

Regular School Board Meeting  
Monday, August 8, 2022 6:00 PM

District Office Board Room  
2001 William Avenue  
Montevideo, MN 56265

## **Agenda**

1. ROUTINE BUSINESS ITEMS
  - 1.1. Call to Order/Pledge of Allegiance
  - 1.2. Roll Call: Birhanzi \_\_\_ Helgeson \_\_\_ Pauling \_\_\_ Sachariason \_\_\_ Snell \_\_\_ and Stenson \_\_\_
  - 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. Special Board of Education Meeting Minutes
    - 1.5.2. Bills
    - 1.5.3. Treasurer's Report
    - 1.5.4. Budget Report
    - 1.5.5. Personnel Actions
      - 1.5.5.1. Employment
      - 1.5.5.2. Resignations/Retirements
      - 1.5.5.3. Reassignments
      - 1.5.5.4. Terminations
  - 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
3. ACTION ITEMS
  - 3.1. Approve Safe School Plan
  - 3.2. Approve Strategic Plan
  - 3.3. Approve E-Learning Day Plan
  - 3.4. Approve Student and Staff Handbooks
  - 3.5. Approve School Perceptions Agreement
  - 3.6. Set Substitute Teacher Pay
  - 3.7. Approval of Montevideo Educational Assistant's Work Agreement
  - 3.8. Set Adult Meal Prices
  - 3.9. Approve Transportation Agreement
4. EXECUTIVE SESSION
5. PROFESSIONAL DEVELOPMENT

## 6. ADJOURNMENT

ISD 129 – MONTEVIDEO PUBLIC SCHOOLS  
Minutes of Special School Board Meeting  
Held June 30, 2022 in Montevideo, MN

The special meeting of the School Board of Independent School District #129 was called to order by Chairman Stenson at 7:08 a.m. on Thursday, June 30, 2022. The meeting was held in the District Board Room of the Montevideo Middle School.

Members present were Stenson, Sachariason, Snell and Helgeson, joining virtually. Also present was Superintendent Wade McKittrick, joining virtually.

Director Sachariason made and Director Snell seconded a motion to approve the Consent agenda. Motion carried unanimously.

- Regular Board of Education Meeting Minutes – June 13, 2022
- June Bills

**TOTAL EXPENDITURES BY FUND**

|                           |                     |
|---------------------------|---------------------|
| GENERAL FUND              | \$189,260.54        |
| FOOD SERVICE              | \$475.87            |
| COMMUNITY SERVICES        | \$3,911.79          |
| CAPITAL EXPENDITURE       | \$28,534.99         |
| DEBT SERVICE              | \$1,187.50          |
| STUDENT ACTIVIES          | \$11,403.46         |
| MINN RIVER VALLEY ED DIST | \$328,541.39        |
| MRVED COMMUNITY EDUCATION | \$4,899.29          |
| <b>TOTAL BY FUND</b>      | <b>\$568,214.83</b> |

- Treasurer’s Report
- Budget Report
- Personnel Action
  - Employment  
William Cardenas, ESL Assistant, Middle School 22-23 school year.  
Rosalie Martinez, SWNS Assistant, Hawks Nest Early Childhood Center 22-23 school year
  - Resignations/Retirements  
Mark Hendrickson, resigning as Custodian, effective July 29, 2022.  
Katelyn Enevoldsen, resigning as Special Ed Assistant, MHS  
Kris Kolhei, resigning as Special Ed Assistant, Ramsey
  - Reassignments  
Amy Reidinger, reassignment from Phy Ed Teacher to Community Education Director beginning July 1, 2022

- Director Snell made and Director Sachariason seconded a motion to adopt the resolution accepting the listed gifts, donations, contributions and bequests. After a roll call vote, motion carried unanimously.  
     Co-op Credit Union made a \$2,500 contribution towards the playground for the new Hawk's Nest Early Childhood facility.  
     A private donation of \$25 to Heroes in Action Scholarship program.
- Superintendent's report
- Board Reports
- Administration reports
- Congratulatory Recognition

Discussion Items: None

#### Action Items

- Motion by Director Sachariason and seconded by Director Snell to approve Board stipends and meeting rates at the following: \$60 for regular meetings (\$80 Chair), Other Meetings, Special Meetings and Committee Meetings: \$30 (\$40 -Chair) Negotiations Committee Meetings- \$60. Motion carried unanimously.
- Motion by Director Sachariason and seconded by Director Snell to approve policies 410, 413, 414, 415, 506, 506.1, 514, 522, 524, 524A, 524.2, 616, and 806 as presented. Motion carried unanimously.
- Motion by Director Snell and seconded by Director Sachariason to approve the budget for fiscal year FY23: Revenues \$26,014,350 and Expenditures \$25,768,329. Motion carried unanimously.
- Motion by Director Sachariason and seconded by Director Snell to adopt the resolution approving the Long Term Facility Maintenance Plan. After a roll call vote, all members voted Aye, motion carried unanimously.
- Motion by Director Snell and seconded by Director Sachariason to approve the resolution, as presented, for a Memorandum of Understanding regarding a 3 year leave of absence for Amy Reidinger. After a roll call vote, all members voted Aye, motion carried unanimously.

Professional Development: None this month

Executive Session: None this month

Adjournment:

Director Helgeson made and Director Sachariason seconded the motion to adjourn the meeting at 7:32 a.m. Motion carried unanimously.

**MONTEVIDEO PUBLIC SCHOOLS****MONTHLY WARRANTS****August 8, 2022**

| Check # | Vendor                                  | Amount       | Description                          |
|---------|---|--------------|--------------------------------------|
| 63873   | Vendor Continued Check                  | \$ -         | VOID                                 |
| 63874   | AMAZON CAPITAL SERVICES, INC            | \$ 1,639.58  | MISC SUPPLIES                        |
| 63875   | BACKES TECHNOLOGY SERVICES INC          | \$ 4,177.74  | PHONE SERVICE                        |
| 63876   | BUILDERS FIRSTSOURCE                    | \$ 5,816.05  | PLAYGROUND FENCING                   |
| 63877   | BUSINESS ESSENTIALS                     | \$ 8,676.00  | PAPER ORDER                          |
| 63878   | CDW-GOVERNMENT INC                      | \$ 1,437.41  | BULLETIN BOARDS                      |
| 63879   | CHAPPEL CENTRAL INC                     | \$ 2,661.96  | MONTHLY HVAC CONTRACT/SERVICE CALL   |
| 63880   | CHILDREN'S MUSEUM OF SOUTH DAKOTA       | \$ 427.50    | FIELD TRIP                           |
| 63881   | CLARA CITY TELEPHONE                    | \$ 279.00    | FIBER LEASE TO RAMSEY                |
| 63882   | CLEAN SITE LLC                          | \$ 495.00    | PORTABLE RESTROOM SERVICE            |
| 63883   | COLUMN SOFTWARE PBC                     | \$ 851.40    | LEGALS                               |
| 63884   | COMMUNITY EDUCATION DEPT                | \$ 595.00    | TWINS TICKETS FOR DISCOVERY PROGRAM  |
| 63885   | CUSTOM PRINTING                         | \$ 3,974.00  | SCHOOL CALENDARS/ANNUAL REPORTS      |
| 63886   | CXTEC                                   | \$ 995.00    | E-RATE PROJECT AT HAWKS NEST         |
| 63887   | DC SIGNS                                | \$ 2,775.00  | HAWKS NEST SIGNAGE                   |
| 63888   | DOLAN CONCRETE & MASONRY, LLC           | \$ 11,800.00 | CONCRETE WORK AT MMS                 |
| 63889   | DRIESSEN WATER INC                      | \$ 221.02    | SALT/WATER                           |
| 63890   | FARMERS UNION OIL COMPANY               | \$ 1,355.80  | FUEL FOR MAINT VEHICLES              |
| 63891   | FASTENAL COMPANY                        | \$ 211.35    | CUSTODIAL SUPPLIES                   |
| 63892   | FLINN SCIENTIFIC                        | \$ 6,356.79  | SCIENSE TABLES                       |
| 63893   | FRENCH GLASS                            | \$ 92.00     | KEYS                                 |
| 63894   | GOVCONNECTION, INC                      | \$ 31,744.00 | BUILDING RECONFIGURATION/HAWKS NEST  |
| 63895   | HENDRICKX DEROUIN, ANNETTE              | \$ 1,725.00  | FOOD SERVICE CONSULTING              |
| 63896   | HILLYARD FLOOR CARE SUPPLY              | \$ 2,837.93  | CUSTODIAL SUPPLIES                   |
| 63897   | HOMESTORE DESIGN CENTER INC             | \$ 963.11    | PAINT & SUPPLIES                     |
| 63898   | ISD #129 - MONTEVIDEO                   | \$ 2,516.50  | PROGRAM FUND - TENNIS, EXCEL WEIGHTS |
| 63899   | ISD #347-WILLMAR                        | \$ 16,171.14 | FOOD SERVICE DIRECTOR - FY22         |
| 63900   | IXL LEARNING                            | \$ 4,900.00  | SERVICE SITE LICENSE                 |
| 63901   | JONTI-CRAFT, INC                        | \$ 6,230.00  | HAWKS NEST CABINETS                  |
| 63902   | KDMA (AM)/KMGFM (FM)                    | \$ 1,406.00  | ADS                                  |
| 63903   | KEMPS LLC                               | \$ 897.76    | FOOD SERVICE BILLING                 |
| 63904   | KYLE'S SMALL ENGINE REPAIR              | \$ 507.21    | MOWER PARTS                          |
| 63905   | LITTLE CROW TELE-MEDIA NETWORK          | \$ 1,135.20  | WIZER CYBER TRAINING                 |
| 63906   | MARCO INC                               | \$ 500.00    | PRINTER RETURN                       |
| 63907   | MEI TOTAL ELEVATOR SOLUTIONS            | \$ 388.54    | QUARTERLY SERVICE                    |
| 63908   | MELODY LANES FAMILY ENTERTAINMENT CENTE | \$ 1,283.00  | KIDS BOWLING/JTHC FIELD TRIP         |
| 63909   | MID-AMERICAN RESEARCH CHEMICAL          | \$ 343.69    | CUSTODIAL SUPPLIES                   |
| 63910   | MINNESOTA WEST-WORTHINGTON              | \$ 160.00    | PSEO BOOKS                           |
| 63911   | MN ASSN OF SCHOOL ADMIN                 | \$ 1,330.00  | MEMBERSHIP                           |
| 63912   | MN STATE HS MATH LEAGUE                 | \$ 600.00    | MEMBERSHIP                           |
| 63913   | MOLDE'S ELECTRIC & MECHANICAL INC       | \$ 5,790.00  | LIGHTING REPLACEMENT IN AG SHOP      |
| 63914   | MONTE SWIM CLUB                         | \$ 509.12    | SUMMER SWIM CLUB                     |
| 63915   | MONTE CANDY CO                          | \$ 120.00    | GAME NIGHT CANDY                     |
| 63916   | MONTE FIRE AND SAFETY                   | \$ 1,829.50  | FIRE EXTINGUISHER SERVICE            |
| 63917   | Vendor Continued Check                  | \$ -         | VOID                                 |
| 63918   | Vendor Continued Check                  | \$ -         | VOID                                 |
| 63919   | MONTE HARDWARE HANK                     | \$ 2,693.47  | PAINT & SUPPLIES                     |
| 63920   | MONTEVIDEO AMERICAN-NEWS                | \$ 130.00    | SUBSCRIPTION RENEWALS                |
| 63921   | O'REILLY AUTOMOTIVE, INC                | \$ 7.46      | DRIVERS ED SUPPLIES                  |
| 63922   | OLSEN PLUMBING & HEATING INC            | \$ 40.00     | SINK REPAIR                          |

