

Regular School Board Meeting
Monday, August 10, 2026 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: Stenson ____ Birhanzi ____ Wibben ____ Shourds ____ Miller ____ and Norman ____.

1.3. Approval of Agenda

1.4. 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. Regular Board of Education Meeting Minutes

1.5.2. End of the Year Special Board Meeting Minutes

1.5.3. Special Board Work Session Minutes August 3, 2026

1.5.4. Bills

1.5.5. Treasurer's Report

1.5.6. Budget Report

1.5.7. Personnel Actions

1.5.7.1. Employment

1.5.7.2. Resignations/Retirements

1.5.7.3. Reassignments

1.5.7.4. Terminations

1.5.8. Approve Thunder Hawk Care Rates Effective 2026–2027 school year.

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

1.9.2. Student Representative Report

1.9.3. Administrators

1.10. Congratulatory Action and Recognition

2. DISCUSSION ITEMS

2.1. Finance Report

- Review Year-end enrollment report
- Review 26-27 enrollment projection
- Review estimated revenues and expenditures for FY27 (26-27)

2.2. Policy review for policies 506, 722, and 806. These policies have to be reviewed annually. Policy 714 will be the first reading.

2.3. Project Updates - Bray Architects

3. ACTION ITEMS

3.1. Approve 26-27 Handbooks

3.2. Adopt the Resolution Approving E-Learning Days for the 2026-2027 School Year.

3.3. Adopt the Resolution for General Election relating to the election of school board members.

3.4. Approve policies 613, 620, 621, 624, 707, and 802. These policies were brought before the board at the June 29th meeting.

3.5. Approve Montevideo Public Schools 2026-2027 District Goals

4. PLAUDITS

5. ADJOURNMENT

ISD 129 – MONTEVIDEO PUBLIC SCHOOLS
Minutes of Regular School Board Meeting
Held June 8, 2026, in Montevideo, MN

Chairman Stenson called the regular meeting of the School Board of Independent School District #129 to order at 6:00 p.m. on Monday, June 8, 2026, in the District Board Room of Montevideo Middle School.

Members present were Wibben, Shourds, Birhanzl, Norman, and Stenson. Member Miller attended remotely at 6:15 p.m., Superintendent Skjeveland, Community Ed. Director Kelly Snell, Chief Business Official Adam Spray, and members of the staff were also present.

Director Birhanzl made the motion, and Director Shourds seconded the motion to approve the agenda as presented. The Motion carried unanimously.

Rich Rodich with Bray Architect provided an update on the Referendum Construction Process.

Bruce Miles led the discussion on how the strategic plan process will unfold over the next few months.

Director Birhanzl made the motion, and Director Shourds seconded the motion to approve the Consent Agenda as presented. The Motion carried unanimously.

- Regular Board of Education Meeting Minutes – May 11, 2026
- June Board Bills

**TOTAL EXPENDITURES BY
FUND**

GENERAL FUND	\$	127,819.50
FOOD SERVICE	\$	134,034.13
COMMUNITY SERVICES	\$	10,378.10
CAPITAL EXPENDITURE	\$	67,303.10
BUILDING CONSTRUCTION	\$	156,740.00
STUDENT ACTIVITIES	\$	13,423.72
MINN RIVER VALLEY ED DIST	\$	-
MRVED COMMUNITY EDUCATION	\$	-
TOTAL BY FUND	\$	509,698.55

- Treasure Report
- Personnel Actions
 - Employment: Skylar Huntley, Title 1; Ashley Stengel, Title 1; and Nicole Sannerud, 3rd grade teacher at Sanford.
 - Resignations/Retirements: Mari Conner retired as a special education paraprofessional. Deserae Niemeyer resigned as a Title 1 Teacher. Gretchen Geer resigned as an English Language Arts Teacher at the high school. Tanya Maethner resigned as the High School Principal. Savannah Lay resigned as a special education paraprofessional. Shea Bohlin resigned from Buildings & Grounds. Meghan Vien resigned as a part-time administrative assistant. Todd Goulson is retiring as Head Custodian.
 - Reassignments: Hayley Knoop has been reassigned to a 4th-grade teacher at Sanford, beginning with the 26–27 school year. Chelsea Sterling has been reassigned from paraprofessional to FT substitute teacher for the 26–27 school year.
- Resolution Accepting a Gift, Donation, Contribution, or Bequests – None
- Superintendent's Report
- Board Report – Chairman Stenson provided an update on Negotiations with the Teacher Assistant Group and the Performing Arts Center Tour.
- Student Representative Report

- Administrators Report
- Congratulatory Recognition: Congratulations to the recipients of Spring honors and awards. The students at MHS continue to excel and showcase their talents across a wide array of activities. Congratulations!

Discussion Items:

Policies 602 and Policy 606.5 were brought forth for the first reading. These policies will be approved at the June 29, 2026, board meeting.

Superintendent Jamie Skjeveland led the discussion about the Facilities Rental Policy.

Action Items:

Motion by Director Shourds and seconded by Director Wibben to adopt the Resolution for Membership in the Minnesota State High School League MSHSL. After a roll call vote, all members voted Aye, and the motion carried.

Motion by Director Norman and seconded by Director Birhanzl, to adopt the Resolution Establishing Dates for Filing Affidavits of Candidacy. After a roll call vote, all members voted Aye, and the motion carried.

Motion by Director Birhanzl and seconded by Director Norman to adopt the Resolution Relating to the Termination and Non-Renewal of the Teaching Contract for Kylie Willems, a Non-Tenured Probationary Teacher. After a roll call vote, all members voted Aye, and the motion carried.

Motion by Director Shourds and seconded by Director Norman to approve the Coaches Handbook. The motion carried.

Motion by Director Wibben and seconded by Director Shourds to approve staff for Tenure: Riley Frank, Mitchel Koebnick, and Kayla Stevens. The motion carried.

Motion by Director Norman and seconded by Director Wibben to approve the annual goals for performance pay. The motion carried.

Motion by Director Birhanzl, and seconded by Director Shourds, to approve the June Payroll Deductions. The motion carried.

Motion by Director Birhanzl, and seconded by Director Shourds, to approve policies 625 and 524. The motion carried.

Motion by Director Birhanzl, and seconded by Director Shourds, to designate Jamie Skjeveland, Superintendent of Schools, as the Identified Official with Authority to authorize user access to MDE secure websites for the 2026-2027 school year.

The board further confirms that, based on the job description and contract, the superintendent of schools has the authority to assign job duties within the local educational agency. The motion carried.

Motion by Director Wibben and seconded by Director Shourds to approve FY2026 revised budget of \$48,516,131 in Revenues and \$31,865,249 in Expenditures. The motion carried.

Motion by Director Wibben and seconded by Director Shourds to approve FY2026 original budget of \$51,296,835 in Revenues and \$49,917,732 in Expenditures. The motion carried.

Motion by Director Birhanzl, and seconded by Director Norman, to approve the Non-bargaining Community Ed. Agreements. The motion carried.

Motion by Director Shourds, and seconded by Director Wibben, to approve setting the Substitute Teacher Rate to \$180/day for the 26-27 school year. The motion carried.

Motion by Director Norman, and seconded by Director Birhanzl, to approve the 26-27 Yearbook Agreements. The motion carried.

Adjournment: Motion by Director Birhanzl and seconded by Director Norman to adjourn the meeting at 7:41 p.m. The motion carried unanimously.

ISD 129 – MONTEVIDEO PUBLIC SCHOOLS
Minutes of Regular School Board Meeting
Held June 29, 2026, in Montevideo, MN

Chairman Stenson called the End-of-the-year board meeting of the School Board of Independent School District #129 to order at 6:00 p.m. on Monday, June 29, 2026, in the District Board Room of Montevideo Middle School.

Members present were Wibben, Shourds, Birhanzl, Norman, and Stenson. Member Miller was absent. Superintendent Skjeveland, Activities Director, Mike Trewick, and Chief Business Official Adam Spray, were also present.

Director Shourds made the motion, and Director Birhanzl seconded the motion to approve the agenda as presented. The Motion carried unanimously.

Special Presentation - Activities Director, Mike Trewick, provided an update on Activities within the district.

Director Birhanzl made the motion, and Director Shourds seconded the motion to approve the Consent Agenda as presented. The Motion carried unanimously.

Regular Board of Education Meeting Minutes

Bills

Set the Regular School Board Meeting Dates and Times

Personnel Actions

Employment: Ramon Vega, Jr., Phy. Ed. Teacher, High School, Kaitlyn Colby, Full-time Substitute, Elementary, Christine Udarbe, High School Principal, Glenn Riggs, Middle School Science, Brittany Koenen, Full-time Substitute, High School, Brad Veglahn, Special Ed Teacher, Middle School, Amber Christenson, Paraprofessional, Elementary, Robert Walsh, High School English Teacher (pending positive background check).

Resignations/Retirements: None

Reassignments: Karina Eakes, part-time administrative assistant, middle school office.

Chelsea Sterling, full-time Substitute Teacher, Elementary.

Annual Designations: Jamie Skjeveland, Superintendent of Schools, or his designee, the authority to invest surplus funds.

Old National Bank of Montevideo, MinnWest Bank of Montevideo, Coop Credit Union of Montevideo, PMA, and the MSDLA of Minneapolis as depositories for surplus funds.

Old National Bank of Montevideo holds the scholarship CD with signers being:

- Adam Spray
- Erika Zachman

Set bi-monthly paydays as the closest business day to the 15th and the last day of each month.

Set mileage at the current IRS rate.

MinnWest Bank—payroll; Old National Bank—finance, petty cash, flex benefits.

Montevideo American News is the official newspaper.

Jamie Skeveland, Superintendent of Schools, or his designee, the authority to initiate electronic transfers.

Per Diem Meal Rates: The rates for FY27 are as follows: Breakfast: \$12, Lunch: \$16.50, Dinner: \$28.

Approval of Fundraising Requests

Resolution Accepting a Gift, Donation, Contribution or Bequest: - None

Public Forum: - None

Superintendent's Report

Board Reports: Director Wibben provided an update on the MRVED Committee meeting,

Director Stenson provided an update on the Negotiations Committee meeting.

Student Representative Report: None

Discussion Items:

Construction Updates

Superintendent Jamie Skjeveland led a discussion regarding a Permanent School Fund.

Policies 613, 620, 621, 624, 707, and 802 are the final policies to be reviewed and approved for the 25-26 school year. These policies will be brought forward in August for approval.

Action Items:

Motion by Director Birhanzl and seconded by Director Norman to approve keeping the Board Stipends and Meeting Rates the same for the 2026-2027 school year. The motion carried.

Motion by Director Birhanzl and seconded by Director Shourds to approve the Property and Liability Insurance Renewal rates. The motion carried.

Motion by Wibben and seconded by Director Norman to approve the Long-term Facility Maintenance Plan for the 26-27 school year. The motion carried.

Motion by Director Birhanzl and seconded by Director Shourds to approve the Designation of LEA Representatives for Federal Programs and Grants. The motion carried.

Motion by Director Shourds and seconded by Director Birhanzl to approve policies 602 and 606.5 as presented. The motion carried.

Motion by Director Birhanzl and seconded by Director Norman to close the meeting for Superintendent Evaluation at 6:58 p.m.

Closed Session

Motion by Director Birhanzi and seconded by Director Shourds to approve re-opening the meeting at 7:58 p.m. After a roll call vote, all members voted Aye, and the motion carried.

Adjournment: Motion by Director Birhanzi and seconded by Director Norman to adjourn the meeting at 8:00 p.m. The motion carried.

ISD 129 – MONTEVIDEO PUBLIC SCHOOLS
Minutes of The School Board Work Session
Held August 3, 2026, in Montevideo, MN

A School Board Work Session was held at 5:00 p.m. on Monday, August 3, 2026. The meeting was held in the District Board Room of the Montevideo Middle School.

Board Members present were Wibben, Shourds, Miller, Norman, and Stenson. Dr. Skjeveland, Brandon Raymo, Heidi Huseby, Heidi Sachariason, Kelly Snell, Shawn Huntley, Mike Trewick, and Vera Weber were also present.

Member Shourds made, and Member Wibben seconded, the motion to approve the agenda. Motion carried.

The purpose of the work session was to discuss the following topics:

Introductions and welcome to new staff

Review AD Autonomy for Fundraisers

Update announcement: Elementary Fire Alarm System

Strategic Planning Questions

Facility Rates

Pre-school and Child Care Rates

Demographic Changes

MTSS Data

Goals for the 26-27 school year

Member Shourds made, and Member Miller seconded, the motion to adjourn the meeting at 6:50 PM. Motion carried.

MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
AUGUST 10, 2026

Check #	Vendor	Amount	Description
72295	ACUITY SPECIALTY PRODUCTS, INC	\$ 1,403.64	CUSTODIAL SUPPLIES
72296	AMAZON CAPITAL SERVICES, INC	\$ 5,502.62	MISC SUPPLIES
72297	BOELTER COMPANIES, INC	\$ 114,830.56	FOOD SERVICE SERVING LINES
72298	BORCH'S SPORTING GOODS	\$ 2,165.00	BASEBALL PANTS/VOLLEYBALLS/SCOREBOOKS
72299	BRAY ASSOCIATES ARCHITECTS, INC	\$ 169,240.00	2026A CONSTRUCTION PROJECT
72300	BSN SPORTS	\$ 4,894.80	FB HELMETS & FOOTBALLS
72301	BUILDERS FIRSTSOURCE	\$ 2,638.33	CEILING TILES
72302	CDW-GOVERNMENT INC	\$ 161,760.00	CHROMEBOOKS
72303	CHAPPEL CENTRAL INC	\$ 2,887.28	HVAC CONTRACT/SERVICE CALL
72304	CITY OF MONTEVIDEO	\$ 20,272.40	STREET ASSESSMENTS
72305	CLARA CITY TELEPHONE	\$ 479.00	FIBER LEASE
72306	CLEAN SITE LLC	\$ 385.00	PORTABLE RESTROOM RENTALS
72307	CLOSEGAP	\$ 1,718.00	CLOSEGAP SCHOOL & STUDENT FEES
72308	CULLIGAN ULTRAPURE INC	\$ 90.45	SALT/WATER
72309	CUSTOM PRINTING	\$ 4,198.00	SCHOOL CALENDARS/ENVELOPES
72310	DC SIGNS	\$ 270.00	ROOM SIGNS/NAME PLATES
72311	DOLAN CONCRETE & MASONRY, LLC	\$ 15,600.00	BRICK & SIDEWALK REPAIRS
72312	ECOLAB PEST ELIMINATION	\$ 458.70	PEST ELIMINATION
72313	FAST CLEAN LLC	\$ 1,100.00	KITCHEN HOOD CLEANINGS
72314	FAST THREADS	\$ 1,120.00	SHIRTS/APRONS/BANNER
72315	FASTENAL COMPANY	\$ 18.49	CUSTODIAL SUPPLIES
72316	FITZHARRIS SPORTS	\$ 1,486.00	TENNIS BALLS
72317	FOLEY, JOAN N	\$ 304.50	GAMMA MILEAGE
72318	GAME ONE	\$ 1,148.88	VOLLEYBALL/TENNIS SUPPLIES
72319	GREAT PLAINS NATURAL GAS	\$ 2,944.81	NATURAL GAS BILLINGS
72320	GRUVY EDUCATION, LLC	\$ 4,975.00	PROFESSIONAL DEVELOPMENT TRAININGS
72321	HEALTHY ROSTER, INC	\$ 918.00	CONCUSSION PROGRAM
72322	HEARTLAND ELECTRIC	\$ 62.50	ELECTRICAL REPAIR
72323	HILLYARD FLOOR CARE SUPPLY	\$ 5,601.89	CUSTODIAL SUPPLIES
72324	HOMESTORE DESIGN CENTER INC	\$ 34,492.73	FLOORING & PAINT
72325	INNOVATIVE OFFICE SOLUTIONS, LLC	\$ 350.02	DESK CALENDARS
72326	ISD #129 - MONTEVIDEO	\$ 1,091.25	TENNIS - PROGRAM FUND
72327	ISD #2769 - MORRIS	\$ 1,070.61	GIRLS HOCKEY PARTICIPANT
72328	JAY'S DIGGING SERVICE	\$ 16,195.00	WATER LINE REPAIR AT BUS GARAGE
72329	JIM'S CLOTHING & SPORTING GOOD	\$ 2,045.50	SHIRTS
72330	LARSON SEAL PRO SEALCOATING	\$ 7,640.00	SEAL COATING - RAMSEY/SANFORD
72331	MILLENNIUM THEATER	\$ 798.00	FIELD TRIPS
72332	MINNESOTA VALLEY TREE SERVICE	\$ 10,200.00	TREE & STUMP REMOVAL
72333	MOLDE'S ELECTRIC & MECHANICAL INC	\$ 9,477.12	ELECTRICAL REPAIRS/LIGHTS
72334	MONTE FIRE AND SAFETY	\$ 1,899.16	ANNUAL EXTINGUISHER CHECKS
72335	MONTE HARDWARE HANK	\$ 513.25	CUSTODIAL SUPPLIES
72336	NAVIGATE 360, LLC	\$ 2,228.97	SUBSCRIPTION RENEWAL
72337	OFFICE OF MNIT SERVICES	\$ 58.67	COMPUTING SERVICES
72338	OLSEN PLUMBING & HEATING INC	\$ 1,371.18	PLUMBING REPAIRS/FILTERS
72339	PETTY CASH FUND	\$ 828.40	PETTY CASH REIMBURSEMENTS
72340	RA MORTON CONSTRUCTION MANAGEF	\$ 10,000.00	2026A CONSTRUCTION PROJECT
72341	RIVER VALLEY REPAIR & SALES	\$ 322.49	MOWER REPAIRS
72342	SCENARIO LEARNING, LLC	\$ 3,316.80	VECTOR TRAINING
72343	SCHOOL DATEBOOKS	\$ 2,191.56	STUDENT PLANNERS
72344	SCHOOL SPECIALTY LLC	\$ 776.15	CLASSROOM SUPPLIES

**MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
AUGUST 10, 2026**

72345	STAR GROUP, LLC	\$	23.01	CUSTODIAL SUPPLIES
72346	STARLIGHT AND MAIN THEATRE COMPA	\$	1,000.00	SUMMER CHILDREN'S THEATRE
72347	T-MOBILE	\$	89.25	BUS ACCESS POINTS
72348	TOSTENSON LANDFILL	\$	4,693.88	LANDFILL SERVICES
72349	TRANE US INC	\$	3,274.58	HVAC CONTROLS
72350	TREVIPAY	\$	474.88	MISC SUPPLIES
72351	TRI-COUNTY SPORTSMEN CLUB	\$	4,480.00	TRAP LEAGUE SUPPLIES
72352	UNITED WAY OF WEST CENTRAL MINNE	\$	175.00	LTHC FIELD TRIP
72353	VISA	\$	8,228.05	MISC SUPPLIES
72354	WILLMAR STINGERS	\$	348.44	COMM ED TRIP
9000000316	HUNTLEY, SHAWN K	\$	1,731.55	NATIONAL CONFERENCE EXPENSES/PHONE
9000000317	IS-CORP	\$	310.00	FINANCE SOFTWARE HOST
9000000318	MARCINKOWSKI, SUSAN J	\$	39.70	SUMMER DISCOVERY SUPPLIES
9000000319	WEBB, DEREK CHARLES	\$	15.93	TESTING SUPPLIES

TOTAL MONTEVIDEO WARRANTS	\$ 660,224.98
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MINNESOTA RIVER VALLEY EDUCATION DISTRICT WARRANTS

72284	BRUCE D BERGESON	\$	30.00	CELL PHONE
72285	PAMELA K BRUNS	\$	8.65	POSTAGE
72286	CLARA CITY TELEPHONE	\$	200.00	FIBER LEASE
72287	CULLIGAN ULTRAPURE INC	\$	23.40	WATER
72288	ESSENTIAL EDUCATION	\$	2,832.00	ABE ACADEMIC PLUS BED ACADEMY
72289	HARDWARE HANK	\$	124.46	ALC SUPPLIES
72290	ISD #2190 - YME	\$	44,107.00	SP ED QTR 1
72291	MOLDE'S ELECTRIC & MECHANICAL INC	\$	388.87	LIGHT REPAIRS
72292	NORTHWEST EVALUATION ASSOC	\$	3,170.00	ALC RENEWAL
72293	LAWRENCE D SMITH	\$	88.16	ILP MILEAGE
72294	SUMMIT K12 HOLDINGS, INC	\$	4,886.95	CONNECT TO LITERACY

TOTAL MRVED WARRANTS	\$ 55,859.49
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TOTAL EXPENDITURES BY FUND

GENERAL FUND	\$ 237,769.93
FOOD SERVICE	\$ 116,651.01
COMMUNITY SERVICES	\$ 8,422.37
CAPITAL EXPENDITURE	\$ 111,310.11
DEBT REDEMPTION	\$ 179,240.00
STUDENT ACTIVIES	\$ 6,671.56
MINN RIVER VALLEY ED DIST	\$ 53,187.49
MRVED COMMUNITY EDUCATION	\$ 2,832.00
TOTAL BY FUND	\$ 716,084.47

**MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
AUGUST 10, 2026**

JULY 2026 WIRES / CASH TRANSFERS

7/1/2026	TRANSFER FROM PMA TO OLD NATIONAL	\$	200,000.00	BILLS
7/14/2026	TRANSFER FROM PMA TO MINNWEST	\$	660,000.00	PAYROLL
7/17/2026	TRANSFER FROM PMA TO OLD NATIONAL	\$	550,000.00	BILLS
7/23/2026	TRANSFER FROM PMA TO OLD NATIONAL	\$	200,000.00	BILLS/INS PMT
7/28/2026	TRANSFER FROM PMA TO BOND TRUST	\$	67,125.00	DEBT SERVICE PAYMENTS
7/30/2026	TRANSFER FROM PMA TO MINNWEST	\$	615,000.00	PAYROLL

JULY 2026 MANUAL CHECKS

72109	ACTIVE INTERNET TECHNOLOGIES, LLC	\$	4,114.00	MRVED WEBSITE HOSTING
72110	CENTURYLINK-AZ	\$	128.45	MRVED ILP PHONE
72111	CEW INC.	\$	6,500.00	ABE RENT
72112	CHARMTECH LABS LLC (CAPTI)	\$	1,500.00	ALC LEARNING LICENSES
72113	CLARA CITY TELEPHONE	\$	200.00	FIBER LEASE
72114	CULLIGAN ULTRAPURE INC	\$	38.80	MRVED WATER
72115	FRENCH GLASS	\$	320.00	ALC & MRVED DOOR REPAIRS
72116	GOODHUE COUNTY ED DISTRICT 6051	\$	916.67	MRVED MREA MEMBERSHIP
72117	GREAT PLAINS NATURAL GAS	\$	30.33	NATURAL GAS SERVICE
72118	IMAGINE LEARNING LLC	\$	10,597.59	MRVED SEAT LICENSES
72119	LIGHTBEAM INTERNET	\$	423.18	ABE CLASS
72120	MINNESOTA SCHOOL BOARDS ASSN	\$	1,550.00	MRVED MEMBERSHIP
72121	MINNESOTA WEST-WORTHINGTON	\$	2,263.21	ABE RENT/CTE BOOKS
72122	WEBLAUNCHPAD, LLC	\$	1,500.00	RSCHEDULER ANNUAL FEE
72123	ABDO LLP		8,350.00	AUDIT SERVICES
72124	ACUITY SPECIALTY PRODUCTS, INC		3,906.04	CUSTODIAL SUPPLIES
72125	AMAZON CAPITAL SERVICES, INC		1,656.99	MISC SUPPLIES
72126	AMERICAN WELDING & GAS, INC		8.70	AG SHOP SUPPLIES
72127	BOUNDARY FENCE & DESIGN		34,110.00	FENCING AT BASEBALL/SOFTBALL FIELDS
72128	BUILDERS FIRSTSOURCE		26.27	CUSTODIAL SUPPLIES
72129	CAMBRIDGE-ISANTI SCHOOLS		2,062.50	CYBERNUT RENEWAL
72130	CARLSON & STEWART REFRIGERATION		867.75	FREEZER/COOLER REPAIRS
72131	CHAPPEL CENTRAL INC		25,314.58	REPLACE VAV CONTROL SYSTEM/REPAIRS
72132	CHARTER COMMUNICATIONS		342.06	PHONE/INTERNET
72133	CHERRYROAD MEDIA		75.00	FIESTA MEMORIES AD
72134	CHIPPEWA COUNTY LICENSE BUREAU		1,429.75	DRIVERS ED CARS RENEWALS
72135	CITY OF MONTEVIDEO		106.25	LTHC FIELD TRIP
72136	CLARA CITY TELEPHONE		479.00	FIBER LEASE
72137	CLEAN SITE LLC		577.50	PORTABLE RESTROOM RENTALS
72138	CLEARWAY COMMUNITY SOLAR		15,625.15	SOLAR CREDITS
72139	COUNTRYSIDE PUBLIC HEALTH		118.00	SECOND INSPECTION
72140	CULLIGAN ULTRAPURE INC		87.65	WATER/SALT
72141	DC SIGNS		325.00	AC UNIT TAGS
72142	DEPARTMENT OF EMPLOYMENT AND E		22,689.07	2ND QUARTER UNEMPLOYMENT
72143	DOLAN CONCRETE & MASONRY, LLC		8,500.00	BUS GARAGE CONCRETE
72144	DOUBLE D DEVELOPMENT		17,540.61	HAWKS NEST LEASE
72145	EMC INSURANCE COMPANIES		302,168.77	PROPERTY/LIABILITY/AUTO/CYBER INSURANCE
72146	FARMERS UNION OIL COMPANY		603.42	FERTILIZER/FUEL/TIRE REPAIR
72147	FAST THREADS		1,555.00	WINDOW DECALS
72148	GAME ONE		7,936.54	FOOTBALL UNIFORMS
72149	GREAT PLAINS NATURAL GAS		5,099.89	NATURAL GAS SERVICE
72150	HILLYARD FLOOR CARE SUPPLY		2,560.30	CUSTODIAL SUPPLIES
72151	ISD #129 - MONTEVIDEO		1,023.75	TENNIS CAMPS
72152	JOHN DEERE FINANCIAL		243.03	TRACTOR PARTS
72153	JOHNSON CONTROLS FIRE PROTECTIO		184.90	RAMSEY FIRE ALARM
72154	KDMA (AM)/KMGM (FM)		600.00	SFSP MEAL ADS

**MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
AUGUST 10, 2026**

72155 LAURITSEN SEPTIC AND DRAIN	2,360.00	BUS GARAGE LINE CLEARING
72156 MARCO	2,279.12	COPIER LEASE
72157 MN ASSN OF SEC SCHOOL PRINC	195.00	SCHOOL LAW SEMINAR
72158 MN FFA	225.00	SLCCL REGISTRATION
72159 MONTE HARDWARE HANK	1,226.19	PAINT & SUPPLIES
72160 MONTEVIDEO PTSA	469.80	CONCESSION PROCEEDS
72161 MR CUTTING EDGE LLC	38.75	PAPER CUTTER SHARPENING
72162 O'REILLY AUTOMOTIVE, INC	9.99	CUSTODIAL SUPPLIES
72163 RIVER VALLEY REPAIR & SALES	99.98	MOWER REPAIRS
72164 RUNNING'S SUPPLY INC	1,488.03	CUSTODIAL SUPPLIES
72165 SCHWIETERS FORD	123.65	OIL CHANGE
72166 SNYDER, PHIL	450.00	MARCHING BAND DRILL
72167 STARLIGHT AND MAIN THEATRE COMP/	2,465.00	ADDITIONAL RENTAL TIMES
72168 SYNOVO SMART SOLUTIONS	7,500.00	SMART UPRIGHT SCRUBBER
72169 TOSTENSON LANDFILL	6,363.07	GARBAGE SERVICES
72170 TOTAL LAWN CARE & LANDSCAPE	230.50	SERVICE CALL
72171 TRANE US INC	1,561.25	HVAC CONTROLS
72172 TREVIPAY	877.12	MISC SUPPLIES
72173 UPPER MIDWEST ATHLETIC CONSTRUC	78,844.00	TENNIS COURT RESURFACING
72174 US POST OFFICE	1,230.00	STAMPS
72175 USI CONSULTING GROUP, INC	2,400.00	OPEB GASB MN LEVY/GASB 73/GASB 75
72176 VENTRIS LEARNING	301.00	TITLE SUPPLIES
72177 VERIZON WIRELESS	984.97	WIRELESS PHONE SERVICE
72178 VIG SOLUTIONS	12,908.00	TECHNOLOGY ORDER
72179 VISA	6,808.93	MISC SUPPLIES
72180 WEST CENTRAL TROPHIES	32.90	ENGRAVING
9000000311 BORAAS, ERIK J	285.63	TRAP SUPPLIES
9000000312 GOPHER STATE ONE CALL	6.75	LOCATING SERVICES
9000000313 HAWKINS INC	20.00	POOL CHEMICALS
9000000314 IS-CORP	310.00	FINANCE SOFTWARE HOSTING FEE
9000000315 MILLER, JENNIFER M	31.52	REIMBURSEMENT
72181 4.0 SCHOOL SERVICES INC	\$ 34,553.31	JUNE 2026 TRANSPORTATION SERVICES
72182 STUDENT ASSURANCE SERVICES, INC	\$ 9,829.50	2026-2027 STUDENT ACCIDENT INSURANCE
72183 DIANNA CASTANDEDA CIRIACO	\$ 250.00	MVALC 25-26 SCHOLARSHIP
72184 CITY OF MONTEVIDEO	\$ 344.77	MRVED CITY UTILITIES
72185 MADELINE FLYNN	\$ 250.00	MVALC 25-26 SCHOLARSHIP
72186 JESSICA HERNANDEZ	\$ 250.00	MVALC 25-26 SCHOLARSHIP
72187 KAYDEN SHEROD	\$ 250.00	MVALC 25-26 SCHOLARSHIP
72188 VISA	\$ 1,293.03	MRVED MISC SUPPLIES
72189 VICTORIA WAGENER	\$ 250.00	MVALC 25-26 SCHOLARSHIP
72190 XCEL ENERGY	\$ 1,022.35	MRVED ELECTRICAL SERVICE
72191 BRIZA ZAMORA	\$ 250.00	MVALC 25-26 SCHOLARSHIP
72192 ALBERTSON, LAUREN	\$ 2,000.00	2025-2026 SCHOLARSHIP
72193 ALBRECHT, AVERY	\$ 2,800.00	2025-2026 SCHOLARSHIP
72194 ANDREWS, BRADY	\$ 500.00	2025-2026 SCHOLARSHIP
72195 AUGESON, GABRIELLE M	\$ 4,500.00	2025-2026 SCHOLARSHIP
72196 BAHL, JADE	\$ 500.00	2025-2026 SCHOLARSHIP
72197 BAHL, LILLIE	\$ 1,000.00	2025-2026 SCHOLARSHIP
72198 BAUKOL, NELS E	\$ 5,100.00	2025-2026 SCHOLARSHIP
72199 BIRDSALL, LILIANA J	\$ 500.00	2025-2026 SCHOLARSHIP
72200 BIRHANZL, EMMARY	\$ 12,150.00	2025-2026 SCHOLARSHIP
72201 BISHOP, TERE-KA	\$ 2,500.00	2025-2026 SCHOLARSHIP
72202 BJORNSTAD, MYLER	\$ 1,250.00	2025-2026 SCHOLARSHIP
72203 BLOMMEL, MASON J	\$ 1,500.00	2025-2026 SCHOLARSHIP
72204 BOLING, KENDALL	\$ 1,700.00	2025-2026 SCHOLARSHIP
72205 BUSEMAN, DANICA	\$ 500.00	2025-2026 SCHOLARSHIP

MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
AUGUST 10, 2026

72206	CHACON, JOSTIN	\$	800.00	2025-2026 SCHOLARSHIP
72207	CHRISTENSON, TOSTEN L	\$	5,300.00	2025-2026 SCHOLARSHIP
72208	CHRISTOPHER, NOLAN J	\$	1,050.00	2025-2026 SCHOLARSHIP
72209	CITY OF MONTEVIDEO UTILITIES	\$	3,689.38	CITY UTILITIES
72210	COOK, JORDAN W	\$	1,850.00	2025-2026 SCHOLARSHIP
72211	DACK, BRODY M	\$	1,150.00	2025-2026 SCHOLARSHIP
72212	DACK, PEYTON E	\$	3,000.00	2025-2026 SCHOLARSHIP
72213	DEHNE, BENJAMIN	\$	2,000.00	2025-2026 SCHOLARSHIP
72214	DIEKMANN, KATHERINE	\$	2,000.00	2025-2026 SCHOLARSHIP
72215	ESPARZA, ALAN	\$	1,000.00	2025-2026 SCHOLARSHIP
72216	ESPARZA, NELLY	\$	250.00	2025-2026 SCHOLARSHIP
72217	EVENSON, KEENE	\$	2,800.00	2025-2026 SCHOLARSHIP
72218	FARMERS UNION OIL COMPANY	\$	184.72	DRIVERS ED FUEL
72219	FITZKAPPES, JUNIA	\$	17,100.00	2025-2026 SCHOLARSHIP
72220	FULTZ, AVRIELLE	\$	4,000.00	2025-2026 SCHOLARSHIP
72221	GUNLOGSON, BENJAMIN	\$	2,450.00	2025-2026 SCHOLARSHIP
72222	JAKOBS, ETHAN	\$	1,650.00	2025-2026 SCHOLARSHIP
72223	JERVE, ADDISON	\$	7,000.00	2025-2026 SCHOLARSHIP
72224	JOHNSON, BRAYDEN	\$	1,350.00	2025-2026 SCHOLARSHIP
72225	JOHNSON, KYLIEANN E	\$	3,050.00	2025-2026 SCHOLARSHIP
72226	JOHNSON, MASON	\$	1,000.00	2025-2026 SCHOLARSHIP
72227	KILIBARDA, LANDON R	\$	4,000.00	2025-2026 SCHOLARSHIP
72228	KLAASSEN, ASHLEY	\$	3,500.00	2025-2026 SCHOLARSHIP
72229	KLING, MACEY	\$	1,000.00	2025-2026 SCHOLARSHIP
72230	KOENEN, JACKSON	\$	2,250.00	2025-2026 SCHOLARSHIP
72231	KOOSMANN, BRENDAN	\$	4,850.00	2025-2026 SCHOLARSHIP
72232	KWILINSKI, NOLAN	\$	800.00	2025-2026 SCHOLARSHIP
72233	LUDWIG, VIOLET	\$	1,000.00	2025-2026 SCHOLARSHIP
72234	MARTINEZ, STEPHANIE	\$	1,000.00	2025-2026 SCHOLARSHIP
72235	MEDINA RIVERA, GABRIEL	\$	3,250.00	2025-2026 SCHOLARSHIP
72236	MUENCHOW, RYLEE	\$	500.00	2025-2026 SCHOLARSHIP
72237	MUNOZ, BRANDON	\$	250.00	2025-2026 SCHOLARSHIP
72238	NELSON, GILLIAN	\$	2,000.00	2025-2026 SCHOLARSHIP
72239	NORBY, JESSA J	\$	3,650.00	2025-2026 SCHOLARSHIP
72240	NORBY, TY	\$	1,000.00	2025-2026 SCHOLARSHIP
72241	NUNEZ, DENIS	\$	3,500.00	2025-2026 SCHOLARSHIP
72242	OCHOA, ARIADNA	\$	1,000.00	2025-2026 SCHOLARSHIP
72243	OLSON, LOGAN	\$	500.00	2025-2026 SCHOLARSHIP
72244	O'MALLEY, ELIZABETH	\$	2,300.00	2025-2026 SCHOLARSHIP
72245	PAULING, ADDISON	\$	3,000.00	2025-2026 SCHOLARSHIP
72246	PEDERSON, BROOKLYN R	\$	2,050.00	2025-2026 SCHOLARSHIP
72247	PHILAYA, THOMAS	\$	500.00	2025-2026 SCHOLARSHIP
72248	PICHT, MADISON	\$	500.00	2025-2026 SCHOLARSHIP
72249	POPPE, GARRETT	\$	2,300.00	2025-2026 SCHOLARSHIP
72250	RAYMO, ADELYN	\$	7,650.00	2025-2026 SCHOLARSHIP
72251	RHODE, BRYAN	\$	2,000.00	2025-2026 SCHOLARSHIP
72252	RITTEL, DESTINY	\$	850.00	2025-2026 SCHOLARSHIP
72253	RITTEL, HOPE	\$	100.00	2025-2026 SCHOLARSHIP
72254	RUD, GABRIELLA	\$	200.00	2025-2026 SCHOLARSHIP
72255	SCHMIDT, ALEXANDER	\$	250.00	2025-2026 SCHOLARSHIP
72256	SCHMIDT, LEIGHTON	\$	4,200.00	2025-2026 SCHOLARSHIP
72257	SCHROEDER, CAMDEN	\$	4,200.00	2025-2026 SCHOLARSHIP
72258	SCHULTZ, TEAGAN	\$	2,000.00	2025-2026 SCHOLARSHIP
72259	SCHWENDEMANN, EMMA	\$	2,100.00	2025-2026 SCHOLARSHIP
72260	SEEMAN, JAMES	\$	7,750.00	2025-2026 SCHOLARSHIP
72261	SIEWERT, KIETH	\$	4,000.00	2025-2026 SCHOLARSHIP

**MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
AUGUST 10, 2026**

72262	SMITH, ALEXIS	\$	800.00	2025-2026 SCHOLARSHIP
72263	TREVIAPAY	\$	522.09	MISC SUPPLIES
72264	URIAS, JOSE	\$	500.00	2025-2026 SCHOLARSHIP
72265	VANBINSBERGEN, MADISON	\$	500.00	2025-2026 SCHOLARSHIP
72266	VIENT, OWEN	\$	1,000.00	2025-2026 SCHOLARSHIP
72267	VORVICK, MAXX	\$	1,250.00	2025-2026 SCHOLARSHIP
72268	WILLIAMS, ANDREW	\$	500.00	2025-2026 SCHOLARSHIP
72269	WILLIAMSON, SHELBY	\$	1,000.00	2025-2026 SCHOLARSHIP
72270	WINTER, CALEB	\$	1,000.00	2025-2026 SCHOLARSHIP
72271	WINTER, JONAH	\$	500.00	2025-2026 SCHOLARSHIP
72272	XCEL ENERGY	\$	26,118.08	ELECTRICAL BILLING
72273	ZEIDLER, CALLI J	\$	1,000.00	2025-2026 SCHOLARSHIP

TOTAL JULY 2026 MANUAL CHECKS \$ 890,789.08

JULY 2026 PAYROLL DEDUCT CHECKS/EFT PMTS

US TREAS	US TREASURY	\$	136,110.93	FEDERAL PAYROLL TAX
US TREAS	US TREASURY	\$	123,536.09	FEDERAL PAYROLL TAX
MN REV	MN DEPARTMENT OF REVENUE	\$	22,424.24	STATE WITHHOLDING
MN REV	MN DEPARTMENT OF REVENUE	\$	20,413.94	STATE WITHHOLDING
MN TRA	MINNESOTA TEACHERS RETIREMENT ASSOC	\$	84,611.52	TRA EFT
MN TRA	MINNESOTA TEACHERS RETIREMENT ASSOC	\$	78,188.69	TRA EFT
MN PERA	MN PUBLIC EMPLOYEES RETIREMENT ASSOC	\$	15,229.34	PERA EFT
MN PERA	MN PUBLIC EMPLOYEES RETIREMENT ASSOC	\$	14,529.35	PERA EFT
UHC	UNITED HEALTHCARE	\$	180,445.00	HEALTH EFT
EBC	EDUCATORS BENEFIT CONSULTANTS	\$	34,312.87	PAYROLL 403(B) EFT
EBC	EDUCATORS BENEFIT CONSULTANTS	\$	30,357.94	PAYROLL 403(B) EFT
72104	AFLAC	\$	1,519.46	PAYROLL ACCRUAL
72105	AFSCME COUNCIL 65	\$	396.91	PAYROLL ACCRUAL
72106	ISD #129 - MONTEVIDEO	\$	2,627.08	PAYROLL ACCRUAL
72107	MADISON NATIONAL LIFE INS	\$	12,933.98	PAYROLL ACCRUAL
72108	SOUTHWEST INITIATIVE FOUNDATION	\$	206.50	PAYROLL ACCRUAL
72274	AFLAC	\$	1,519.46	PAYROLL ACCRUAL
72275	AFSCME COUNCIL 65	\$	379.00	PAYROLL ACCRUAL
72276	AVIBEN	\$	172.90	PAYROLL ACCRUAL
72277	ISD #129 - MONTEVIDEO	\$	2,627.08	PAYROLL ACCRUAL
72278	MADISON NATIONAL LIFE INS	\$	3,386.94	PAYROLL ACCRUAL
72279	MONTEVIDEO PUBLIC SCHOOL	\$	6.00	PAYROLL ACCRUAL
72280	NCPERS GROUP LIFE INS	\$	48.00	PAYROLL ACCRUAL
72281	SOUTHWEST INITIATIVE FOUNDATION	\$	206.50	PAYROLL ACCRUAL
72282	VSP INSURANCE CO	\$	1,621.21	PAYROLL ACCRUAL

