued Check	\$ -	VOID
65911 MONTE HARDWARE HANK	\$ 2,047.40	PAINT & SUPPLIES
65912 OLSEN PLUMBING & HEATING INC	\$ 663.00	PLUMBING REPAIRS
65913 PEPSI-COLA	\$ 1,360.28	CONCESSIONS
65914 RUNNING'S SUPPLY INC	\$ 686.88	CUSTODIAL SUPPLIES
65915 T-MOBILE	\$ 89.25	BUS ACCESS POINTS
65916 TOSTENSON LANDFILL	\$ 4,686.05	LANDFILL/GARBAGE FEES
65917 US BANK EQUIPMENT FINANCE	\$ 780.00	COPIER LEASE
65918 VERIZON WIRELESS	\$ 560.44	WIRELESS BILLING
65919 WALMART - CAPITAL ONE	\$ 2,667.01	MISC SUPPLIES
65930 GLACIER COMPANIES, LLC	\$ 549,599.94	MMS ROOF - DEPRECIATION AMOUNT - NOT FINAL
65931 AMERICAN RED CROSS	\$ 300.00	LTS FACILITY FEE
65932 BAKER, JIM	\$ 245.48	MARCHING BAND
65933 BLOM, AARON	\$ 428.20	MARCHING BAND
65934 Vendor Continued Check	\$ -	VOID
65935 CLARK TRANSPORTATION, INC	\$ 23,796.09	JUNE TRANSPORTATION SERVICES
65936 G FLINN IRON AND METAL	\$ 400.00	MARCHING BAND
65937 KEMPS LLC	\$ 2,161.20	SFSP BILLING
65938 PAN OF GOLD BAKING CO	\$ 57.96	SFSP BILLING
65939 RANDI'S STITCH & SCREEN	\$ 2,352.00	MARCHING BAND
65940 STUDENT ASSURANCE SERVICES, INC	\$ 9,791.00	STUDENT ACCIDENT POLICY
65941 SYSCO WESTERN MN	\$ 341.44	SFSP BILLING
65942 WEST CENTRAL CONFERENCE	\$ 2,661.00	CONFERENCE TRACK GATE
65943 ACTIVE INTERNET TECHNOLOGIES	\$ 3,100.00	MRVED WEBSITE HOSTING

**MONTEVIDEO PUBLIC SCHOOLS
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65944 CENTURYLINK-AZ	\$	110.38	MRVED PHONE SERVICE
65945 CEW INC.	\$	6,000.00	ABE RENT
65946 CLARA CITY TELEPHONE	\$	200.00	FIBER LEASES
65947 COUNTRYSIDE PUBLIC HEALTH	\$	118.00	ALC INSPECTION
65948 CULLIGAN SOFT WATER	\$	25.60	WATER
65949 GREAT PLAINS NATURAL GAS	\$	31.14	NATURAL GAS BILLINGS
65950 HILLYARD FLOOR CARE SUPPLY	\$	251.46	MRVED CUSTODIAL SUPPLIES
65951 JOHNSON CONTROLS FIRE PROTECTION	\$	1,457.12	MRVED INSPECTION
65952 LIGHTBEAM INTERNET	\$	35.27	ABE INTERNET
65953 MINNESOTA ASSOCIATION OF SECONDARY	\$	719.00	MASSP DUES & SUBSCRIPTION
65954 MINNESOTA WEST - JACKSON	\$	9.20	CTE COPIES
65955 MINNESOTA WEST CTC - CANBY	\$	1,135.00	ABE RENT
65956 MN ASSN OF SECRETARIES TO THE PRINCIPALS	\$	40.00	MEMBERSHIP
65957 MN RIVER VALLEY EDUCATION DISTRICT	\$	1,200.00	ABE RENT
65958 MINNESOTA SCHOOL BOARDS ASSN	\$	1,525.00	2023-2024 MEMBERSHIP SERVICES
65959 EMPLOYERS PREFERRED INS CO	\$	40,071.00	2023-2024 WORK COMP POLICY
65960 ABEL, KENDRA	\$	2,100.00	2022-2023 SCHOLARSHIP AWARD
65961 ANDREWS, BRADY	\$	5,150.00	2022-2023 SCHOLARSHIP AWARD
65962 AUTO-OWNERS INSURANCE	\$	111,045.18	COMMERCIAL PROPERTY INSURANCE
65963 BUCHANAN, ELIZA	\$	2,600.00	2022-2023 SCHOLARSHIP AWARD
65964 BURMEISTER, AVERIE L	\$	1,000.00	2022-2023 SCHOLARSHIP AWARD
65965 CARDONA, REINA P	\$	600.00	2022-2023 SCHOLARSHIP AWARD
65966 CARLSON, SAMARA	\$	750.00	2022-2023 SCHOLARSHIP AWARD
65967 CARSON, ANISAH	\$	1,000.00	2022-2023 SCHOLARSHIP AWARD
65968 CHARTER COMMUNICATIONS	\$	239.96	PHONE & INTERNET SERVICES
65969 CITY OF MONTEVIDEO UTILITIES	\$	2,604.23	CITY UTILITY BILLINGS
65970 CLARK, MIKYLE	\$	1,500.00	2022-2023 SCHOLARSHIP AWARD
65971 CUSTOM PRINTING	\$	2,578.75	SCHOOL CALENDARS
65972 DEJONG, BROOKE R	\$	5,200.00	2022-2023 SCHOLARSHIP AWARD
65973 DEJONG, SHANE	\$	1,500.00	2022-2023 SCHOLARSHIP AWARD
65974 DIGGINS, REAGAN	\$	4,750.00	2022-2023 SCHOLARSHIP AWARD
65975 DIRKSEN, HAILEY V	\$	3,500.00	2022-2023 SCHOLARSHIP AWARD
65976 DOUGLAS, KORI M	\$	1,000.00	2022-2023 SCHOLARSHIP AWARD
65977 DUELLMAN, ZANDER W	\$	2,250.00	2022-2023 SCHOLARSHIP AWARD
65978 EISENLOHR, GREYSON	\$	1,450.00	2022-2023 SCHOLARSHIP AWARD
65979 ENEVOLDSSEN, DALTON	\$	4,050.00	2022-2023 SCHOLARSHIP AWARD
65980 EPEMA, TENLEY ALEXIS	\$	5,000.00	2022-2023 SCHOLARSHIP AWARD
65981 ESPARZA, ALAN	\$	5,200.00	2022-2023 SCHOLARSHIP AWARD
65982 FEUERHELM, ISABELLE	\$	400.00	2022-2023 SCHOLARSHIP AWARD
65983 HAAS III, ROBERT	\$	750.00	2022-2023 SCHOLARSHIP AWARD
65984 HAGEN, CONNOR J	\$	4,350.00	2022-2023 SCHOLARSHIP AWARD
65985 HARLOW, CAITLYN	\$	2,000.00	2022-2023 SCHOLARSHIP AWARD
65986 HELGESON, CAMDEN A	\$	1,300.00	2022-2023 SCHOLARSHIP AWARD
65987 HUBER, FOX	\$	1,750.00	2022-2023 SCHOLARSHIP AWARD
65988 HUNTLEY, MCKENNA	\$	4,650.00	2022-2023 SCHOLARSHIP AWARD
65989 HUSEBY, MARIENAU R	\$	1,700.00	2022-2023 SCHOLARSHIP AWARD
65990 JACOB, JOSEPH	\$	500.00	2022-2023 SCHOLARSHIP AWARD
65991 JERVE, MASON	\$	6,400.00	2022-2023 SCHOLARSHIP AWARD
65992 KITTELSON, LINDSEY M	\$	2,000.00	2022-2023 SCHOLARSHIP AWARD

**MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS**

August 14, 2023

65993 KLUVER, NICHOLAS	\$	600.00	2022-2023 SCHOLARSHIP AWARD
65994 KOENEN, AVERY K	\$	2,000.00	2022-2023 SCHOLARSHIP AWARD
65995 KUNO, LUKE	\$	1,000.00	2022-2023 SCHOLARSHIP AWARD
65996 LECY PAINTING AND REPAIR	\$	12,820.00	MHS GYM PAINTING
65997 MACZIEWSKI, MEGHAN	\$	700.00	2022-2023 SCHOLARSHIP AWARD
65998 MARQUARDT, ANNIE A	\$	3,650.00	2022-2023 SCHOLARSHIP AWARD
65999 MCGRATH, JORDAN	\$	750.00	2022-2023 SCHOLARSHIP AWARD
66000 MONTEVIDEO SERVICE ORGANIZATION	\$	3,085.00	SECTION WORKER PAYMENT
66001 MORAVETZ, ETHAN	\$	9,450.00	2022-2023 SCHOLARSHIP AWARD
66002 MUNDT, CHARLIE	\$	2,750.00	2022-2023 SCHOLARSHIP AWARD
66003 MYERS, CAMERON	\$	2,000.00	2022-2023 SCHOLARSHIP AWARD
66004 NELSON, SOREN	\$	500.00	2022-2023 SCHOLARSHIP AWARD
66005 NORBY, CALE	\$	1,750.00	2022-2023 SCHOLARSHIP AWARD
66006 OLSON, LOGAN	\$	2,000.00	2022-2023 SCHOLARSHIP AWARD
66007 OSTENDORF, SAMUEL	\$	4,250.00	2022-2023 SCHOLARSHIP AWARD
66008 PAONGO, LATA	\$	500.00	2022-2023 SCHOLARSHIP AWARD
66009 PAULING, GRACE E	\$	1,700.00	2022-2023 SCHOLARSHIP AWARD
66010 PHILAYA, THOMAS	\$	6,200.00	2022-2023 SCHOLARSHIP AWARD
66011 QUIGLEY, TYSON	\$	3,050.00	2022-2023 SCHOLARSHIP AWARD
66012 RIPLEY, SAMUEL S	\$	650.00	2022-2023 SCHOLARSHIP AWARD
66013 ROELIKE, APRIL R	\$	4,250.00	2022-2023 SCHOLARSHIP AWARD
66014 SALAZAR, ABRIL NICOLE	\$	500.00	2022-2023 SCHOLARSHIP AWARD
66015 SANTACRUZ, RUBI	\$	3,300.00	2022-2023 SCHOLARSHIP AWARD
66016 SCHILLER, KONRAD	\$	1,000.00	2022-2023 SCHOLARSHIP AWARD
66017 SMIENS, BRADON	\$	1,000.00	2022-2023 SCHOLARSHIP AWARD
66018 SMITH, EVAN	\$	900.00	2022-2023 SCHOLARSHIP AWARD
66019 SMITH, PEYTON	\$	1,200.00	2022-2023 SCHOLARSHIP AWARD
66020 SNELL, BRADON	\$	2,450.00	2022-2023 SCHOLARSHIP AWARD
66021 SODEN, ANDREW	\$	1,800.00	2022-2023 SCHOLARSHIP AWARD
66022 STANLEY, BRYNN	\$	3,500.00	2022-2023 SCHOLARSHIP AWARD
66023 TRANE US INC	\$	1,110.00	HVAC SERVICE CALL
66024 VIESSMAN, TAYLOR L	\$	5,200.00	2022-2023 SCHOLARSHIP AWARD
66025 VORVICK, LANDON	\$	3,750.00	2022-2023 SCHOLARSHIP AWARD
66026 WANKE, MEG	\$	3,000.00	2022-2023 SCHOLARSHIP AWARD
66027 WECKWERTH, AXTON	\$	1,500.00	2022-2023 SCHOLARSHIP AWARD
66028 WINTERS, JONAH	\$	2,700.00	2022-2023 SCHOLARSHIP AWARD
66029 WYMAR, LOUIS	\$	2,550.00	2022-2023 SCHOLARSHIP AWARD
66030 XCEL ENERGY	\$	15,983.79	ELECTRIC BILLINGS
66031 TORGESON, KAILEE	\$	500.00	ALC 2022-2023 SCHOLARSHIP
66032 XCEL ENERGY	\$	1,197.50	MRVED ELECTRIC SERVICE

TOTAL JULY 2023 MANUAL CHECKS \$ 1,021,804.74

JULY 2023 PAYROLL DEDUCT CHECKS/EFT PMTS

US TREAS	US TREASURY	\$	2,387.20	FEDERAL PAYROLL TAX
US TREAS	US TREASURY	\$	81,125.51	FEDERAL PAYROLL TAX
US TREAS	US TREASURY	\$	711.04	FEDERAL PAYROLL TAX
MN REV	MN DEPARTMENT OF REVENUE	\$	241.00	STATE WITHHOLDING
MN REV	MN DEPARTMENT OF REVENUE	\$	11,935.54	STATE WITHHOLDING
MN REV	MN DEPARTMENT OF REVENUE	\$	38.37	STATE WITHHOLDING

**MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS**

August 14, 2023

MN TRA	MINNESOTA TEACHERS RETIREMENT ASSO	\$	26,352.66	TRA EFT
MN PERA	MN PUBLIC EMPLOYEES RETIREMENT ASSO	\$	28,592.87	PERA EFT
MN PERA	MN PUBLIC EMPLOYEES RETIREMENT ASSO	\$	572.19	PERA EFT
SWWC	SOUTHWEST WEST CENTRAL SERVICE CO-C	\$	214,386.22	AUG HEALTH EFT
EBC	EDUCATORS BENEFIT CONSULTANTS	\$	6,324.57	PAYROLL 403(B) EFT
65920	AMERICAN FAMILY LIFE ASSURANCE	\$	493.10	PAYROLL ACCRUAL
65921	AVIBEN	\$	155.89	PAYROLL ACCRUAL
65922	BLUE CROSS BLUE SHIELD OF MINN	\$	538.00	PAYROLL ACCRUAL
65923	ISD #129 - MONTEVIDEO	\$	283.34	PAYROLL ACCRUAL
65924	MADISON NATIONAL LIFE INS	\$	5,421.64	PAYROLL ACCRUAL
65925	MEDICAREBLUE RX	\$	358.00	PAYROLL ACCRUAL
65926	MONTEVIDEO AREA COMMUNITY FOUNDATI	\$	75.00	PAYROLL ACCRUAL
65927	NCPERS MINNESOTA	\$	80.00	PAYROLL ACCRUAL
65928	AFSCME COUNCIL 65	\$	778.41	PAYROLL ACCRUAL
65929	VSP INSURANCE CO	\$	1,524.95	PAYROLL ACCRUAL
TOTAL PAYROLL CHECKS/EFTS			\$	382,375.50

JULY 2023 PETTY CASH DISBURSEMENTS

7/10/2023	HIRE IMAGE, LLC	\$	303.00	BACKGROUND CHECKS
7/27/2023	JOHNSON, KRISTIN	\$	68.15	LUNCH ACCOUNT REFUND
7/27/2023	SCHULTZ, RYAN	\$	288.00	GBB LEAGUE
7/10/2023	US POST OFFICE	\$	713.44	SHAREHOLDER MAILING
7/27/2023	US POST OFFICE	\$	168.55	FOOD SERVICE APPLICATION MAILING
7/31/2023	US POST OFFICE	\$	563.54	SCHOOL CALENDAR MAILING
7/10/2023	WELLNESS FOR LIVING	\$	80.00	4TH OF JULY COOKIE CLASS
JULY 2023 PETTY CASH TOTAL			\$	2,184.68

**Independent School District No. 129
TREASURER'S REPORT TO THE SCHOOL BOARD**

Date of Report: July 2023

For the Month of: June 2023

Funds	Balance Beginning of Month	Receipts	Disbursements	Accounting/ Prior Year Adjustments	Balance End of Month
General	3,186,007.17	7,632,462.23	8,920,250.21	0.00	1,898,219.19
Food Service	605,713.15	115,787.88	160,392.05	0.00	561,108.98
Community Service	189,919.14	189,667.82	251,183.67	0.00	128,403.29
Capital Outlay	1,390,628.23	247.47	642,882.68	0.00	747,993.02
Debt Service	197,671.41	122,032.52	0.00	0.00	319,703.93
Flex Benefit	8,000.70	11,434.69	5,533.67	0.00	13,901.72
Student Activities	397,410.49	26,885.15	47,957.96	0.00	376,337.68
MRVED	3,063,502.21	149,400.93	702,482.68	0.00	2,510,420.46
TOTALS	9,038,852.50	8,247,918.69	10,730,682.92	0.00	6,556,088.27

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK STATEMENTS

Bank	Bank Balance	Outstanding Checks	Outstanding Deposits	Other Reconciling Items	Balance Per Treasurer's Books
Checking					
Old National Bank	\$415,075.69	\$257,061.55	-\$444.86	\$	157,569.28
MinnWest Bank	\$26,720.46	\$803.27		-\$158.19	\$25,759.00
Flex Account	\$20,095.43	\$6,193.71		\$	13,901.72
HS Checking - MW	\$4,186.33	\$1,275.20		\$	2,911.13
Trust Accounts					
PMA MN Trust			Interest Rate 5.01%	\$	757,285.38
Liquid Asset Fund			4.99% & 5.09%	\$	734,141.44
Investments					
Co-op Credit Union		Maturity Date		\$	320.78
Old National Bank- Scholarship		6/8/2024	5.20%	\$	148,465.58
MN Trust Full Flex		7/31/2023	5.08%	\$	864,967.88
Greenstate Credit Union		7/26/2023	0.25%	\$	248,000.00
BMW Bank North America		7/31/2023	0.25%	\$	249,248.56
Goldman Sachs Bank USA		12/1/2023	2.32%	\$	246,655.72
Servisfirst Bank, FL		8/1/2023	3.20%	\$	242,000.00
Empower, NY		12/20/2023	4.83%	\$	238,250.00
T Bank, Nat Assoc, TX		6/26/2024	4.74%	\$	233,150.00
Pacific Western Bank, CA		6/26/2024	4.61%	\$	233,500.00
Bank 7, OK		12/19/2024	4.69%	\$	228,000.00
Fieldpoint Private Bank & Trust, CT		1/27/2025	4.88%	\$	228,500.00
Preferred Bank, NY		3/14/2024	5.22%	\$	237,500.00
US Treasury N/B		1/15/2024	3.15%	\$	249,254.69
Financial Federal Bank, TN		4/29/2024	5.01%	\$	238,000.00
Mercantile Bank		11/5/2024	4.76%	\$	243,507.98
Western Alliance Bank		11/5/2024	4.86%	\$	243,506.06
First Bank of Ohio		1/27/2025	4.75%	\$	230,550.00
Huntington National Bank		5/5/2025	4.66%	\$	244,664.19
Investors Choice			0.04%	\$	16,478.88
Treasurer's Balance Per Books					\$6,556,088.27

**Independent School District No. 129
TREASURER'S REPORT TO THE SCHOOL BOARD**

Date of Report: August 2023

For the Month of: July 2023

Funds	Balance Beginning of Month	Receipts	Disbursements	Accounting/ Prior Year Adjustment	Balance End of Month
General	1,898,219.19	2,730,727.34	2,775,722.77	-120,261.56	1,732,962.20
Food Service	561,108.98	3,883.68	32,863.81	16,597.81	548,726.66
Community Service	128,403.29	132,400.00	128,271.27	-4,683.99	127,848.03
Capital Outlay	747,993.02	567,624.20	654,255.16	0.00	661,362.06
Debt Service	319,703.93	104,611.79	28,956.25	14,817.58	410,177.05
Flex Benefit	13,901.72	283.34	0.00	0.00	14,185.06
Student Activities	373,337.68	2,514.60	164,300.78	11,883.81	223,435.31
MRVED	2,510,420.46	49,589.81	89,980.16	84,646.45	2,554,676.56
TOTALS	6,553,088.27	3,591,634.76	3,874,350.20	3,000.10	6,273,372.93

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK STATEMENTS

Bank	Bank Balance	Outstanding Checks	Outstanding Deposits	Other Reconciling Items	Balance Per Treasurer's Books
Checking					
Old National Bank	\$897,260.19	\$411,703.85	\$4,152.04	-\$514.90	\$ 489,193.48
MinnWest Bank	\$5,868.89	\$1,099.22		-\$122.52	\$ 4,647.15
Flex Account	\$14,845.10	\$660.04			\$ 14,185.06
HS Checking - MW	\$4,186.33	\$1,275.20			\$ 2,911.13
Trust Accounts					
			Interest Rate		
PMA MN Trust			5.04%		\$ 645,289.70
Liquid Asset Fund			5.05% & 5.15%		\$ 762,607.33
Investments					
		Maturity Date			
Co-op Credit Union					\$ 320.78
Old National Bank- Scholarship		6/8/2024	5.20%		\$ 148,465.58
MN Trust Full Flex		8/31/2023	5.23%		\$ 868,713.90
Goldman Sachs Bank USA		12/1/2023	2.32%		\$ 246,655.72
Servisfirst Bank, FL		8/1/2023	3.20%		\$ 242,000.00
Empower, NY		12/20/2023	4.83%		\$ 238,250.00
T Bank, Nat Assoc, TX		6/26/2024	4.74%		\$ 233,150.00
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Western Alliance Bank		11/5/2024	4.86%		\$ 243,506.06
First Bank of Ohio		1/27/2025	4.75%		\$ 230,550.00
Huntington National Bank		5/5/2025	4.66%		\$ 244,664.19
Investors Choice			0.04%		\$ 0.18
Treasurer's Balance Per Books					\$6,273,372.93



Montevideo Public Schools

*Students First, from Cradle to Career
School Board Update*

Superintendent Report

August, 2023

Teacher Growth and Development

The teacher growth and development plan is entering year 2 and is our practice, we have used the PDSA model to reflect, evaluate, and adjust. In June our working committee of staff and administrators met to review the process, satisfaction, and effectiveness of the plan we implemented in 2022-2023. Overall, the process was received positively and teacher feedback was that choosing their own area of focus has created more buy-in to professional development. Principals indicated that people worked hard and took their own learning seriously. The group reconvened in August and made minor tweaks to process and forms and we are now ready to move forward with year two of this innovative process. For a full recap of the plan click [here](#).