**MONTEVIDEO PUBLIC SCHOOLS****MONTHLY WARRANTS****August 8, 2022**

|                                       |           |                   |                                       |
|---------------------------------------|-----------|-------------------|---------------------------------------|
| 63923 OXYGEN SERVICE COMPANY          | \$        | 158.13            | AG SHOP SUPPLIES                      |
| 63924 PAAPE ENERGY SERVICES           | \$        | 892.60            | HVAC CONTROLS                         |
| 63925 PAN OF GOLD BAKING CO           | \$        | 19.70             | FOOD SERVICE BILLING                  |
| 63926 PETTY CASH FUND                 | \$        | 2,586.33          | PETTY CASH REIMBURSEMENTS             |
| 63927 PIONEER                         | \$        | 1,648.80          | ATHLETIC FIELD PAINT                  |
| 63928 RESOURCE TRAINING & SOLUTIONS   | \$        | 464.00            | LETRS TRAINING                        |
| 63929 RUNNING'S SUPPLY INC            | \$        | 1,106.14          | CUSTODIAL SUPPLIES                    |
| 63930 SCENARIO LEARNING, LLC          | \$        | 2,947.20          | SAFESCHOOLS SUBSCRIPTION              |
| 63931 SCHOLASTIC INC MAGAZINES        | \$        | 510.84            | SCHOLASTIC RENEWALS                   |
| 63932 SEESAW LEARNING, INC            | \$        | 750.00            | SWNS STUDENT LICENSE                  |
| 63933 SOUTHWEST COACHES INC           | \$        | 3,414.70          | MARCHING BAND CHARTER                 |
| 63934 STAR GROUP, LLC                 | \$        | 124.99            | CUSTODIAL SUPPLIES                    |
| 63935 STUDENT ASSURANCE SERVICES, INC | \$        | 9,367.50          | STUDENT ACCIDENT POLICY               |
| 63936 SUMMIT FIRE PROTECTION          | \$        | 762.05            | FIRE EXTINGUISHERS - HAWKS NEST       |
| 63937 SW/WC SERVICE COOPERATIVE       | \$        | 1,400.43          | JUNE 2022 SUMMER SERVICES             |
| 63938 T-MOBILE                        | \$        | 89.25             | BUS ACCESS POINTS                     |
| 63939 TOSTENSON LANDFILL              | \$        | 793.93            | LANDFILL FEES                         |
| 63940 TRAFERA                         | \$        | 139,860.00        | CHROMEBOOK ORDER                      |
| 63941 TRANE US INC                    | \$        | 2,368.00          | SERVICE CALL                          |
| 63942 US BANK EQUIPMENT FINANCE       | \$        | 780.00            | COPIER LEASE                          |
| 63943 USI INSURANCE SERVICES LLC      | \$        | 900.00            | RISK MGMT FEE                         |
| 63944 Vendor Continued Check          | \$        | -                 | VOID                                  |
| 63945 Vendor Continued Check          | \$        | -                 | VOID                                  |
| 63946 Vendor Continued Check          | \$        | -                 | VOID                                  |
| 63947 VISA                            | \$        | 7,867.78          | CREDIT CARD PURCHASES                 |
| 63948 WALLACE RADIO SYNDICATION, LLC  | \$        | 385.60            | GOLD DUSTER MUSIC                     |
| 63949 ZEP MANUFACTURING COMPANY       | \$        | 1,769.50          | CUSTODIAL SUPPLIES                    |
| 222300002 BORAAS, ERIK J              | \$        | 137.15            | REIMBURSEMENT - SUMMER REC SUPPLIES   |
| 222300003 GLADY, HILARY E             | \$        | 100.00            | ONLINE COURSE REIMBURSEMENT           |
| 222300004 HAWKINS INC                 | \$        | 20.00             | POOL CHEMICALS                        |
| 222300005 IS-CORP                     | \$        | 225.00            | SKYWARD HOSTING SOFTWARE              |
| 222300006 JACKSON, ANTHONY P          | \$        | 233.13            | GIRLS BB - REGISTRATION REIMBURSEMENT |
| 222300007 KILIBARDA, HOLLY K          | \$        | 100.00            | ONLINE COURSE REIMBURSEMENT           |
| 222300008 LUSCHEN-SCHULER, KERRI ANN  | \$        | 200.00            | REIMBURSEMENT - TABLE                 |
| 222300009 MCKITTRICK, WADE A          | \$        | 335.62            | MILEAGE/LIONS REIMBURSEMENT           |
| 222300010 MOSENG, CARLI B             | \$        | 13.75             | MILEAGE REIMBURSEMENT                 |
| 222300011 OPDAHL, PATRICIA            | \$        | 100.00            | ONLINE COURSE REIMBURSEMENT           |
| 222300012 SCHUELER, MAQUELAH M        | \$        | 230.65            | FFA EXPENSE REIMBURSEMENTS            |
| 222300013 WEBER, CHRISTOPHER L        | \$        | 130.72            | CELL PHONE/MILEAGE REIMBURSEMENT      |
| 222300014 ZAMORA JR, FERNANDO         | \$        | 250.00            | GAMMA MILEAGE                         |
| <b>TOTAL MONTEVIDEO WARRANTS</b>      | <b>\$</b> | <b>324,639.72</b> |                                       |

**MONTEVIDEO PUBLIC SCHOOLS  
MONTHLY WARRANTS  
August 8, 2022**

**MINNESOTA RIVER VALLEY EDUCATION DISTRICT WARRANTS**

|  |    |          |                        |
|--|----|----------|------------------------|
| 63857 BERGESON, BRUCE D                  | \$ | 105.00   | CTE MILEAGE & PHONE    |
| 63858 CENTURYLINK                        | \$ | 314.28   | PHONE CHARGES          |
| 63859 CITY OF MONTEVIDEO UTILITIES       | \$ | 232.85   | CITY UTILITIES         |
| 63860 CULLIGAN SOFT WATER                | \$ | 39.25    | WATER                  |
| 63861 DUNRITE HEATING & AIR CONDITIONING | \$ | 85.00    | REPAIR                 |
| 63862 GOODHUE COUNTY ED DISTRICT 605     | \$ | 916.67   | MREA MEMBERSHIP        |
| 63863 LIGHTBEAM INTERNET                 | \$ | 35.24    | INTERNET SERVICE - ABE |
| 63864 MN RIVER VALLEY EDUCATION DIST     | \$ | 1,200.00 | ABE RENT               |
| 63865 MONITOR-NEWS                       | \$ | 135.40   | ABE TEACHER AD         |
| 63866 MONTEVIDEO AMERICAN-NEWS           | \$ | 65.00    | SUBSCRIPTION           |
| 63867 NORTHWEST EVALUATION ASSOC         | \$ | 1,650.00 | NWEA RENEWAL           |
| 63868 OFFICE PEEPS                       | \$ | 25.52    | COPIER MAINT FEE       |
| 63869 ROCHESTER TELECOM SYSTEMS INC      | \$ | 21.22    | LONG DISTANCE SERVICE  |
| 63870 SCHOLASTIC INC MAGAZINES           | \$ | 2,559.81 | MAGAZINES              |
| 63871 VISA CARDMEMBER SERVICE            | \$ | 4,350.99 | MISC EXPENSES          |