TOTAL PAYROLL CHECKS/EFTS \$ 767,810.93

JULY 2026 PETTY CASH DISBURSEMENTS

7/24/2026	MINNEWASKA AREA SCHOOLS	\$	240.00	DANCE INVITE
7/24/2026	MRI SOFTWARE LLC	\$	36.00	BACKGROUND CHECKS
7/24/2026	OUR SAVIORS LUTHERAN CHURCH	\$	113.00	CREDIT ON ACCOUNT
7/31/2026	PATTON, ASHLEY JO	\$	87.88	GIRLS BBALL SKILLS
7/31/2026	TREWICK, NATE	\$	351.52	GIRLS BBALL SKILLS

JULY 2026 PETTY CASH TOTAL \$ 828.40

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

Date of Report: July 2026

For the Month of: June 2026

Funds	Balance Beginning of Month	Receipts	Disbursements	Accounting/P rior Year Adjustments	Balance End of Month
General	2,590,364.35	4,373,924.56	4,302,751.90		2,661,537.01
Food Service	734,546.95	133,759.93	137,813.73		730,493.15
Community Service	-549,641.58	175,118.05	173,791.27		-548,314.80
Capital Outlay	-778,994.69	303.81	106,042.65		-884,733.53
Building Construction	146,068.87	36,114,366.06	16,636,180.00		19,624,254.93
Debt Service	573,108.87	705,274.64	0.00		1,278,383.51
Flex Benefit	12,097.74	6,293.63	4,367.62		14,023.75
Student Activities	474,866.58	21,309.84	53,607.33		442,569.09
MRVED	2,081,961.32	236,242.91	240,311.39		2,077,892.84
TOTALS	5,284,378.41	41,766,593.43	21,654,865.89	0.00	25,396,105.95

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	\$617,117.81	\$398,949.58	\$79.00	-\$30,748.61	\$ 187,498.62
MinnWest Bank	\$28,513.52	\$993.63		-\$20,464.21	\$ 7,055.68
Flex Account	\$17,922.62	\$3,898.87			\$ 14,023.75
HS Checking - MW	\$2,942.31	\$31.18			\$ 2,911.13
Trust Accounts					
			Interest Rate		
PMA MN Trust			3.55%	\$	2,231,090.53
PMA - 2025A			3.55%	\$	413,579.88
PMA - 2026A			3.55%	\$	3,926,592.92
Liquid Asset Fund			3.52% & 3.60%	\$	508,877.84
Investments					
		Maturity Date			
Co-op Credit Union				\$	331.76
Old National Bank- Scholarship				\$	150,761.14
2026A FRI Accounts - Various Institutions/Maturity Dates/Rates				\$	16,290,200.00
MN Trust Full Flex (TFed CU), IL		7/31/2026	3.63%	\$	261,232.67
First National Bank of McGregor, TX		7/21/2026	4.75%	\$	227,900.00
ServisFirst Bank, FL		7/21/2026	4.98%	\$	226,950.00
First Internet Bank of Indiana, IN		7/27/2026	4.47%	\$	229,700.00
Consumers Credit Union, IL		8/28/2026	4.08%	\$	240,100.00
American Commercial Bank & Trust		1/25/2027	3.96%	\$	236,700.00
Solera National Bank, CO		1/25/2027	3.69%	\$	240,600.00
Investors Choice			0.01%	\$	0.03
Treasurer's Balance Per Books					<u>\$25,396,105.95</u>
Balance Less Construction Funds				\$	<u>4,765,733.15</u>

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

Date of Report: August 2026

For the Month of: July 2026

Funds	Balance Beginning of Month	Receipts	Disbursements	Accounting/P rior Year Adjustments	Balance End of Month
General	2,661,537.01	4,051,530.38	5,346,301.63	77,029.06	1,443,794.82
Food Service	730,493.15	152.46	6,876.92	-17.76	723,750.93
Community Service	-548,314.80	100,364.05	142,817.11	-77,004.56	-667,772.42
Capital Outlay	-884,733.53	306.14	262,568.81		-1,146,996.20
Building Construction	19,624,254.93	2,484,108.70	2,475,410.16		19,632,953.47
Debt Service	1,278,383.51	107,118.93	67,600.00		1,317,902.44
Flex Benefit	14,023.75	5,254.16	11,252.50		8,025.41
Student Activities	442,569.09	26,047.10	190,054.36	-5,106.74	273,455.09
MRVED	2,077,892.84	42,698.00	136,992.46		1,983,598.38
TOTALS	25,396,105.95	6,817,579.92	8,639,873.95	-5,100.00	23,568,711.92

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	\$440,699.15	\$267,787.45	\$69.00	-\$30,357.94	\$ 142,622.76
MinnWest Bank	\$24,705.59			-\$20,413.94	\$ 4,291.65
Flex Account	\$18,652.91	\$10,627.50			\$ 8,025.41
HS Checking - MW	\$2,942.31	\$31.18			\$ 2,911.13
Trust Accounts					
			Interest Rate		
PMA MN Trust			3.55%	\$	1,321,544.03
PMA - 2025A			3.55%	\$	414,828.09
PMA - 2026A			3.55%	\$	1,433,506.57
Liquid Asset Fund			3.51% & 3.60%	\$	344,847.65
Investments					
		Maturity Date			
Co-op Credit Union				\$	331.76
Old National Bank- Scholarship				\$	150,761.14
2026A FRI Accounts - Various Institutions/Maturity Dates/Rates				\$	18,765,610.16
MN Trust Full Flex (TFed CU), IL		8/31/2026	3.60%	\$	262,031.54
Consumers Credit Union, IL		8/28/2026	4.08%	\$	240,100.00
American Commercial Bank & Trust		1/25/2027	3.96%	\$	236,700.00
Solera National Bank, CO		1/25/2027	3.69%	\$	240,600.00
Investors Choice			0.01%	\$	0.03
Treasurer's Balance Per Books					\$23,568,711.92
Balance Less Construction Funds					\$2,954,767.10

August Board Updates

Hawks Nest: Kelly Snell

Insert Update Here

MES: Heidi Sachariason

MES 26-27 Handbook:

<https://docs.google.com/document/d/129PffO4xMT5PsX5RGfiB-Q8cLhsLMGeHey0yWI4-ygg/edit?tab=t.0>

Board Update:

Kindergarten Orientation

We are currently at 81 kindergarteners registered. That means our class sizes for kindergarten are currently 16-17 students. This year our census showed 106 students; we typically enroll about 75% of those students each year. Some students decide to wait to begin kindergarten, and others have other plans for Kindergarten. All families registered to this point have received times for their Kindergarten orientation session. Kindergarten Orientation will be held on August 31st and September 1st; kindergarten's first full day will be September 2nd. 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 25, 2026, from 4-7 pm. 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 25-26 school year photos, and tour the building. We will have lawn games set up outside for students and their families.

Reading Curriculum Training

MES is moving forward with the implementation of CKLA Amplify 3rd Edition curriculum. Grades 3-4 received training on Tuesday, August 5th, and grades K-2 will receive training on Tuesday, August 12th. The curriculum has arrived, and we are looking forward to beginning implementation of this comprehensive reading curriculum to accompany the foundational skills curriculum.

Tier 1 SEL Delivery Model

We are implementing an updated approach to our Tier 1 Social-Emotional Learning (SEL) instruction this year. Rather than school social workers leading these sessions, **classroom teachers will now facilitate a weekly 25-minute SEL lesson developed by our social work department.**

Rationale for Change

- **Academic Tier Alignment:** This shift mirrors our academic structure, where foundational Tier 1 instruction is led by teachers, allowing social workers to prioritize intensive Tier 2 and Tier 3 interventions.
- **Capacity for Specialized Support:** By adjusting these responsibilities, our social workers gain the flexibility needed for crisis management, targeted student support, and family engagement.
- **Classroom Integration:** Teachers are uniquely positioned to integrate and sustain these social skills throughout the school day when they are the primary instructors of the weekly content.

Anticipated Benefits

- **Building-Wide Coordination:** Our entire K-4 staff will emphasize the same core social competencies simultaneously.
- **Weekly Focus Area:** Each week will center on a specific "Mission of the Week," providing a cohesive theme for students across the building.
- **Daily Skill Application:** Teachers can leverage their daily interactions to reinforce these concepts as practical opportunities arise.

MMS: Shawn Huntley

MMS 26-27 Handbook

 **MMS Student /Parent Handbook 26/27**

Board Update:

Another exciting school year is fast approaching!

1. Each year we welcome new staff to our team. This year we will be welcoming the following staff members:

- Lexi Gifford - 7th grade Math (new to the district, previously taught 7th grade math in Marshall for many years)
- Glenn Riggs - 8th grade Science (new to the district, served a short-call substitute in Montevideo the past few years)
- Brad Veglahn - Special Education (new to the district, worked in BOLD as a behavior interventionist last year)
- Justin True - Band Teacher at MHS/MMS (new to the district, taught in International Falls the past 3 years)
- Keelie Truax - MMS Media Center (new to the district)
- Wendy Sandven - 6th grade Math / 5th grade English (transfer from MES)
- Jody Hamann - Paraprofessional (transfer from MES)
- Yvonne Buseman - Paraprofessional (transfer from food service)

MHS: Christine Udarbe

Insert Update Here

MTSS: Heidi Huseby

Insert Update Here

Activities: Michael Trewick

Insert Update Here

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 506
Orig. 1995
Rev. 2024 (June)

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under Minnesota Statutes, sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
 - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
 - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. A teacher, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- For the purpose of Minnesota Statutes, section 121A.582 (Student Discipline; Reasonable Force), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c) is not a school employee or agent of the district.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports

1. The school district must report data on its use of any reasonable force used on

a student with a disability to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).

2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent

or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which

bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or

which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 - 1. a student causes or is likely to cause serious physical harm to other students or staff;
 - 2. the student's parent or guardian specifically consents to the use of recess detention; or
 - 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item,

article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

[NOTE: The following Sections C. - J. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences. School districts may consider developing and inserting procedures identified in Sections K-N.]

C. *Procedures for Removal of a Student From a Class.*

1. *Specify procedures to remove a student from a class to be followed by a teacher, school administrator, or other school district employee;*
2. *Specify required approvals necessary;*
3. *Specify paperwork and reporting procedures.*

D. *Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)*

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

E. *Responsibility for and Custody of a Student Removed from Class.*

1. *Designation of where student is to go when removed;*
2. *Designation of how student is to get to designated destination;*
3. *Whether student must be accompanied;*
4. *Statement of what student is to do when and while removed;*
5. *Designation of who has control over and responsibility for student after removal from class.*

F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.

1. Specification of procedures;
2. Actions or approvals required such as notes, conferences, readmission plans.

G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

1. Specification of Procedures;
2. Actions or approvals required, such as notes, conferences, readmission plans.

H. Students with a Disability; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;
2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a student with a disability who is removed from class or disciplined; and
3. Any procedures determined appropriate for referring students in need of special education services to those services.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. Establishment of a chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.26;
2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.29.

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services;

N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031;

O. Unscheduled Student Removal From Class

A public school is encouraged to adopt a school policy on parental notification for unscheduled student removal from class. The public school must consult with child abuse prevention experts to incorporate best practices into the school policy. A public school with a policy on parental notification must include the policy in the employee handbook and disseminate information to school staff regarding child abuse prevention

in a school setting.

[NOTE: The 2024 Minnesota legislature enacted this provision, which does not require a school board to adopt policy language. School districts may determine whether to adopt policy language.]

XII. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425, is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

- C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

- D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no

more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes, chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding,

provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes, section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the

termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as

necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes, section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes, section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes, chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.58 (Corporal Punishment; Prone Restraint; And Certain Physical Holds)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.611 (Recess and Other Breaks)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 507.5 (School Resource Officers)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: _____

MSBA/MASA Model Policy 722

Orig. 2017

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722 PUBLIC DATA AND DATA SUBJECT REQUESTS

[NOTE: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests and data subject requests.]

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA), and Minnesota Rules, parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes, section 13D.02, subdivision 8, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of

parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes, section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of Minnesota Statutes, section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes, section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority shall inform the requestor of the determination either orally or in writing at the time of the request, or in writing as soon after that time as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the denial was based.

(2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

c. If the school district notifies the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not inspect the data or collect the copies within five (5) business days of the notification, the school district may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.

~~[NOTE: The 2025 Minnesota legislature enacted Subparagraph C.]~~

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
1. The estimated costs of preparing the summary data, if any; and

2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA ~~BY~~ABOUT AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes, section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within ~~thirty~~ (30) days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

- H. The determination of the responsible authority may be appealed by a data subject pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the Commissioner of the Minnesota Department of Administration ("Commissioner") shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes, chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the Commissioner may refer the matter to mediation. Following these efforts, the Commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes, section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the Commissioner's order issued under Minnesota Statutes, chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. The school district's Protection and Privacy of Pupil Records policy addresses requests of students or their parents for educational records and data.

VIII. COSTS

- A. Public Data
 - 1. The school district will charge for copies provided as follows:

- a. One hundred (100) or fewer pages of black and white, letter or legal sized paper copies will be charged at twenty-five (25) cents for a one-sided copy or fifty (50) cents for a two-sided copy.
- b. More than one hundred (100) pages or copies of other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for **[in cash or by check]** in advance of receiving the copies.

[NOTE: The district should identify the payment methods that it will accept.]

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule, 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in Paragraph VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. SAFE AT HOME PARTICIPANTS AND DATA PRIVACY

Prohibition of Discrimination

The school district must not, on the basis of an individual's status as an Address Confidentiality Program participant where a reasonable person, considering all the circumstances, would conclude that the refusal, different terms or requirements, or other action was motivated by the individual's status as a program participant rather than by a legitimate, nondiscriminatory business purpose, safety or operational concern, or a requirement of federal or state law:

- A. refuse to provide education services to an individual;
- B. provide services to an individual on different terms or with different requirements than an individual who is not a program participant; or
- C. otherwise discriminate against an individual.