New Teacher Academy Update

As with the TG&D we have reflected on our role out of the new teacher academy. What we learned has led us to revising our plan to have new teachers participate in a Teacher Learning Community on early out Friday's to build that professional growth collegiality and they will meet once per month on Wednesdays as a new teacher group. At these meetings an administrator will be leading the session as we guide staff through the Montevideo Way of teaching.

District Enrollment

Fiscal Year	Date	Total ISD #129	K	1	2	3	4	5	6	7	8	9	10	11	12
2023-24	8/10	1,383	110	112	107	125	99	88	109	107	114	109	107	93	103

Intro to Education Grant

I have worked collaboratively with Kayla Westra of Mn West to submit a \$65,000 grant application to the department of education for a Grow Your Own Teacher grant. The grant would cover all expenses for credits, books, and staff of an introduction to education class.

School Board Retreat

Reminder that the annual school board retreat will be held on Friday, August 18 beginning at 8am and will be held at the CCM Wellness conference room. The retreat is scheduled to last to between 4pm-5pm depending on discussion.

Mental Health Collaborative

I am excited to share that the Mental Health Collaborative has worked over the past 12 months to create a model that brings a minimum of 6 mental health providers into the school district to provide over 80 hours per week of mental health support to our students and staff. I'd like to acknowledge our partners; CCM Health, Greater Minnesota, New Directions, Sojourn, and Woodland Centers for their role in making this tremendous support available to our students. By working together our students benefit!

"THROUGH PARTNERSHIPS AND INNOVATION, THE MONTEVIDEO SCHOOL DISTRICT IS COMMITTED TO PROVIDING ALL STUDENTS, FROM CRADLE TO CAREER, A WORLD CLASS EDUCATIONAL FOUNDATION"

Equal Opportunity Employer

Staff Update

Click [here](#) for the staffing update form.

Back to School Workshop

Back to School Workshop kicks off on Monday, August 21 at 7:45am with our all-staff welcome back in the TACC. The school board will be serving brunch at approximately 9:00am.

"THROUGH PARTNERSHIPS AND INNOVATION, THE MONTEVIDEO SCHOOL DISTRICT IS COMMITTED TO PROVIDING ALL STUDENTS, FROM CRADLE TO CAREER, A WORLD CLASS EDUCATIONAL FOUNDATION"

Equal Opportunity Employer



Administrator Report June, 2023

MHS Principal-Chris Weber

As I reflect back on where the summer has gone, I want to take this opportunity to thank and recognize a few people. While these people are here working during the summer months getting ready for the next school year, many people wonder what goes on in the schools in the summer.

- Thanks to Dani and Deb in the High School office for all of their hard work this summer getting ready for the school year. There is so much work to be done in the high school office during the summer months that no one gets to see. So much behind the scenes work so our students, staff, coaches and athletes are ready to go come August.
- Thanks to our Custodial Staff Steve, Rick, Jacob and Tim. Our school looks great and is ready for students and staff to come back. From cleaning classrooms, lockers, to stripping floors, waxing and redoing our gym floor, they did a tremendous job.
- Thanks to our Student Center staff Char and Gabby. Both of these gals spent time this summer coming into their office to help with new student/family registration, student credit checks, schedule changes, truancy hearings, and a variety of other things. They are often our first in person contact with new families/students and make them all feel welcome.
- Thanks to our Coaches who spent numerous hours this summer working with our athletes to prepare them for the upcoming seasons. Our students are lucky to have such a dedicated group of coaches willing to spend time in the summer working with our student athletes not only on skill improvement but nights with traveling leagues. This takes time away from families and shows how much they care about our kids.
- Thanks to our teaching staff for the time they spend in the summer preparing for the upcoming school year. We have many staff members in and out of our building all summer long working on new curriculum writing, classroom updates, and lesson planning for the upcoming school year, outside of their contracted time. Like our coaches, our school teaching staff is dedicated to making sure that the upcoming school year will be one of the best experiences that our students will have.
- Thanks to our site leadership team of teachers who came in one day this summer to help prepare and plan for the upcoming school year and are willing to step up and be teacher leaders in our building. We have an awesome staff at MHS.
- Thanks to our grounds crew for their hard work on our school grounds this summer. They spend countless hours making our grounds look nice.
- A huge thank you to the painting crew this summer. They painted 10+ classrooms at the high school this year to go with the many other classrooms and hallways in the district. The rooms look great!

I am excited to welcome students and staff back in a couple of weeks.

MMS Principal- Shawn Huntley

Over the summer I met with the MMS Site Leadership Team four times to discuss various topics related to improving outcomes for students. One of the areas we discussed was our student discipline practices and procedures. We saw a large increase in office discipline referrals last year and our Site Team determined that our

current practices needed to be modified. Below is what will replace the current discipline section in the MMS Handbook you received to review/approve. If approved, communication will be provided to families.

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, 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 plan 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 to include:

- 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 skill 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

School administrator's role is to model and lead. School administrators, in collaboration with school instructional staff and 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 is 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 consequence. 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](#)

MES Principal- Heidi Sachariason

Kindergarten Orientation

All families have received times for their Kindergarten orientation session. Kindergarten Orientation will be held on: August 28th and 29th, kindergartens first full day will be August 30th. During orientation we will complete baseline testing, ensuring that we will have the best possible data to start the year and get students the support they need in the classroom. We will have time for parents to meet with the classroom teacher as well as practice riding the bus and transferring buses at the middle school. Parents will have an opportunity to meet with classroom teachers to get their child a strong start in Kindergarten.

Open House

Open House at MES is set for **Aug 22, 2023**, from 4-7pm. Families have scheduled times for our open house. During open house students will have an opportunity to meet their teacher, bring in school supplies, take their 23-24 school year photos, and tour the building. We will have lawn games set up outside for students and their families.

LETRS Training

LETRS Training with Dr. Weber is underway. Twenty teachers have worked through modules independently over the summer and will be having in person sessions with Dr. Weber this week. This group of teachers will be completed with volume 1 of training by MEA.

LSCI at Sanford

Mr. Birdsall will be our behavioral interventionist at Sanford this year. He has attended training in Owatonna during the week of August 7th. We were grateful Owatonna included Mr. Birdsall in training, free of charge.

Community Education Director- Kelly Snell

As the summer winds down we are looking ahead to the start of a new school year and some exciting new Fall and Winter CE offerings.

Due to rising costs of printing and postage, as well as the tremendous amount of time it takes to put together the CE brochures we decided to move from four mailings per year to three mailings per year. The new date breakdowns will be Back-to-School - December, January - May, and Summer. I am investigating e-blast methods to remind people of upcoming classes and events and to catch any classes that didn't make it into the printed brochure. The Back-to-School - December 2023 brochure was printed and delivered last week.

Staffing of Junior Thunder Hawks has been challenging with extreme staff burnout and turn over. I believe some of this is due to the misconception that JTH is an extension of the school day and thus there is an obligation to accommodate every student's unique behavior needs. This is not the case and I have been communicating with staff and families when necessary that regardless of a student's diagnosis on their IEP at school, they are expected to adhere to the behavior expectations of JTH. We were able to hire temporary staff to join our student employees in July and August, however, they will be returning to their school year positions when school starts. I am in the process of interviewing staff in hopes of hiring a strong staff to continue the program when school starts on August 28.

I'm pleased to report that the DHS Licensor conducted a certification review for both JTH and LTH and there were no violations found meaning we are in compliance with the state and federal laws governing child care centers. Both programs will be closed the week of August 21-26 to students during which time JTH will move back to the Hawks Nest and all ThunderHawk Care staff will reset their rooms and complete annual training.

We held summer ECFE and preschool programming in June and July with 74 students participating. As earlier reported, SWNS added a 3 day/week 3-4 year old offering in the Fall. All of the 3-4 year old slots are full and there are only a handful of 4-5 year old slots open in each of the PM classes. There are currently 77 students registered to start SWNS on September 5. Parents will conference with teachers prior to this start date on August 29 and 30. Pathway II and School Readiness scholarship applications are being reviewed and awarded this month.

Summer Rec and Enrichment courses were well attended in June and July. Final numbers will be available at the September meeting.

Scholarship requests continue to come in from families with financial need for help with registration costs. Donations are welcomed and can be made online here [Heroes in Action Scholarship](#).

Activities Director- Jesse Nelson

The summer months are an exciting time as our coaches and athletes do the work required to compete in the way that our programs expect to compete. Each morning coaches and athletes spend hours in the weight room getting faster and stronger. That is followed by time spent in skills work that reinforces the foundation blocks in which successful programs are built upon. I would like to thank our coaches for their dedication to our students by giving of their time to help athletes become better.

The Fall season kicks off on Monday, August 18. I am excited to see our student-athletes begin reaping the rewards of their off season efforts and for our gyms, pool, courts, fields, and running areas become sites of activity. It is one of the most exciting times of the school year!

I would like to thank CCM for their partnership in providing on site physicals for our student athletes. This was our first time trying this and while we had a number of students take advantage of this, we have learned how to

make it even more beneficial to our families and we will be making some of these changes for the 2024-2025 school year.

It is a great time to be a Thunder Hawk!

Montevideo Public School, ISD 129 Policy Update

Policy Number	Policy Name and link	Current Date	Updated Approval Date
504	Student Dress and Appearance	2021	9/23
515	Protection and Privacy of Student Records	2021	9/23
524A	Internet Acceptable Use	2022	9/23
524.2	Chromebook Use	2022	9/23

CERTIFICATION OF MINUTES RELATING

TO

SCHOOL BUILDING BONDS

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 129
(MONTEVIDEO PUBLIC SCHOOLS)

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

At a regular meeting held on August 14, 2023, at 6:00 o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION RELATING TO THE ISSUANCE OF SCHOOL BUILDING BONDS AND
CALLING AN ELECTION THEREON**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of _____, 2023.

School District Clerk

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 129
(MONTEVIDEO PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: AUGUST 14, 2023

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 129 (Montevideo Public Schools), State of Minnesota, was duly held in the School District on August 14, 2023, at 6:00 o'clock p.m., for the purpose, in part, of calling an election to authorize the issuance of school building bonds.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION RELATING TO THE ISSUANCE OF SCHOOL BUILDING BONDS AND
CALLING AN ELECTION THEREON**

BE IT RESOLVED by the School Board of Independent School District No. 129, State of Minnesota, as follows:

1. The School Board hereby finds and determines that it is necessary and expedient for the School District to borrow money in an aggregate principal amount not to exceed \$49,975,000 and not to exceed any limitation upon the incurring of indebtedness which shall be applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for the acquisition and betterment of school sites and facilities, including converting the existing Montevideo Middle School site and facility for use as a grade K-4 elementary school; converting the existing Montevideo High School site and facility for use as a grade 5-8 middle school; the construction and equipping of a new high school addition to the existing high school site; and the decommissioning of the Sanford and Ramsey Elementary School sites and facilities. The question on the borrowing of funds for these purposes shall be School District Question 1 on the School District ballot at the special election held to approve said authorization.

2. The School Board hereby finds and determines that it is also necessary and expedient for the School District to borrow money in an aggregate amount not to exceed \$11,335,000 and not to exceed any limitation upon the incurring of indebtedness which shall be applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of an auditorium at the new high school site. The question on the borrowing of funds for these purposes shall be School District Question 2 on the School District ballot at the special

election held to authorize said borrowing. The passage of said School District Question 2 shall be contingent upon the approval of School District Question 1 as described above and herein.

3. The administration of the School District is hereby authorized and directed to consult with the Minnesota Department of Education and cause a proposal to be prepared and submitted to the Commissioner of Education for the Commissioner's Review and Comment on behalf of the School Board, and to take such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended. Any such actions taken by the administration prior to the date of this resolution are hereby ratified, confirmed, and approved in all respects. The actual holding of the special election on School District Question 1 and School District Question 2 specified above shall be contingent upon the receipt of a positive or unfavorable (provided applicable statutory requirements are met) Review and Comment from the Commissioner of Education on the projects included in those questions.

4. The Clerk is hereby authorized and directed to cause the Commissioner's Review and Comment to be published in the legal newspaper of the School District at least forty-eight (48) but not more than sixty (60) days prior to the date of the special election specified below.

5. The School Board must hold a public meeting to discuss the Commissioner's Review and Comment before the referendum for bonds.

6. The ballot questions specified above shall be submitted to the qualified voters of the School District at a special election, which is hereby called and directed to be held on Tuesday, November 7, 2023, between the hours of 7:00 o'clock a.m and 8:00 o'clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.

7. Pursuant to Minnesota Statutes, Section 205A.11, the School District's combined polling place and the precincts served by the combined polling place, as previously established and designated by a resolution of the School Board adopted November 14, 2022, for elections held in 2023, is hereby designated for this special election.

8. The Clerk is hereby authorized and directed to cause written notice of said special election to be given to the county auditor of each county in which the School District is located, in whole or in part, and to the Commissioner of Education, at least seventy-four (74) days prior to the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

9. The Clerk is hereby authorized and directed to cause notice of said special election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said special election.

10. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said special election and to cause two sample ballots to be posted in the combined polling place on election day. The sample ballots shall not be printed on the same color paper as the official ballot.

11. The Clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election. The notice of election so posted and published shall state each question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

12. The Clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in the combined polling place on election day.

13. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.

14. The Clerk and members of the administration are further authorized and directed to cause a ballot to be prepared for use at said election in substantially the following form, with such changes in form, color, instructions, and content as may be necessary to accommodate an optical scan voting system or to comply with the form and content requirements of applicable state election laws:


[Form of Ballot on the Following Page]

Special Election Ballot

Independent School District No. 129 (Montevideo Public Schools)

November 7, 2023

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

School District Question 1 Approval of School District Bond Issue

Yes

No

Shall the school board of Independent School District No. 129 (Montevideo Public Schools) be authorized to issue its general obligation school building bonds in an amount not to exceed \$49,975,000 to provide funds for the acquisition and betterment of school sites and facilities, including converting the existing Montevideo Middle School site and facility for use as a grade K-4 elementary school; converting the existing Montevideo High School site and facility for use as a grade 5-8 middle school; the construction and equipping of a new high school addition to the existing high school site; and the decommissioning of the Sanford and Ramsey Elementary School sites and facilities?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

School District Question 2
Approval of School District Bond Issue

Yes

No

If School District Question 1 is approved, shall the school board of Independent School District No. 129 (Montevideo Public Schools) also be authorized to issue its general obligation school building bonds in an amount not to exceed \$11,335,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of an auditorium at the new high school site?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

MONTVIDEO



THUNDER HAWKS

Monteideo Public Schools' Program Plan for e-Learning Days (Minnesota Statutes, Section 120A.414)

WHY 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. **The postponement will be determined 2 hours prior to the normal school start time 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 Monteideo 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 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)

Monteideo Public Schools has elected to take attendance for the day based upon 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 instructional plan that has been occurring. Avoid generic, out-of-context tasks, rather, tasks should be meaningful and important to student learning.
- 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 Google Meet or Go Guardian.

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

Teachers will have instruction and assignments posted and available by 10:00am and will be available via telephone and online during normal school hours (8:00a.m.-12:00p.m and 12:30p.m.-3:15 p.m.). Students needing to contact their teacher are to call the teacher’s direct telephone line, if the teacher is not immediately available students shall leave a return phone number. Direct phone lines access to the schools voicemail to email systems will 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 staff [directory](#) so that they may be contacted on an e-learning day.

e-LEARNING PLAN:

Licensed Staff K-2: Students will receive an e-Learning day packet that outlines the activities to be completed for the day. Students will also have access to a live or recorded activity with their teacher. Teachers will communicate the day’s learning expectations to parents through email by 10:00a.m. on the day of an e-Learning day. Teachers may utilize online platforms such as SeeSaw, Google Classroom, etc. This information will be communicated by each teacher to parents.

Licensed Staff Grades 3-8: 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. During the school day, teachers will provide 60 minutes of live “resource room” time during which time students will have the opportunity to get clarifications, questions answered, and interact with their teachers. The time of the “resource room” will be provided to students. 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.

Licensed Staff Grades 9-12: 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. Learning experiences may include flipped classrooms or virtual class sessions. During the school day, teachers will provide 60 minutes of live “resource room” time during which time students will have the opportunity to get clarifications, questions answered, and interact with their teachers. The time of the “resource room” will be provided to students. 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. During the school day, teachers will provide a 60 minute live “resource room” during which time students will have the opportunity to get

clarifications, questions answered, and interact with their teachers. The time of the “resource room” will be provided to students.

PLAN FOR NON TEACHING, CLASSROOM SUPPORT STAFF ON e-LEARNING DAYS

All non-teaching staff will be expected to work on e-Learning days. Work assignments for e-Learning days will be communicated no later than 8am. on any e-Learning day. Leave may be taken according to specific work agreements.

Accommodations for students without sufficient access to the Internet, hardware, or software in their homes.

Students who do not have sufficient access to the internet will have an alternative method to use to complete the e-Learning task (i.e., physical textbook at home). Teachers will work towards accommodations in unforeseen circumstances with students such as timing of closure of school in conjunction to a holiday in order to submit tasks. Families who do not have internet service must notify the school prior to winter weather events taking place in order for alternative methods to be accessed.

Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student’s Individualized Education Program (IEP)/504 plans.

Students will complete e-Learning tasks specific to their IEP/504.

Montevideo Public School e-Learning Preparation

e-Learning Day Elementary Teacher Preparation Checklist

- ★ My grade level has created an activity framework in preparation for potential e-Learning days and easy to follow directions for completion.
- ★ The activities do not require students to use materials or technology they may not have access to.
- ★ Work given on e-Learning days align to work we are currently doing in class.
- ★ I have practiced the type of activities I'll assign on e-Learning days with my class and have ensured students are familiar with and have access to all the tools they will need to be successful with the work on these days.
- ★ I have planned for a way to distribute work to students who may not have access to online materials on e-Learning days. These students will be allowed adequate time to complete the work after regular school days resume.
- ★ I have communicated with Specialists (Sped, Title, PE, Music) and we have determined what instruction will look like for students with these services on e-Learning days.
- ★ Specialists: I have communicated expectations with families for my students and activities are accessible to students and families in a simple way.
- ★ I know how to change my voicemail in case I am sick and unable to work during an e-Learning day.

During an e-Learning Day

- ★ I will share my learning plan for the day with my class no later than 10:00a.m.
- ★ I will check and promptly respond to my emails and voicemails periodically during the e-Learning day (8:00a.m.-3:10p.m).
- ★ I will contact my administrator if I need help during an e-Learning day.

After an e-Learning Day

- ★ I will collect all assessments and provide feedback as appropriate. The due date for all e-Learning day work is the first regular day of school following the e-Learning day.
- ★ I will submit attendance for the e-Learning day by 3:45pm of the regular school day following an e-Learning day.
- ★ I will discuss the e-Learning day with my students following an e-Learning day in order to make necessary adjustments for future e-Learning days.

e-Learning Day Grades 5-8 Teacher Preparation Checklist

- ★ My grade level/discipline has visited about expectations for e-Learning days and has agreed on appropriate formats, resources, activities and assessments.
- ★ Specific work given to students on an e-Learning day will align to work we are currently doing in class and does not require students to use materials or technology they may not have access to. I am not assigning "busy work" for the sake of assigning work.
- ★ My students are familiar with and have access to all the tools and technology they will need to be successful with the work on e-Learning days.
- ★ I have planned for a way to distribute work to students who may not have access to online materials on e-Learning days. These students will be allowed adequate time to complete the work after regular school days resume if they did not have the resources to complete work on the e-Learning day.

During an e-Learning Day

- ★ I will post assignments and activities for my class on the predetermined format no later than 10:00a.m.
- ★ I will check and promptly respond to my emails and voicemails periodically during the e-Learning day (8:05a.m.-3:15p.m).
- ★ I will contact my administrator if I need help during an e-Learning day.

After an e-Learning Day

- ★ I will collect all assessments and provide feedback as appropriate. The due date for all e-Learning day work is the first regular day of school following the e-Learning day.
- ★ I will submit attendance for the e-Learning day by 3:45pm of the regular school day following an e-Learning day.
- ★ I will discuss the e-Learning day with my students following an e-Learning day in order to make necessary adjustments for future e-Learning days.

e-Learning Day Grades 9-12 Teacher Preparation Checklist

- ★ My grade level/discipline has visited about expectations for e-Learning days and has agreed on appropriate formats, resources, activities and assessments.
- ★ Specific work given to students on an e-Learning day will align to work we are currently doing in class and does not require students to use materials or technology they may not have access to. I am not assigning “busy work” for the sake of assigning work.
- ★ My students are familiar with and have access to all the tools and technology they will need to be successful with the learning plan on e-Learning days.
- ★ I have planned for a way to distribute work to students who may not have access to online materials on e-Learning days. These students will be allowed adequate time to complete the work after regular school days resume if they did not have the resources to complete work on the e-Learning day.

During an e-Learning Day

- ★ I will post the learning plans for my class on the predetermined format no later than 10:00a.m.
- ★ I will check and promptly respond to my emails and voicemails periodically during the e-Learning day (8:05a.m.-3:15p.m).
- ★ I will contact my administrator if I need help during an e-Learning day.

After an e-Learning Day

- ★ I will collect all work and provide feedback as appropriate. The due date for all e-Learning day work is the first regular day of school following the e-Learning day.
- ★ I will submit attendance for the e-Learning day by 3:45pm of the regular school day following an e-Learning day.
- ★ I will discuss the e-Learning day with my students following an e-Learning day in order to make necessary adjustments for future e-Learning days.