**TOTAL MRVED WARRANTS \$ 11,736.23**

**TOTAL EXPENDITURES BY FUND**

|                           |           |                   |
|---------------------------|-----------|-------------------|
| GENERAL FUND              | \$        | 238,126.52        |
| FOOD SERVICE              | \$        | 20,371.84         |
| COMMUNITY SERVICES        | \$        | 21,095.31         |
| CAPITAL EXPENDITURE       | \$        | 41,045.51         |
| STUDENT ACTIVITIES        | \$        | 4,000.54          |
| MINN RIVER VALLEY ED DIST | \$        | 7,227.97          |
| MRVED COMMUNITY EDUCATION | \$        | 4,508.26          |
| <b>TOTAL BY FUND</b>      | <b>\$</b> | <b>336,375.95</b> |

**JULY 2022 WIRES / CASH TRANSFERS**

|   |    |            |                            |
|---|----|------------|----------------------------|
| 7/6/2022 WIRE FROM PMA TO OLD NATIONAL  | \$ | 150,000.00 | MANUAL CHECKS              |
| 7/11/2022 WIRE FROM PMA TO OLD NATIONAL | \$ | 200,000.00 | MANUAL CHECKS              |
| 7/15/2022 WIRE FROM PMA TO OLD NATIONAL | \$ | 100,000.00 | MANUAL CHECKS/PAYROLL      |
| 7/19/2022 WIRE FROM PMA TO MINNWEST     | \$ | 540,000.00 | PAYROLL                    |
| 7/27/2022 MN DEPT OF REVENUE            | \$ | 53.00      | SALES TAX (APRIL-JUN 2022) |
| 7/28/2022 US TREASURY                   | \$ | 813.96     | PCORI TAX PAYMENT          |
| 7/29/2022 WIRE FROM PMA TO OLD NATIONAL | \$ | 150,000.00 | MANUAL CHECKS              |

**JULY 2022 MANUAL CHECKS**

|  |    |           |                                |
|--|----|-----------|--------------------------------|
| 63683 CITIZENS ALLIANCE AGENCY           | \$ | 14,528.64 | CYBER INSURANCE                |
| 63684 DANIELLE THEIS CONSULTING, LLC     | \$ | 6,125.00  | LSCI TRAINING MATERIALS        |
| 63685 DUNRITE HEATING & AIR CONDITIONING | \$ | 55,000.00 | ALC ROOFTOP UNITS              |
| 63686 MONTEVIDEO SERVICE ORGANIZATION    | \$ | 3,100.00  | SUBSECTION TRACK & SECTION BSB |
| 63687 USI INSURANCE SERVICES LLC         | \$ | 900.00    | JUNE WORK COMP ADVISORS        |
| 63688 PAN OF GOLD BAKING CO              | \$ | 19.70     | FOOD SERVICE BILLING           |
| 63689 SPRAY FOAM SOLUTIONS, LLC          | \$ | 3,000.00  | FLOOR SCRUBBER FOR HAWKS NEST  |
| 63690 VISA CARDMEMBER SERVICE            | \$ | 25,268.95 | MRVED CREDIT CARD CHARGES      |
| 63691 ACTIVE INTERNET TECHNOLOGIES       | \$ | 2,800.00  | 2022-2023 MRVED HOSTING FEE    |
| 63692 CENTURYLINK                        | \$ | 303.69    | MRVED PHONE BILL               |
| 63693 CENTURYLINK-AZ                     | \$ | 96.11     | MRVED PHONE BILL               |
| 63694 CULLIGAN SOFT WATER                | \$ | 23.25     | WATER                          |
| 63695 DUNRITE HEATING & AIR CONDITIONING | \$ | 170.00    | ROOFTOP REPAIR                 |

**MONTEVIDEO PUBLIC SCHOOLS**

**MONTHLY WARRANTS**

**August 8, 2022**

|   |    |           |   |
|---|----|-----------|---|
| 63696 GREAT PLAINS NATURAL GAS                  | \$ | 74.78     | NATURAL GAS BILLING - MRVED             |
| 63697 LIGHTBEAM INTERNET                        | \$ | 35.24     | ABE INTERNET                            |
| 63698 MINNESOTA WEST-WORTHINGTON                | \$ | 1,078.25  | ABE RENT                                |
| 63699 MN DEPT OF HEALTH/ENVIRONMENTAL           | \$ | 35.00     | CERTIFIED FOOD MANAGER FEE              |
| 63700 MN ASSN OF SEC SCHOOL PRINC               | \$ | 719.00    | MEMBERSHIP - MARTIN                     |
| 63701 MOLDE'S ELECTRIC & MECHANICAL             | \$ | 49.73     | LIGHT SWITCH                            |
| 63702 MINNESOTA SCHOOL BOARDS ASSN              | \$ | 1,525.00  | 2022-2023 ENTITY SERVICE FEE            |
| 63703 NORTON, RAYMOND                           | \$ | 283.92    | MILEAGE                                 |
| 63704 NUVERA                                    | \$ | 49,234.20 | TELEMEDIAL NETWORK LEASE                |
| 63705 ODP BUSINESS SOLUTIONS, LLC               | \$ | 353.42    | ABE SUPPLIES                            |
| 63706 ROCHESTER TELECOM SYSTEMS INC             | \$ | 14.63     | LONG DISTANCE                           |
| 63707 A&B BUSINESS SOLUTIONS                    | \$ | 1,883.75  | COPIER LEASES                           |
| 63708 AMAZON CAPITAL SERVICES, INC              | \$ | 1,049.78  | SUPPLIES                                |
| 63709 ARROWWOOD RESORT & CONFERENCE CENTER      | \$ | 3,861.54  | ADMIN RETREAT                           |
| 63710 BACKES TECHNOLOGY SERVICES INC            | \$ | 10,389.26 | CAMERA INSTALL/DATA CABLING             |
| 63711 BURMEISTER AUTO BODY                      | \$ | 1,226.91  | WINDSHIELD REPAIR ON DRIVERS ED CAR     |
| 63712 CENTURYLINK                               | \$ | 48.95     | PHONE SERVICE                           |
| 63713 CHAPPEL CENTRAL INC                       | \$ | 3,732.98  | MONTHLY HVAC CONTRACT/REPAIRS           |
| 63714 CHARTER COMMUNICATIONS                    | \$ | 299.94    | INTERNET/PHONE SERVICE                  |
| 63715 CHERRYROAD MEDIA                          | \$ | 333.44    | SFSP ADS                                |
| 63716 CLARA CITY TELEPHONE                      | \$ | 279.00    | FIBER LEASE                             |
| 63717 CLARK TRANSPORTATION, INC                 | \$ | 20,838.63 | TRANSPORTATION SERVICES                 |
| 63718 CLEAN SITE LLC                            | \$ | 1,335.00  | PORTABLE RESTROOM RENTAL & SERVICE      |
| 63719 CLEARWAY COMMUNITY SOLAR                  | \$ | 9,991.95  | SOLAR CREDITS                           |
| 63720 CM ERDC                                   | \$ | 6,214.44  | VIEWPOINT SUBSCRIPTION                  |
| 63721 DC SIGNS                                  | \$ | 40.00     | DRIVERS ED CAR DECAL                    |
| 63722 DECKER EQUIPMENT                          | \$ | 130.20    | BATHROOM SIGNS                          |
| 63723 DOUBLE D DEVELOPMENT                      | \$ | 30,149.06 | HAWKS NEST LEASE - JULY/AUGUST          |
| 63724 DRIESSEN WATER INC                        | \$ | 55.19     | WATER                                   |
| 63725 FARMERS UNION OIL COMPANY                 | \$ | 2,334.98  | FUEL/TIRE REPAIRS                       |
| 63726 G. FLINN IRON AND METAL                   | \$ | 385.00    | TROPHIES                                |
| 63727 GOPHER SPORTS                             | \$ | 1,274.55  | LTHC SUPPLIES                           |
| 63728 GREAT PLAINS NATURAL GAS                  | \$ | 6,892.86  | NATURAL GAS BILLING                     |
| 63729 HILLYARD FLOOR CARE SUPPLY                | \$ | 4,658.45  | CUSTODIAL SUPPLIES/EQUIPMENT/GYM FINISH |
| 63730 HOMESTORE DESIGN CENTER INC               | \$ | 105.98    | PAINT                                   |
| 63731 INNOVATIVE OFFICE SOLUTIONS, LLC          | \$ | 433.50    | CLOCKS                                  |
| 63732 IS-CORP                                   | \$ | 225.00    | FINANCE SOFTWARE HOST                   |
| 63733 ISD #129 - MONTEVIDEO                     | \$ | 362.00    | ALA CARTE COUPONS                       |
| 63734 ISD #2071 - LAKE CRYSTAL WELLCOME MEMORIA | \$ | 1,213.90  | CARE & TREATMENT                        |
| 63735 JIM'S CLOTHING & SPORTING GOOD            | \$ | 2,389.00  | SHIRTS                                  |
| 63736 JMC COMPUTER SERVICE INC                  | \$ | 6,278.92  | SOFTWARE LICENSES                       |
| 63737 JONTI-CRAFT, INC                          | \$ | 14,225.00 | LOCKERS/CABINETS FOR HAWKS NEST         |
| 63738 KDMA (AM)/KMGFM (FM)                      | \$ | 400.00    | VFW AD                                  |
| 63739 KEMPS LLC                                 | \$ | 1,011.77  | SFSP SUPPLIES                           |
| 63740 LEIN LUMBER, LLC                          | \$ | 46.34     | DOOR CABLES                             |
| 63741 MITLYNG ELECTRIC & REFRIG.                | \$ | 284.80    | REPAIRS                                 |
| 63742 MN ASSN OF SCHOOL ADMIN                   | \$ | 2,190.00  | MEMBERSHIP RENEWALS                     |
| 63743 MONTEVIDEO MARKET                         | \$ | 72.35     | DRY CLEANING                            |
| 63744 MONTE CANDY CO                            | \$ | 115.00    | POPCORN/CONCESSIONS                     |
| 63745 MONTEVIDEO PTSA                           | \$ | 650.00    | FIESTA INFLATABLE                       |
| 63746 Vendor Continued Check                    | \$ | -         | VOID                                    |