X. ANNUAL REVIEW AND POSTING

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

[Name]

[Location]

[Phone number; email address]

Data Practices Compliance Official:

[Name]

[Location]

[Phone number; email address]

Data Practices Designee(s):

[Name]

[Location]

[Phone number; email address]

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Government Entity Obligation)

Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Resources: MN Department of Administration: [Actual Cost](#)
MN Department of Administration: [Copy Costs](#)
MN Department of Administration: [Education Data](#)

Adopted: _____

MSBA/MASA Model Policy 806

Orig. 1999

Revised: _____

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806 CRISIS MANAGEMENT POLICY

[NOTE: The Commissioner of the Minnesota Department of Education (Commissioner) is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minnesota Statutes, section 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort among the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures

The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[NOTE: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities." A website link is provided in the resource section of this Policy.]

a. Lock-Down Procedures

Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[NOTE: Minnesota law requires a minimum of five school lock-down drills each school year. See Minnesota Statutes, section 121A.035.]

b. Evacuation Procedures

Evacuations of classrooms and buildings—shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures

for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[NOTE: Minnesota law requires a minimum of five school fire drills, consistent with Minnesota Statutes, section 299F.30, and one school tornado drill each school year. See Minnesota Statutes, section 121A.035.]

c. Sheltering Procedures

Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

2. Crisis-Specific Procedures

The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

[NOTE: The 2024 Minnesota legislature enacted permissive language stating that a school board “may adopt the model cardiac emergency response plan provided by” the Commissioner. See Resources below. ~~(as of June 4, 2024, a response plan is not yet available.)~~]

3. School Emergency Response Teams

a. Composition

The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building’s crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be

willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

b. Leaders

The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents

Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least fifty (50) feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area

where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[NOTE: Evacuation areas at least fifty (50) feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes, section 299F.30. See Minnesota Statutes, section 121A.035.

[NOTE: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[NOTE: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[NOTE: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minnesota Statutes, section 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider

an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of

emotional support to the counseling areas.

4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or

- iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias.
 - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
- 4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
- 5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

- 1. accessible;
- 2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
- 3. culturally aware;
- 4. trauma-informed; and
- 5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

- 1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least twenty-four (24) hours

in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.

2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one (1) hour, or one (1) standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity, including providing information about the Department of Public Safety's statewide anonymous threat reporting system and any local threat reporting systems.

[NOTE: The Minnesota legislature enacted the addition to 2.c in 2025 (Session Law Chapter 35).]

3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for

schools, including but not limited to:

- a. student opportunities for leadership related to prevention and safety;
- b. encouragement and support to students in establishing clubs and programs focused on safety; and
- c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

- 1. the effect of active shooter drills on the safety of students and staff; and
- 2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats

- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

[NOTE: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings pursuant to the school district's. See MSBA/MASA Model Policy 903 ~~(Visitors to School District Buildings and Sites policy).~~

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[NOTE: The Every Student Succeeds Act, 20 United States Code, section 6301, et seq.; Title IX, 20 United States Code, section 1681, et seq.; and the Unsafe School Choice Option, 20 United States Code, section 7912, require school districts to establish such transfer procedures.]

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power

plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.038 (Students Safe at School)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Resources: MDE: [Model Cardiac Emergency Response Plan](#) [Rev. 11/25] (accessed 03/10/26)
MN Department of Public Safety: [School Safety Resources](#) (accessed 03/10/26)

[NOTE: The Minnesota Department of Public Safety has the following on its website:

Comprehensive school safety guide

The Minnesota Department of Homeland Security Emergency Management offers valuable guidance for school emergency planning. While the MnSSC Comprehensive School Safety Guide is being updated, we encourage you to explore resources from our partners at [SchoolSafety.gov](#). Their [Foundation Elements of School Safety](#) can serve as a helpful framework for your planning efforts.]

U.S. Department of Education: [Practical Information on Crisis Planning: A Guide for Schools and Communities](#) [January 2007] (accessed 03/10/26)
I Love U Guys Foundation, [Standard Response Protocol](#) (accessed 03/10/26)
[Safe and Sound Schools](#) (accessed 03/10/26)

Adopted: _____

MSBA/MASA Model Policy 714

Orig. 2011

Revised: _____

Rev. 2022

714 FUND BALANCES

[NOTE: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.

- G. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. "Unrestricted" fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of [____ percent of the annual budget.] [____ months of operating expenses.]

[NOTE: School districts need to select one of the bracketed choices above and fill in the blank. The other bracketed choice should be deleted. If a minimum fund balance is specified, a stabilization arrangement such as that specified in Part IX below that sets aside specific stabilization amounts may not be necessary.]

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

[NOTE: The school board determines this order.]

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: _____. **[Specify individual(s), such as the superintendent, business manager, etc., or an entity, such as the finance committee, authorized to make these assignments.]** Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. STABILIZATION ARRANGEMENTS

[NOTE: If the school board has established any arrangement(s) for emergencies and other contingencies, the description(s) should be included in this section. The school

board needs to specifically define the circumstances or conditions when these amounts may be used, which must be unanticipated adverse financial or economic circumstances. These circumstances or conditions cannot be situations that are expected to or which occur routinely. Stabilization arrangements should be reported as restricted or committed if they meet the criteria or, otherwise, should be reported as unassigned. They should not be reported as assigned. If the school board does not have any such arrangements, this section should be deleted.]

X. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

[NOTE: The school board should determine the review period adequate for their school district and change "an annual" to "a quarterly" or "a monthly" or some other time frame if appropriate.]

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: None

MONTEVIDEO ELEMENTARY STUDENT/PARENT HANDBOOK 2026-27



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

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[*] Notice required by statute

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[*] Notice required by statute

[**] Notice required by policy

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

This handbook provides information about our elementary schools. 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 lots 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-3 students have received an e-Learning day packet that outlines the activities to be completed for the day. For 4th grade, 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 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
Sara Jensen	Elementary School Nurse	sjensen@montevideoschools.org	4227
Aaron Sears	Behavior Interventionist	asears@montevideoschools.org	4122
Derek Birdsall	Behavior Interventionist	dbirdsall@montevideoschools.org	

Samantha Seeman	Title 1 Coordinator	samanthas@montevideoschools.org	3264
Karla Peterson	Library Assistant	kpeterson@montevideoschools.org	3201
Callie Zeilder	Library Assistant	czeidler@montevideoschools.org	4113
Mikaylah Zimmerman	Ramsey ELL Teacher	mzimmerman@montevideoschools.org	4199
Angie Ashling	Kindergarten Teacher	aashling@montevideoschools.org	4104
Hilary Gladly	Kindergarten Teacher	hglady@montevideoschools.org	4102
Holly Kilibarda	Kindergarten Teacher	hollyk@montevideoschools.org	4198
Patty Opdahl	Kindergarten Teacher	popdahl@montevideoschools.org	4101
Melissa Schmitt	Kindergarten Teacher	mschmitt@montevideoschools.org	4100
Jordan Skogrand	1st Grade Teacher	jskogrand@montevideoschools.org	4195
Allison Kleindl	1st Grade Teacher	akleindl@montevideoschools.org	4103
Kayla Stevens	1st Grade Teacher	kstevens@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
Rachel Weiss	2nd Grade Teacher	rweiss@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
Lyndsaе Dack	SPED	ldack@montevideoschools.org	4106
Emily Ahrens	SPED	eahrens@montevideoschools.org	4229
Nicholas Maczie...	SPED	nmacziewski@montevideoschools.org	4219
Dustin Boyum	Music Teacher at Ramsey	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
Clint Schiller	SPED at Sanford	cshiller@montevideoschools.org	3205
Kerri Luschen	SPED at Sanford	kerrilusche@montevideoschools.org	3207

Dede Epema	SPED at Sanford	depema@montevideoschools.org	3205
Aaron Beadell	Sanford ELL Teacher	aaronb@montevideoschools.org	3218
Ashley Haff	3rd Grade Teacher	ahaff@montevideoschools.org	
Nicole Sannerud	3rd Grade Teacher	nsannerud@montevideoschools.org	3212
Kelly Bednar	3rd Grade Teacher	kbednar@montevideoschools.org	3210
Kelly Klaassen	3rd Grade Teacher	kklaassen@montevideoschools.org	3213
Hayley Knoop	4th Grade Teacher	hknoop@montevideoschools.org	3209
Sarah Lee	4th Grade Teacher	slee@montevideoschools.org	3202
Brady Kienitz	4th Grade Teacher	bkienitz@montevideoschools.org	3203
Derek Webb	4th Grade Teacher	dwebb@montevideoschools.org	3198
Brooke LaHaye	4th Grade Teacher	blahaye@montevideoschools.org	3204
Kyle Goslee	Physical Education	kgoslee@montevideoschools.org	3214
Emily Frank	Music Teacher at Sanford	efrank@montevideoschools.org	3199
Theresa Day	Speech Therapist	theresad@montevideoschools.org	3196
Kailee Carlson	Speech Therapist	kcarlson@montevideoschools.org	4220
Molli Tostenson	Speech Therapist	mtostenson@montevideoschools.org	3264
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 students not invited. Party invitations MUST be distributed outside of school. If at any time 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.

Meals

Meals are to be eaten in designated areas only. Meal times vary by classroom. Students will be notified of their assigned Meal 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 \$5.65, breakfast is \$3.25, and snack is \$1.35.

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, (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the Mike Treweek as the district's Title IX Coordinator as the Americans with Disabilities Act (ADA) coordinator.

Notice of Violent Behavior by Students []**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Parent and teacher conferences will be held *November 23rd 4pm-8pm and November 24th 8am-8pm*. For more information, contact the building office.

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.

Recess & The Power of Play

At Montevideo Elementary Schools, we believe that learning doesn't only happen at a desk. Play is a vital part of a child's development—it is how they build social skills, problem-solving abilities, and creativity.

Most importantly, outdoor recess is how we ensure our students get the high-energy, large-motor movement they need each day. While we do our best when indoor recess is inevitable, our single, small gymnasium in each building is shared by 250 students, making it difficult to accommodate true physical activity inside. Heading outdoors gives children the space they need to run, stretch, and burn off energy, allowing them to return to the classroom focused and ready to learn. MES students have a 25-minute recess scheduled each day.

Winter Recess & Weather Practice

To ensure our students balance the benefits of physical activity with safety, the Montevideo School District holds outdoor recess daily unless the wind chill (feels like temp) reaches -10°F or colder. This is the guideline used throughout the district. We monitor weather conditions closely using the National Weather Service throughout the day to make informed decisions for our students.

Essential Gear & Preparation

In the winter, please ensure your child comes to school prepared for the snow and cold. To help us keep everyone safe and warm:

- **Daily Gear:** Please send your child with appropriate winter clothing (heavy coat, hat, gloves, and boots) every day.
- **Label Everything:** We highly recommend labeling all items with your child's name to prevent lost gear.
- **Support & Resources:** If your child is missing gear on a specific day, we maintain a "borrow station" at the school with extra winter clothing.

Need assistance? If you need help obtaining permanent winter items for your child, please reach out to the school office. We are here to help!

Thank you for your partnership in keeping our students warm, safe, and ready to play.

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. Non School-sponsored publications may not be distributed without prior approval.

Distribution of Non School-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 Non School-Sponsored Materials on School Premises by Students and Employees" policy (*Appendix 2*).

School-Sponsored Media

The school district may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512 and activities. Student media advisers shall supervise student writers to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal.. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;

6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
or
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media 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. School-sponsored media 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 montevideoschools.org.

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 are completed quarterly for students. K-2 report cards are sent home with students. Students in grades 3-4 can be found 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

Montevideo Elementary School offers summer learning opportunities to support our students' ongoing growth. We host two distinct programs throughout the month of June, which run concurrently (at the same time).

Targeted Services

Targeted Services is a program designed to boost reading and math skills for students who show an academic need based on their FASTbridge or STAR universal screeners.

- **How it works:** Teachers recommend students in the spring and will reach out directly to parents to discuss enrollment.
- **Typical Schedule:**
 - **Grades 3–5:** 8:00 AM – 11:00 AM
 - **Kindergarten–Grade 2:** 12:00 PM – 3:00 PM

Extended School Year (ESY)

Students who have an Individualized Education Program (IEP) may also qualify for a summer school program called Extended School Year (ESY).

- **How it works:** Eligibility for ESY is determined by the IEP team and will be discussed at your child's yearly IEP meeting.
- **Learn more:** If you have questions or would like to see if your child qualifies, please reach out directly to your child's special education case manager.

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. If a student arrives after 10:00 am, 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

If students have a cell phone, it must remain in the student's locker during school hours.

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

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards.
- B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.
- C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
 - 1. does not injure people or damage property;
 - 2. does not materially and substantially disrupt or interfere with the educational process or classwork;
 - 3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
 - 4. does not involve substantial disorder or invasion of the rights of others.

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

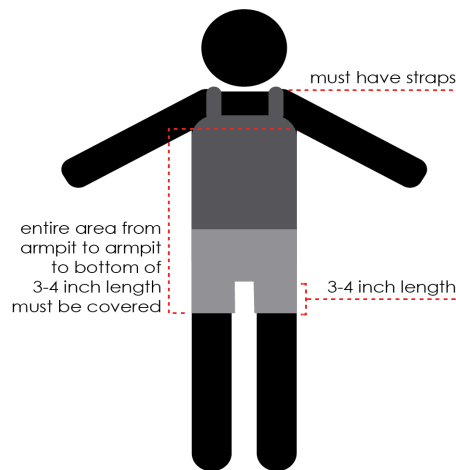
- 1. Clothing for the weather.
- 2. Clothing that does not create a health or safety hazard.
- 3. Clothing for the activity (i.e., physical education or the classroom).
- 4. Footwear that does not present a safety hazard.
- 5. Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student

wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.

6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.