Minnesota State High School League
 2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
 763-560-2262, Fax: 763.569.0499

Application for DISSOLUTION of Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of
Boys Hockey beginning with the 20 23 - 20 24 school year.
 (activity) (boys' or girls') (Adapted-CI or PI)

List ALL schools included in the cooperative sponsorship. Attach another form if necessary.

	School	City
High School #1:	Morris	Morris, MN
High School #2:	Chokio Alberta	Chokio, MN
High School #3:	Hancock	Hancock, MN
High School #4:	Wheaton	Wheaton, MN

1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?
- Yes A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, MUST be included with this application.
- No DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.

2. Please circle appropriate letter.

	Member School			Reason for the Dissolution	
High School #1	A	B	B	A.	Our school is dropping the activity.
High School #2	A	B	B	B.	Our school will sponsor this activity without a cooperative sponsorship.
High School #3	A	B	B	C.	Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-p.
High School #4	A	B	C		

Signature of the person duly authorized by the member school to act on behalf of the member school.

High School #1:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #2:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #3:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #4:	_____	_____
	Designated School Representative	Title of the Designated School Representative

Official Action of the MSHSL Board of Directors

- Approved Not Approved

Signature: _____
 MSHSL Executive Director

Date: _____

Minnesota State High School League
 2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
 763-560-2262, Fax: 763.569.0499

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The governing boards of each participating school must jointly make application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of

_____ beginning with the 20__ - 20__ school year.
 (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	City
High School #1:	Herman	Herman, MN
High School #2:	Benson	Benson, MN
High School #3:	Montevideo	Montevideo, MN
High School #4:		

1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?

- Yes** A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, **MUST** be included with this application.
- No** DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.

2. Please circle appropriate letter.

	Member School			Reason for the Dissolution	
High School #1	A	B	B	A.	Our school is dropping the activity.
High School #2	A	B	B	B.	Our school will sponsor this activity without a cooperative sponsorship.
High School #3	A	B	B	C.	Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-p.
High School #4	A	B	C		

Signature of the person duly authorized by the member school to act on behalf of the member school.

High School #1:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #2:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #3:	_____	_____
	Designated School Representative	Title of the Designated School Representative
High School #4:	_____	_____
	Designated School Representative	Title of the Designated School Representative

Official Action of the MSHSL Board of Directors

- Approved Not Approved

Signature: _____
 MSHSL Executive Director

Date: _____

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Boys Hockey beginning with the 20 23 - 20 24 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Morris Area		Morris	6A	6A
High School #2:	Benson		Benson	3A	6A
High School #3:	Wheaton		Wheaton	6A	6A
High School #4:	Chokio Alberta		Chokio	6A	6A

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About_MSHSL/Membership_Information:_A_History_&_Model_Resolution_for_School_Boards))

Dissolve current to add LQPV

- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1						
High School #2						
High School #3						
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): _____

MBA Storm

- Team Colors: White Blue Team Mascot: Storm

- Host School (school that will receive revenue share check): Morris

Board of Education (or designee)	School	Date
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

- Approved Not Approved

Signature: _____ Date: _____

MSHSL Executive Director

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Boys Hockey
 beginning with the 2023 - 2024 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List ALL schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Hancock		Hancock	6A	6A
High School #2:	Herman		Herman	6A	6A
High School #3:	Montevideo		Montevideo	3A	6A
High School #4:	Lac Qui Parle Valley		Malison	3A	new

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About/MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About/MSHSL/Membership%20Information%20-%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

Dissolved current to add LQPV

- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1						
High School #2						
High School #3						
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): _____

MBA Storm

- Team Colors: White Blue Team Mascot: Storm

- Host School (school that will receive revenue share check): _____

Board of Education (or designee)	School	Date
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

- Approved
 Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director

Montevideo Public Schools
Community Education
Junior Thunder Hawk
School Age Child Care
Program



School Age Child Care has been a part of the Montevideo School District for several years. We are continually changing, expanding, and adjusting to meet the needs of the families we serve. As staffing continues to be a challenge maximum enrollment limits will be in effect starting 2023-2024 school year

Our Mission Statement

To provide school age childcare in a fun, safe, and caring environment that fosters self-esteem and learning while promoting the interests and social skills of the individual child.



JTH seeks to provide a quality program where:

- ❖ *The atmosphere is comfortable, relaxed, happy, and busy.*
- ❖ *Individual differences are respected, valued, and encouraged.*
- ❖ *There is a balanced offering of age-appropriate activities.*
- ❖ *Transitions between activities are smooth and unregimented.*
- ❖ *There are clear and consistently enforced ground rules for safety.*
- ❖ *The environment provides opportunities for privacy, sustained projects, quiet activities, active play, construction and art.*
- ❖ *The environment and activities create a program that reflects the interests, talents, values and personalities of the kids and their families.*

JTH Phone Numbers

Registration & Billing	269- <u>5026</u>
Fax	269-6107
JTH Office	269-5026 Ext. 5104
Kelly Snell Director	Ext. 5133

The Junior Thunder Hawks school age care program is a Community Education program that provides care for children grades K-6 during the summer and school year. JTH is a stand-alone child care program operated within the school buildings. **There are behavior expectations to participate in Junior Thunder Hawk care. See page 8 for details.** JTH is located in Hawks Nest during the school year and the Montevideo Middle School during the summer. Bussing is available from both elementary schools and the middle school to the Hawks Nest during the school year.

Junior Thunder Hawk Care Office:

2000 Black Oak Avenue
Montevideo, MN 56265
www.montevideoschools.org

Community Education
Kelly Snell, Director
320-269-5026 ext. 5133
Fax: 320-269-6107

2023-2024 School Year Rates

\$8.50/ session contracted
- Before school = one session
- After school = one session
\$10.00 /session drop-in
\$26/day non-school day contracted
\$29/day non-school day drop in



Hours of Operation

JTH opens at 5:45 AM daily until school begins and from the time school lets out until 5:45 PM. You may not sign in before 5:45 AM and if you sign out after 5:45 PM, it will result in a late fee.

MN DHS Licensing/Certification Information:

The Junior Thunder Hawk School Age Program is certified (#1089106) by the Minnesota Department of Human Services (651-431-6500).

Registration:

All children must be registered in order to participate in Junior Thunder Hawks. Enrollment begins on August 1 for the upcoming school year and you are eligible to register at any time during the school year provided there are open slots. Please contact the Community Education office 320-269-5026 for the registration link.

Registration Requirements:

- ✓ Complete Contract / Registration form
- ✓ Non-refundable Annual Registration Fee
- ✓ Completed application for educational benefits
- ✓ Account paid in full and in good standing

Non-Refundable Annual Registration Fee

There is a non-refundable annual registration fee of \$15.00 / child per school year.



The Junior Thunder Hawk Care Program is available to all students attending grades K-6 in the Montevideo School District, providing we can meet the needs of that student.

Non-district, Non-resident Student Enrollment

Families who are not enrolled in the Montevideo School District, nor live within the school district boundaries may enroll in the Junior Thunder Hawk Care Program if space is available. Students of the district and area residents will be served first. Out of district families are responsible for dropped off and picked up arrangements from the program.

Billing and Payment Information

Pre-Payment for child care services is required.

Thunder Hawk Care issues billing bi-weekly (every 2 weeks) for the following 2 weeks of care. Parents are still welcome to pay weekly (but must be in advance) by check, cash or money order. Please note: if you have a child in Little Thunder Hawks and a child in Junior Thunder Hawk's – the billing will be separate for the two programs – you cannot combine both children's tuition on one payment.

Drop-in payment is due the day of the drop-in. If you have scheduled more than one drop-in for the week, you may pay once at the beginning of the week.

Accounts that fall behind will be put on a payment plan, failure to pay or catch up on your bill will result in termination of your contract.

A variety of payment plans are available including automatic credit card or ACH payment and check or money order payment.

All payments shall be made to **Junior Thunder Hawks**.

How do I pay?

Tuition Express is available and preferred for automatic ACH and Credit Card payments. JTH also accepts check or money orders, cash is not preferred. Checks should be made payable to "Junior Thunder Hawks." Please place your check in the designated "check-box."

Questions?

For billing questions or inquiries please contact Kris Johnson(320) 269-5026.

LATE PAYMENT NOTICE

- Thunder Hawk Care is a nonprofit, self-supporting organization and needs your prompt payment to meet expenses.
- If your account is not paid in full by the end of the billing cycle, your child care contract may be terminated.
- Accounts in default may be placed with a collection agency. Clients with defaulted accounts incur all costs related to collections, including legal fees.
- Checks returned unpaid will be charged a state allowed recovery fee.

Billing Policy in Regards to Separate Accounts:

Both parents of an enrolled child(ren) are responsible for that child's bill at Thunder Hawk Care, unless a court ordered statement is provided stating otherwise, regardless of which parent actually signs the contract. Parents will not be allowed to register a child if that child has an outstanding balance with Thunder Hawk Care. There will be no exceptions to this policy unless court ordered. If a child is removed from the program due to non-payment, all children belonging to either parent will not be able to attend Thunder Hawk Care until all bills are current.

Contract Options

Parents need to fill out a registration form and a contract annually. There is a \$15.00 non-refundable annual school year registration fee per child. JTH is open *some* of the days school is not in session and closed on Holidays. Non-School days are not included in your contract. Care for all non-school days must be signed up for separately. Sign-ups will be available 3 weeks in advance of the non-school day to reserve a space for your child. All non-school days will be located at Hawks Nest Early Childhood Education Center. Summer care is contracted separately.

When filling out the school year contract please follow these guidelines:

1. If you are choosing the “session” billing option, please choose the days of the week you want to reserve for your child. You are then charged for those days until you withdraw from the contract.
2. If you want to attend on a drop-in basis, you must choose drop-in as a billing option. **DO NOT CHECK ANY DAYS OF THE WEEK.** You must call or message 24 hours in advance to reserve a spot and we do not guarantee space. Once you *reserve* a spot, you are charged even if they do not attend.

Changes to the Contract

If you need to make changes to your contract, please ask a JTH teacher for an Amended Contract. Please use the option to change your contract conservatively. More than four changes to the contract may be considered abusive and your contract may be changed to drop-in. Withdrawal/changes from the contract requires a two-week written notice during the school year.



Withdrawal

To withdraw your child from the program you must let the office know in writing, at least 2 weeks prior to the effective change date. All outstanding balances must be paid in full. If you withdraw from the program you will need to submit a new contract to re-enroll. To continue having access to our program, we recommend changing your contract (which requires a 2 week notice) and switching to drop-in care.

Winter Weather

If school is cancelled the night before due to inclement weather, Thunder Hawk Care will be open from 7:00 AM – 4:00 PM for families that have contracted for Weather-Related All-Day School Closure Days. Weather-Related All-Day fee: \$26.00/child. Breakfast, Lunch, and Snack are included in the daily rate. If you contract for Weather-Related All-Day Closure Days you will be charged for every weather-related all-day closure whether your child attends or not as our staffing will be based off of these contracted numbers. If you do NOT contract for weather-related all-day closures you will not be charged for the day. If you do NOT contract for weather-related all-day closures and will need care it will be considered drop-in (\$29.00/child) and will be dependent upon space availability. Drop-In space is NOT guaranteed and staffing/ratio requirements will be strictly followed.

Weather Closings

On your contract there is a special section or “Early Release Snow Days.” It gives you the option to state whether your child will attend on “Any early-release snow days,” “Early-release snow days that fall on my regularly contracted days only,” or “No, my child will not attend ANY early-release snow days.” We will follow the checked option unless we hear otherwise.



Non-School Day hours are 5:45am – 5:45pm.

☑ Non-School Day sign-ups will be available three weeks in advance. It is the parent’s responsibility to sign up.

☑ One week before the scheduled date the sign-ups will be removed - If your name is on the list, you will be charged.

☑ If you do not attend JTH regularly you may call the office to sign up. 269-6538 ext. 3265

☑ All Non-School days will be located at the Hawks Nest Early Childhood Center

Scheduled Early-Release

Thunder Hawk Care is open on regularly scheduled early-release days. If your child(ren) are already scheduled to attend on these days, then it is included in the daily session price. If you are not scheduled to attend, you may call and request drop-in care for that afternoon.

In case of Severe Weather:

Please tune to 102.5 FM/1460 AM KDMA and check Community Education’s Facebook page and the school’s website at www.montevideoschools.org for the latest on school closings and delays. The Montevideo School District’s JMC parent communication tool is also used to communicate weather related closings and delays.

Morning Drop-Off and Afternoon Pick-Up:

In order for us to accept legal responsibility for your child, you or an authorized adult (18 years or older) **MUST** sign your child in and out of the program daily. **You must bring your child into the building, we MUST physically see you dropping off your child and picking them up. Dropping a child off in the parking lot is not a legal option for Junior Thunder Hawk Care.** The Procure app and kiosk are available to check your child in and out. If the network is down, a paper version will be available. Unauthorized people may not sign your child out. If someone else is picking up your child please let him or her know they must have a picture I.D. in order for us to release them and inform JTH of this change in pick-up by communicating via Procure messaging (preferred) or leaving a message at 320-269-5026 ext. 5104.

Unauthorized Pick-Up:

On your registration form you are asked to list people who are unauthorized to pick your child up from the program. This section is for people who have previously had legal custodial rights as a parent or guardian. You must provide JTH with original court documents that restrict this individual from picking up your child.

Late Pick-Up:

Thunder Hawk Care closes at 5:45 PM- we go by our clock! If you cannot pick up your child before 5:45 please make plans for your emergency contact person to pick your child up and let JTH know immediately. If you sign-out after 5:45, a late fee will be charged to your account. There is a charge of \$2.00 per minute/per child late fee for children picked up after 5:45 pm. This will be included on your next billing statement. Thunder Hawk Care reserves the right to end the contracts of families who repeatedly pick up their children after 5:45 pm.

Absence:

Reminder, we are separate from the school so will not know if they were absent from school. Parents are responsible for informing JTH via Procure message or a message at 320-269-5026 ext. 5104.

This policy is for the safety of your child and the others in our care. If we must spend time searching for your child after school because you have neglected to inform us of an absence, you will be charged a \$5.00 "Finder's Fee."



Drop-In Policy

If you would like your child to drop-in at our program, you must be contracted for drop in AND you must contact JTH 24 hours in advance. If you reserve a drop-in space for your child you will be charged whether you attend or not. You must pay drop in the day of your attendance of in advance.

Discipline Policy

We expect the students to be safe and to be kind. While JTH is separate from the school day, to be consistent we use similar language as the school to communicate our expectations.

Our core values are:

H – Have Respect

A – Act Responsibly

W – Work Hard

K – Keep Safe

We use logical consequences and redirection. Time-outs are used for children who need a quiet space to calm down. If your child exhibits severe behavior he/she will be placed on our severe behavior plan. Three instances of severe behavior may be grounds for dismissal from the program. If your child is removed from our program, this may affect enrollment during the summer or future school years. You will be informed of this decision at the time of removal. The following are considered severe behavior:

1. Striking a teacher
2. Leaving a supervised area without permission
3. Theft
4. Hitting/biting/kicking other students
5. Constant bullying
6. Inappropriate touching of a person's body or belongings
7. Excessive inappropriate language
8. Any other infraction which jeopardizes the health, safety, or welfare of the students or staff

Thunder Hawk Care is not designed to provide long term 1:1 assistance for students and is not a good fit for every child. JTH maintains a busy and environment and students are expected to transition regularly from activity to activity. If a child receives student support in the classroom, has an identified special need, or has a behavior plan developed, it is the parents' responsibility to identify and communicate their child's needs to the program lead prior to the start of care. An individual conference may be necessary before enrollment is considered and as needed if issues arise. There may be instances where JTH is not able to accommodate every student's needs.

Children whose limitations create a safety issue of unreasonable risk or harm to themselves, others, or property, may not be accommodated.

The program is designed to offer an environment that provides a positive, safe, and pleasant atmosphere that meets the developmental level of the age group, provides space for socialization and independence, and maximizes the capacity of staff supervision. Those who impede on this environment will be removed from the program.

Policy regarding food

Children will be served an afternoon snack on school days and breakfast, lunch and afternoon snack on non-school days. **Children are encouraged to eat but will be allowed to choose whether they do so or not.** Students are allowed to bring a home packed lunch on non-school days if they choose. If your child has an allergy that prevents them from being able to eat the afternoon snack provided, you are welcome to send a comparable snack for your child, given you can provide written documentation from a physician. No other food from home will be allowed at Thunder Hawk Care.

Afternoon snack will be served upon arrival after school and may not be taken home. Children are welcome to sit down and eat their snack at the table with their classmates if their parents are willing to wait until they are done eating but we will not pack a snack "to go."

Snacks and meals are included in the session rate

Homework Table

Although we do not employ teachers or explicitly offer homework help, a quiet space is made available for those students who wish to work on homework independently.



Free Choice

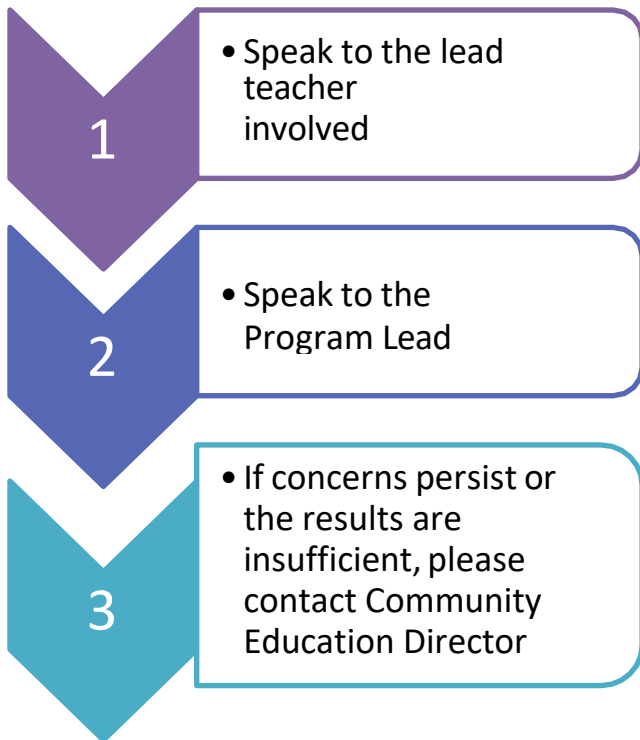
JTH is based on free choice and we like to offer choices to the children as much and as often as possible. Activities may include:

- Free art
- Guided art activity
- Food activities
- Gym time
- Recess
- Quiet reading
- Computer
- Free play
- Science projects



Suggestions, Concerns & Questions

At JTH we welcome suggestions and are happy to answer any questions. In an effort to address your concerns effectively and efficiently we suggest taking the following steps:



Affirmative Action

It is the practice of the Montevideo School District not to discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, or disability in its educational programs, community education activities or employment policies.



Emergency Contacts

For safety reasons, it is imperative that you provide current contact information on your child's forms. Should any changes occur throughout the school year please inform the Thunder Hawk Care office immediately.

Procure Connect Requirement for families:

Thunder Hawk Care uses the Procure app for attendance and to stay connected with parents. **If you are not currently enrolled or signed up for the Procure Connect app, please let the program lead know and you will receive an email with directions for registering prior to the start of the program.** This email will have a unique code to add your child to your app. You will not be able to use the app without this code.

If anyone other than the primary caregivers have been given permission to pick up or drop off program staff can assist with signing your child(ren) in or out of Procure using our front desk kiosk or tablet

Medication

If your child needs to take medication during JTH time please note the details on the registration form. Medications must be in the original packaging. Children may not carry medication at any time. All medication must be stored in the JTH office. The following information is required BEFORE medication is dispersed:

1. Child's name
2. Name of medication
3. Purpose of medication
4. Possible side effects
5. Time to be administered
6. Dosage
7. Termination date for administering medication



Illness Policy

If your child is ill, he/she will be separated from activities to rest under supervision, while you're notified. You are responsible for picking up your child within one hour of being contacted. If we cannot contact you, we will call an emergency contact to pick up your child. We will ask the parent to pick up their child if he/she has a temperature over 100.0, vomits, cannot participate in the daily activities or has a contagious disease. Children who are sick may not attend our program. JTH follows the Montevideo School District's health policy concerning head lice.

Emergency Care

In the event that your child requires emergency care, staff will take the following steps:

1. Administer first aid as needed.
2. Contact parent/guardian. If unavailable we will call an emergency contact.
3. If an emergency vehicle is needed, we will attempt to check with the parent/guardian or emergency contact for instruction for transportation. JTH reserves the right to call 911 without approval in severe cases.
4. If parent/guardian or emergency contact cannot be reached, and it is an extreme emergency situation, staff reserve the right, with assistance of paramedics, to determine if your child be transported by emergency vehicle to the closest hospital. Parents will be responsible for any expenses incurred due to injuries.



Accident Reports

All accidents are reported on an injury/ incident form, and a copy of this form will be sent home with the parent. The district's policy will be followed for recording and reporting accidents. One copy of the report will be sent to the program coordinator and one will be filed at the school office.

If a Thunder Hawk Care employee knows or has reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years they are legally required or mandated to immediately make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911. All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.

- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (320) 269-6401 or local law enforcement at (320) 269- 8808. If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

What to Report Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.

- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report: A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited: Thunder Hawk Care shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review: When the program has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the program will complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.

The internal review will include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary & Secondary Position to Ensure Internal Reviews are Completed: The internal review will be completed by the program coordinator. If this individual is involved in the alleged or suspected maltreatment, the Community Education Program Administrator will be responsible for completing the internal review.