**MONTEVIDEO PUBLIC SCHOOLS**  
**MONTHLY WARRANTS**  
**August 8, 2022**

|                                     |    |           |                                   |
|-------------------------------------|----|-----------|-----------------------------------|
| 63747 Vendor Continued Check        | \$ | -         | VOID                              |
| 63748 MONTE HARDWARE HANK           | \$ | 8,959.21  | WASHER/DRYER/PAINT/SUPPLIES       |
| 63749 NAVIGATE 360, LLC             | \$ | 1,980.40  | SUBSCRIPTION                      |
| 63750 O'REILLY AUTOMOTIVE, INC      | \$ | 107.08    | CUSTODIAL SUPPLIES                |
| 63751 OLSEN PLUMBING & HEATING INC  | \$ | 694.85    | REPAIRS                           |
| 63752 OXYGEN SERVICE COMPANY        | \$ | 158.13    | AG SHOP SUPPLIES                  |
| 63753 PREMIER LIFT PRODUCTS INC     | \$ | 702.40    | MAINT & TESTING - WHEELCHAIR LIFT |
| 63754 RED'S TRANSFER & STORAGE, INC | \$ | 4,460.00  | LTHC MOVING                       |
| 63755 RUNNING'S SUPPLY INC          | \$ | 1,520.12  | SUPPLIES                          |
| 63756 SCHOOL MATE                   | \$ | 665.00    | STUDENT PLANNERS                  |
| 63757 SCHOOL SPECIALTY INC          | \$ | 2,123.80  | STANDING DESKS                    |
| 63758 SOUTHWEST GLASS CENTER INC    | \$ | 70,790.00 | NEW DOORS - MMS & MHS             |
| 63759 SW/WC SERVICE COOPERATIVE     | \$ | 10,894.24 | SP ED BILLING/PARA COURSE         |
| 63760 SWEETWATER SOUND INC          | \$ | 101.50    | CABLE TESTER                      |
| 63761 SYSCO WESTERN MN              | \$ | 8,678.51  | SFSP SUPPLIES                     |
| 63762 T-MOBILE                      | \$ | 89.25     | BUS ACCESS POINTS                 |
| 63763 T.A. LAURITSEN SEPTIC & DRAIN | \$ | 125.00    | ROTO ROOTER                       |
| 63764 TOSTENSON LANDFILL            | \$ | 209.49    | LANDFILL FEES                     |
| 63765 US BANK EQUIPMENT FINANCE     | \$ | 780.00    | COPIER LEASES                     |
| 63766 VERIZON WIRELESS              | \$ | 455.85    | WIRELESS BILLINGS                 |
| 63767 VIRCO                         | \$ | 3,066.00  | CLASSROOM DESKS                   |
| 63768 WILLIAM V. MACGILL & CO       | \$ | 637.85    | NURSE SUPPLIES                    |
| 63779 BIGIRON                       | \$ | 656.00    | AUCTION ITEMS                     |
| 63780 MARCO INC                     | \$ | 2,007.56  | COPIER LEASES                     |
| 63781 WALMART-CAPITAL ONE           | \$ | 3,974.20  | MISC SUPPLIES                     |
| 63782 FINN, NAISHA                  | \$ | 1,000.00  | 2022 ALC SCHOLARSHIP AWARD        |
| 63783 HAUGEN, WYATT                 | \$ | 1,750.00  | 2022 ALC SCHOLARSHIP AWARD        |
| 63784 OLSON-BLAKE, AIDAN            | \$ | 1,400.00  | 2022 ALC SCHOLARSHIP AWARD        |
| 63785 ONTIVEROS AASE, LILYA         | \$ | 1,000.00  | 2022 ALC SCHOLARSHIP AWARD        |
| 63786 XCEL ENERGY                   | \$ | 1,343.55  | MRVED ELECTRIC BILL               |
| 63787 AGUILAR, SHERLYN              | \$ | 750.00    | 2022 SCHOLARSHIP AWARD            |
| 63788 ANARIBA, OSCAR                | \$ | 1,000.00  | 2022 SCHOLARSHIP AWARD            |
| 63789 ARENDS, AMERY L               | \$ | 6,200.00  | 2022 SCHOLARSHIP AWARD            |
| 63790 AUGESON, COLE T               | \$ | 2,950.00  | 2022 SCHOLARSHIP AWARD            |
| 63791 AUGESON, GAGE                 | \$ | 500.00    | 2022 SCHOLARSHIP AWARD            |
| 63792 BAHL, DANICA J                | \$ | 2,000.00  | 2022 SCHOLARSHIP AWARD            |
| 63793 BOIKE, KADEN                  | \$ | 4,200.00  | 2022 SCHOLARSHIP AWARD            |
| 63794 BRADY, COLE                   | \$ | 500.00    | 2022 SCHOLARSHIP AWARD            |
| 63795 BUCKINGHAM, EVAN              | \$ | 2,350.00  | 2022 SCHOLARSHIP AWARD            |
| 63796 BURMEISTER, AVERIE L          | \$ | 1,700.00  | 2022 SCHOLARSHIP AWARD            |
| 63797 CARSON, ANISAH                | \$ | 1,000.00  | 2022 SCHOLARSHIP AWARD            |
| 63798 CASTANEDA, MARIA              | \$ | 250.00    | 2022 SCHOLARSHIP AWARD            |
| 63799 CHRISTENSON, TATUM W          | \$ | 4,200.00  | 2022 SCHOLARSHIP AWARD            |
| 63800 CITY OF MONTEVIDEO UTILITIES  | \$ | 4,787.53  | CITY UTILITY BILLINGS             |
| 63801 COBB, KYLIE                   | \$ | 1,050.00  | 2022 SCHOLARSHIP AWARD            |
| 63802 COLLINS, JUSTIN M             | \$ | 5,900.00  | 2022 SCHOLARSHIP AWARD            |
| 63803 DALY, BRENNAN                 | \$ | 250.00    | 2022 SCHOLARSHIP AWARD            |
| 63804 DEHNE, LAUREN                 | \$ | 4,000.00  | 2022 SCHOLARSHIP AWARD            |
| 63805 DIETZ, ALEXIA                 | \$ | 4,300.00  | 2022 SCHOLARSHIP AWARD            |
| 63806 DOUGLAS, KORI M               | \$ | 1,000.00  | 2022 SCHOLARSHIP AWARD            |
| 63807 DOWNEY, INDYANA R             | \$ | 500.00    | 2022 SCHOLARSHIP AWARD            |