C. Student clothing may not include the following:

1. Students may not wear inappropriate clothing. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image). See-through garments may not be worn.



2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

- D. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

III. PROCEDURES

- A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.
- B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).
- C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.
- D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

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 and Telehealth" 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 identity, 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, Technology and Cell Phone Acceptable Use" policy is available on our [website](#).

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, Technology, and Cell Phone 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: Specific exceptions to the tobacco prohibition are set out in "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" (Policy 419).]

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 without the aid of medication.

Fever over 100

24 hours after the temperature returns to normal without the aid of medication.

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 Health Services Professional. 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 (section 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.

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
104	School District Mission Statement	2024
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	2024
207	Public Hearings	2024

208	Development, Adoption, and Implementation of Policies	2022
209	Code of Ethics	2022
210	School Board Conflict of Interest	2022
211	Criminal or Civil Action	2022
212	School Board Development	2022
213	School Board Committees	2022
214	Out of State Travel	2022
301	School Administration	2023
302	Superintendent	2023
303	Superintendent Selection	2023
304	Superintendent Contract, Duties, and Evaluation	2023
305	Policy Implementation	2023
306	Code of Ethics	2023
401	Equal Employment Opportunity	2023
402	Discipline Non-Discrimination	2023
403	Discipline, Suspension and Dismissal of School District Employees	2023
404	Employment Background Check Form	2023
405	Veterans Preferences	2023
406	Public and Private Personnel Data	2023

407	Employee Right to Know- Hazardous Substances	2023
408	Subpoena of a School District Employee	2024
409	Employee Publications, Instructional Materials, Inventions, and Creations	2010
410	Family and Medical Leave	2022
412	Expense Reimbursement	2010
413	Harassment and Violence	2024
414	Mandated Reporting of Child Neglect or Physical or Sexual Abuse	2022
415	Mandated Reporting of Maltreatment of Vulnerable Adults	2019
416	Drug, Alcohol, and Cannabis Testing	2024
417	Chemical Use/Abuse	2024
418	Drug Free Workplace	2023
419	Tobacco Free Environment	2024
420	Students and Employees with sexually transmitted infections and diseases and certain other communicable diseases and infectious conditions	2024
421	Gifts to Employees and School Board Members	2019
424	License Status	2023
425	Staff Development	2024
427	Workload Limits for Certain Special Education	2024
501	Weapons	2021
502	Student Searches	1999

503	Student Attendance	2024
504	Student Dress and Appearance	2023
506	Student Discipline Form	2024
507	Corporal Punishment and Prone Restraint	2023
507.5	School Resource Officers	2024
508	Extended School Year	2024
509	Enrollment of Nonresident Students	2023
513	Student Promotion, Retention, and Program Design	2023
514	Bullying Prohibition	2023
515	Privacy of Student Records	2023
516	Student Medication	2024
516.5	Overdose Medication	2023
519	Interviews of Students by Outside Agencies	2024
520	Student Surveys	2023
521	Student Disability Nondiscrimination	2024
522	Student Sex Nondiscrimination	2024
524	Internet Acceptable Use and Safety	2022
524A	Acceptable Use of Technology	2022
524.2	Chromebook Use	2023
526	Hazing Prohibition	2015
528	Student Parental, Family, and Marital Status Nondiscrimination	2024
529	Staff Notification of Violent Behavior	2024
532	Use of Peace Officers and Crisis Teams	2023

533	Wellness Policy	2021
534	School Meals	2023
531	Pledge of Allegiance	2023
601	School District Curriculum and Instruction Goals	2023
602	Organization of School Calendar and School Day	2023
603	Curriculum Development	2023
604	Instructional Curriculum	2023
605	Alternative Educational Services	2023
606	Textbook and Materials	2006
608	Instructional Services- Special Education	2024
611	Home Schooling	2024
612.1	Development of Parent and Family engagement Policies for Title I programs	2017
613	Graduation Requirements	2023
614	SCHOOL DISTRICT TESTING PLAN AND PROCEDURE	2024
616	School District System Accountability	2023
617	SCHOOL DISTRICT ENSURANCE OF PREPARATORY AND HIGH SCHOOL STANDARDS	2024
618	Assessment of Student Achievement	2023
619	Staff Development for Standards	2024
620	Credit for Learning	2023
621	Literacy and the Read Act	2023
624	Online Instruction	2023

701	ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET	2024
708	Transportation of Nonpublic School Students	2023
709	Student Transportation Safety Policy	2023
721	UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES	2024
722	Public Data Request Required Request Form	2023
806	Crisis Management	2023
903	Visitors to School District Buildings and Sites	2022

Notifications			
Asbestos	Indoor Air Quality	Pest Management Plan	Reducing Lead in Drinking Water Plan

MONTEVIDEO MIDDLE SCHOOL STUDENT/PARENT HANDBOOK 2026-27



**We are not a good school; we are a
GREAT school!**



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Welcome to the Montevideo Public School District

Montevideo Public Schools Mission Statement

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

Handbook Description (layout, navigation, references to school district policies, etc.)

The Montevideo Middle School Student Handbook is comprised of four parts:

- 1) Information;**
- 2) Academics;**
- 3) Rules and Discipline; and**
- 4) Health and Safety.**

Policy Information:

<https://meetings.boardbook.org/Public/Organization/2489>

Daily Class Schedule:

<https://drive.google.com/file/d/13rSaDP9X1vz6y6vctGQ3WTXTPqGZe7j8/view?usp=sharing>

Staff Directory and Contact Information:

<https://www.montevideoschools.org/staff>

PART I – INFORMATION

Arrival and Dismissal Hours

Montevideo Middle School (MMS) office hours (regular school days): **7:30 AM - 4:00 PM.**

Arrival:

- On regularly scheduled school days, the main entrance (Principal's Office Entry) opens at 7:00 AM for students. Students must remain in the MMS Commons until the 8:00 AM bell. Supervision is provided by MMS staff from 7:30 AM - 8:00 AM in the MMS Commons. Students not showing their HAWK Pride behavior expectations in this area will not be allowed to enter the building until 8:00 AM, unless supervised by a classroom teacher for school related business.
- The MMS gymnasium is available and supervised for students from 7:30 AM - 8:00 AM. Students may play basketball or volleyball. Students must show their HAWK Pride behavior expectations or they will lose this privilege. Once the privilege is lost, it is gone for the remainder of the school year.
- Breakfast is served daily, free of charge, for all students from 7:30 AM - 8:05 AM.
- After the 8:00 AM bell students are able to access the west and east educational wings where their lockers are located.
- The 8:11 AM bell serves as a reminder for students to get to their 1st period class before the 8:15 AM bell.
- Staff supervision is provided in the west and east educational wings from 8:00 AM - 8:15 AM.
- Students arriving at school after 8:15 AM must check-in at the MMS Office for a pass to class.
- Buses arrive at MMS between 7:40 AM and 8:00 AM. Bus drop off is located in the parking lot on the east side of MMS.
- Students arriving by bus must enter the east wing door, including city bus riders.
- Bus riders arriving before the 8:00 AM bell must report directly to the MMS Commons until the 8:00 AM bell.
- Parent drop off is located in the horseshoe located on the south side of the building.
- The horseshoe drive located in front of the middle school continues to be a 2-lane, one-way drive.
- The lane closest to the sidewalk (yellow curb) will be designated as the student drop-off and pick-up area.
- Students must exit and enter vehicles on the passenger side for safety.
- The other lane will be used for flow through traffic.
- Once you drop off or pick up your child in the designated lane, move to the flow-through lane to exit the horseshoe.
- There is no parking in the horseshoe (both lanes) from 7:00 am - 4:00 pm on school days.
- MMS Safety Patrol will be assisting with AM arrivals in the horseshoe area. Please follow their directions.

Dismissal:

- MMS dismisses students at 3:15 PM on regular school days and at 1:30 PM on scheduled early dismissal days.
- Students are allowed to stay at MMS until 3:30 PM on regular school days and until 1:45 PM on scheduled early dismissal days.
- Students are allowed to remain in the building after 3:30 PM for the following reasons:
 - Attending Homework Help
 - Attending Detention
 - Working in a supervised classroom
 - Attending a supervised activity (i.e. sports, clubs, community ed activities, etc.)
 - ***Waiting for an activity to start - Unsupervised - Students must remain seated in the commons until the start of their activity or until the activity supervisor is present.

- Students not displaying their HAWK Pride Behavior Expectations will not be allowed in the building after 3:30 PM for the rest of the school year unless they are supervised directly by school district staff or a legal guardian.
- Bus riders exit the east door at MMS at the end of the school day to load buses.
- Parent pick up is located in the horseshoe on the south side of the building.
- The horseshoe drive located in front of the middle school continues to be a 2-lane, one-way drive.
- The lane closest to the sidewalk (yellow curb) will be designated as the student drop-off and pick-up area.
- Students must exit and enter vehicles on the passenger side for safety.
- The other lane will be used for flow-through traffic only.
- Once you drop off or pick up your child in the designated lane, move to the flow-through lane to exit the horseshoe.
- MMS Safety Patrol will be assisting with PM dismissals in the horseshoe area. Please follow their directions.

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 at: https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/3053/Mps/79e79683-8189-4194-8597-632ca0590095/2026-27--School-Calendar-Adopted-February-2026.pdf?disposition=inlin e

Class Schedule

- Students can request class changes during the first week of school with written or verbal permission from parents.
- All student/parent requests for schedule changes must be approved by the principal.
- Any request to change a class must be accompanied by a valid educational reason for the change.
- Administration reserves the right to deny any schedule change requests.
- Administration has the right to change student schedules at any time to ensure all students' educational needs are being met to the best of our ability.
- A parent will be notified of any schedule changes made by administration.

E-Learning Day Plan

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

PLAN:

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

NOTIFICATION:

In the event of a school cancellation due to inclement weather, families will receive an automated phone call, text message, and/or email from Montevideo Public Schools via JMC Messenger. Messages will also be posted on the district website and social media. E-Learning days will be announced in the same fashion as the school cancellation announcements in order to avoid confusion.

ATTENDANCE:

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

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

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

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

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

E-LEARNING TASKS:

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

"High quality e-Learning experiences:

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

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

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

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

E-LEARNING PLAN:

Grades 5-8: Students will utilize Google Classroom to complete e-Learning activities that will be posted no later than 10:00a.m on the e-Learning day. Learning experiences for each class are intended to take approximately 30-50 minutes. Some students may need more time, some less, for each activity. The goal is to provide meaningful instruction/activities that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum when students return to school. Activities may include flipped classrooms or virtual class sessions. Students will submit the e-learning tasks based on the teacher's instruction. Directions and tasks will also be given for students who do not have internet access at home, these students are recommended to tell 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.

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.

Fees/School Supplies

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 identified on the school supply list located on the MMS website at: <https://docs.google.com/spreadsheets/d/1Di2O7QqGqbDa7MTmVjuQhXy0WPGKyCKbV7Xaa0sqlt0/edit?gid=0#gid=0>

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 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 MMS Office at 320-269-6431.

Backpacks/Athletic Equipment

Backpacks, book bags, and duffel bags are to be left in your locker and not to be carried to classes. Students who have large bags for after-school activities will have a designated spot to store these items. There are several cubbies located in the west wing entrance/exit area.

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.

Food/Drink in the Classrooms

Students are allowed and encouraged to bring a water bottle to class. It is expected that only water is contained in their water bottle. All other beverages are not allowed, including but not limited to, energy drinks, soda pop, coffee, etc. Students may consume food and beverages within the classroom with the teacher's permission. Gum is not permitted during the educational day without administrative approval.

Fundraising/Solicitations

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the School Board. Participation in nonapproved 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.

Holiday Celebrations/Parties

- Grade-level teachers plan parties on a cooperative basis.
- Grade-level reward parties may be planned with criteria developed by the grade-level team.
- Reward parties are used to provide an incentive for classroom and behavioral expectations to be met.
- Starting in 5th grade, and in future grades, birthday treats are not permitted for student equity purposes.
- Student birthdays will be recognized through school announcements.
- We suggest that after-school parties be organized outside the school. Party invitations will not be disbursed at school.
- Students may opt out of a celebration or party for religious or personal reasons by notifying their advisor prior to the event. An alternative activity will be provided during this time.

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.

Lunch/Meals

- Meals are to be eaten in the MMS Commons only, unless eating in a classroom with a teacher has been approved.
- Lunch times vary by grade level. 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.
- During breakfast, students may sit at any table in the MMS Commons. Students are expected to clean up after themselves.
- During lunch, students will select their seat at the beginning of each quarter. Students are expected to remain in this seat throughout the quarter.
- Students can request a seating change at lunch by contacting a lunch supervisor.
- Lunch/Meal expectations are posted in multiple places throughout the MMS Commons.
- Students not meeting lunch/meal expectations may have an alternative seating arrangement.
- No food or drink provided during breakfast and lunch are allowed to leave the MMS Commons area.

Messages to Students

- There is a telephone in the MMS office area designated for student use that can be used to make necessary calls.
- Students using personal cell phones/devices to contact parents during the instructional day will be considered a violation of the MMS Cell Phone Procedures.
- Parents can call the MMS Office at 320-269-6431 to leave a message for their student. Office staff will ensure the message is received.

Out-of-Building Passes

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

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 (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Athletic Director, Michael Trewick, who can be contacted at MHS at 320-269-6446, as the district's human rights officer. Title IX Coordinator to handle inquiries regarding nondiscrimination and MMS Principal, Shawn Huntley, who can be contacted at 320-269-6431, as the Americans with Disabilities Act (ADA) coordinator.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

- Parent and teacher conferences will be held November 23, 2026 from 4:00 PM - 8:00 PM and November 24, 2026, from 8:00 AM - 8:00 PM.
- Your student's advisor will send out a conference sign-up sheet two weeks prior to conferences.
- Students should attend their conferences, along with a parent or guardian. Conferences are with your student's advisor.
- You may request to visit your student's other teachers by contacting the specific teacher to schedule a time to meet during conferences.