Documentation of the Internal Review: The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective Action Plan: Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training: Thunder Hawk Care will provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). Thunder Hawk Care will document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

Thunder Hawk Care requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Thunder Hawk Care is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Thunder Hawk Care but, is the responsibility of each and every parent or adult who enters the building. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on the property thereafter.

It is
nice to be
important,
but it is more
important
to be **nice.**

Swearing/Cursing

No parent or adult is permitted to curse or use other inappropriate language on program property at any time, whether in the presence of a child or not. Such language is considered offensive and will not be tolerated. If a parent or adult is frustrated or angry they are encouraged to communicate respectfully with staff using non-offensive language.

Physical/Verbal Punishment of Your Child or Other Children

- While Thunder Hawk Care does not support nor condone corporal punishment of children, such acts are not permitted in or on program property. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.
- Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Program Lead. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. Although you may be curious as to the outcome or action taken with another student, JTH staff are strictly prohibited from discussing anything about another child with you. All children enrolled in our program have privacy rights. Likewise, you may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

Smoking

For the health of all Thunder Hawk Care employees, children, and associates, smoking and vaping is prohibited anywhere on district property. Parents are prohibited from smoking or vaping in the building, on the grounds, and in the parking lot of Hawks Nest. Parents who are smoking or vaping in their cars must dispose of the cigarette prior to entering the parking lot.



NO SMOKING

Confrontational Interactions

Confrontational Interactions with Employees or Other Parents: While it is understood that parents will not always agree with the employees of Thunder Hawk Care or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

MONTEVIDEO ELEMENTARY STUDENT/PARENT HANDBOOK 2023-24



Ramsey Elementary (Grades K-2)
Sanford Elementary (Grades 3-4 and 1-2 Multiage)

**Outstanding
Employees**

**Student
Achievement**

MONTEVIDEO

**School and
Community
Connection**



**Fiscal
Responsibility**

THUNDER HAWKS

**Innovation in
Education**

**Safe, Efficient,
and Appropriate
Facilities**

“STUDENTS FIRST, CRADLE TO CAREER”

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

Mission: Through partnerships and innovation, the MonteVideo School District is committed to providing all students,

[*] Notice required by statute

[**] Notice required by policy

from cradle to career, a world class educational foundation.

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

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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	❖ 2023: 53% ❖ 2024: 67% ❖ 2025: 80%
	❖ The percentage of third grade students that meet or exceed reading standards on the MN Comprehensive Assessments (MCA) will exceed 75% by June, 2025.	❖ 2023: 68% ❖ 2024: 72% ❖ 2025: 75%
	❖ 80% of students in grades K-8 are at or above grade level in math according to Spring STAR assessments by June, 2025.	❖ 2023: 70% ❖ 2024: 75% ❖ 2025: 80%
	❖ 80% of students in grades K-8 are at or above grade level in reading according to Spring STAR assessments by June, 2025.	❖ 2023: 73% ❖ 2024: 75% ❖ 2025: 80%
	❖ Montevideo Senior High School will achieve a minimum overall graduation rate of 90% or higher by June 2024.	❖ 2023: 88% ❖ 2024: 90%
	❖ Montevideo Senior High School will achieve a minimum of a 98% graduation rate of students enrolled on October 1 of their senior year.	
	❖ 85% of students graduating from MHS will meet the academic "Redefining Readiness" criteria by June, 2025	❖ 2023: 75% ❖ 2024: 80% ❖ 2025: 85%
	❖ Average Composite ACT Score of 23 or higher for senior class	❖ 2023: 21.5 ❖ 2024: 22.3 ❖ 2025: 23

[*] Notice required by statute

[**] Notice required by policy

	❖ MHS graduates earn an average of 12 or more college credits per student while in high school by June, 2025	❖ 2023: 9 ❖ 2024: 11 ❖ 2025: 12
District Priorities (What)	Goals (How we will know)	Benchmarks-Indicators of Success
Fiscal Responsibility	❖ The annual expense to revenue budget will annually be within +/- 2%.	
	❖ The district general fund balance will be at or exceed 3 months of operating expenses by FY25.	❖ 2023: 2 ❖ 2024: 2.5 ❖ 2025: 3
	❖ 75% of district fund 01 expenditures go directly to support instruction.	
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.	
	❖ Inform, Educate, and Seek Support of District Stakeholders for the Implementation of Phase I of the District Facility Master Plan as indicated by the plan aligning to stakeholder survey results	
	❖ 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	❖ Create a college and career readiness scope and sequence that is implemented by September, 2024	
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	❖ 2023: 2.9 ❖ 2024: 2.95 ❖ 2025: 3
	❖ Annually sustain existing 2-way beneficial partnerships	❖ 2023: 8+
	❖ Annually Increase the number of Universities that utilize MPS as a student teaching site option.	❖ 2023: 5 ❖ 2024: 8

[*] Notice required by statute

[**] Notice required by policy

Outstanding Employees	<ul style="list-style-type: none"> ❖ 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 opportunities resulting in 100% of positions to be filled annually. ❖ Maintain 5% or less turnover of teaching staff annually ❖ Maintain 10% or less turnover of teaching staff annually
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Continuous Improvement Plan template may be accessed here: [CIP Template](#)

2023-2024 Focus Goals

Priority	Strategic Goal	Annual Goal	Strategy
Student Achievement	<ul style="list-style-type: none"> ❖ 80% of students in grades K-8 are at or above grade level in math according to Spring STAR assessments by June, 2025. ❖ 80% of students in grades K-8 are at or above grade level in reading according to Spring STAR assessments by June, 2025. ❖ 85% of students graduating from MHS will meet the academic "Redefining Readiness" criteria by June, 2025 	<ul style="list-style-type: none"> ❖ 75% of students in grades K-8 are at or above grade level in math according to Spring STAR assessments by June, 2024. ❖ 75% of students in grades K-8 are at or above grade level in reading according to Spring STAR assessments by June, 2024. ❖ 80% of students graduating from MHS will meet the academic "Redefining Readiness" criteria by June, 2024 	<p>K-3 Teachers will be trained in LETRS</p> <p>K-3 Teachers will create the instructional framework for reading based on Science of Reading.</p>
Fiscal Responsibility	<ul style="list-style-type: none"> ❖ The district general fund balance will be at or exceed 3 months of operating expenses by FY25. 	<ul style="list-style-type: none"> ❖ The district fund balance will grow by a minimum of 1.5% by June 30, 2024 	<ol style="list-style-type: none"> 1. Secure new revenue sources 2. Adhere to FY24 budget expenditure parameters 3. Increase learning level budget accountability by creating processes that allow for site administrators to own building level budgets.

[*] Notice required by statute

[**] Notice required by policy

<p>Safe, Efficient, and Appropriate Facilities</p>	<ul style="list-style-type: none"> ❖ Inform, Educate, and Seek Support of District Stakeholders for the Implementation of Phase I of the District Facility Master Plan as indicated by the plan aligning to stakeholder survey results 	<ul style="list-style-type: none"> ❖ Inform, Educate, and Seek Support of District Stakeholders for the Implementation of Phase I of the District Facility Master Plan as indicated by the plan aligning to stakeholder survey results 	
<p>School and Community Connection</p>	<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>Outstanding Employees</p>	<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 	

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Welcome to the Montevideo Elementaries. We are honored to be part of your child's education!

This handbook provides information about our elementary school. When it doesn't answer a question for you or you have a concern about the school, please call us. We invite your interest and involvement so we can meet the educational needs of your child in the best way possible.

Please feel free to contact any member of our staff if you have questions or concerns. We encourage a close and proactive relationship with our parents and look forward to working with you! Please remember our door is always open for questions, comments or concerns.

The Model Student Handbook is comprised of four parts:

- 1) Information
 - 2) Academics
 - 3) Rules and Discipline
 - 4) Health and Safety
- Topics within these categories are alphabetized.

[*] *Notice required by statute*

[**] *Notice required by policy*

PART I – INFORMATION

Arrival and Dismissal Hours

If your child does not ride the bus, please time his/her arrival for 8:00 AM. Students should be picked up from school by 3:00pm when school is dismissed but no later than 3:15pm. If your child will arrive at school after 8:10am, please accompany them to the office so they are able to check in and get a pass to class.

	School Day Hours	Student Pick Up and Drop Off
Ramsey	8:10 AM – 3:00 PM	All students should be dropped off or picked up at the Hamilton or 4 th Street entrance.
Sanford	8:10 AM - 3:05 PM	All students should be dropped off or picked up at the 13th Street entrance.

*Please note: The parking lot will be used exclusively for staff parking and bus loading and unloading.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's [website](http://Montevideoschools.org) at **Montevideoschools.org**.

Class Assignments

We make every effort to ensure balanced classes based on students strengths and needs and balance class sizes. For this reason, we are not able to honor teacher placement requests. Class assignments are released via JMC on August 1st of each school year. You may check your child's classroom placement by signing into your family's JMC portal after August 1st to see your child's homeroom teacher.

Program Requests

We do however, make every effort to honor program requests for students, providing we are still able to create a balanced class. As students complete their kindergarten year, families are given the opportunity to request a programming track for their child. MPS offers two programs: multiage programming or traditional programming. Families are given the opportunity to request a multiage program or traditional program at the end of a student's kindergarten year.

- **Multiage:** Students and the teachers stay together for two years. At the end of the year the 2nd grade students move to a 3rd grade classroom and new 1st grade students join the class. Multi-age classes provide the opportunity for the formation of a stronger bond between the teacher, child, and family. 2nd grade students act as guides, mentors, and leaders to the younger students.
- **Traditional:** Students and teachers stay together for a year. At the end of the year, students are regrouped and sent to new second grade classes.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

E-Learning Day Plan

Our district wants to ensure our students have high-quality e-learning opportunities. At the elementary level, we try to keep activities as skills practice related to our grade level standards.

For Elementary students, K-2 students have received an e-Learning day packet that outlines the activities to be completed for the day. For students 3-4, students will log into their chromebooks to access e-learning lessons. Teachers will communicate the day's learning expectations to parents through email by 10:00a.m. on the day of an e-Learning day. Teachers may utilize online platforms such as SeeSaw, Google Classroom, etc. This information will be communicated by each teacher to parents.

Teachers will have instruction and assignments posted and available by 10:00am and will be available via telephone and online during normal school hours (8:00am -12:00pm and 12:30pm -3:15pm). 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 schools 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 staff [directory](#) so that they may be contacted on an e-learning day.

Montevideo Public Schools has elected to take attendance for the day based upon 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 3:45pm of the school day following the e-Learning day. E-learning days will be reported as regular instructional days.

Employee Directory

Name	Position	E-Mail	Phone Ext.
Heidi Sachariason	Principal	hsachariason@montevideoschools.org	4225
John Mader	Dean of Students	johnm@montevideoschools.org	3263
Kris Kirkeby	Ramsey Elementary Social Worker	krisk@montevideoschools.org	4226
Morgan Lenning	Sanford Elementary Social Worker	mlenning@montevideoschools.org	3262
Jazell Holverson	Elementary School Nurse	jholverson@montevideoschools.org	4227
Kerry Jasperson	Behavior Interventionist	kjasperson@montevideoschools.org	4122
Derek Birdsall	Behavior Interventionist	dbirdsall@montevideoschools.org	

Heidi Huseby	Title 1 Coordinator	hhuseby@montevideoschools.org	3264
Meghan Vien	Library Assistant	mvien@montevideoschools.org	3201/4113
Kathy Jessen	Ramsey ELL Teacher	kjessen@montevideoschools.org	4199
Angie Ashling	Kindergarten Teacher	aashling@montevideoschools.org	4104
Hilary Glady	Kindergarten Teacher	hglady@montevideoschools.org	4102
Holly Kilibarda	Kindergarten Teacher	hollyk@montevideoschools.org	4198
Patty Opdahl	Kindergarten Teacher	popdahl@montevideoschools.org	4101
Samantha Seem...	Kindergarten Teacher	samanthas@montevideoschools.org	
Jordan Skogrand	1st Grade Teacher	jskogrand@montevideoschools.org	4195
Allison Kleindl	1st Grade Teacher	akleindl@montevideoschools.org	4103
Kayla Harwick	1st Grade Teacher	kharwick@montevideoschools.org	4196
Gregg Zeidler	1st Grade Teacher	gzeidler@montevideoschools.org	4197
Stephanie Hanna	Multi-Age Teacher	shanna@montevideoschools.org	4107
Marree Douglas	Multi-Age Teacher	marreed@montevideoschools.org	4111
Derek Webb	2nd Grade Teacher	dwebb@montevideoschools.org	4109
Amanda Blom	2nd Grade Teacher	amandab@montevideoschools.org	4112
Kailee Sachs	2nd Grade Teacher	ksachs@montevideoschools.org	4108
Trisha Suchanek	2nd Grade teacher	tsuchanek@montevideoschools.org	4110
Lindsay Dack	SPED	ldack@montevideoschools.org	4106
Emily Ahrens	SPED	eahrens@montevideoschools.org	4229
Kati Luschen	SPED	kluschen@montevideoschools.org	4219
Dustin Boyum	Music Teacher	dboyum@montevideoschools.org	4105
Heather Boyum	Physical Education	hboyum@montevideoschools.org	4115
McKayla Castan...	Ramsey Secretary	mcastaneda@montevideoschools.org	4228
Nikki Bohlin	Sanford Secretary	nbohlin@montevideoschools.org	3260
Tes Ketelsen	SPED	teresak@montevideoschools.org	3205
Kerri Schuler	SPED	kschuler@montevideoschools.org	3207
Aaron Beadell	Sanford ELL Teacher	aaronb@montevideoschools.org	3218

Hayley Knoop	3rd Grade Teacher	hknoop@montevideoschools.org	3209
Kelly Bednar	3rd Grade Teacher	kbednar@montevideoschools.org	3212
Wendy Sandven	3rd Grade Teacher	wendys@montevideoschools.org	3210
Kelly Klaassen	3rd Grade Teacher	kklaassen@montevideoschools.org	3213
Kim Osman	4th Grade Teacher	Kimo@montevideoschools.org	3202
Mary Sanders	4th Grade Teacher	msanders@montevideoschools.org	3200
Tim Epema	4th Grade Teacher	tepema@montevideoschools.org	3204
David Vik	4th Grade Teacher	davev@montvideoshools.org	3203
Theresa Day	Speech Therapist	theresad@montevideoschools.org	3196
Kailee Carlson	Speech Therapist	kcarlson@montevideoschools.org	4220
Molli Tostenson	Speech Therapist	mtostenson@montevideoschools.org	
Stacy Geerdes	Occupational Therapist	stacyg@montevideoschools.org	3195

Employment Background Checks [*]

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

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. 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 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 the school social worker Kris Kireby Ramsey or Morgan Lenning Sanford. .

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the advisor of the club/organization and the School Board. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Holiday Celebrations and Parties

Students and teachers plan classroom parties on a cooperative basis. The exchange of gifts at the Winter Holiday Party is left to the discretion of the classroom teacher. If gifts are exchanged, cost is not to exceed \$4.00. Children are permitted to bring a treat for their class to celebrate their birthday. We suggest that after school birthday parties be organized outside the school to eliminate hard feelings for youngsters not invited. Party invitations **MUST** be distributed outside of school. If at anytime you wish for your child to not participate in a classroom celebration, please contact your child's homeroom teacher.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Library and Media Center

The library/media center is open during school hours. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

All adult meal purchases are to be prepaid before receiving the meal. The cost of an adult lunch is \$4.95.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited. Cell phones must stay in lockers during the school day. Student messages will be taken by the office staff and relayed to the classroom teacher.

Nondiscrimination [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

Parent and Teacher Conferences

Parent and teacher conferences will be held *November 9th 8am-8pm and November 14th 4pm-8pm*. For more information, contact the building principal.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the classroom teacher. Parents/guardians who visit the school should sign in at the school office and receive a visitor badge before entering a classroom. We ask that all volunteers make arrangements at least 24 hours prior to volunteering. For more information, contact the school office.

Pledge of Allegiance [*]

Students will recite the Pledge of Allegiance to the flag of the United States of America daily. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Schedule

Classroom teachers will have a daily schedule on their webpage. Please consider the schedule when scheduling appointments that cannot be scheduled outside of the school day.

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The *Montevideo* School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Athletic Director.

School Closing Procedures

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over JMC message center, the school [website](#), social media, and the local radio station, KDMA 1460.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker [*]

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

Distribution of Nonschool-Sponsored Materials on School Premises []**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" policy (*Appendix 2*).

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;

- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Student Records [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" (*Appendix 3*). A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at ***[insert school district location where policy is available here]***.

Student Surveys [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" (*Appendix 4*). A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at the district office.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live more than a mile from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Video and Audio Recording

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the

actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

PART II – ACADEMICS

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact your child's special education case manager.

Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades

Report cards can be found quarterly on the parent portal of the JMC website or app for review. Online grade reports may be reviewed for grades 3-4 through the parent JMC app.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building principal..

Summer School

The school district may provide summer school learning opportunities. For more information, contact the school office.

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.

PART III – RULES AND DISCIPLINE

Attendance Procedure

Parent/Guardian Responsibility

It is the responsibility of the parent/guardian to call the school office on the day of the absence or prior to the absence explaining why the student will not be in school. Parents/Guardians should call before 8:30 a.m. each day. Parents may also provide a written note explaining their child's absence within five school days. If the parents do not provide a written note or phone call regarding their child's absence, it will result in an unexcused absence.

Excused absence:

Absences are excused by parents notifying the office when their child will not be attending school. Advanced notification of the absence to the office is required whenever possible. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of absence must be made up within three (3) days from the date of the student's return to school.

Excused Absences Include

- School Activity which are school authorized and supervised by school personnel
- Death of an immediate family member (parent, step parent, guardian, sibling or grandparent)
- Medical/Dental Appointment that cannot be made outside of school time
- Illness
 - Short Term
 - Long Term/Chronic-If a student is suffering from a long term chronic illness, the school office should be contacted. They will notify the student's teachers and request homework assignments.

- Family Emergency
- Court-ordered appearances
- Pre-arranged absences such as travel with family

Unexcused Absence:

An unexcused absence occurs when a student is not excused by a parent or guardian. Absence will be checked daily by the school office. Parents and guardians receive 5 days to provide an excuse for an absence. After 5 days the absence will be considered unexcused. Three unexcused tardies will result in an unexcused absence. If a student arrives after 10:00am, and is not excused by their parent or guardian, this will result in an unexcused absence versus an unexcused tardy.

Excessive Excused Absences

After 10 excused absences, absences are considered excessive. Excessive Excused Absences occur when a student reaches ten or more total excused days missed for any reason. This 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

If the student is younger than 12 years of age, missing school for an unexcused reason is educational neglect as defined below:

Education Neglect (younger than age 12):

A Letter will be sent home when a student reaches 3 unexcused absences for the school year.

A letter will be sent home again when a child reaches 5 unexcused absences. At this time, the parent or guardian will be required to call the principal to set up a meeting to discuss the attendance concerns. At this time, Chippewa County Family Services will be notified and invited to attend the meeting, also. This meeting is intended to be proactive and preventative of additional unexcused absences.

If a student reaches 7 unexcused absences for the year, as required by MN State Statute, the local social service agency will be notified through a mandated child protection report.

Bullying Prohibition [*]

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy (*Appendix 7*).

Buses – Conduct on School Buses and Consequences for Misbehavior []**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Cell Phones and Other Electronic Communication Devices

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic

communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Discipline [*]

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 (*Appendix 5*).

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Headgear, including hats or head coverings, is not to be worn in the building except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment into a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition [*]

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (*Appendix 8*).

Hazing Prohibition [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy (*Appendix 9*).

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy is available on our website. [Acceptable Use Policy](#).

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and

3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form **at the beginning of each school year or upon enrollment.**

Parking on School District Property

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction []**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see *Appendix 10*. Contact the principal if you have questions or wish to report violations.

[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of

students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the school office.

PART IV – HEALTH AND SAFETY

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the school nurse. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Plan [*]

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office and is available on the district's website.

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

Current contact information is vital in case of an emergency. Parents or guardians are responsible for updating emergency contact information in the Family portal in [JMC](#).

Health Information

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in all schools by the office. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Stomach Flu, Influenza,	24 hours after the last episode of vomiting or diarrhea.
	24 hours after the temperature returns to normal
Fever over 100	24 hours after the temperature returns to normal.
Chicken Pox	No sooner than 7 days from onset of rash, no fever present and all sores are to be dry and crusted over.
Ear Infection	Not contagious, but the child should see a physician and can return when pain is gone.
Strep Throat	Readmitted after having been on antibiotics for at least 24 hours and no fever present.
Scarlatina	Same as for strep throat
Impetigo	Readmitted after adequate medical treatment or when all lesions are healed. If the cause is not known, see a physician before sending them to school. Students should remain home if contagious.
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.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Service

The student health office is staffed by a trained School Nurse. If a child becomes ill in school, the parent will be called and the child sent home. If the parent cannot be reached, the person designated by the parent as an emergency contact on JMC will be called. Normally, children who are too ill to go outside for recess are too ill to be at school. This is particularly true in the case of severe colds. Children coming to school with severe colds are unable to function well at school, and provide a source of infection to other children.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the building school nurse.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

Suicide Prevention Information

[Note: If the school district issues identification cards to students in middle school, junior high school, or high school, it must provide contact information for the 988 Suicide and Crisis LifeLine (988 LifeLine), the Crisis Text line, and the county mobile crisis services. The contact information must also be included in the school's student handbook and the student planner if a student planner is custom printed by the school for distribution to students in grades 6 – 12.]