MONTEVIDEO PUBLIC SCHOOLS

MONTHLY WARRANTS

August 8, 2022

|                              |    |           |                        |
|------------------------------|----|-----------|------------------------|
| 63808 ENEVOLDSEN, JESSILYN   | \$ | 1,800.00  | 2022 SCHOLARSHIP AWARD |
| 63809 ERICKSON, MIKKAL       | \$ | 2,400.00  | 2022 SCHOLARSHIP AWARD |
| 63810 ERICKSON, MOLLI        | \$ | 2,100.00  | 2022 SCHOLARSHIP AWARD |
| 63811 EVANS, MYA             | \$ | 2,500.00  | 2022 SCHOLARSHIP AWARD |
| 63812 FOKKIN, KADIN          | \$ | 1,000.00  | 2022 SCHOLARSHIP AWARD |
| 63813 FOLEY, KEELEY          | \$ | 1,000.00  | 2022 SCHOLARSHIP AWARD |
| 63814 GILBERTSON, PAIGE      | \$ | 3,700.00  | 2022 SCHOLARSHIP AWARD |
| 63815 HAMILTON, LILY J       | \$ | 600.00    | 2022 SCHOLARSHIP AWARD |
| 63816 HANNA, LAUREN          | \$ | 3,650.00  | 2022 SCHOLARSHIP AWARD |
| 63817 HILDEN, BROOKE M       | \$ | 1,500.00  | 2022 SCHOLARSHIP AWARD |
| 63818 HORIZON POOL SUPPLY    | \$ | 7,246.31  | POOL CONTROLLER        |
| 63819 JOHNSON, GAVIN D       | \$ | 2,200.00  | 2022 SCHOLARSHIP AWARD |
| 63820 JOHNSON, MCKENZIE      | \$ | 4,200.00  | 2022 SCHOLARSHIP AWARD |
| 63821 JORGENSON, MATHEA G    | \$ | 3,450.00  | 2022 SCHOLARSHIP AWARD |
| 63822 KOENEN, ETHAN          | \$ | 400.00    | 2022 SCHOLARSHIP AWARD |
| 63823 LIZARDO, FERNANDO      | \$ | 300.00    | 2022 SCHOLARSHIP AWARD |
| 63824 MAKI, JAYDEN           | \$ | 2,000.00  | 2022 SCHOLARSHIP AWARD |
| 63825 MALSTROM, BRYSON       | \$ | 1,700.00  | 2022 SCHOLARSHIP AWARD |
| 63826 MAROHL, AVERIE         | \$ | 3,200.00  | 2022 SCHOLARSHIP AWARD |
| 63827 MARONEY, ZACH          | \$ | 2,500.00  | 2022 SCHOLARSHIP AWARD |
| 63828 MILLS, ELLA            | \$ | 2,900.00  | 2022 SCHOLARSHIP AWARD |
| 63829 MILLS, NOAH W          | \$ | 2,500.00  | 2022 SCHOLARSHIP AWARD |
| 63830 MORAVETZ, ISAAC        | \$ | 8,100.00  | 2022 SCHOLARSHIP AWARD |
| 63831 MUNOZ, JOSSELYN        | \$ | 1,600.00  | 2022 SCHOLARSHIP AWARD |
| 63832 NUNEZ, JAIRO           | \$ | 250.00    | 2022 SCHOLARSHIP AWARD |
| 63833 PAULING, KASSEY M      | \$ | 4,450.00  | 2022 SCHOLARSHIP AWARD |
| 63834 PEDERSON, DALTON       | \$ | 2,250.00  | 2022 SCHOLARSHIP AWARD |
| 63835 QUINTANILLA, ERIKA     | \$ | 6,150.00  | 2022 SCHOLARSHIP AWARD |
| 63836 RHODE, JARRETT         | \$ | 1,600.00  | 2022 SCHOLARSHIP AWARD |
| 63837 RONGSTAD, LANA K       | \$ | 5,250.00  | 2022 SCHOLARSHIP AWARD |
| 63838 SACHARIASON, ALLI      | \$ | 4,200.00  | 2022 SCHOLARSHIP AWARD |
| 63839 SACHS, ALYSSA          | \$ | 3,000.00  | 2022 SCHOLARSHIP AWARD |
| 63840 SANDVEN, TYRA          | \$ | 2,200.00  | 2022 SCHOLARSHIP AWARD |
| 63841 SCHMITZ, CALLIM        | \$ | 3,450.00  | 2022 SCHOLARSHIP AWARD |
| 63842 SCHULTZ, BRADYN        | \$ | 900.00    | 2022 SCHOLARSHIP AWARD |
| 63843 SCHWENDEMANN, SKYLER J | \$ | 450.00    | 2022 SCHOLARSHIP AWARD |
| 63844 SIVERSON, CALLIE       | \$ | 1,000.00  | 2022 SCHOLARSHIP AWARD |
| 63845 SPRAY, DYLAN           | \$ | 1,600.00  | 2022 SCHOLARSHIP AWARD |
| 63846 STEGEMAN, AUSTIN       | \$ | 500.00    | 2022 SCHOLARSHIP AWARD |
| 63847 STENSON, KAYDENCE      | \$ | 2,250.00  | 2022 SCHOLARSHIP AWARD |
| 63848 STORCH, ELIJAH         | \$ | 2,750.00  | 2022 SCHOLARSHIP AWARD |
| 63849 STRAND, HUNTER         | \$ | 3,150.00  | 2022 SCHOLARSHIP AWARD |
| 63850 THISSEN, PARKER        | \$ | 5,000.00  | 2022 SCHOLARSHIP AWARD |
| 63851 VANBINSBERGEN, ANDREW  | \$ | 3,450.00  | 2022 SCHOLARSHIP AWARD |
| 63852 VILLARREAL, CYNTHIA    | \$ | 1,000.00  | 2022 SCHOLARSHIP AWARD |
| 63853 VONDERHARR, KATLYN     | \$ | 8,550.00  | 2022 SCHOLARSHIP AWARD |
| 63854 WALZ, CONNOR           | \$ | 1,250.00  | 2022 SCHOLARSHIP AWARD |
| 63855 WINTERS, DAIN          | \$ | 2,150.00  | 2022 SCHOLARSHIP AWARD |
| 63856 XCEL ENERGY            | \$ | 19,692.73 | ELECTRIC SERVICE       |

**TOTAL JULY 2022 MANUAL CHECKS \$ 630,904.49**

MONTEVIDEO PUBLIC SCHOOLS

MONTHLY WARRANTS

August 8, 2022

JULY 2022 PAYROLL DEDUCT CHECKS/EFT PMTS

|          |                                     |    |            |                     |
|----------|-------------------------------------|----|------------|---------------------|
| US TREAS | US TREASURY                         | \$ | 105,112.23 | FEDERAL PAYROLL TAX |
| MN REV   | MN DEPARTMENT OF REVENUE            | \$ | 15,739.71  | STATE WITHHOLDING   |
| MN TRA   | MINNESOTA TEACHERS RETIREMENT ASSO  | \$ | 32,757.75  | TRA EFT             |
| MN PERA  | MN PUBLIC EMPLOYEES RETIREMENT ASSO | \$ | 32,036.72  | PERA EFT            |
| SWWC     | SOUTHWEST WEST CENTRAL SERVICE CO-I | \$ | 198,314.74 | JULY HEALTH EFT     |
| SWWC     | SOUTHWEST WEST CENTRAL SERVICE CO-I | \$ | 201,721.53 | AUG HEALTH EFT      |
| DELTA    | DELTA DENTAL                        | \$ | 6,481.48   | DELTA DENTAL EFT    |
| EBC      | EDUCATORS BENEFIT CONSULTANTS       | \$ | 6,891.50   | PAYROLL 403(B) EFT  |
| 63769    | AMERICAN FAMILY LIFE ASSURANCE      | \$ | 327.73     | PAYROLL ACCRUAL     |
| 63770    | BLUE CROSS BLUE SHIELD OF MINN      | \$ | 508.00     | PAYROLL ACCRUAL     |
| 63771    | ISD #129 - MONTEVIDEO               | \$ | 1,175.01   | PAYROLL ACCRUAL     |
| 63772    | MADISON NATIONAL LIFE INS           | \$ | 5,224.87   | PAYROLL ACCRUAL     |
| 63773    | MEDICAREBLUE RX                     | \$ | 356.00     | PAYROLL ACCRUAL     |
| 63774    | MONTEVIDEO AREA COMMUNITY FOUNDATI  | \$ | 72.00      | PAYROLL ACCRUAL     |
| 63775    | NCPERS MINNESOTA                    | \$ | 144.00     | PAYROLL ACCRUAL     |
| 63776    | UNION LOCAL NO 70                   | \$ | 341.06     | PAYROLL ACCRUAL     |
| 63777    | AFSCME COUNCIL 65                   | \$ | 771.23     | PAYROLL ACCRUAL     |
| 63778    | VSP INSURANCE CO                    | \$ | 1,421.99   | PAYROLL ACCRUAL     |

**TOTAL PAYROLL CHECKS/EFTS \$ 609,397.55**

JULY 2022 PETTY CASH DISBURSEMENTS

|                           |    |        |   |
|---------------------------|----|--------|---|
| Carson, Stephanie         | \$ | 53.60  | Lunch account balance                   |
| Chippewa County 4-H       | \$ | 95.00  | 4-H Home Alone Class 6/9/22             |
| City Of Montevideo        | \$ | 180.00 | Pool Rental - Thunder Hawk Care         |
| Countryside Public Health | \$ | 226.00 | Hawks Nest Application                  |
| HIRE IMAGE, LLC           | \$ | 257.00 | Inv. 48273 - Employee background checks |
| Lund, Jessica             | \$ | 351.50 | Lunch account balance                   |
| SMSU Planetarium          | \$ | 150.00 | Field Trip - THC                        |
| US Post Office            | \$ | 163.39 | Non-profit Food Service Mailing         |
| US Post Office            | \$ | 436.10 | Brochure Mailing                        |
| US Post Office            | \$ | 673.74 | Annual stakeholder mailing              |