Parent Volunteers

- Parents/guardians are welcome in the schools and are encouraged to volunteer.
- To volunteer in the building or classroom, parents/guardians must get approval from the building principal.
- A minimum of 24 hours notice is required for all volunteers and visits.
- Parents/guardians who visit the school must sign in at the MMS office before accessing the school or classroom.
- All visitors must wear an orange visitors sticker while in the building during instructional hours.

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.

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 Mike Trewick, Athletic Director, at 320-269-6446.

Middle School Dances

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

School Closing Procedures

School may be cancelled 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. In addition to a phone/text messages from the district, school closing announcements will be broadcast over:

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

Searches

In the interest of student safety and to ensure that schools are drug and weapon 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.

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.

School-Sponsored Media

School district policy 512 sets forth the rights and responsibilities of student journalists. Student media advisers shall supervise student journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;

6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media 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. School-sponsored media 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.

Student Surveys

Notification of rights under the Protection of Pupil Rights Amendment (PPRA). PPRA affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

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

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

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

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

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

Montevideo School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Montevideo School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Montevideo School District 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

Transportation of Public School Students

- For 7th and 8th grade students, the school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school.
- For 5th and 6th grade students, the school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more 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.
- Riding the school bus is a privilege, not a right. Students will be removed from the bus for serious and/or continued behaviors.
- 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.
- Please direct all busing questions and concerns (including, but not limited to, complaints, reporting behaviors, etc.) to the bus company by calling 320-269-7427.

- The building principal only addresses bus behavior when a bus conduct report is provided from the bus company.
- Building administration are responsible for assigning appropriate consequences to students for bus conduct violations.

School Bus Expectations:

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.

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.

PART II — ACADEMICS

Advisory

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.

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

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, this includes grade-level reward parties.
- Students not attending field trips will be expected to complete work in an assigned area.

Grades

Students' grades will be reported at the end of each quarter during the year. The MMS Office will notify families by email when quarterly report cards have been completed and ready to view. Report cards will be for review. Parents without email access will receive a paper copy by mail. Online grade reports may be reviewed at any time on the JMC Parent Portal.

Grading Scale:

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.

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.

Homework Requests:

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

Homework Help:

- All students have access to our Homework Help program that is offered every Monday, Wednesday, and Friday mornings from 7:40-8:10 am, and Monday and Wednesday afternoons from 3:20-4:00.
- Homework Help is supervised by staff in the library on Monday and Wednesday afternoons, and in room 115 on Monday, Wednesday and Friday mornings.
- Homework Help may be assigned by teachers if a student is missing multiple assignments and/or is refusing to work during class.
- Parents will be notified if their child is assigned Homework Help.
- If a student skips an assigned homework help session, they will be required to attend the next available session.
- Students attending homework help must bring work to complete. They can leave at any point their work is done.
- Students who are not following directions, or school rules, and/or causing a disruption to others will be asked to leave. Multiple disruptions will result in a student not being able to attend.
- Students dismissed from Homework Help for behavior reasons will not be allowed to ride school transportation home that day.
- Transportation is provided on Monday and Wednesday afternoons to in-town students.
- Students not attending Homework Help are not allowed to ride the bus.

Multi-Tiered System of Supports

MMS utilizes a MTSS framework to provide students with the support they need to be successful in their academics. Our MTSS consists of three tiers.

- Tier 1 is our general education curriculum based on Minnesota State Standards. –Another Tier 1 support available to all students is Homework Help (see above for details).
- Tier 2 supports include reading and math intervention classes. Students not meeting standards on their most recent Minnesota Comprehensive Assessments, fall between the 25th percentile and 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.
- Summer Targeted Services is another Tier 2 intervention that consists of students attending summer school for six 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 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 supports in reading and math supports students achieving below the 25th percentile. These supports are provided by a reading interventionist, math interventionist, and special education teachers for students with an IEP.

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 qualification 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. whether the teacher is teaching in the field of discipline of the certification of the teacher;
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 does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

PART III — RULES AND DISCIPLINE

Attendance

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.

Tardy to School:

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

Excessive Excused Absences:

In the event that a student's excused absences become excessive and jeopardize the educational process of the student. The student's attendance record will be reviewed and any further absences will require documentation from a medical doctor. Ten or more total excused days missed FOR ANY REASON will be considered excessive and subsequent absences will be marked unexcused without documentation provided by a medical doctor excusing the student from school for the day(s), or by the 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.

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. County Family Services will be invited to attend the 5 unexcused absences conference to provide additional support. 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.

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, the student and family will be offered the opportunity to work with the county Restorative Attendance Review Board (RARB) through a circle process to identify barriers to school attendance and provide solutions/supports to assist the student in attending school. If the family declines the RARB process, or the RARB process has not improved the student's attendance, the school will file for truancy with the county attorney.

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.

Cell Phones and Other Personal Electronic Communication Devices

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

- Cell phones, and personal electronic devices (including smartwatches, earbuds/air pods, etc.) will remain in student lockers during the academic school day (8:15-3:15).
- Cell phone use of any kind is not permitted in locker rooms or bathrooms. Student use in these areas will result in an automatic loss of cell phone privileges for the remainder of the school year.
- Students are not to use their phones to call or text individuals during the school day. A telephone located in the office is available for student use. Students will NOT be called to the phone during the school day except for emergencies.
- Wired headphones are allowed at designated times for instructional purposes on school-approved devices.
- Phone usage during lockdown and fire drills is prohibited.
- Using a cell phone to record or take photos of staff members or other students is not allowed without permission.
- Recording or taking photos of classmates with the intent to bully or harass is not permitted. This will result in an automatic loss of cell phone privileges for the remainder of the school year.
- Using social media, apps, or any other function of a cell phone/device to spread rumors, bully, make fun of, exclude, or create a disruption in school or outside of school is not permitted.
- Sharing or asking classmates for inappropriate content is not permitted.
- Cell Phone Guidelines for off-campus school activities (i.e. extracurricular activities, outdoor and service trips, school field trips) will be individualized depending on the specific trip and activities. These expectations will be addressed by extracurricular staff and/or on trip-specific permission slips.
- Students who need to be in contact with their family during the academic day are to ask permission to use one of our school phones. Parents are welcome and encouraged to contact our main office if there is a message that needs to be relayed. Using a personal phone during school hours to contact a parent to be picked up due to illness will be considered a cell phone violation.
- The School is not responsible for, nor is it required to investigate, any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.
- The school reserves the right to inspect a student's electronic device, through proper legal channels, if there is reason to believe the student has violated school policies or engaged in misconduct while using the device.
- Students may use their cell phones, smartwatches, meta (smart) glasses, and earbuds/air pods before and after the academic school day. Acceptable use includes:
 - Checking in or responding to family members.
 - Sending and receiving appropriate communication with friends.
 - Sharing school-appropriate material with friends.

Consequences for not following the above expectations:

- **First Offense:** A staff member turns the phone into the front office for the remainder of the school day. STUDENT picks up. Stop/Think notice emailed to parents.
- **Second Offense:** A staff member turns the phone into the front office for the remainder of the school day. PARENT picks up. The student serves 1-hour detention and parents are notified.
- **Third Offense:** A staff member turns the phone into the front office for the remainder of the school day. PARENT picks up. The student serves 1-hour detention and parents are notified. Cell phones are no longer allowed on site. Upon request,

parents/guardians may devise a plan with the school administration where the phone is turned into the office before school starts and is picked up after school is done.

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

Personal Items

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

Hallway and Bathroom Expectations/Leaving the Classroom

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

Student Planners/Passes

All students will be given a planner at the beginning of the school year. Students, teachers, and parents are encouraged to use this planner to keep track of important dates and assignments. The planner will also serve as student passes to the bathroom and to their locker. Each week the planner has a hall pass section with 15 times available for use. Students are only allowed up to 15 bathroom/locker passes per week and students must have their planner in class for teachers to sign. Students may purchase a replacement planner in the MMS office for \$5.00.

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 plans to include:

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

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

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

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

Student Responsibilities:

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

1. Have Respect

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

2. Act Responsibly

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

3. Work Hard

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

4. Keep Safe

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

Parent/Caregiver Responsibilities:

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

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

Teacher Responsibilities:

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

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

School Administration Responsibilities:

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

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

Consequences for Student Misconduct:

Although our focus is on positive behaviors, we also understand that students who exhibit aberrant behavior must be addressed in a timely manner. MMS uses progressive discipline to address student behavior by utilizing a ticket system. Students may receive a "Stop and Think" ticket for low-level behaviors, including, but not limited to, inappropriate hallway behavior, inappropriate language, and disrespectful behavior (i.e., arguing, dishonesty, name-calling, put-downs, etc.). Detention may be assigned for higher-level behaviors, including but not limited to disruptive behavior, disrespect, disobedience, profanity, fighting, bullying, and skipping class/school/detention. If a student is assigned detention, the parents will be contacted via phone call or email, if a phone conversation is not available, explaining the reason their child received detention. Acts that are extremely disruptive to the safety and security of the school, including but not limited to physical aggression that causes physical or emotional harm, profanity directed at staff, bullying, overt insubordination, and excessive numbers of behavioral concerns, may result in an in-school or out-of-school suspension. If a student receives a "Stop and Think" ticket or detention, a copy of the ticket will be emailed to the student, parent, assigning teacher, advisor, and school administration. Parents play a vital role in the social and emotional development of their child. MMS is committed to working together with parents in developing each student's social and emotional skills during their middle school years. Should a student display unexpected behavior at a rate described below, MMS expects parent involvement and support to assist their child in making choices that are more appropriate. The MMS ticket system has various levels of support, which utilize points for determining the level of support needed. All office discipline referrals (ODRs) are with one point.

When a student receives (Monitored by Advisors)		
Level 1	3 points:	Students meet with their Advisor to discuss each ODR and offer support for making better choices. Meeting documented in JMC.
Level 2	6 points:	Students and parents meet with the Advisor to discuss concerns and discuss ideas for improvement. Meeting documented in JMC.
Level 3	9 points:	Students meet with the grade-level team to develop an intervention/behavior plan implemented by the team and documented by the Advisor in JMC. NOTE: Parents must be invited or notified prior to this meeting and must be in agreement with the plan prior to implementation by the grade-level team.
Level 4	12 points:	The advisor will contact the principal when a student reaches 12 ODRs. The principal will schedule an in-person meeting with the student, parent, advisor, school social worker, principal, and any others with input. Another intervention/behavior plan will be developed. NOTE: If this plan is not successful, alternative educational placements will be discussed should a student reach 15 ODRs.

Detention

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

Removal From Class

A teacher may exclude a student from one class period for one day when the grossness of the offense, the persistence of the misbehavior, or the disruptive effects of the behavior make the continued presence of the student in the classroom intolerable. Teachers will not exclude

students from class for vague or general reasons not clear to the student and not communicated to the principal's office. Staff sending a student to the office must notify the office in writing (office discipline referral) or via phone call with the reason for removal.

Tardies to Class

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

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

Dress and Appearance

We take pride in the appearance of our students. Your dress affects the quality of the school, your conduct, and your schoolwork. ISD #129 is considered a place of work for both students and staff. Inappropriate clothing is defined as any article of clothing that distracts from or disrupts education and learning. Clothing that advertises or symbolizes products banned from school (alcohol, tobacco, drugs) and clothing with obscene, profane, or inappropriate insinuations are not allowed. Clothing that bears violent images, including but not limited to images of blood, gore, weapons of violence, or persons being killed or subjected to bodily injury are also prohibited. Wearing hats and hoods is not allowed during regular school hours. School identified dress-up days may allow students to wear hats. 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.

Drug-Free School and Workplace

The possession or use of alcohol, controlled substances, toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products 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 and Telehealth" policy.

Student Substance Abuse

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

I. PREVENTION EDUCATION

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

II. INTERVENTION

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

III. DISCIPLINE

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

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

IV. AFTERCARE

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

Resources for Assistance:

Chippewa County Family Services - Suite 200 Community Service Bldg. - Montevideo MN 56265

(320-269-6401)

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

Yellow Medicine County Family Services - 930 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.)

Under the Influence

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

- Staff will express the concern to the parent or authorized pickup person confidentially.
- Staff will offer assistance in calling someone on their emergency card or a taxi to provide transportation home.
- If staff feels strongly that the child's safety is in danger, and the child is signed out to leave school, they shall call 911 after the parent or authorized person leaves and provide them with the following information.
 - Description of the vehicle.

- Direction the vehicle is traveling
- License plate number.

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 identity, 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.

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.

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, Technology, and Cell Phone 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 annually.

Parking at MMS

All vehicles must be parked in the parking lot located on the south side of the school between 7:00 am - 4:00 pm. The parking lot located on the east side of the school is for buses only from 7:00 am - 4:00 pm on all school days.

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.

Consequences:

Use, possession, and/or distribution of any illegal substances/devices, including but not limited to, tobacco vapes, cigarettes, any item or device containing THC (or any other illegal substance), will result in significant consequences, up to and including expulsion for up to one school year and/or an immediate transfer in educational placement to the Area Learning Center (ALC) for students in grades 7 and 8.

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; numchucks; 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.

PART IV — HEALTH AND SAFETY

Accidents/Injuries

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to Heather Goslee, District Nurse, using the Accident/Injury Form located in the District Forms Folder in Google Drive. The supervising staff at the time of the injury must complete the form in a timely manner (less than 24 hours). 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 staff member will call 911 or seek emergency medical treatment and then contact the parent(s).

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.

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

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

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

Blue flashing light with Audible Buzzer – Near the main school entrance at each of the five buildings, there is a blue light, along with an audible buzzer, that will flash and sound whenever an Active Threat is occurring in the district. When flashing/buzzing nobody will be allowed to enter the building for any reason. 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 flash and buzz. Normally lockdown drills are completed within five minutes.

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

Reasonable/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.

Health Services

The student health office is staffed by a trained Registered Nurse.