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 office), and the long-term health effects of the class of pesticide on children can be requested by contacting the district office.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

APPENDIXES**Montevideo Public School, ISD 129 Policies**

Policy Number	Policy Name and link	Approval Date
101	Legal Status of the District	2022
101.1	Legal Name of the District	2022
102	Equal Education Policy	2023
103	Complaints	2022
201	Legal Status of the School Board	2022
202	School Board Officers	2022
203	Operations of the School Board-Governing Rules	2022
203.1	School Board Procedures	2022
203.2	Order of Regular Meeting	2022
203.5	School Board Meeting Agenda	2022
203.6	Consent Agenda	2022
204	School Board Meeting Minutes	2022
205	Open Meetings and Closed Meetings	2022
206	Public Participation in School Board Meetings/Complaints About Persons At School Board Meetings and Data Privacy Considerations	2022
207	Public Hearings	2022

208	Development, Adoption, and Implementation of Policies	2022
209	Code of Ethics	2022
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FACULTY HANDBOOK

2023-2024

DISTRICT VISION

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

DISTRICT MISSION

“Through partnerships and innovation, the Montevideo School District is committed to providing all students, from cradle to career, a world class educational foundation.”

MONTVIDEO



THUNDER HAWKS

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ACCIDENTS/INJURIES:

Whenever there is an accident or injury, the school nurse must be notified and shall perform first aid and emergency care. In the event the nurse is not available, contact the principal/administrator, phy-ed teacher, or other qualified teachers. Staff accidents and injuries must be reported to the school nurse within 24 hours and complete the [Accident/Injury Report Form](#). Teachers and coaches who witness a student injury must complete the [Accident/Injury Report Form](#) immediately. In the event of a serious injury the family must be notified as soon as possible. Because of concerns of blood borne pathogens and infectious diseases, rubber gloves have been provided for all staff. Please wear them if you assist with any nosebleeds, wounds or vomit. Body fluids can be infectious. Encourage students to take care of themselves (apply pressure, etc.).

BULLYING PROCEDURES:

The procedures to prevent and address bullying behaviors in Montevideo schools are in support of the Minnesota legislation that prohibits bullying in all Minnesota schools. Click to view the entire [Bullying Prohibition Policy- 514](#).

Bullying by definition has 4 key components –

- Bullying is intimidating, threatening, abusive or hurtful conduct.
- It is objectively offensive.
- The conduct involves an imbalance of power and is repeated or
- The conduct materially and substantially interferes with a student's education or ability to participate in school activities.

This definition creates 2 distinct categories of bullying –

1. Bad behavior that involves an imbalance of power and pattern or
2. Bad behavior that significantly affects a student's ability to participate in school, classes, or events.

All staff members in Montevideo schools must make a reasonable effort to address bullying when they see it or know about it. Teachers must notify the building principal of any bullying incidents. Investigations into reported bullying will commence within 3 days of the receipt of the report. Parents of the bully and victims will be contacted with information from the investigation. The problem of bullying can be effectively controlled but it will take the combined efforts of the administration, staff, parents, and students of the school district. With proper education, prompt reporting, and effective interventions, Montevideo Public Schools will be a safe and secure place for all students to learn.

CLASSROOM CARE:

All teachers are responsible for keeping their classrooms neat and orderly to ensure student safety. Each classroom must have emergency procedures posted by their classroom door at all times. Classroom doors must be locked at all times and use a door block or magnetic strip so doors can be opened during the day. The door block and magnetic strip will be removed

during lockdown procedures. Classroom doors must only be propped open with kick stops, per the State Fire Marshal. Science classroom doors must remain closed at all times per the State Fire Marshal. Any classroom with chemicals, toxic substances, or consumable items for non-edible use (labs, etc.) must be labeled and stored appropriately. If a custodian is needed to address a classroom issue send an email to the Custodian Help Desk.

CONFERENCES (PARENT/TEACHER):

Conferences will be held on November 9, 2023, from 8:00am-8:00pm and November 14, 2023, from 4:00pm-8:00pm. Homeroom teachers, advisors, and other teachers, leading conferences will arrange times to meet with students and parents. Teachers will share conference schedules with their building principal or designee. Teachers must post their conference schedule by their door and indicate specific times for lunch/dinner breaks and available drop-in times should a parent wish to meet with you. All teachers are required to remain in the building during the conference unless on lunch/dinner break.

DETENTION:

Detention can be a useful means of changing negative behavior displayed by students. Placing a student in detention must be done with consideration for the desired outcome. Giving detention for minor things or too often can become nonproductive. Should a student acquire a large number of detention assignments and no change of behavior occurs it should be evident that this is not effective and a different method should be considered. Detention is not used for discipline at extracurricular activities. When assigning a student a detention, it is the teacher's responsibility to have the student call their parents to explain why they received detention and the date they will be serving. Do not send a student to the office to call their parents for detentions. The teacher must also complete the necessary documentation which is building specific. Contact your principal if you need guidance on filling out the proper documentation. Incomplete forms will not be accepted by the office and returned to the teacher for completion. Detentions will be served on the next available detention date. The parent must contact the Principal directly to change the detention date. Detention rules, procedures, and supervision are also building specific. Contact your principal with questions.

DISCIPLINE AND CLASSROOM MANAGEMENT:

Classroom management is essential to a safe and secure learning environment. Lack of classroom management is the single most reason for teacher failure. The primary line of discipline must come from the teacher. If a teacher is having difficulty managing a situation, the principal should be contacted for ideas on how to address the situation. Should a situation arise which is a threat to the safety of others, or the teacher is not finding success in handling a repeated problem, the principal should become directly involved. The principal is available to support each teacher. All teachers should be aware of the school's policies and state laws regarding suspension, exclusion, and expulsion. Minnesota statutes, section 121A.41 through 121A.56, govern these areas. See Board [Policy Code 506](#). Teachers and administrators cannot remove a student from class permanently or indefinitely. To use the principal to handle all discipline problems weakens the teacher's position. If a student needs to be sent to the office, the teacher must contact the office and provide documentation for removal.

DISTRICT AND BUILDING COMMITTEES:

The Montevideo School District and building sites have several committees to meet the needs of our students and staff. These committees meet throughout the year and committee members may include teachers, administrators, support staff, clerical staff, and community members. Staff members that serve on these committees should bring ideas and concerns from their respective buildings and also share the meeting minutes with their building staff. Members of these committees are expected to be present at each meeting or notify the committee chair.

EMERGENCY DRILLS AND PROCEDURES:

Fire, tornado, bomb threat (evacuation), and lockdown (Threat, Teach On, and Precautionary) procedures must be reviewed on opening day during homeroom/advisory. State law requires five (5) fire drills, five (5) lockdown drills, and one (1) tornado drill each school year. Some of these drills must be unannounced.

EMPLOYEE ASSISTANCE:

The Montevideo School District recognizes chemical dependency as a treatable illness. The purpose of this policy is to assure that any employee having this illness will receive the same careful consideration and offer of treatment presently extended to employees with other types of illnesses. Employees with the illness of chemical dependency shall qualify for the same employee benefits which are provided for other medically certified illnesses with established employee benefit plans and programs. A realistic acceptance of this illness should encourage employees to take advantage of available treatment when needed.

The Montevideo School District is concerned about the effects which harmful chemical involvement has on the employee's job performance and personal health. For the purpose of this policy, harmful involvement occurs when an employee's consumption of mood altering chemicals repeatedly interferes with the job performance and life functioning. It will be the responsibility of all building principals to implement this policy. No employee with a chemical dependency problem will have job security or promotional opportunities jeopardized by a request for diagnosis or treatment.

The confidential nature of the personnel records of employees with chemical health problems will be preserved in the same manner as all other personnel records.

The following resources are available to persons seeking assistance with chemical dependency:

Project Turnabout Chemical Dependency Center
660 18 St, Granite Falls, MN 56241
Phone 1-800-862-1453 - 24 hours

Woodland Centers
517 N. 17th St., Montevideo, MN 56265

Phone 269-6581 24-hour crisis intervention services – 1-800-992-1716

Chippewa County Family Services
Suite 200 Community Service Building, Montevideo, MN 56265
Phone 269-6401

COUNSELING SERVICES

Woodland Centers
517 N. 17th St., Montevideo, MN 56265
Phone 269-6581

ENERGY CONSERVATION:

District employees should make every effort to conserve energy by turning off lights when classrooms are not in use, turning off computers at the end of the school day, and turning off or unplugging other devices not in use.

FACULTY MEETINGS:

All faculty members are **required** to attend all faculty meetings at their respective buildings. Teachers that serve multiple buildings are encouraged to attend faculty meetings in each building. Building principals will set the time, date, and location of each monthly faculty meeting. Faculty with conflicts will notify the principal prior to the meeting and will schedule a time to meet with the principal to get any necessary information discussed at the faculty meeting.

FIELD TRIPS:

Field trips provide educational opportunities for our students. Any staff wishing to organize a field trip must receive prior permission from the building administrator by providing details about the field trip, such as location, date, and cost. Some buildings may require a field trip permission form requiring additional information to be completed. If your field trip requires transportation, make sure you have approval for the field trip from your administrator and a completed transportation request at least one week prior to the field trip date. Field trips that are off of school grounds require parent permission. Follow building guidelines regarding student/adult supervision ratios.

GRADING PROCEDURES AND PROGRESS REPORTING:

Teachers that use letter marks (required grades 5-12) to indicate students' progress will use A, B, C, D, and F. Plus and minus with the letter are used also. Our 4.0 point system is used to place numerical values on letter grades used to generate a grade point average is as follows:

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	

An "I" (incomplete) is given when, for good cause, a student has not completed his/her work on time. An incomplete can be detrimental to a student's progress if it is given without good cause. Goal setting includes time limitations. Without this time structure goals may never be reached. All valid incompletes must be made up within two weeks of the close of the marking period. Exceptions to the two week limitation can be made if the teacher deems it appropriate and notifies the office. Teachers must update their gradebook.

Teacher that use letter marks in the district will use the following percentages for assigning grades to student work:

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

HAWK PRIDE:

All buildings in the Montevideo School District participate in Positive Behavioral Interventions and Supports (PBIS). The acronym that we use is HAWK Pride which stands for: H - Have Respect, A - Act Responsibly, W - Work Hard, K - Keep Safe. Each building has a behavior matrix that identifies expected behaviors for students in all areas of the school. Our HAWK Pride approach is to recognize students who show their HAWK Pride. Students who consistently have difficulty meeting our expectations will be referred to the building HAWK Pride data team for development of an intervention plan. All teachers must follow and complete behavior plans with fidelity. Each TLC early out Friday is HAWK Pride shirt day. All Staff are encouraged to wear their HAWK Pride shirt.

MENTORSHIP:

The primary goal for the Montevideo Public Schools Mentorship Program is to support teachers that are new to the school district so that they can excel in educating our students to the best of their ability. This program creates a support structure that teachers that are new to the district can utilize whether they are a veteran educator, or a teacher that is new to the profession. We want all our teachers to reach their highest potential not only so they can provide a world class education to our students, but we also want to support them as they grow professionally and become valued members of our community. Please click on the [Mentorship Link](#) for additional information.

PERSONAL LEAVE:

All personal leave requests must be submitted to the building principal at least three (3) days prior to the date requested. A **maximum of two (2) teaching staff districtwide** will be accepted on a given day. No personal leave days will be approved during the first two weeks and last two weeks of school, unless approved by the building principal for an unavoidable circumstance. See the [Teacher Contract](#) for additional information.

PROFESSIONALISM:

All staff are expected to act in a professional manner. We treat everyone with respect, dignity, and in a kind manner. A positive school climate is essential for student success. We can agree to disagree at times, but under no circumstances will we engage in disrespectful behavior towards each other, our students, parents, and the community.

Staff dress must be business or business casual. Fridays are treated as “school spirit days” and staff may wear jeans accompanied by Thunder Hawk clothing..

All staff are required to wear their school issued ID card and be visible at all times.

PROFESSIONAL LEAVE:

Teachers who need or want to attend meetings, workshops, training, or other events that relate to their teaching duties must complete the Leave Request form and gain approval from administration. Once teachers have been notified that their professional leave was accepted, teachers must enter absence in AESOP, if a substitute is needed.

TEACHER LEARNING COMMUNITIES (TLC's):

The Montevideo School District believes that TLC's are vitally important for increasing outcomes for all students. All teaching staff are required to participate in TLC's for the entire length of time designated, including staff who coach activities. Coaches will schedule practices no earlier than 3:45 on TLC days. The Montevideo School Board also believes heavily in the TLC process and supports the district in releasing students early from school for ten days throughout the school year so teachers can collaborate and address curriculum needs. TLC's support the process of the Teacher Growth and Development Plan found on the district [website](#).

REQUEST FOR A SUBSTITUTE:

Montevideo Schools use the automated substitute calling system, AESOP. Whenever a sub is needed for a teacher or paraprofessional, the sub request is made on the AESOP system. If the teacher's absence is for professional leave, a Leave Application for Leave must be submitted and approved before logging the absence into AESOP. (Note: for short absences during the school day, always check with the office before requesting leave time on AESOP). All staff members who use sick leave time for medical or dental appointments that require you to be gone for more than half of a school day may be required to submit a note from their provider verifying the date, time, and location of the appointment to the business office. Each teacher must also have a substitute folder/binder with current information such as seating charts, emergency procedures, etc.

SCHOOL BOARD POLICIES:

Each teacher is responsible for being aware of [School Board Policies](#). Should a concern arise these policies are the “law” to follow. A copy of all School Board Policies is in the shared

district folder. Each teacher is responsible for reading the faculty handbook (available in the forms folder) and use it as a reference should a question of procedure arise.

SOLICITATIONS:

No solicitations...all purchasing of uniforms, athletic wear, practice gear, and spirit wear is done through the activities department, coaches or advisors.

STRATEGIC PLAN:

Montevideo Public Schools utilizes a three year strategic plan to guide the operations and direction of the school district. All staff should be familiar with this [plan](#).

STUDENT HANDBOOK:

Each Learning Level has an individual student handbook designed to be appropriate for the students served at each location. All teaching staff are responsible for knowing the contents of their Learning Level Student Handbook. Student Handbooks have changes each year, so staff must review their Learning level Student Handbook each year. Homeroom teachers/advisors are also responsible for discussing the handbook with students during the first week of school.

Staff-Student Relations

Montevideo Public School staff are prohibited from establishing personal relationships with students that are unprofessional. This includes, but is not limited to, staff fraternizing or communicating with students as if they were peers. Examples of unprofessional relations with students include (but are not limited to), writing personal (non-school related) letters or emails; texting or calling students for non-school related reasons; discussing or revealing to students regarding personal matters about their private lives; and engaging in sexualized dialogue.

If unprofessional relationships with students are suspected the district will investigate and take appropriate disciplinary action, up to and including termination.

Personal Use of Social Media/Networking (Facebook, Twitter, Instagram, etc.)

Staff will not post unprofessional material on their personal social media accounts or any internet platform. Montevideo Public Schools reserve the right to conduct internet searches to determine if staff are posting prohibited material.

- All staff are personally responsible for all content they publish online.
- Staff are not permitted to solicit or accept "Friend" requests from any Montevideo Public School students while enrolled on any personal social media platforms.
- Staff who choose to utilize a social media platform for classroom information, must create a "teacher" page. Posts must be exclusively about classroom or school activities.

If unprofessional posting to any internet platform is suspected, the district will investigate and take appropriate disciplinary action, up to and including termination.

STUDENT SUBSTANCE ABUSE:

The Montevideo School District believes that the possession and use of alcohol and drugs is wrong and harmful. 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 which will: aid students to abstain from the use of drugs/alcohol through curriculum and instruction, intervene early when student use is detected, take corrective disciplinary action when necessary, and provide aftercare support for students.

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.

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.

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 up to expulsion. Where violations of the law are involved, law enforcement agencies will be notified.

AFTERCARE

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

SUPERVISION:

A teacher is responsible for all students in the building. A teacher's responsibility goes beyond the classroom. All teachers are expected to help monitor the halls, bathrooms, and other areas of the building and grounds, especially before school, after school, and during passing times. Each building may have additional supervision requirements which will be communicated with teachers.

In addition to the basic school day, teachers shall be required to reasonably participate in school activities beyond the basic teacher's day as required by the School District. The normal duties for teachers include a reasonable share of extra-curricular, co-curricular, and supervisory activities, as determined by the district.

TEACHER'S DAY:

The normal teacher's day, as described in the master contract, is an eight-hour day exclusive of lunch, which is a 25-minute period. Reporting time will be at 7:45 a.m. From this time teachers will work out a schedule to supervise and monitor the halls. The contract day ends at 4:15 p.m.; however, teachers may leave at 3:45 p.m. unless there is a need for a meeting or other business. On Fridays, teachers may leave after buses have departed from the building

at 3:30 p.m.. If a teacher has a 7:30 a.m. meeting they are allowed to leave at 3:30 p.m. that day or the next available day they are able to leave. Should a teacher need to leave earlier than the set departure time s/he must notify the principal for approval. Should the principal be unavailable, notify the secretary.

When a teacher has students assigned to him/her it is imperative the teacher remains with those students. At no time should a class be left unsupervised. Should an accident or undesirable incident occur in the teacher's absence it will be interpreted as negligence. Teachers must always receive approval from the principal, or the superintendent in the principal's absence, to leave the building during regular school hours.

Preparation time is to be spent in the building unless permission is granted to leave. If lunch is eaten out of the building, please notify the office before leaving, so we know where you are in case of an emergency.

TEACHER EVALUATIONS:

The Montevideo Teacher Growth and Development Model was revised for the 2022-2023 school year. This has been designed to meet the requirements set forth in §122A.40 and §122A.41 which define requirements for teacher evaluation. Please see the [Montevideo Teacher Growth and Development Model](#) for details about observations and evaluations.

TEACHER WEBSITES:

Teacher websites are an important communication tool for students and families. Each teacher is required to have a website and keep it updated. The following areas must be included on each website:

- Your name and contact information (work address, work phone number, and work email address)
- Teaching assignments (classes you teach)
- Short bio to introduce yourself to students/families
- Teaching schedule with prep time listed (in case parents need to contact you)
- At the secondary level - course syllabus for each class you teach that outlines classroom expectations/grading scale/units of study
- Explanation of/link to virtual snow day activities
- If your course uses a digital textbook, include a link to the textbook.
- If you use other forms of communication for parents, explain how parents can access those resources.
- All linked pages beyond the teacher's homepage (such as the classroom schedule/upcoming assignments/current events/etc.) need to either be updated or deleted. It is not a requirement to have additional linked pages. However, if you use additional pages you must keep them current as well.

TECHNOLOGY:

The Montevideo School District believes that technology is a vital component in educating our students. Each teacher is expected to use technology to enhance their instruction. The district uses the SAMR model, which stands for S - Substitution, A - Augmentation, M - Modification, R - Redefinition. Teachers are responsible for improving their use of technology in the classroom each year. The district provides Technology Coordinators to assist with technology needs and

can be contacted for support at any time. Teachers in grades 5-12 are required to use GoGuardian for Teachers to monitor student Chromebook usage during class time as on-task behavior is the teacher's responsibility.

TRANSPORTATION REQUESTS:

Teachers must request transportation for a school-related activity, if needed. [Transportation requests](#) must be completed no later than the Wednesday of the week prior to the date the transportation is needed.

E-Learning Days:

Currently, the State of Minnesota allows for five (5) e-learning days for inclement weather. These days do count toward the total number of school days students attend and districts receive funding for these days. All teachers are required to take attendance for their classes and share with the building administrative assistant. All teachers must be accessible by phone (school phone with extension is acceptable) and by email from 10:00 a.m. to 3:00 p.m. each virtual snow day to answer student and parent questions. Teachers in grades 5-12 must have their lesson posted to their Google Classroom prior to 10:00 a.m. Teachers in grades K-4 utilize choice boards, which are collected the following school day for attendance purposes. Any additional full snow days missed after the five approved by the state will be discussed administratively and communicated to teachers.

See the School District [E-Learning Plan](#).

* This handbook has been created with the intention of providing clarity of roles, situations, and expectations. It also addresses many commonly asked questions and attempts to answer those questions as well as clarify common misunderstandings. The handbook does not address every situation that can arise in the workplace and must be read accordingly. Nothing in this staff handbook creates an implied contract.

MONTEVIDEO HIGH SCHOOL STUDENT/PARENT HANDBOOK 2023-24

Building the bridges to a successful future for all our students



MHS Office Hours: 7:30am-4pm

MHS Contact Number: 320-269-6446

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****All School District Policies can be found on the school webpage at www.montevideoschools.org**

1. MONTEVIDEO PUBLIC SCHOOLS STRATEGIC PLAN

“STUDENTS FIRST, CRADLE TO CAREER”

Vision: The School District where students are first, from cradle to career		
Mission: Through partnerships and innovation, the Montevideo School District is committed to providing all students, from cradle to career, a world class educational foundation.		
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 		<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

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	

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	❖ 2023: 53% ❖ 2024: 67% ❖ 2025: 80%
	❖ The percentage of third grade students that meet or exceed reading standards on the MN Comprehensive Assessments (MCA) will exceed 75% by June, 2025.	❖ 2023: 68% ❖ 2024: 72% ❖ 2025: 75%
	❖ 80% of students in grades K-8 are at or above grade level in math according to Spring STAR assessments by June, 2025.	❖ 2023: 70% ❖ 2024: 75% ❖ 2025: 80%
	❖ 80% of students in grades K-8 are at or above grade level in reading according to Spring STAR assessments by June, 2025.	❖ 2023: 73% ❖ 2024: 75% ❖ 2025: 80%
	❖ Montevideo Senior High School will achieve a minimum overall graduation rate of 90% or higher by June 2024.	❖ 2023: 88% ❖ 2024: 90%
	❖ Montevideo Senior High School will achieve a minimum of a 98% graduation rate of students enrolled on October 1 of their senior year.	