**JULY 2022 PETTY CASH TOTAL \$ 2,586.33**

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

Date of Report: July 2022

For the Month of: June 2022

| Funds              | Balance<br>Beginning of<br>Month | Receipts            | Disbursements       | Accounting/<br>Prior Year<br>Adjustments | Balance End of<br>Month |
|--------------------|----------------------------------|---------------------|---------------------|--|-------------------------|
| General            | 3,900,187.11                     | 6,025,658.39        | 7,239,903.01        | 0.00                                     | 2,685,942.49            |
| Food Service       | 638,728.55                       | 160,954.24          | 126,321.14          | 0.00                                     | 673,361.65              |
| Community Service  | 130,011.06                       | 195,896.61          | 150,333.28          | 0.00                                     | 175,574.39              |
| Capital Outlay     | 684,493.28                       | 2,449.41            | 44,442.11           | 0.00                                     | 642,500.58              |
| Debt Service       | 309,277.61                       | 211,729.60          | 2,687.50            | 0.00                                     | 518,319.71              |
| Flex Benefit       | 7,477.15                         | 13,400.05           | 10,590.73           | 0.00                                     | 10,286.47               |
| Student Activities | 464,376.37                       | 208,658.68          | 230,410.78          | 0.00                                     | 442,624.27              |
| MRVED              | 3,071,914.45                     | 141,470.30          | 683,667.45          | 0.00                                     | 2,529,717.30            |
| <b>TOTALS</b>      | <b>9,206,465.58</b>              | <b>6,960,217.28</b> | <b>8,488,356.00</b> | <b>0.00</b>                              | <b>7,678,326.86</b>     |

**RECONCILEMENT OF TREASURER'S BALANCE WITH BANK STATEMENTS**

| Bank                                   | Bank Balance | Outstanding<br>Checks | Outstanding<br>Deposits | Other<br>Reconciling<br>Items | Balance Per<br>Treasurer's Books |
|--|--------------|-----------------------|-------------------------|-------------------------------|----------------------------------|
| <b>Checking</b>                        |              |                       |                         |                               |                                  |
| Old National Bank                      | \$461,434.62 | \$214,033.86          | \$8,763.55              |                               | \$ 256,164.31                    |
| MinnWest Bank                          | \$5,209.37   | \$794.18              |                         |                               | \$ 4,415.19                      |
| Flex Account                           | \$21,537.24  | \$11,250.77           |                         |                               | \$ 10,286.47                     |
| HS Checking - MW                       | \$4,186.33   | \$1,275.20            |                         |                               | \$ 2,911.13                      |
| <b>Trust Accounts</b>                  |              |                       |                         |                               |                                  |
| PMA MN Trust                           |              |                       | Interest Rate<br>0.92%  |                               | \$ 1,987,431.22                  |
| Liquid Asset Fund                      |              |                       | 0.95% & 1.02%           |                               | \$ 761,002.81                    |
| <b>Investments</b>                     |              |                       |                         |                               |                                  |
|  |              | <b>Maturity Date</b>  |                         |                               |                                  |
| Co-op Credit Union                     |              |                       |                         |                               | \$ 318.27                        |
| Co-op CU - Scholarship                 |              | 6/8/2023              | 0.60%                   |                               | \$ 138,691.12                    |
| MN Trust Full Flex                     |              | 7/31/2022             | 1.30%                   |                               | \$ 2,002,818.55                  |
| MN Trust Term Series                   |              | 9/16/2022             | 0.12%                   |                               | \$ 500,000.00                    |
| Western Alliance Bank/Torrey Pines Bar |              | 7/22/2022             | 0.12%                   |                               | \$ 249,500.00                    |
| Greenstate Credit Union                |              | 7/26/2023             | 0.25%                   |                               | \$ 248,000.00                    |
| BMW Bank North America                 |              | 7/31/2023             | 0.25%                   |                               | \$ 249,248.56                    |
| Goldman Sachs Bank USA                 |              | 12/1/2023             | 2.32%                   |                               | \$ 246,655.72                    |
| US Treasury N/B                        |              | 4/30/2023             | 1.32%                   |                               | \$ 989,408.98                    |
| Investors Choice                       |              |                       | 0.01%                   |                               | \$ 31,474.53                     |
| <b>Treasurer's Balance Per Books</b>   |              |                       |                         |                               | <b>\$7,678,326.86</b>            |

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

Date of Report: August 2022

For the Month of: July 2022

| Funds              | Balance<br>Beginning of<br>Month | Receipts            | Disbursements       | Accounting/<br>Prior Year<br>Adjustments | Balance End of<br>Month |
|--------------------|----------------------------------|---------------------|---------------------|--|-------------------------|
| General            | 2,717,179.61                     | 3,045,334.14        | 3,283,201.92        | 0.00                                     | 2,479,311.83            |
| Food Service       | 666,245.07                       | 171,007.89          | 29,771.89           | 0.00                                     | 807,481.07              |
| Community Service  | 155,221.90                       | 113,114.81          | 160,685.16          | 0.00                                     | 107,651.55              |
| Capital Outlay     | 642,500.58                       | 251.55              | 215,613.04          | 0.00                                     | 427,139.09              |
| Debt Service       | 518,319.71                       | 105,927.37          | 41,220.00           | 0.00                                     | 583,027.08              |
| Flex Benefit       | 10,286.47                        | 1,175.01            | 1,766.95            | 0.00                                     | 9,694.53                |
| Student Activities | 442,576.24                       | 804.59              | 169,937.47          | 0.00                                     | 273,443.36              |
| MRVED              | 2,525,997.28                     | 189,788.19          | 214,605.86          | 0.00                                     | 2,501,179.61            |
| <b>TOTALS</b>      | <b>7,678,326.86</b>              | <b>3,627,403.55</b> | <b>4,116,802.29</b> | <b>0.00</b>                              | <b>7,188,928.12</b>     |

**RECONCILEMENT OF TREASURER'S BALANCE WITH BANK STATEMENTS**

| Bank                                 | Bank Balance | Outstanding<br>Checks | Outstanding<br>Deposits | Other<br>Reconciling<br>Items | Balance Per<br>Treasurer's Books |
|--------------------------------------|--------------|-----------------------|-------------------------|-------------------------------|----------------------------------|
| <b>Checking</b>                      |              |                       |                         |                               |                                  |
| Old National Bank                    | \$256,808.21 | \$251,834.44          | \$1,865.00              |                               | \$ 6,838.77                      |
| MinnWest Bank                        | \$2,393.92   | \$1,876.44            |                         |                               | \$ 517.48                        |
| Flex Account                         | \$11,288.18  | \$1,593.65            |                         |                               | \$ 9,694.53                      |
| HS Checking - MW                     | \$4,186.33   | \$1,275.20            |                         |                               | \$ 2,911.13                      |
| <b>Trust Accounts</b>                |              |                       |                         |                               |                                  |
|                                      |              |                       | <b>Interest Rate</b>    |                               |                                  |
| PMA MN Trust                         |              |                       | 1.38%                   |                               | \$ 1,945,110.59                  |
| Liquid Asset Fund                    |              |                       | 1.34% & 1.44%           |                               | \$ 814,784.81                    |
| <b>Investments</b>                   |              |                       |                         |                               |                                  |
|                                      |              | <b>Maturity Date</b>  |                         |                               |                                  |
| Co-op Credit Union                   |              |                       |                         |                               | \$ 318.27                        |
| Co-op CU - Scholarship               |              | 6/8/2023              | 0.60%                   |                               | \$ 138,761.80                    |
| MN Trust Full Flex                   |              | 8/31/2022             | 2.03%                   |                               | \$ 2,005,202.68                  |
| MN Trust Term Series                 |              | 9/16/2022             | 0.12%                   |                               | \$ 500,000.00                    |
| Greenstate Credit Union              |              | 7/26/2023             | 0.25%                   |                               | \$ 248,000.00                    |
| BMW Bank North America               |              | 7/31/2023             | 0.25%                   |                               | \$ 249,248.56                    |
| Goldman Sachs Bank USA               |              | 12/1/2023             | 2.32%                   |                               | \$ 246,655.72                    |
| US Treasury N/B                      |              | 4/30/2023             | 1.32%                   |                               | \$ 989,408.98                    |
| Investors Choice                     |              |                       | 0.01%                   |                               | \$ 31,474.80                     |
| <b>Treasurer's Balance Per Books</b> |              |                       |                         |                               | <b>\$7,188,928.12</b>            |



# Montevideo Public Schools

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

## Superintendent Report

August, 2022

### Facilities

Hawks Nest: The new portion of the facility is “mostly” finished. They are hitting some clean up items and then we will get the inspectors in. We are moving furniture this week for the offices, storage has started to get filled, and the steps have been installed. The playground installation began on August 3rd and they will continue until complete (estimated to be finished by Thursday). The landlords are installing a new roof top unit as the existing one had some freeze up issues when fired up.

We received our insurance claim numbers for the summer storms. Adam and I are examining them and will begin the process of getting work completed asap. The big item is the Middle School roof and what to do with that. More information to come.

The Phase I facility plan numbers have come in and I will be sharing those with you on Monday evening. I am proposing that we schedule a work session with Brey and CD Smith to finalize the phase I plan and to be able to provide information needed to School Perceptions for the district survey.

### Open Positions in the District

I will be using this section of my report to keep the board abreast on the certified employment opportunities in our district.