Students who become sick at school should go to the MMS Principal's Office to be seen by the nurse or nurse designee. In the event of an emergency, 911 will be called. The nurse or administrative assistant will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Please call the MMS Office at 320-269-6431 to report any student absence.

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.

MMS has installed two(2) automated external defibrillators (AEDs). One is located in the MMS Commons next to the media center entrance. The other AED is located in the basement by the east gym door entrance.

Tampering with any AED is prohibited and will 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.

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.

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 Heather Goslee, District Head Nurse at 320-269-6446 (MHS) or 320-269-6431 (MMS).

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 (section 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. Students who may need to take Tylenol or Acetaminophen must have the form signed by a parent. Additionally, parents must bring in a bottle of Tylenol or Acetaminophen with their student's name on the bottle. MMS does not provide Tylenol or Acetaminophen.

Head Lice Procedure

I. Purpose and Guiding Principles

Purpose:

To establish consistent procedures for identifying, managing, and re-integrating students with head lice in Montevideo ISD #129, so as to:

- Protect the health, welfare, and dignity of students;
- Minimize educational disruption;
- Prevent or reduce transmission;
- Follow the latest guidance from the Minnesota Department of Health (MDH) and public health authorities.

Guiding Principles:

- Head lice are a nuisance but not a disease and are not known to transmit pathogens.

- Routine mass screening ("classroom by classroom") is not required and not generally recommended by MDH.
- Exclusion from school should be minimal, and only when live lice are found and intervention is needed.
- Privacy, equity, and sensitivity are central: avoid stigmatizing students.

II. Definitions

Live lice / active infestation: Moving lice visible on the scalp or hair.

Nits: Eggs attached to the hair shaft, often near the scalp; may or may not be viable.

Viable nits: Nits close to scalp (within about ¼ inch), likely still to hatch.

No-nit policy: A policy which requires removal of all nits before reentry. (Montevideo ISD 129 does not require a full no-nit reentry unless live lice remain.)

Designated Health Staff: School nurse or other staff trained in lice detection and management.

Parent / Guardian: Person legally responsible for the student.

Staff Training:

School nurses / health office staff will receive periodic training regarding current treatment protocols, environmental guidelines, and lice detection.

Teachers and staff will be informed about signs (e.g. frequent head-scratching) and the proper, discreet referral process.

Classroom/Building Practices:

Discourage students from sharing items that touch the head (hats, hairbrushes, scarves) and from head-to-head contact when possible.

Coat/jackets/hats stored on separate hooks or lockers rather than in large communal piles.

Maintain environment: vacuum upholstery, clean items shared by students when live lice are found as per MDH guidance.

III. Detection, Referral, and Notification

Observation and Referral:

If a teacher or staff member suspects a student may have lice (e.g. scratching, self-report), staff should refer discreetly to the health office.

Health staff may check hair/scalp for live lice and/or nits in a private, confidential setting.

Screening:

Montevideo ISD 129 will not conduct routine mass classroom screenings.

Selective checks may occur if requested or if there is evidence of repeated cases in a class.

Notification to Parents/Guardians:

If live lice are confirmed, the health office will notify the parent/guardian. Parents will have the option to come get the child right away or wait until the end of the day.

Provide instructions for treatment, environment cleaning, nit removal, recommended timeline.

If more than a threshold of cases occur (e.g. several in one classroom), a general notice to parents/guardians in that classroom may be sent (without identifying any specific student).

IV. Intervention and Reentry Criteria

A student found with live lice may be sent home.

Students with only nits (and no live lice) will not be excluded.

Treatment & Home Responsibilities:

Parents/guardians must initiate lice-killing treatment according to product directions or health care advice.

Remove live lice and as many viable nits as possible (nit removal).

Clean items in contact (bedding, hats, brushes) according to MDH guidelines.

Re-entry to School:

Upon return to school, the student will be reexamined by health office staff and/or trained school staff to confirm there are no live lice. Presence of nits alone does not prevent return.

Follow-up:

The health office will schedule a follow-up check (about 7-10 days after reentry) to ensure no recurrence.

V. Chronic or Repeated Infestations

If a student has multiple infestations (2 or more in a school year), the school nurse and/or health office staff will attempt to meet in person and/or discuss over the telephone with the parent/guardian to determine possible barriers (e.g. treatment issues, environmental issues, resistance).

Consider resources such as local public health or community health providers for support.

VI. Confidentiality, Equity, and Non-Discrimination

All information about a student's lice status shall be considered private medical information. Health office staff & school staff must maintain confidentiality in communications.

No student shall be penalized academically or socially (e.g. exclusion from activities) because of a lice infestation.

Special populations (e.g. students with disabilities, students in foster care, etc.) shall receive accommodations as needed to ensure fairness and access.

VII. Special Considerations

During severe outbreaks (if seen in multiple classrooms or buildings), Montevideo ISD 129 will coordinate with Chippewa County Public Health for guidance and possible enhanced communication.

VIII. Legal and Statutory References

Minnesota Department of Health Head Lice Fact Sheet and Guidance — provides state recommendations for treatment, environmental cleaning, and school practices.

Minnesota statute on communicable diseases (Minn. Stat. § 144.419) — head lice are not among the diseases that are considered reportable under that statute. (Thus, mandatory reporting to the state for head lice is not required.)

Pupil Fair Dismissal Act, Minnesota Statutes, Chapter 121A, §§ 121A.40-121A.56 — governs when and how students may be dismissed (including exclusion, suspension or expulsion) from school; any policy that excludes a student must conform with due process and avoid overbroad exclusion.

American Academy of Pediatrics / Centers for Disease Control guidance — these national authorities recommend keeping students in school after initial treatment and do not support “no nit” policies.

Asbestos Management Plan

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

Contact Jamie Skjeveland, Superintendent, at (320-269-8833) if you have any questions.

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, and the long-term health effects of the class of pesticide on children can be requested by contacting Jody Gatchell 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 PUBLIC SCHOOLS
Independent School District No. 129
Resolution Approving E-Learning Days for the 2026-2027 School Year

WHEREAS, Minnesota Statutes, Section 120A.414 authorizes school districts to implement e-learning days in lieu of traditional instructional days when school is canceled due to inclement weather; and

WHEREAS, the Montevideo Public Schools Board of Education recognizes the importance of maintaining continuity of instruction while ensuring the safety of students and staff; and

WHEREAS, the District has developed an E-Learning Plan that complies with the requirements of Minnesota Statutes, Section 120A.414, including provisions for students without reliable internet access or adequate technology, accessible options for students with disabilities, teacher availability during the instructional day, and annual parent notification; and

WHEREAS, the District has met the statutory requirements regarding consultation and/or negotiation with the exclusive representative of the teachers.

NOW, THEREFORE, BE IT RESOLVED, that the School Board of Independent School District No. 129, Montevideo Public Schools, hereby approves the implementation of the District's E-Learning Plan for the 2026-2027 school year.

BE IT FURTHER RESOLVED, that the Superintendent or designee is authorized to implement up to five (5) e-learning days during the 2026-2027 school year when weather or other qualifying conditions make it unsafe to conduct in-person instruction, in accordance with Minnesota Statutes, Section 120A.414 and District procedures.

Adopted by the School Board of Independent School District No. 129 on this ____ day of _____, 2026.

School Board Chair

School Board Clerk

RESOLUTION FOR GENERAL ELECTION

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

WHEREAS, the general election in each Minnesota school district must be held on the first Tuesday after the first Monday in November of either the odd-numbered or the even-numbered year.

WHEREAS, it is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each.

THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 129 (Montevideo Public Schools), State of Minnesota, as follows:

The clerk shall include the names of the nominees chosen at the primary election as though they had been included by name in this resolution.

The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November 2026.

Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least eighty-four (84) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district for public inspection at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district for public inspection at least four (4) days before the date of said general election. The clerk shall also cause two (2) sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates, and rotation sequence on the ballots used in that polling place. The sample may be either in full or reduced size.

The clerk is hereby authorized and directed to cause notice of said general 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 the offices to be filled set forth in the form of ballot below and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the school district 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 election officials regarding preparation and distribution of ballots, election administration and cost sharing.

The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the form below, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

The motion for adoption of the Resolution was made by Member _____, duly seconded by Member _____,

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted by Independent School District No. 129,

(Montevideo Public Schools), State of Minnesota, this ____ day of _____, 2026.

School Board Chair

School Board Clerk

MONTEVIDEO PUBLIC SCHOOLS 2026-2027 DISTRICT GOALS

TITLE I GOAL (Elementary)

By June 20, 2027, 60% of students in grades 1-4 will demonstrate proficiency at or above grade level in reading as measured by Spring FastBridge and STAR assessments. This objective represents a 7% increase from the June 2026 baseline of 53%. Key instructional strategies to achieve this goal include the systematic implementation of CKLA, UFLI, and Science of Reading practices within Tier I instruction, supplemented by targeted Tier 2 and Tier 3 reading interventions.

Measurement:

FastBridge Reading Growth Reports, STAR Reading Growth Reports, and Title I intervention progress-monitoring data.

COMPREHENSIVE ACHIEVEMENT AND CIVIC READINESS GOALS

(Note: Every teacher in the school district will be assigned to one of the CACR goals.)

(Note: When each individual teacher is asked, what goal are you currently working on, there should be absolutely no mystery. If a teacher does not possess the knowledge of what the focus goal is, then who is responsible for progress monitoring the CACR goals?)

1. Academic Achievement Goal (Teachers)

- By Spring 2027, the percentage of students meeting or exceeding proficiency on MCA Reading and Mathematics assessments will increase by 3 percentage points districtwide, with student groups identified by economic disadvantage, race/ethnicity, and multilingual status increasing proficiency by at least five percentage points.

Measurement:

2027 MCA proficiency reports and student subgroup reports.

2. College and Career Readiness Goal (High School Teachers)

- By June 2027, the percentage of graduates demonstrating college and career readiness through participation in PSEO, concurrent enrollment, Advanced Placement, industry certification, military enlistment, employment placement, or postsecondary enrollment will increase by five percentage points over the Class of 2026 baseline.

Measurement:

MDE CCR indicators, PSEO participation data, transcript reviews, and postsecondary follow-up data.

3. Graduation Rate Goal (High School Teachers)
- By June 2027, the four-year graduation rate will increase by two percentage points while reducing the number of students identified as off-track for graduation by 10%.

Measurement:

Graduation cohort reports, credit accrual reports, and Student Success Team intervention records.

4. Consistent Attendance Goal (Teachers)
- By June 2027, districtwide attendance will improve to 95% or greater at all schools, while reducing the number of students classified as habitually truant and those missing 20 or more days by 15%.

Measurement:

JMC attendance reports, truancy referrals, and monthly attendance dashboards.

ACHIEVEMENT AND INTEGRATION GOAL

By the end of the 2028–2029 school year, Montevideo Public Schools will increase 3rd-grade reading proficiency among all non-white & FRPL students by 8 percentage points, as measured by the Spring STAR Assessment.

By the end of the 2028–2029 school year, Montevideo Public Schools will increase the math proficiency rate for all non-white and FRPL students in grades 3-5 by 8 percentage points, as measured by the Spring STAR Assessment.

Measurement:

STAR Reporting

Steps to Goal

By June 2027...

- 90% of K-5 classrooms will demonstrate implementation fidelity of Science of Reading instructional practices and CKLA curriculum components
 - Monthly Fidelity Checks
- 100% of K-12 mathematics classrooms will be fully transitioned and aligned with the 2022 Minnesota Academic Standards in Mathematics.
 - Middle School Math Teachers will meet monthly to align and unwrap the new standards
 - High School Math Teachers will meet _____
 - Elementary Math Teachers will _____
- The district will see a 2% increase year in math & reading proficiency as measured on the Spring STAR Assessment for students identified as students of color.
 - Implement ongoing professional development on Culturally Responsive-Sustaining Education to ensure instructional materials and pedagogies reflect student demographics.

- Strengthen Tier II & III intervention process by conducting 3 data meetings with grade level teams in the elementary.
- The district will see a 2% increase yearly in math & reading proficiency as measured on the Spring STAR Assessment for students identified as free and reduced price lunch.
 - Strengthen Tier II & III intervention process by conducting 3 data meetings with grade level teams in the elementary.

MINNESOTA READ ACT GOAL (Preschool - Elementary Teachers)

By June 2027:

- 100% of PK-5 classroom teachers, Title I teachers, interventionists, and administrators will complete all required Minnesota READ Act professional learning requirements;
- 100% of K-4 classrooms will implement CKLA, which supports Science of Reading.
- The percentage of K-5 students identified as at-risk in reading will decrease by ten percentage points from Fall 2026 to Spring 2027.

Measurement:

READ Act training records, literacy walkthrough data, FastBridge earlyReading benchmarks, and intervention progress-monitoring reports.

MTSS GOAL (Mrs. Huseby)

By June 2027, MTSS will increase its implementation from 60.9 % to 68% according to the SEMI-DLT, resulting in:

- Increase the Infrastructure for Continuous Improvement Implementation from 76.8% to 80%.
 - Each Building will have a fully functioning SST & SLT that supports the District Collaborative Linked Teams: Teams will include members, meeting dates, and agendas.
- Increase the Multi-Layered Practices and Support Implementation from 57.1% to 64%.
 - Tier 1 Vertical Alignment: Teachers will have standard ins and outs identified. Pre-K through 12 Math and Reading, 7-12 Science and Social Studies.
 - The District MTSS Data System will be used to document Tier II & III interventions in the MES and MMS buildings.
 - MES and MMS Interventionists will be trained in the new reading intervention program (*Voyager Passport & Rewards*) adopted in Fall 2026.
- Increase the Data-Based Decision Making component of MTSS from 50% to 64%.
 - Data review meetings will be held 3 times per year to support the assessment schedule.
 - Teachers will be introduced to intervention matching

Measurement:

MTSS SEMI-DLT, District Collaborative Linked Teams agendas, intervention logs, and FastBridge/STAR tier-distribution reports.