	<ul style="list-style-type: none"> ❖ 85% of students graduating from MHS will meet the academic "Redefining Readiness" criteria by June, 2025 ❖ Average Composite ACT Score of 23 or higher for senior class ❖ MHS graduates earn an average of 12 or more college credits per student while in high school by June, 2025 	<ul style="list-style-type: none"> ❖ 2023: 75% ❖ 2024: 80% ❖ 2025: 85% ❖ 2023: 21.5 ❖ 2024: 22.3 ❖ 2025: 23 ❖ 2023: 9 ❖ 2024: 11 ❖ 2025: 12
District Priorities (What)	Goals (How we will know)	Benchmarks- Indicators of Success
Fiscal Responsibility	❖ The annual expense to revenue budget will annually be within +/- 2%.	
	❖ The district general fund balance will be at or exceed 3 months of operating expenses by FY25.	<ul style="list-style-type: none"> ❖ 2023: 2 ❖ 2024: 2.5 ❖ 2025: 3
	❖ 75% of district fund 01 expenditures go directly to support instruction.	
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.	
	❖ Inform, Educate, and Seek Support of District Stakeholders for the Implementation of Phase I of the District Facility Master Plan as indicated by the plan aligning to stakeholder survey results	
	❖ 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	❖ Create a college and career readiness scope and sequence that is implemented by September, 2024	
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	<ul style="list-style-type: none"> ❖ 2023: 2.9 ❖ 2024: 2.95 ❖ 2025: 3

	<ul style="list-style-type: none"> ❖ Annually sustain existing 2-way beneficial partnerships ❖ Annually Increase the number of Universities that utilize MPS as a student teaching site option. 	<ul style="list-style-type: none"> ❖ 2023: 8+ ❖ 2023: 5 ❖ 2024: 8
<p>Outstanding Employees</p>	<ul style="list-style-type: none"> ❖ 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 opportunities resulting in 100% of positions to be filled annually. ❖ Maintain 5% or less turnover of teaching staff annually ❖ Maintain 10% or less turnover of teaching staff annually 	

MONTEVIDEO HIGH SCHOOL MISSION STATEMENT

Montevideo Senior High School staff members are dedicated to educating and inspiring all students to reach their potential. High school staff members will partner with Montevideo parents and the community to provide opportunities for every student to be successful and productive citizens.

SCHOOL PRIDE

- 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 by students shall not be allowed.
- Clothing with inappropriate language or pictures shall not be worn while attending school or while attending school sponsored activities.
- Fighting shall not be tolerated.
- Writing on school desks, bulletin boards, walls, books or the like will not be tolerated.
- Montevideo Public Schools host numerous athletic, artistic, and cultural events during the course of the school year. Everyone 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.

HIGH SCHOOL DAILY SCHEDULE

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

Period 1: 8:15-9:04

Period 2: 9:08-9:58

Advisory: 10:02-10:16

Period 3: 10:20-11:10

Period 4: 11:14-12:04

Period 5A: 12:08-12:30

Period 5B: 12:34-12:56

Period 5C: 1:00-1:22

Period 6: 1:26-2:16

Period 7: 2:20-3:10

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

GRADING

The Montevideo High 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 MHS 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 through the JMC Parent Portal. Grades are updated regularly and both progress reports and quarter end grades are posted.

HOMEWORK

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

CHEATING AND PLAGIARISM

Cheating and plagiarism are prohibited. Students found to be cheating or guilty of other academic misconduct will have the incident documented and filed. A copy of the documentation will be sent to parents. Academic conduct will be part of the exemplary behavior evaluation each year. It is at the discretion of the classroom teacher to give no credit for the student work or to allow students to redo the work for full, partial, or no credit.

GRADUATION REQUIREMENTS

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Montevideo High School.

Course Credits Required

To receive a diploma, students must successfully complete at least **23.5** credits and comply with the following high school level course requirements:

1. **English-** 1 credit per year (4)
2. **Social Studies-** 3.5 credits (Civics, American History, Am Govt, World History, Econ, World Geography)
3. **Mathematics-** 3 credits (a minimum of Algebra 1.5, Geometry, Algebra II)
4. **Science-** 3 credits (Physical science, Biology I, and an approved chemistry or physics course)
5. **Physical Education/Health-** 1 ½ credits
6. **Art** – 1 credit
- 7 **Electives** (a minimum of 7.5 credits)

GRADUATION CEREMONY

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

POST SECONDARY ENROLLMENT OPTIONS

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the Student Center by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the High School Student Center.

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 as pertaining to eligibility. If the incomplete has not been addressed by the following grade check, the teacher will assign the grade based on 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 11, 2023
Mon, Sept 25, 2023
Mon, Oct 9, 2023 (Mid-Q)
Mon, Oct 23, 2023
Mon, Nov 6, 2023
(end Q1 Fri, Nov 3)
(8:30 a.m.)

QUARTER 2

Mon, Nov 20, 2023
Mon, Dec 4, 2023
Mon, Dec 18, 2023 (Mid-Q)
Mon, Jan 8, 2024
Tues, Jan 23, 2024
(end Q2 Fri, Jan 19)
(8:30 a.m.)

QUARTER 3

Mon, Feb 5, 2024
Tues, Feb 20, 2024
Mon, Mar 4, 2024 (Mid-Q)
Mon, Mar 18, 2024
Tues, Apr 2, 2024
(end Q3 Fri, Mar 29)
(8:30 a.m.)

QUARTER 4

Mon, Apr 15, 2024
Mon, Apr 29, 2024
Mon, May 13, 2024 (Mid-Q)
Tues, May 28, 2024
(end Q4 Th, May 30)
(8:30 a.m.)

Homecoming Candidates and Attendant Eligibility

Candidates and attendants for homecoming must be both academically eligible and eligible according to the MSHSL rules from the time of voting through the coronation.

All extracurricular activities are governed by this academic policy.

INDEPENDENT STUDY

Juniors and Seniors who are on track for graduating on time, may apply for an independent study course. The process to apply includes:

- Agreement with a teacher to sponsor the Ind. Study
- Pick up an application from the Guidance office
- Complete the application – including the required signatures—and return.

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 activity under the tutelage of a competent teacher are vital to this purpose. This is a well-established principle of education and gives purposes 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.

The Board of Education, administration and staff believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this procedure is to encourage regular school attendance. We respect that students may have to miss school at times. Absent students cannot expect to make the same progress as they would if they were in attendance in school.

PARENTAL RESPONSIBILITY:

It is the responsibility of the parent/guardian to call the school office on the day of the absence or prior to the absence explaining why the student will not be in school. Parents/Guardians should call before 8:30 a.m. each day. Parents may also provide a written note explaining their child's absence within five school days. If the parents do not provide a written note or phone call regarding their child's absence, it will result in an unexcused absence.

EXCUSED ABSENCES:

Absences are excused by parents notifying the office when their child will not be attending school. Advanced notification of the absence to the office is required whenever possible. Students whose absences

are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of absence must be made up within three (3) days from the date of the student's return to school. Any work not completed within this period may result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. **With advanced notice, parents can request homework from their teachers to be picked up in the school office after 3:15 on a given day. Please note that teachers are not required to provide homework for missing students and it is ultimately the student's responsibility to ensure that all missed work be made up for each class missed.**

Refer to school district [Policy 503](#) Student Attendance for excused and unexcused absences.

UNEXCUSED ABSENCES/TARDIES TO SCHOOL:

All absences NOT school authorized and/or school-personnel supervised and NOT excused are considered unexcused.

Absences will be checked daily by the office. Parents will have five (5) school days to provide an excuse for their student's absence. After five (5) school days, absences will be counted as UNEXCUSED. Three (3) unexcused tardiness to school will equal one (1) unexcused absence.

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.

TRUANCY:

Truancy (12 years old and older):

A letter will be sent home when a student reaches 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 five (5) unexcused absences for the school to assist the family in developing a plan to resolve the attendance issues. When a student reaches seven (7) unexcused absences for the school year as required.

CONSEQUENCES FOR UNEXCUSED ABSENCE AND UNEXCUSED TARDINESS

Presence and participation are directly related to academic performance and are essential components of a sound education. Tardiness and unexcused absence reflect, among other things, a lack of responsibility and a lack of academic effort on a student's behalf. Learning is inevitably lost when a student fails to fully attend class. Regular attendance not only provides the foundation for achieving success as a high school student, but also for achieving success as an adult in the working world. The primary responsibility for assuring that each student fully attends

classes and acquires the knowledge and skills necessary for effective citizenship rests with the individual student and his or her parent/guardian.

1. **Unexcused Absences** Unexcused absences will be assigned 1 detention for each period missed, and may result in In-School Suspension or Saturday School for a whole day missed.
2. **Unexcused Tardiness** If a student has an unexcused tardy for class, the following consequences will be assigned.
 - A. **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 totaling (3) per quarter, for class may result in one (1) detention. A detention may be assigned for each additional unexcused tardy during the quarter.

OUT-OF-BUILDING PASSES

Students must have parental permission by written note or phone call to leave the building any time after 8:15 a.m. and must check in at the principal's office upon returning. Outside passes are issued from the office. Before an outside pass will be issued, the office must receive an acceptable written note from a parent by 8:15 a.m. Doctor and dentist appointments and driver training should be scheduled after school if possible or during study halls. Passes for appointments of one hour or less can be issued the morning of the appointment (i.e. orthodontist appointments). Appointments of longer duration should be pre-arranged. Partial-day absences may be marked excused, unexcused, or truant. Any student leaving school without a pass from the office will receive an unexcused absence, no excuses accepted.

DISCIPLINE

Montevideo is proud of our student body and has high expectations for both academic learning and citizenship. The senior high school staff supports students in making good choices and is committed to communication and cooperation between the school, students and parents. All Montevideo Senior High School teachers have the right to set classroom policies to maintain a disciplined and orderly classroom. Teachers may ask students to remain after class or after school to discuss behavior issues. Parents may be contacted about inappropriate behavior.

If students earn detention, parents will be notified in a timely fashion. Students earning detention will have the opportunity to serve it on Monday, Tuesday, Wednesday and Thursday after school or Thursday mornings before school unless another time has been prearranged. Failure to serve detention will result in an In-School Suspension (ISS) or possibly required to attend Saturday School. All accumulated detention time must be served by the end of the school year.

When a student becomes a danger to others, inhibits the educational process, or refuses to cooperate with previous disciplinary consequences, the administration may need to remove the student from the regular classroom. This may include in-school suspension (ISS), home instruction, recommended to the MRVED ALC independent study program, or expulsion. Consequences will depend on the level of misbehavior. The administration will involve parent(s) or guardian(s) in an out of classroom placement.

DETENTION

Students who receive detention will be notified, and it will be documented in their file. Students will have at least four opportunities to serve their detention within one week of assignment. Detention can be served after school on Monday, Tuesday, Wednesday, and Thursday from 3:15 to 4:00 PM. Students also can serve their detention on Thursday mornings from 7:15 - 8:00 am. The rules are as follows:

1. Students need to be in detention on time for it to be counted.
2. Students must bring school work to the room or they will be assigned work
3. Students must remain quiet and stay in their seats.
4. No one will be allowed to leave the room during detention, nor will any other student be allowed to enter the detention room.
5. No food or drink is allowed in detention
6. The teacher will be there to supervise only, and will report any violations of the rules
7. Students not following these rules will be asked to leave and that detention will not be counted as being served. A parent conference may be set up to discuss the issues.
8. Students not reporting for their assigned detention within a week of assignment will be assigned in-school suspension
9. Alternate forms of detention may be assigned at the discretion of the Principal.

Students with excessive detentions

If a student accumulates multiple detentions, or has **not** been reporting to detention in the allotted time, the student may be subject to In-School Suspension for a day or possibly Saturday School.

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 makes 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.

DRUG POLICY- MHS

Montevideo Public School believes the safety of our students is our highest priority, therefore our stance on illegal substances is unwavering; they will not be tolerated in school or on school grounds. If a student is found to be in possession of illegal drugs in school, they will be immediately suspended and recommended to the Superintendent for Expulsion. If expelled, the student will no longer attend school at MHS and will not be permitted to participate in co-curricular or extracurricular activities. As a district, we will provide an alternative education plan, however this plan will not be delivered in our school or by our teachers. Use of illegal drugs is commonly a symptom of a deeper rooted issue, therefore our commitment is to work with the families to find supports for their child to help them through these issues with the goal of returning to MHS after the completion of the expulsion term.

STUDENT DRESS

We take pride in the appearance of our students. ISD #129 is considered a place of work for both students and staff. Students and their families have the primary and joint responsibility for student clothing and appearance. A student's choice of clothing, and/or accessories should not disrupt education and learning. Clothing promoting products or activities that are illegal for use by minors and clothing with obscene, profane, or inappropriate insinuations are not allowed. Clothing which bears violent images, including but not limited to images of blood, gore, weapons of violence, or persons being killed or subjected to bodily injury are not allowed. Shoes must be worn at all times. Headgear, including hats or head coverings may be restricted in the building. If the administration believes a student's choice of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified. For more information on student dress and appearance, see [District Policy 504](#)

LOCKERS

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students are assigned a locker at the beginning of each school year. Do not keep money or valuables in your locker. 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 the locker. The following scale will be used to assess damages:

Slight damage- \$2.00 Moderate damage- \$5.00 Extensive damage- \$25.00

BACKPACKS

In order to limit congestion in our halls, cafeteria and classrooms, all backpacks--including string bags-- **must be kept in student lockers.**

BULLETINS AND ANNOUNCEMENTS

Announcements are read during Homeroom. All notices of club meetings, athletic and social events, general information for the day, and specific instructions are put in the daily bulletin.. 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. *School Board Policy Code 505.*

STUDENT COMMUNICATIONS

Periodically during the school year, the homeroom advisors will be given a list of students that need to return forms or pay outstanding fees. This is not done to embarrass the student; however, with a student body of approximately 400, 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 school telephone is for business use only. 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 hallway area across from the main office that is to 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.

MESSAGES TO STUDENTS

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency.

For Students

Communication between parents/guardians and students should be done at home, before or after school. Students will **NOT** be interrupted during school hours by outside calls and messages except in case of an emergency. However, if it is necessary to reach your child between 8:10 and 3:15, call the school office and leave a message for your child. Because there is a large student body, we cannot guarantee that all messages will be received by your student, even though we attempt to do our best. Telephone calls made by a student at the school office should be of an emergency nature. No messages will be given to any student from anyone other than a parent/guardian or the listed emergency contact if a parent is unavailable. All messages for students should be left on the office voicemail system or given to the office.

For Teachers

Parents wishing to talk directly to a classroom teacher are asked to call before 8:00 a.m. or after 3:15 p.m. During the school day, parents may leave a message on the teacher's voice mail.

ADVISORY / PARENT-STUDENT-TEACHER CONFERENCES

All students are assigned an advisor and will attend advisory for 14 minutes each day (except on early dismissal and late start school days). 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

Students are told to use great care in selecting their courses at registration. Teachers, Advisors and Student Center staff are available to help with this process. The master schedule is created in part based on the information received at registration.

Every effort has been made to create a master schedule that will allow the most students to have most of their requested courses. If a course was dropped, the student's alternate course selection was placed in the schedule if possible. In some cases, if there was no alternate choice, a course in the same department was selected. Sections have been balanced.

With that in mind, changing schedules is discouraged.

Schedules will be changed if there is an error in placement or an error in period assignments.

Schedule course changes will be honored only if the section has openings.

No requests to change the arrangement of classes will be honored.

LUNCH

Lunch is to be eaten in designated areas only. Students are not to leave the school grounds or go to vehicles during lunch or any other time of the school day. Lunch times vary by assigned lunch blocks. Students will be notified of their assigned lunch time on the first day of school. Students may eat lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home. Lunch is free for all Gr. 9-12 students.

All students will be issued ID badges that are to be used to receive lunch. Lost ID's can be replaced for a \$5. Students should see the High School Office for lost or damaged ID badges.

Breakfast is available to all students from 7:30 to 8:05 AM. It is free for all Gr. 9-12 students.

ELECTRONIC DEVICES

High School (grades 9-12) students may possess cell phones at school, or at school events off campus. Devices should be silenced during the school day. High School student use of personal electronic devices in classrooms is limited to occasions in which the classroom teacher permits the use for educational purposes only. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and gang activity. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or

electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

All other personal electronic devices are prohibited in school such as personal laptops and chromebooks

Under no circumstance should students use their cell phones, or any electronic device, in bathroom and locker room areas, including before and after school hours due to the privacy rights of others in these areas. MHS is not responsible for any lost, stolen, or damaged personal devices of any kind.

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 The postponement will be determined 2 hours prior to the normal school start time 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 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 upon 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 instructional plan that has been occurring. Avoid generic, out-of-context tasks, rather, tasks should be meaningful and important to student learning.
- 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 Google Meet or Go Guardian.

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

Teachers will have instruction and assignments posted and available by 10:00am and will be available via telephone and online during normal school hours (8:00a.m.-12:00p.m and 12:30p.m.-3:15 p.m.). Students needing to contact their teacher are to call the teacher’s direct telephone line, if the teacher is not immediately available students shall leave a return phone number. Direct phone lines access to the schools voicemail to email systems will 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 staff [directory](#) so that they may be contacted on an e-learning day.

E-LEARNING PLAN:

Licensed Staff Grades 9-12: 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. Learning experiences may include flipped classrooms or virtual class sessions. During the school day, teachers will provide 60 minutes of live “resource room” time during which time students will have the opportunity to get clarifications, questions answered, and interact with their teachers. The time of the “resource room” will be provided to students. 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. During the school day, teachers will provide a 60 minute live “resource room” during which time students will have the opportunity to get clarifications, questions answered, and interact with their teachers. The time of the “resource room” will be provided to students.

PARKING at MHS

All students are encouraged to ride buses to Montevideo Senior High School. If you must drive to school, keep in mind the following restrictions:

1. The student parking lot is south of the gym, C-Building.
2. Motor bikes and motor scooters-may park in the designated areas next to the gym doors on the sidewalk.
3. Bicycles are to be parked in the bicycle racks at the northeast corner of C-Building.
4. Drivers are responsible for parking in marked spaces, even when ice and snow partially cover the markings
5. Cars parked illegally will be towed away at the owner's expense.
6. Students are not to be in the parking lot during the day. Students must have a pass from the office to go to their car. Students are limited to two (2) passes per year.
7. Cars parked in school district lots may be subject to a search for probable cause.

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

STUDENT VEHICLES / PARKING REGULATIONS

PARENTS & STUDENTS:

The school parking lot contains approximately 9 marked rows of 17 parking spaces each. Additional space is available on the east side of the lot. At the northwest corner of the parking lot are four places designated **for handicapped parking only**. To the south of this, there are 4 places reserved **for visitor parking**. On the north and west side of the parking lot (adjacent to the building) is a **FIRE LANE**. There is to be an open lane around the lot at all times. *Students are not to park in the area to the north of the school (by the band room and agriculture dept doors).* *Students may **NOT** park in the TACC parking lot.* (see #7 below)

The Montevideo Police Department as well as Montevideo School District #129 shall have the authority to enforce the following regulations. A violation of any of these regulations means that disciplinary measures may be taken and/or a car can be ticketed or towed.

PARKING LOT TRAFFIC PATTERNS

1. The street access from 17th tree (NE corner of the lot) will be an **entrance** only.
2. The street access from William Avenue (SW corner) will be an **exit** only.
3. The street access from the corner of 17th and William (SE corner) will be an **entrance in the morning** and an **exit in the afternoon**.

PARKING LOT REGULATIONS

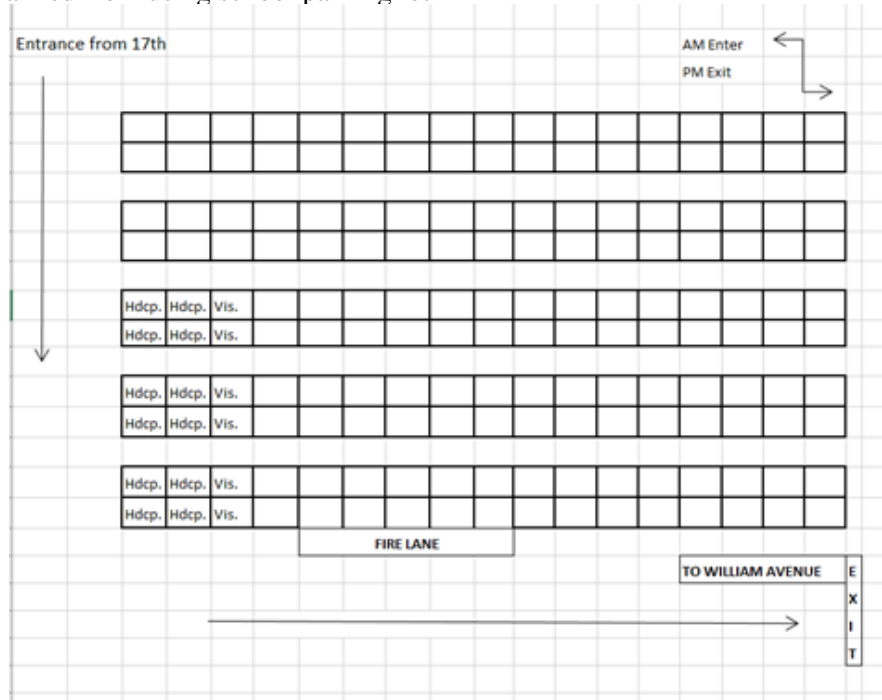
1. Parking in the fire lanes is prohibited.
2. Parking in the bus and car lanes is prohibited.
3. Cars are prohibited from parking in such a way as to interfere with the normal parking procedure.