2022-2023

1. Elementary Music Teacher
2. Middle School Physical Education Teacher

### LSCI

Last week we had 32 elementary level staff complete the LSCI training. What I have heard from staff is that the training was excellent and now it is time to begin the implementation phase. Mrs. Sachariason will be on hand for any questions you might have regarding the training.

### Private Funding

It was decided at the board retreat to pursue opportunities to private fund a new Fine Arts Center. Two ideas that arose were selling seats and an annual Gala. I have also been in contact with some community members who have an interest in coming together to brainstorm ways to raise “significant dollars.” I will keep the board abreast of progress and opportunities.

### SY23

The new school year is upon us. Fall sports begin August 15, new teacher workshop August 18-19, and all staff workshop August 22-24 with open house being August 24. Open House will be done a little differently this year as we are going to tier the evening. The elementary open houses will be from 4pm-6pm, middle school 5pm-7pm, and high school 6pm-8pm. School begins on Monday, August 29.

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

*Equal Opportunity Employer*



**Montevideo Public Schools**  
**Safe School Learning Plan**  
***"Students First, Cradle to Career"***

**Safety** of ISD 129 students is and always will be a top priority of the school district. Therefore, as we enter the 2022-2023 school year it is important to continue to address how infectious diseases are handled within the school and what measures are taken in a preventative manner. This plan addresses overall procedures the district continues to implement in order to keep children as healthy as possible and also specifically addresses COVID 19 as required by federal guidelines.

**As the school district transitions back to pre-pandemic operations**, this plan acknowledges that COVID 19 and its variants have not gone away. At the same time, this plan reflects that the best place for students is in the classroom, learning in person from their teachers and with their fellow students.

In discerning the details of the district's Safe School Learning Plan we have moved forward with the following basic underlying principles:

We will:

1. Provide an environment in which students and staff are safe.
2. Provide a learning environment that is most effective for the most students; in-person school.
3. Provide a leadership model that allows for current information to be accessed, assessed, and utilized in making district wide decisions, is flexible enough to address change needs quickly, and is rooted in a "Students First" thought process.
4. Apply a layered approach to virus protection that is effective while the least restrictive as possible.
5. Align our practices with the requirements and recommendations of the Minnesota Department of Education (MDE) and Minnesota Department of Health (MDH).  
and
6. Allows for as much parental decision making as possible in regards to their children's health and education.

While no plan is perfect, we believe that the following plan addresses the current state of our schools and utilizes public feedback, in order to provide the best possible education for our students while adhering to the above planning principles. Therefore the the 2022-2023 will:

- Be regular five day per week school days
- Utilize "normal" daily start and end times as well as transition times
- Follow the school board approved academic calendar
- All classes will be held in their regular assigned classrooms/spaces
- Breakfast and lunch will take place in the cafeteria
- Extra-curricular activities will operate in a pre-pandemic manner
- Pre-pandemic procedures will be followed when riding the school bus

## **2022-2023 Safe School Learning Plan**

### **The Learning Model:**

Montevideo Public Schools will be returning to school in 2022-2023 with full-time in-person instruction for all students. This model does not provide for an online learning option with Montevideo Public School staff, however families that are in need of an “online learning” option due to health concerns/needs should contact their child’s building principal regarding the option of utilizing a district approved online provider.

### **District Strategies, Procedures, and Communication:**

The district’s layered approach to providing a safe school learning environment includes:

- Minnesota Department of Health ventilation recommendations for classrooms and buildings
- Utilizing proper handwashing and/or hand sanitizer
- Teaching and utilizing proper sneeze/cough etiquette
- Implementing voluntary screening/testing
- Utilizing outdoor spaces when activity and weather allow
- Communication to keep students, families, and staff informed will be accomplished through utilizing School Messenger, Email, Phone Calls, Social Media, and the Montevideo Public Schools website..

### **A Closer Look At:**

#### **Accommodations for Special Populations:**

Appropriate accommodations for children with disabilities with respect to health and safety policies and procedures will continue to be provided. To learn more about accommodations, parents/guardians should contact his/her child’s case manager.

#### **Child Nutrition-Meals:**

Meals will be available at school. Students may also bring their lunches. Meal services will be provided daily for students in the building cafeteria.

#### **Cleaning and Maintaining Healthy Facilities and Effective Use of HVAC:**

The school district will use strategies suggested by the Minnesota Department of Health to ensure proper indoor air quality. Strategies such as high air flow in classrooms to ensure high air quality through running HVAC systems at the maximum settings feasible. Daily cleaning procedures, that allow for safe facilities, will be implemented. The following is a [link](#) to the MDH recommendations.

#### **Quarantine Instruction:**

Students who are in quarantine due to testing positive for COVID 19 or due to close contact with a positive case will have their educational program altered during the quarantine period. The alternative delivery method will vary based upon learning level and teacher. Once a student has been identified to enter into quarantine they and/or their parents will be contacted to be made aware of the delivery system. This type of instruction is only available to students who are in quarantine processes.

#### **Face Coverings:**

All students, staff and visitors will be given the choice to wear a face covering, but are not required to wear a face covering, regardless of vaccination status. Anyone may voluntarily wear a face covering if they so choose. The CDC and MDH recommend masking regardless of vaccination status when a community is at a high community level.

The Montevideo Public School District will make reasonable modifications for all students at risk for getting very sick with COVID-19.

The face covering recommendation does not apply to children under 2 years of age or people of any age who are unable to tolerate wearing a face covering because of a medical condition, mental health condition, or disability.

**Field Trips:**

Field trips may be scheduled throughout the school year where applicable.

**Health Screening:**

Self-Screening is strongly recommended for all students and staff. The District is required to report any COVID-19 cases to the MDH.

**Quarantine, and Isolation:**

The following [link](#) provides exposure quarantine and isolation recommendations from the Minnesota Department of Health as well as recommendations for when testing [positive](#).

**Transportation:**

Regular transportation routes will be used. Seating charts may be implemented. Students and staff will not be required to wear masks on public transportation.

**Vaccines:**

While the determination on whether or not to get vaccinated for COVID 19 completely rests with the individual, the CDC and MDH strongly recommend all eligible people be fully vaccinated.

**Visitors/Volunteers:**

Visitors and volunteers must complete a health screening upon entrance of a school facility and should **not** come to a school facility if they are ill.

**Review of Plan**

The Montevideo Public School District will continue to work with local public health to monitor our school health data and to make Safe School Learning Plan adjustments as necessary.

In closing, Montevideo Public School staff and administration are committed to providing a safe learning environment for all students. COVID 19 and issues surrounding the virus have been exceptionally polarizing, therefore we are working hard to keep political and activist perspectives out of our decision making process. We believe that it is important to acknowledge each individual's right to hold a belief or perception and we ask everyone to respect the decisions and actions of others while together we strive to provide a safe environment in school for our students and staff.

**MONTEVIDEO PUBLIC SCHOOLS  
STRATEGIC PLAN  
“T HAWK 25”**

**Outstanding  
Employees**

**Student  
Achievement**

**MONTEVIDEO**

**School and  
Community  
Connection**



**Fiscal  
Responsibility**

**THUNDER HAWKS**

**Innovation in  
Education**

**Safe, Efficient,  
and Appropriate  
Facilities**

**“STUDENTS FIRST, CRADLE TO CAREER”**



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

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

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



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

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

| District Priorities (What) | Goals (How we will know)  | Benchmarks- Indicators of Success  |
|----------------------------|---|--|
| <b>Student Achievement</b> | ❖ The percentage of third grade students that meet or exceed reading standards on the MN Comprehensive Assessments (MCA) will exceed 75% by June, 2025. | <ul style="list-style-type: none"> <li>❖ 2023: 68%</li> <li>❖ 2024: 72%</li> <li>❖ 2025: 75%</li> </ul>  |
|                            | ❖ 85% of students in grades K-8 are at or above grade level in math according to Spring STAR assessments by June, 2024.                                 | <ul style="list-style-type: none"> <li>❖ 2023: 82%</li> <li>❖ 2024: 85%</li> </ul>                       |
|                            | ❖ 85% of students in grades K-8 are at or above grade level in reading according to Spring STAR assessments by June, 2025.                              | <ul style="list-style-type: none"> <li>❖ 2023: 73%</li> <li>❖ 2024: 80%</li> <li>❖ 2025: 85%</li> </ul>  |
|                            | ❖ Montevideo Senior High School will achieve a minimum overall graduation rate of 90% or higher by June 2024.   | <ul style="list-style-type: none"> <li>❖ 2023: 88%</li> <li>❖ 2024: 90%</li> </ul>                       |
|                            | ❖ Montevideo Senior High School will achieve a minimum of a 98% graduation rate of students enrolled on October 1 of their senior year.                 |  |
|                            | ❖ 85% of students graduating from MHS will meet the academic "Redefining Readiness" criteria by June, 2025  | <ul style="list-style-type: none"> <li>❖ 2023: 75%</li> <li>❖ 2024: 80%</li> <li>❖ 2025: 85%</li> </ul>  |
|                            | ❖ Average Composite ACT Score of 23 or higher for senior class  | <ul style="list-style-type: none"> <li>❖ 2023: 21.5</li> <li>❖ 2024: 22.3</li> <li>❖ 2025: 23</li> </ul> |
|                            | ❖ MHS graduates earn an average of 12 or more college credits per student while in high school by June, 2025  | <ul style="list-style-type: none"> <li>❖ 2023: 9</li> <li>❖ 2024: 11</li> <li>❖ 2025: 12</li> </ul>      |
|                            | ❖ The percentage of students entering kindergarten meeting district Kindergarten Readiness standards is 90% by September, 2025                          |  |