4. Parking on the north side of the SWIMMING POOL is prohibited (watch markings).
5. Driving on school grounds in such a way that it is injurious to self, others or school property is prohibited.
6. Cars displaying inappropriate messages are not allowed to park in the school parking lot.
7. Students are NOT to park in the TACC parking lot (north of the Training and Community Center).
8. No student parking will be allowed in the bus garage lot during school hours

Results for violating these regulations will be as follows:

- o First violation –warning
- o Second violation - two (2) hours detention
- o Third violation – five (5) hours detention
- o 4th violation – student will be banned from using school parking lot

MHS Parking Diagram:



ILLNESS

If you become ill during the day, you must go to the principal’s office. After contacting a parent or guardian from the office, the school nurse or principal’s secretary may issue a pass for you to go home if it is necessary.

HIGH SCHOOL DANCES

All school policies are followed at dances. Discipline for infractions will be the same at dances as it is during a regular school day. A student may not be readmitted to a dance after leaving.

STUDY HALL EXPECTATIONS

Students signing out of study hall must list a destination. Students should not be allowed to sign out of the study hall unless supervisors know where they are supposed to be.

1. Students going to the library must sign out for the whole period. Students going to the library will all have their names on a single pass
2. Supervisors should use a sign out sheet and will track students and check that they arrive at the designated location.
3. Students may be restricted to study hall if they are missing assignments or failing one or more classes.

HALLWAY AND BATHROOM EXPECTATIONS / LEAVING THE CLASSROOM

All students are expected to exhibit good behaviors while in the hallway and bathrooms. During class time, all students are expected to sign out to their locations and have permission from the classroom teacher to leave the room. Students that 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.

HOMEWORK HELP

All students have access to our homework help program that is offered every Monday and Wednesday afternoons from 3:20-4:00. Homework help is supervised by staff. 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, 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 Monday and Wednesday afternoons to in-town students. Students not attending homework help are not allowed to ride the bus.

VISITORS

Visitors are to receive permission from the main office before visiting classes or being in the building. Students not currently enrolled in Montevideo Schools are NOT allowed to visit during class time. No student visitors will be allowed during class time. All visitors to MHS must sign in at the office and wear a visitor's badge on their chest for the entire duration of their visit.

FIELD TRIPS

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

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: [Parent/Guardian Participation Guide and Refusal Information](#)

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 High 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, 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 be blinking in an active threat lockdown. Normally lockdown drills are completed within five minutes.

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

FOOD SERVICE

A complete hot lunch program is available. Supplemental milk is available to those students who prefer to carry their lunch. Breakfast is available to all students from 7:30 to 8:05 AM. It is free for all Students.

SCHOOL CLOSING

Parents are advised to listen for weather-related announcements during stormy days. Should 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: Parents should sign up through the parent JMC portal to receive emails, text messages and/or phone calls for weather related information.

Willmar Q102

<http://www.102fm.com/snowdesk.cfm>

WCCO

<http://wcco.com/schoolclosings>

KARE 11

<http://kare11.com>

TENNESSEN WARNING

The principal is responsible for investigating discipline 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 POLICY

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 which 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 after care 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 after care 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 a list of organizations that provide free or low cost legal assistance, referrals to attorneys or student advocacy. Each agency has limitations on 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 agency in our area is (counties of Chippewa, Lac qui Parle, 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. School Board [Policy Code 502](#).

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

UNDER THE INFLUENCE

This policy is to ensure the safety of all families.

If a parent or authorized pickup 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, the 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 Montevideo School District to keep the ACM located within the building(s) in good condition.

Short-term workers (outside contractors) are provided information regarding 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.

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 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 the High School Office.

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.

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 year 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;

2. 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

3. 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 to 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

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

MONTEVIDEO MIDDLE SCHOOL STUDENT/PARENT HANDBOOK 2023-24



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**

"STUDENTS FIRST, CRADLE TO CAREER"

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

Mission: Through partnerships and innovation, the MonteVideo School District is committed to providing all students, from cradle to career, a world class educational foundation.

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

		<ul style="list-style-type: none"> ● 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

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	❖ 2023: 53% ❖ 2024: 67% ❖ 2025: 80%
	❖ The percentage of third grade students that meet or exceed reading standards on the MN Comprehensive Assessments (MCA) will exceed 75% by June, 2025.	❖ 2023: 68% ❖ 2024: 72% ❖ 2025: 75%
	❖ 80% of students in grades K-8 are at or above grade level in math according to Spring STAR assessments by June, 2025.	❖ 2023: 70% ❖ 2024: 75% ❖ 2025: 80%
	❖ 80% of students in grades K-8 are at or above grade level in reading according to Spring STAR assessments by June, 2025.	❖ 2023: 73% ❖ 2024: 75% ❖ 2025: 80%
	❖ Montevideo Senior High School will achieve a minimum overall graduation rate of 90% or higher by June 2024.	❖ 2023: 88% ❖ 2024: 90%
	❖ Montevideo Senior High School will achieve a minimum of a 98% graduation rate of students enrolled on October 1 of their senior year.	
	❖ 85% of students graduating from MHS will meet the academic "Redefining Readiness" criteria by June, 2025	❖ 2023: 75% ❖ 2024: 80% ❖ 2025: 85%
	❖ Average Composite ACT Score of 23 or higher for senior class	❖ 2023: 21.5 ❖ 2024: 22.3 ❖ 2025: 23
	❖ MHS graduates earn an average of 12 or more college credits per student while in high school by June, 2025	❖ 2023: 9 ❖ 2024: 11 ❖ 2025: 12
	District Priorities (What)	Goals (How we will know)

Fiscal Responsibility	<ul style="list-style-type: none"> ❖ The annual expense to revenue budget will annually be within +/- 2%. ❖ 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. 	<ul style="list-style-type: none"> ❖ 2023: 2 ❖ 2024: 2.5 ❖ 2025: 3
Safe, Efficient, and Appropriate Facilities	<ul style="list-style-type: none"> ❖ 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. ❖ Inform, Educate, and Seek Support of District Stakeholders for the Implementation of Phase I of the District Facility Master Plan as indicated by the plan aligning to stakeholder survey results ❖ 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	<ul style="list-style-type: none"> ❖ Create a college and career readiness scope and sequence that is implemented by September, 2024 	
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 ❖ Annually sustain existing 2-way beneficial partnerships ❖ Annually Increase the number of Universities that utilize MPS as a student teaching site option. 	<ul style="list-style-type: none"> ❖ 2023: 2.9 ❖ 2024: 2.95 ❖ 2025: 3 ❖ 2023: 8+ ❖ 2023: 5 ❖ 2024: 8
Outstanding Employees	<ul style="list-style-type: none"> ❖ 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 opportunities resulting in 100% of positions to be filled annually. ❖ Maintain 5% or less turnover of teaching staff annually ❖ Maintain 10% or less turnover of teaching staff annually 	

Continuous Improvement Plan template may be accessed here: [CIP Template](#)

2023-2024 Focus Goals

Priority	Strategic Goal	Annual Goal	Strategy
Student Achievement	<ul style="list-style-type: none"> ❖ 80% of students in grades K-8 are at or above grade level in math according to Spring STAR assessments by June, 2025. ❖ 80% of students in grades K-8 are at or above grade level in reading according to Spring STAR assessments by June, 2025. ❖ 85% of students graduating from MHS will meet the academic "Redefining Readiness" criteria by June, 2025 	<ul style="list-style-type: none"> ❖ 75% of students in grades K-8 are at or above grade level in math according to Spring STAR assessments by June, 2024. ❖ 75% of students in grades K-8 are at or above grade level in reading according to Spring STAR assessments by June, 2024. ❖ 80% of students graduating from MHS will meet the academic "Redefining Readiness" criteria by June, 2024 	<p>K-3 Teachers will be trained in LETRS</p> <p>K-3 Teachers will create the instructional framework for reading based on Science of Reading.</p>
Fiscal Responsibility	<ul style="list-style-type: none"> ❖ The district general fund balance will be at or exceed 3 months of operating expenses by FY25. 	<ul style="list-style-type: none"> ❖ The district fund balance will grow by a minimum of 1.5% by June 30, 2024 	<ol style="list-style-type: none"> 1. Secure new revenue sources 2. Adhere to FY24 budget expenditure parameters 3. Increase learning level budget accountability by creating processes that allow for site administrators to own building level budgets.
Safe, Efficient, and Appropriate Facilities	<ul style="list-style-type: none"> ❖ Inform, Educate, and Seek Support of District Stakeholders for the Implementation of Phase I of the District Facility Master Plan as indicated by the plan aligning to stakeholder survey results 	<ul style="list-style-type: none"> ❖ Inform, Educate, and Seek Support of District Stakeholders for the Implementation of Phase I of the District Facility Master Plan as indicated by the plan aligning to stakeholder survey results 	

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 activity under the tutelage of a competent teacher are vital to this purpose. This is a well-established principle of education and gives purposes 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.

The Board of Education, administration and staff believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this procedure is to encourage regular school attendance. We respect that students may have to miss school at times. Absent students cannot expect to make the same progress as they would if they were in attendance in school.

PARENTAL RESPONSIBILITY:

It is the responsibility of the parent/guardian to call the school office on the day of the absence or prior to the absence explaining why the student will not be in school. Parents/Guardians should call before 8:30 a.m. each day. Parents may also provide a written note explaining their child's absence within five school days. If the parents do not provide a written note or phone call regarding their child's absence, it will result in an unexcused absence.

EXCUSED ABSENCES:

Absences are excused by parents notifying the office when their child will not be attending school. Advanced notification of the absence to the office is required whenever possible. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of absence must be made up within three (3) days from the date of the student's return to school. Any work not completed within this period may result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. **Parent requests for homework from teachers must be made to the MMS Office or the student's advisor by 9:00am and can be picked up in the school office from 3:15 - 4:00 on a given day. Requests made after 9:00am may not be fulfilled. Ultimately, it is the student's responsibility to ensure that all missed work is made up for each class missed.**

Excused absences include:

1. School activities which are school authorized and/or supervised by school personnel.
2. Death of immediate family members (parent, step-parent, guardian, sibling, grandparent).
3. Medical/Dental appointments that cannot be made outside of school time.
- a) Post-secondary planning visits scheduled through the high school counselor's office (including in-school and out-of-school college/technical school visits).
4. Illness -
 - a) Short term
 - b) Long term/chronic illness - If a student is suffering from a long term or chronic illness, the MMS school principal's office should be contacted. They will notify the student's teachers and request homework assignments.
5. Family emergency.
6. Court-ordered appearances.
7. Pre-arranged absences such as travel with family.

UNEXCUSED ABSENCES/TARDIES TO SCHOOL:

All absences NOT school authorized and/or school-personnel supervised and NOT excused are considered unexcused.

Absences will be checked daily by the office. Parents will have five (5) school days to provide an excuse for their student's absence. After five (5) school days, absences will be counted as UNEXCUSED.

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. [Student Attendance Policy #503](#)

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 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 upon 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 10:00am and will be available via telephone and online during normal school hours (8:00a.m.-12:00p.m and 12:30p.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 schools 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 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, 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 plan 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 to include:

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 skill 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

School administrator's role is to model and lead. School administrators, in collaboration with school instructional staff and 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 is 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 consequence. 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 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 makes 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.

STUDENT DRESS CODE

We take pride in the appearance of our students. Your dress affects the quality of the school, of your conduct and of 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 which 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 that 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 that need to return forms or pay outstanding fees. This is not done to embarrass the student; however, with a student body of approximately **450**, 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 school telephone is for business use only. 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 commons area that is to be used to make other necessary calls. During lunch students must get permission from one of the supervisors to use the telephone. Only one student at a time may be at the telephone. 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 entire 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 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 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 district attendance section)

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 totaling five (5) per semester, for class may result in one (1) detention. A detention may be served for each additional unexcused tardy during the semester. Teachers are responsible for keeping track of student tardiness to their class 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 7:45-8:10 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 in their locker for a snack after school. Students may consume food and beverages within the classroom with teacher 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, throws, pours or in any way puts water on other people, the floor, furniture, etc.). Gum is not allowed during the school day at MMS.

ELECTRONIC DEVICES

The expectation at MMS is that all electronic devices, including personal cell phones, remain in student lockers during the entire school day (8:15-3:15). Students can use the school phone located in the commons to contact parents during the school day if needed. **Under no circumstance should students use their cell phones, or any electronic device, in bathroom and locker room areas, including before and after school hours due to the privacy rights of others in these areas. MMS is not responsible for any lost, stolen, or damaged personal devices of any kind.** Administration reserves the right to assign consequences, including revoking cell phone privileges, based on student misuse. [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 allowed. Should students bring such items, the item 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 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 phone to call parents to report an illness.**

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-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 that 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.

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, 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 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 being 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 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 as pertaining to eligibility. If the incomplete has not been addressed by the following grade check, the teacher will assign the grade based on 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.

<u>QUARTER 1</u>	<u>QUARTER 2</u>	<u>QUARTER 3</u>	<u>QUARTER 4</u>
Mon, Sept 11, 2023	Mon, Nov 20, 2023	Mon, Feb 5, 2024	Mon, Apr 15, 2024
Mon, Sept 25, 2023	Mon, Dec 4, 2023	Tues, Feb 20, 2024	Mon, Apr 29, 2024
Mon, Oct 9, 2023 (Mid-Q)	Mon, Dec 18, 2023 (Mid-Q)	Mon, Mar 4, 2024 (Mid-Q)	Mon, May 13, 2024 (Mid-Q)
Mon, Oct 23, 2023	Mon, Jan 8, 2024	Mon, Mar 18, 2024	Tues, May 28, 2024
Mon, Nov 6, 2023	Tues, Jan 23, 2024	Tues, Apr 2, 2024	(end Q4 Th, May 30)
(end Q1 Fri, Nov 3)	(end Q2 Fri, Jan 19)	(end Q3 Fri, Mar 29)	

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 competition. 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, 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, cyber bullying, 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 AM.. Hot lunch menus are published on the school district's website (www.montevideoschools.org).

SCHOOL CLOSING

Parents are advised to listen for weather-related announcements during stormy days. Should 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 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 year 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;

2. 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
3. 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 to 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 discipline 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 which 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 after care 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 after care 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 4 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 a list of organizations that provide free or low cost legal assistance, referrals to attorneys or student advocacy. Each agency has limitations on 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 agency in our area is (counties of Chippewa, Lac qui Parle, 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 pickup 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, the 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 Montevideo School District to keep the ACM located within the building(s) in good condition. Short-term workers (outside contractors) are provided information regarding 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 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

MONTEVIDEO ATHLETICS HANDBOOK 2023-24

VISION STATEMENT

To develop well-disciplined student/athletes who strive for educational and athletic excellence.

MISSION

- Develop student/athletes who are committed to personal excellence and team success.
- Provide an inspirational and motivational environment where preparation, practice, and hard work generate opportunities for success.
- Emphasize the importance and development of fundamental skills and techniques necessary for a positive experience in school, athletics and life.
- Create a consistently entertaining program that generates support, pride and tradition for the community of Montevideo.

GENERAL EXPECTATIONS

1. Represent and Respect yourself, your team and your school in a positive manner at all times.
2. Be EARLY.
3. Keep emotions under control.
4. Be enthusiastic, positive, hardworking, dependable, loyal and cooperative.
5. Strive to become a better teammate - and a better person.
6. Be TRUTHFUL!
7. Have Fun!

1. ELIGIBILITY TO PARTICIPATE

Prior to starting practice you must have met the three eligibility requirements: eligibility forms, current athletic physical and participation fee paid.

Forms can be found on the Montevideo Schools webpage (montevideoschools.org / menu / athletics / register for an activity). Once you are cleared by the office, you will be eligible to participate. Contact the high school office with any questions.

2. ATTENDANCE

You will be expected to be at all practices and events at the required time unless you have been PRE-EXCUSED or you were absent from school due to illness, family emergency or other school-related, excused activities. If an athlete is going to be absent from practice, the coach should be informed by the athlete or parent directly (E-mail addresses are available on the school athletic webpage).

Failure to attend team meetings or practices will result in a meeting between the player and their coach in regards to their future in the program. Practice attendance must take priority over work, college visits, club meetings, etc. Absences from practice may result in decreased participation in upcoming events.

Practices are closed to spectators until practice has ended.

Priorities for everyone in the program are as follows:

1. Family & Church
2. School Academics
3. School Activities
4. Job & Social Life

Unexcused absences will be handled as follows for practices scheduled on school days:

- 1st / 2nd unexcused absence - you will receive a warning/reminder that practice is mandatory. This may include loss of participation in the next event(s) as determined by the coach.
- 3rd unexcused absence - will be handled according to the MHS Athletic Department policy and will involve the Activities Director along with coach(es).

3. ACADEMIC RESPONSIBILITY

The classroom is more important than athletics. Participation in athletics is a privilege earned through responsibility in the classroom.

ACADEMIC ELIGIBILITY

1. Grades will be checked by the office for all students on set dates as listed in the Montevideo Student Handbook.
2. Students with one or more failing grades will be notified and placed on academic probation. Parents will be notified.
3. Students who receive failing grades in two consecutive grading period will immediately be declared academically ineligible to participate in extra-curricular activities until the next grade check. If at that time they receive no failing marks, they will immediately become eligible to participate. Parents will be notified.
4. Grade 7-8 students who are failing one or more classes after a probationary period will have the opportunity to stay eligible by participating in two (2) study sessions a week until passing. Students and parents will be contacted by the Activities Director.
5. Students must be present in class by 11:14 a.m. in order to participate in an evening performance, game, event or practice. **With prior approval**, the high school office may waive this rule for medical, dental or other situations.

4. TRAINING RULES

The training rules adopted by the Minnesota State High School League (MSHSL) and the Board of Education of Independent School District #129 shall be in effect at a minimum. Please read carefully before signing these forms and understand the consequences. Parents must be responsible for supporting these rules and helping enforce them with your student athlete.

5. TEAM SELECTION

Placement of athletes on specific squads (levels of play) will be determined by the coaching staff. They will take into account the physical and mental readiness of each player. The coaches will assess each individual high school athlete. A student's academic grade will not determine which quad they will play. The main focus is placed on the entire program for the current school year and future years.

In the event that a reduction of squad size is necessary due to large numbers or budget reductions by the District, cuts will be made following the ISD 129 Athletic Department Policy Book.

6. RESPONSIBILITY FOR EQUIPMENT

Athletes will be held personally responsible for all equipment that has been checked out to them. Athletes will be required to pay replacement cost of any and all items lost, stolen, or damaged. Make sure locks are on your locker and locked before leaving the locker room.

7. LOCKER ROOM AND TEAM ROOM

It shall be the responsibility of the entire team to make certain that the locker room and team room are left free from debris after each practice and game. Do your part to keep our facilities clean and in good condition. It is recommended that all athletes shower after practices and games.

8. TRAINING ROOM

The training room is located in the back of the Physical Education southwest storage room. It is stocked with training supplies (ice is located in the Laundry Room). Please keep the training room clean by picking up after yourself. If there are supplies that are low or missing, inform a coach.

9. INJURIES

You must report all injuries, regardless of how small, to the coaches so that proper treatment can be determined. If the injury requires medical attention, you must have a signed release from the doctor in order to return to practice or games.

10. INSURANCE

In case of an injury, check the school's supplemental insurance.

11. BUS RULES

When traveling to a game, concentrate on the game and your responsibilities. The bus should be quiet with no loud talking or fooling around. Coaches will be responsible for taking care of this. Be early, the bus will depart at the scheduled time. Any athlete who misses the bus will not be allowed to participate even if they arrange to get an alternative ride to the game.

All players are expected to ride on the bus both to an event and back home again unless prior arrangements have been made. Not recommended, but if a parent/guardian would like to transport their own child after an event, arrangements can be made with the coach.

If, for any reason, you need to make arrangements for a non-parent/guardian to transport your student, a Transportation Release Form must be completed and returned to the Activities Office at least 24 hours in advance. Contact the Activities Department if you are in need of this Release Form.

12. SPORTSMANSHIP

We strive for good sportsmanship in all events. Good sportsmanship is the responsibility of all players, coaches, staff, students, adult spectators, officials and media. Good sportsmanship is the cornerstone of a quality athletic program as we represent the community of Montevideo.

13. NUTRITION

Proper nutrition is vital for optimal performance. You must fuel your body appropriately. Coaches may share healthy dietary suggestions with the athletes of their teams.

14. DRESS FOR GAMES

When traveling to events you are representing yourself, your team, your school and your community. Appropriate dress that follows the school's dress code policy applies. Coaches and captains may set more specific dress codes.

15. HOURS

The hours you keep are between you and your parents and will directly affect your performance in your activity. Remember to use common sense and do what is best for you and the entire team. The following guidelines are recommended to ensure peak performance:

- 10:00 pm - Weeknights & Sundays
- Midnight - Weekends
- 9:30 pm - night before an event
- After away games be home no later than one hour after the bus returns

16. POST-SEASON AWARDS AND PRESENTATION

Each season, awards will be given out at the completion of the season at an awards presentation. All varsity, junior varsity, B-squad, and C-squad athletes and managers will be invited to attend this presentation.

17. GRIEVANCE PROCEDURE

In any athletic program, no matter how well organized and no matter how well-meaning the intentions of the staff and administration, problems can still arise. In many cases, these problems are simply due to poor communication. In other situations the problem may be more serious. For these reasons, it is necessary to have a well-defined chain of command. This chain of command must be followed to ensure that the proper connections can be made and problems can be taken care of as efficiently and quickly as possible.

The chain of command is as follows:

1. Athlete meets with the coach directly.
2. Athlete meets with the coach and head coach (if a lower-level athlete)
3. Athlete and parents meet with the coaching staff.
4. Athlete, parents, and coaching staff meet with the Athletic Director.
5. Athlete, parents, coaching staff, Activity Director and Principal will meet with the Superintendent.

In case of any problems, callers should be referred to the first person in the chain of command for satisfaction and then proceed from there. It is essential that the people working directly with the student be informed of the problem as soon as possible so that corrections can be made. This must be done by direct contact with the person or by telephone.

Use the 24-hour rule (wait until the next day before making any contact) to take the emotion out of the situation, ensuring that all comments have been well thought out.



Prairie Farms 2023-24 Dairy Bid

Aug-23

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Sioux Falls Office
1200 West Russell
Sioux Falls, SD 57104

District: Montevideo Public Schools
Montevideo, MN

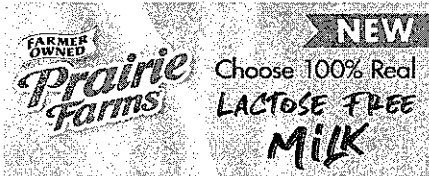
Thank you for the opportunity to bid on your schools dairy program for the upcoming school year.
Please see the below bid prices quoted for the month printed in the top right corner.

If you have any questions regarding the bid, please contact Dana Hunzeker at:
Email: dana_hunzeker@prairiefarms.com - Voicemail: 800-568-6616 Ext: 5062 - Fax: 605-336-7206

Milk	Carton	Item #	Escalator
8oz Prairie Farms Whole	Paper	1165	
8oz Prairie Farms 2%	Paper	13873	
8oz Prairie Farms 1%	Paper	13871	0.3500
8oz Prairie Farms Skim	Paper	5404	0.3450
8oz Prairie Farms 1% Chocolate	Paper	13875	0.3700
8oz Prairie Farms FF Chocolate	Paper	6926	0.3600
8oz Prairie Farms FF Strawberry	Paper	17025	0.3600

Ship To's: * Delivery Days and Times to be Determined*

- Middle School
- High School
- Ramsey
- Sanford
- Hawks Nest



Other Items	Carton	Item #	Escalator
8oz Prairie Farms ESL Lactose 1%	Plastic	34255	0.8065
Gallon Whole	Plastic	31697	4.3165
Gallon 2%	Plastic	31698	4.2068
Gallon 1%	Plastic	31699	4.1196
Gallon Fat Free Skim	Plastic	31700	4.0432
Quart Buttermilk	Paper	34817	1.3921
Gallon Orange Juice	Plastic	1952	5.4132
Half Gallon Orange Juice	Plastic	1999	2.9822
16oz Orange Juice	Plastic	1963	1.1804
8oz Orange Juice	Paper	1966	0.4025
5LB Cottage Cheese 4%	Plastic Tub	33244	10.0934
5LB Cottage Cheese 2%	Plastic Tub	33460	10.0594
5LB Sour Cream Reg	Plastic Tub	33245	9.8360
1oz Sour Cream Reg (100/Box)	Pouch	4696	17.8029
24oz FF&LF Yogurt (Plain, Van, Straw, Peach, Bberry)	Plastic Tub	24837	2.0870
HG Lactose Free ESL Skim (other fat levels avail.)	Paper	26395	3.8363
Half Gallon IC Mix 5% Van and Choc	Plastic	22303	4.0646
14oz UHT Milks	Plastic	29586	1.2989

Please fill in the below and email to dana_hunzeker@prairiefarms.com along with your school calendar and any other public competitive bids.

We (Please circle one) **We**
Accept **Decline**

First Day of School: *Aug. 28, 2023*

Name of Kitchen/Food Service Director:
Stacy Bagaus

Phone #:
320-269-8833 ext. 3265

Email:
sbagaus@montevideoschools.org

Signature:
Adam Spray
ADAM SPRAY - CSBO

**AGREEMENT BETWEEN
INDEPENDENT SCHOOL DISTRICT #129**

AND

PRINCIPALS

**2023-2024
2024-2025**

ARTICLE I

PURPOSE

Section 1. Parties: THIS AGREEMENT is entered into between Independent School District No. 129, Montevideo, Minnesota, hereinafter referred to as the school district, and the principals.

ARTICLE II

DEFINITIONS

Section 1. Principal: The term “principal” shall mean all persons employed by the school board in a position for which the person must be licensed by the State of Minnesota as a principal or assistant principal and who devote more than 50% of their time to such administration and supervisory duties, excluding the following: superintendent, assistant superintendent.

Section 2. School District: For the purpose of administering this Agreement, the term “school district” shall mean the school board or its designated representative.

ARTICLE III

FRINGE BENEFITS

Section 1. Insurance. The School District shall provide principals with health and hospitalization insurance coverage under the School District’s group plan. Each month, the School District shall contribute \$2,100 per month for the 2023-2024 school year; and \$2,300 per month for 2024-2025 toward the premium for such insurance. Principals will be provided with \$50,000 of term life insurance.

Subd. 1. If a principal waives the right to coverage under the district’s health insurance policy, the district shall deduct an amount equal to the cost of the single health insurance policy from the principal’s monthly insurance allotment.

Subd. 2. If a principal elects to purchase insurance fringe benefits which result in monthly premium charges less than the amount allocated in the above, the difference between the allocated amount and the charged amount may be used to purchase the following options:

- A. Additional life insurance may be purchased by the employee, subject to carrier approval.
- B. A cancer insurance policy, subject to carrier approval, may be purchased from an insurance carrier approved by the District. Additional policies may also be purchased from insurance carriers approved by the District.
- C. Money can be placed into the principal’s HSA

Subd. 3. If a principal elects to purchase fringe benefits which result in monthly premium charges greater than the amount allocated, any cost in excess of the principal’s monthly allocation shall be borne by the principal and paid by payroll deduction.

Section 2. Professional Organization: The school district will pay, in full, yearly cost for membership into the state and national professional organizations.

Section 3. Claims Against the School District: It shall be understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 4. Leaves of Absence: A principal on requested or unrequested leave may continue for the duration of the leave any District insurance coverage the principal participates in, granted it has been approved by the carrier and is at the principal's own expense with the addition of a handling fee of \$4.00 per month for health insurance and \$1.00 per month for life insurance. Payment shall be made in advance to the Superintendent's Office by the 5th of each month. Failure to meet these terms shall result in forfeiture of this right.

ARTICLE IV

LEAVES OF ABSENCE

Section 1. Earned Safe and Sick Time: All full-time principals shall earn sick leave at the rate of three (3) days per month for twelve (12) months, and may accumulate to a maximum credit of 100 days.

Subd. 1 Use:

Earned Safe and sick time with pay shall be allowed whenever a principal's absence is found to have been due to the principal's illness and/or disability that prevented the principal's attendance at school and performance of duties on that day or days. Also, a principal may use his/her accumulated safe and sick time for family members, pursuant to M.S. 181.9413, and the School District will limit such use of safe and sick time as provided in the statute.

Subd. 2. Medical Certificate: The School District may require a principal to furnish a medical certificate from a qualified physician as evidence of any illness and/or disability pursuant to this section, indicating such absence was due to illness and/or disability, in order to qualify for safe and sick time pay. However, the final determination as to the eligibility of a principal for safe and sick time is reserved to the School District. In the event that a medical certificate will be required, the principal will be so advised.

Subd. 3. Deduction: Safe and sick time allowed shall be deducted from the accumulated safe and sick time earned by the principal.

Subd. 4. Approval: Safe and sick time pay may be approved by the Superintendent only upon the principal's submission on the authorized sick leave pay request form.

Section 2. Bereavement Leave. For absence because of the death in the immediate family, the principal shall receive full pay for up to five (5) days. The immediate family shall include wife, husband, child, son-in-law, daughter-in-law, grandchild, or parent of the employed principal or spouse. Up to three (3) day bereavement leave shall be granted for grandparent, brother or sister of the employed principal or spouse. Additional days may be granted by the school administration. Bereavement leave shall be deducted from the accrued sick leave days earned by the principal.

Subd. 1. For absence because of the death of relatives or friends outside the immediate family, the principal shall receive up to two (2) days. Bereavement leave shall be deducted from the accrued sick leave days earned by the principal.

Subd. 2. Principals may, without deduction from pay or leave, attend local funerals when such absence involves only an hour or so and the principal's absence can be covered by the administrative staff. The principal will be responsible for arranging any necessary coverage.

Section 3: Personal Leave: Principals shall receive three (3) leave days per year with no carryover of days.

ARTICLE V

DUTY YEAR AND VACATION

Section 1. Duty Year: The duty year shall consist of the teacher contract days as outlined in the school calendar, and full time during the summer, excluding any legal holiday that occurs outside of the school year. Principals shall be on duty during any emergency, natural or unnatural, which could potentially impact the district's technology infrastructure or networks, unless otherwise excused by the superintendent of schools.

Section 2. Vacation: Principals shall be granted 20 vacation days of annual paid vacation each contract year. Principals may not exceed 5 vacation days during the school calendar year. No vacation days may be used on staff professional development days, the first two weeks of school, or the last two weeks of school. Principals shall be allowed to carry over a maximum of 5 days of paid vacation into the next fiscal year. Any balance in excess of 5 days as of June 30 of each year shall be forfeited. Upon termination of employment, a principal shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this paragraph.

Section 3. Holidays: Principals shall be entitled to 12 paid holidays each contract year as designated by the School Board. Unless any of the designated holidays fall on an in class school day.

- | | |
|------------------------|--------------------|
| 1. Independence Day | 7. New Year's Eve |
| 2. Labor Day | 8. New Year's Day |
| 3. Thanksgiving Day | 9. President's Day |
| 4. Thanksgiving Friday | 10. Good Friday |
| 5. Christmas Eve | 11. Memorial Day |
| 6. Christmas Day | 12. Juneteenth |

ARTICLE VI

BASIC SCHEDULE AND RATE OF PAY

Section 1. Salary Schedule: The steps and salary reflected in Schedule A, attached hereto, shall be effective starting with the 2023-2024 school year and will be the basis for determining the yearly salary until modifications are made pursuant to P.E.L.R.A.

Section 2. Placement on Salary Schedule: The placement of a principal on the appropriate step shall be determined when hired.

Section 3. Performance Stipend:

Subd. 1. The principals will be eligible in 2023-2024 and 2024-2025 to earn a performance stipend.

Subd. 2. The principals will present school improvement goals and leadership development goals, with performance rubrics, to the superintendent each school year. The superintendent will approve the goals and establish an agreed upon weighted percentage for each goal. Once the superintendent approves the goals and presents them to the board, the board will establish the maximum dollar amount for performance stipend.

Subd. 3. After the completion of the school year, the principals and superintendent will review and assess the goals. The principals will present a summary of performance of the goals and the superintendent will certify the level of performance to the board. The board will award a percentage of the performance stipend to the principals based upon the performance level achieved on the rubrics for each goal.

ARTICLE VII

UNREQUESTED LEAVE OF ABSENCE AND SENIORITY AGREEMENT

Section 1. Purpose: The purpose of this article is to implement the provisions of M.S. 122A.40, Subd. 10, that, when adopted, shall constitute the required plan for unrequested leave (ULA) because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of school districts.

Section 2. Definitions: For purpose of this article, the terms defined shall have the meaning respectively ascribed to them.

Subd. 1. "Principal" shall have the same meaning as defined in Article II, Section 1.

Subd. 2. "Qualified" shall mean a principal who, in addition to the state license, has the appropriate grade level endorsement needed for the position.

Subd. 3. "Seniority" shall mean the status of full-time, continuing contract, qualified principals, and shall exclude probationary principals and part-time principals who spend less than 50% of a school year in an administrative and supervisory positions. The date of the list will be the actual first day of continuous service to the School District in the assigned administrative and supervisory role.

Subd. 4. "School Board" means the local governing board of the School District.

Section 3. Unrequested Leave of Absence:

Subd. 1. Terms: The School Board may place on unrequested leave of absence for a period not exceeding five (5) calendar years from the time such leave is commenced, without pay or fringe benefits, such principals as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of duties. After five (5) years, the right to reinstatement shall terminate. The right to reinstatement shall also terminate if the principal fails to file with the Office of the Superintendent of Schools, by February 1st of each year, a written statement requesting reinstatement. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed between the principal and the School Board.

Subd. 2. Notice: Principals placed on such leave shall receive notice in writing by June 1 of the school year prior to the commencement of such leave with reasons therefore, without the necessity for any hearing applicable to termination, except that a hearing may be provided to show any violation of this article or M.S. 122A.40.

Subd. 3. Placement: Principals placed on unrequested leave shall be so placed in inverse order of seniority with the following exception, no principal shall be placed on unrequested leave if there is any other qualified principal, with the same qualifications, who is on an "Improvement Plan."

Section 4. Reinstatement:

Subd. 1. Process: No new principal shall be employed by the School District while any qualified principal is on unrequested leave of absence. Principals placed on unrequested leave of absence shall be reinstated to the position from which they have been given leave or any other available position in the School District in the fields in which they are certified as such positions become available. The order of reinstatement shall be in inverse order in which principals were placed on unrequested leave.

Subd. 2. Notices: When placed on unrequested leave, a teacher shall file with the School District personnel office the name and address to which shall be sent by certified mail any notice of reinstatement or availability of position. Proof of service by the person in the School District depositing such notice to the teacher at the last known address shall be sufficient, and it shall be the responsibility of any teacher on unrequested leave to provide for forwarding of mail or for address changes. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided herein.

Subd. 3. Acceptance of Reinstatement: If a position becomes available for a principal on unrequested leave, the School District shall send by certified mail the notice to such principal who shall have 20 days from the date of such notice to accept the reemployment. Failure to reply in writing within such 20 day period shall constitute waiver on the part of any principal to any further rights of employment or reinstatement and that principal shall forfeit any future reinstatement or employment rights.

Subd. 4. Reinstatement Rights: Reinstatement rights shall automatically cease five (5) years from the date unrequested leave was commenced, and no further rights to reinstatement shall exist unless extended by written mutual consent with each qualified teacher. The principal's right to reinstatement shall also terminate if the principal fails to file with the School Board by February 1st of each year a written statement requesting reinstatement.

Section 5. Procedure: Any challenge by a principal who is proposed for placement on ULA or reinstatement therefrom shall be subject to the hearing and review procedures, as provided in M.S. 122A.40, Subd. 14.

ARTICLE VIII

SEVERANCE and 403 (b)

Section 1. Severance: Principals who have 20 years of credited service to the district, and who have reached the age of fifty-five (55) years, will be eligible to receive severance upon termination of their contract from the district. Severance pay will be equal to 50% of the principal's current base salary.

Subd. 1. Principals will earn one year of credited service after each contract year. An initial determination of credited service will be established upon employment with the district, agreed upon by the school board and recorded in the principal's personnel file.

Subd. 2. Severance pay shall not be granted to a principal whose employment is terminated pursuant to M.S. 122A.40.

Subd. 3. The severance payment shall be paid out in equal installments over a period of five years. Payments will be made on or before January 20 of each year, beginning with the first January following termination of the contract. If, after termination, the principal dies before the entire payment has been made, the balance due shall be paid to the named beneficiary or lacking a beneficiary, to the estate of the deceased. The principal shall designate the beneficiary on a form provided by the School District.

Section 2. 403(b): Commencing with the 2019-2020 school year, full time principals will be entitled to a matching school district contribution to an approved Minnesota 403 (b) pursuant to M.S. 356.24.

Subd. 1. The district shall contribute annually an amount up to the amount contributed by the principal and subject to the following limits: 2023-2024– 3% of the principal's salary; 2024-2025 – 3% of the principal's salary.

Subd. 2. Principals hired after September 1, 2019, will not be eligible for the severance pay described in Section 1.

Subd. 3. Principals hired prior to September 1, 2019 will have the district's accumulated match contribution amount subtracted from the severance calculated under Section 1.

ARTICLE IX

Section 1. Professional Organization: The School District will pay, in full, the yearly cost for membership into state and national professional organizations. A principal may attend the annual state conference associated with their professional organization each year. The School District shall pay all legally valid expenses and fees for the Principal's attendance at said conferences, including but not limited to, travel, lodging, food, registration fees, etc.

Section 2. National Conferences: Principals may attend a National Conference every other year. The School District shall pay all legally valid expenses and fees for the Principal's attendance at said conference, including but not limited to, travel, lodging, food, registration fees, etc. A Principal must receive written approval from the Superintendent prior to registering.

ARTICLE X

GRIEVANCE PROCEDURE

Section 1. Definitions:

Subd. 1. Grievance: The word “grievance” shall mean a written allegation by a principal that the principal has been injured as a result of a dispute or disagreement between the principal and the School District as to the interpretation or application of specific terms and conditions contained in this Agreement.

Subd. 2. Grievant: The word “grievant” shall mean an individual principal who files a grievance as defined in Subd. 1. above.

Subd. 3. Days: Any reference to the word “days” regarding time periods in this procedure shall refer to working days. The term “working day” is defined as all week days not designated as holidays by state law

Section 2. Representation: The grievant, other administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act on the party’s behalf.

Section 3. Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual, written agreement.

Subd. 2. Computation of Time: In computing any period of time prescribed or allowed by procedures in this article, the date of the act, event, or default for which the designated period of time begins to run shall not be included.

Subd. 3. Filing and Postmark: The filing or service of any notice or document required by this Agreement shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: A grievance shall not be valid for consideration unless the grievance is submitted to the School District’s designee in writing, signed by the grievant, setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within twenty (20) days* after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver of that grievance. Failure to appeal a grievance from one level to another within the time periods provided below shall constitute a waiver of the grievance. An effort shall first be made to resolve an alleged grievance informally between the principal and the School District’s designee.

Section 5. Resolution of Grievance: The School District and the principal shall attempt to resolve all grievances that may arise during the course of employment as follows:

Subd. 1. Level I: If the grievance is not resolved through informal discussion, the School District’s designee shall give a written decision on the grievance to the parties involved within ten (10) days* after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School Board, provided such appeal is made, in writing, within five (5) days* after receipt of the decision in Level I. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days* after receipt of the appeal. Within twenty (20) days* after hearing the grievance, the School Board shall issue its written decision to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report the findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. Denial of Grievance: Failure by the School Board or its representative(s) to issue a decision within the time periods provided in this article shall constitute a denial of the grievance, and the grievant may appeal it to the next level.

Section 7. Grievance Mediation: In the event that the grievant and the School District are unable to resolve any grievance, the parties may jointly agree to participate in mediation for the purpose of compromising, settling, or resolving the grievance.

Subd. 1. Request: A request to submit a grievance to mediation must be made in writing, signed by the grievant or the School District, and delivered to the designee of the other party. The other party shall respond within five (5) working days to accept or deny the submission of a grievance to mediation.

Subd. 2. Selection of Mediator: A joint request for mediation shall be submitted to the Commissioner to assign a mediator.

Subd. 3. Mediation: The assigned mediator shall schedule one (1) or more mediation sessions. The mediation shall be conducted in conformance with Bureau of Mediation Services Policies and Procedures III.03 regarding Grievance Mediation. The mediator does not have authority to order discovery.

Subd. 4. Costs of Mediation: The costs of mediation shall be borne equally by both parties. Each party shall bear its own costs related to representation during the mediation process.

Subd. 5. Recommendation: The recommendations of the mediator, if any, shall be advisory only and shall not be binding on either party. No reference to the mediation or any recommendation therefrom may be used in any subsequent proceeding.

Section 8. Arbitration Procedures: In the event that the grievant and the School District are unable to resolve any grievance, the grievance may be submitted to arbitration as defined in this article.

Subd. 1. Request: A request to submit a grievance to arbitration must be made in writing and signed by the grievant. Such request must be filed in the office of the Superintendent within ten (10) days* following denial of the grievance at Level II or completion of the grievance mediation procedure, if any.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator that has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties may, within ten (10) days* after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Commissioner to submit a panel of seven (7) arbitrators to the parties, pursuant to PELRA, provided such request is made within twenty (20) days* after the request for arbitration. The request shall ask that the panel be submitted within ten (10) days* after the receipt of said request. Within ten (10) days* after receipt of the panel, the parties shall alternately strike names, and the remaining name shall be the arbitrator to hear the grievance. The order of striking will be determined by lot. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time period as provided in this article shall constitute a waiver of the grievance.

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator, and both parties may be represented by such person(s) as they may choose, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 5. Decision: Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in PELRA. The arbitrator shall issue a written decision and order including findings of fact that shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses that the party incurs in connection with presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall share equally the fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses that the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before him/her pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment contained in this Agreement; nor shall an arbitrator have jurisdiction over any grievance that has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined in this article; nor shall the

jurisdiction of the arbitrator extend to matters of inherent managerial policy, that shall include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, selection of personnel, and direction and the number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligations of the School Board to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 9. Election of Remedies and Waiver: A party instituting any action, proceeding, or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this article. Upon instituting a proceeding in another forum as outlined in this Agreement, the principal shall waive the right to initiate a grievance pursuant to this article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE XI

DURATION

This contract shall remain in full force and effect through June 30, 2025 and will be subject to review annually, not less than ninety (90) days prior to its expiration on any anniversary thereafter shall remain in full force and effect until a new agreement is reached.

IN WITNESS THEREOF, the parties have executed this Agreement as follows:

For Principals

For Ind. School District. #129

Negotiator

Chairman

Negotiator

Clerk

Date

Chief Board Negotiator

Date

SCHEDULE A
SALARY SCHEDULE

<u>STEP</u>	<u>2023-2024</u>	<u>2024-2025</u>
1	\$116,528	\$118,859
2	\$118,509	\$120,879
3	\$120,523	\$122,933
4	\$122,573	\$125,025
5	\$124,657	\$127,150
6	\$126,775	\$129,311
7	\$128,930	\$131,509
8	\$131,123	\$133,745
9	\$133,352	\$136,019