| District Priorities (What)                         | Goals (How we will know)   | Benchmarks-Indicators of Success   |
|--|--|--|
| <b>Fiscal Responsibility</b>                       | <ul style="list-style-type: none"> <li>❖ The annual expense to revenue budget will annually be within +/- 2%.</li> <li>❖ The district general fund balance will be at or exceed 3 months of operating expenses by FY25.</li> <li>❖ 75% of district fund 01 expenditures go directly to support instruction.</li> </ul>   | <ul style="list-style-type: none"> <li>❖ 2023: 2</li> <li>❖ 2024: 2.5</li> <li>❖ 2025: 3</li> </ul>  |
| <b>Safe, Efficient, and Appropriate Facilities</b> | <ul style="list-style-type: none"> <li>❖ Safe school protocols are in place and documented in building emergency plans for all district facilities by June, 2023.</li> <li>❖ 100% of district facilities utilized for school programs will meet all health and safety guidelines as shown by 0 major violations on the annual OSHA assessment.</li> <li>❖ Inform, Educate, and Seek Support of District Stakeholders for the Implementation of Phase I of the District Facility Master Plan as indicated by the plan aligning to stakeholder survey results</li> <li>❖ By June, 2025, 95% of students will identify school as a safe place physically, socially, and emotionally as measured by district stakeholder satisfaction surveys</li> </ul> |  |
| <b>Innovation in Education</b>                     | <ul style="list-style-type: none"> <li>❖ Create a college and career readiness scope and sequence that is implemented by September, 2024</li> </ul>  |  |
| <b>School and Community Connection</b>             | <ul style="list-style-type: none"> <li>❖ The district will increase stakeholder trust as shown by attaining a minimum score of 3.0 by June of 2025 in the areas of connection, clarity, and compassion as measured by the Spring district stakeholder satisfaction survey</li> <li>❖ Annually sustain existing 2-way beneficial partnerships</li> <li>❖ Annually Increase the number of Universities that utilize MPS as a student teaching site option.</li> </ul>  | <ul style="list-style-type: none"> <li>❖ 2023: 2.9</li> <li>❖ 2024: 2.95</li> <li>❖ 2025: 3</li> <li>❖ 2023: 8+</li> <li>❖ 2023: 5</li> <li>❖ 2024: 8</li> </ul> |
| <b>Outstanding Employees</b>                       | <ul style="list-style-type: none"> <li>❖ 100% of instructional positions are filled by fully licensed staff who meet the district expectations of highly qualified</li> <li>❖ Work agreements provide regionally competitive wages, benefits, and opportunities resulting in 100% of positions to be filled annually.</li> <li>❖ Maintain 5% or less turnover annually</li> </ul>  |  |

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



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

### **WHY e-LEARNING DAYS?**

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

### **PLAN:**

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

### **NOTIFICATION:**

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

### **ATTENDANCE:**

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

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

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

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

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

### **e-LEARNING TASKS:**

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

"High quality e-Learning experiences:

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

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

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

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

#### **e-LEARNING PLAN:**

**K-2:** Students will receive an e-Learning day packet that outlines the activities to be completed for the day. Teachers will communicate the day's learning expectations to parents through email by 10:00a.m. on the day of an e-Learning day. Teachers may utilize online platforms such as SeeSaw, Google Classroom, etc. This information will be communicated by each teacher to parents.

**Grades 3-8:** Students will utilize Google Classroom to complete e-Learning activities that will be posted no later than 10:00a.m on the e-Learning day. Learning experiences for each class are intended to take approximately 30-50 minutes. Some students may need more time, some less, for each activity. The goal is to provide meaningful instruction/activities that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum when students return to school. Activities may include flipped classrooms or virtual class sessions. Students will submit the e-Learning tasks based on the teacher’s instruction. Directions and tasks will also be given for students who do not have internet access at home, these students must call their teachers to inform them they do not have internet access.

**Grades 9-12:** Students will utilize Google Classroom to complete e-Learning activities that will be posted no later than 10:00a.m on the e-Learning day. Learning experiences for each class are intended to take approximately 30-50 minutes. Some students may need more time, some less, for each activity. The goal is to provide meaningful instruction/activities that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum when students return to school. Activities may include flipped classrooms or virtual class sessions. Students will submit the e-Learning tasks based on the teacher’s instruction. Directions and tasks will also be given for students who do not have internet access at home, these students must call their teachers to inform them they do not have internet access.

**Special Education:** Students in pull-out classes will complete e-Learning tasks specific to their IEP.

#### **PLAN FOR NON-CERTIFIED STAFF ON e-LEARNING DAYS**

Leave may be taken according to specific work agreements.

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

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

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

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

## **Montevideo Public School e-Learning Preparation**

### **e-Learning Day Elementary Teacher Preparation Checklist**

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

### **During an e-Learning Day**

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

### **After an e-Learning Day**

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

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### **e-Learning Day Grades 5-8 Teacher Preparation Checklist**

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

### **During an e-Learning Day**

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

### **After an e-Learning Day**

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

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**e-Learning Day Grades 9-12 Teacher Preparation Checklist**

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

**During an e-Learning Day**

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

**After an e-Learning Day**

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

# **MONTEVIDEO MIDDLE SCHOOL STUDENT/PARENT HANDBOOK 2022-23**



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



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|  |                      |
|--|----------------------|
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## MONTEVIDEO PUBLIC SCHOOLS MISSION AND VISION STATEMENTS

**DISTRICT VISION:** *Students First, from Cradle to Career*

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

**DISTRICT VALUES:**

| Values  | What it means  | Living it out  |
|---|--|--|
| <b>Trust</b> as the Foundation                              | We value individual perspectives, honesty, respect, and honoring commitments   | <ul style="list-style-type: none"> <li>● I will be honest and respectful</li> <li>● I will value individual perspectives</li> <li>● I will honor my commitments</li> </ul>   |
| Growth through <b>Innovation</b>                            | We value continuous improvement grounded in high expectations, utilizing innovative thought and practices that foster individual growth, monitoring outcomes, and celebrating successes. | <ul style="list-style-type: none"> <li>● I will hold high expectations for myself and others</li> <li>● I will use innovation as a tool for continuous improvement</li> <li>● I will take risks, welcome challenges, measure results, monitor growth and celebrate successes</li> </ul>                            |
| Build <b>Relationships</b> and <b>Communicate</b> with Care | We value empathy, collaboration, responsiveness, and stewardship to meet the needs of stakeholders.  | <ul style="list-style-type: none"> <li>● I will communicate with clarity and compassion to build trust</li> <li>● I will listen to learn and understand</li> <li>● I will actively engaged with others to build relationships and trust</li> <li>● I will respect and value the contributions of others</li> </ul> |
| Commit to <b>Serve</b>                                      | We value empathy,  | <ul style="list-style-type: none"> <li>● I will listen to understand others needs</li> </ul>   |

collaboration,  
responsiveness, and  
stewardship to meet the  
needs of stakeholders

- I will be a good steward of resources
- I will be a champion in service to my team and stakeholders

#### **DISTRICT BELIEFS:**

1. Valuing students as individuals
2. Utilizing the best technology and curriculum
3. Facilitating family and community engagement
4. Having high expectations for all students
5. Supporting activities that enhance personal growth and strong academic programs
6. Expanding educational opportunities through regional cooperation and collaboration
7. Seizing opportunities to be innovative
8. Building effective communication between school, home and community
9. Maintaining fiscal responsibility

#### **DISTRICT PRIORITIES:**

1. World Class Achievement
2. Safe, Efficient, and Appropriate Facilities
3. Fiscal Responsibility/ Integrity
4. Innovation in Education
5. School and Community Connection

#### **DISTRICT GOALS:**

1. 90% of students graduating from MHS will meet MNSCU entrance requirements
2. 80% of students in grades K-7 are at or above grade level in math and reading according to Spring STAR assessments
3. The district will improve community trust in the areas of connection, clarity, and compassion as measured by Fall to Spring growth on the district stakeholder satisfaction survey.
4. The district will expand 2 way benefit opportunities in 2021-2022 by 10%.
5. The annual expense to revenue budget will annually be within +/- 2%.
6. 70% of district fund 01 expenditures go directly to support instruction.
7. 100% of district facilities utilized for school programs will meet all health and safety guidelines as shown by 0 major violations on the annual OSHA inspection.
8. Safe school protocols are in place and documented in building emergency plans for all district facilities

## **MONTEVIDEO MIDDLE SCHOOL MISSION STATEMENT**

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

### **MIDDLE SCHOOL DAILY SCHEDULE**

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

Period 1: 8:15-9:05

Period 2: 9:08-9:58

Advisory: 10:00-10:15

Period 3: 10:18-10:58

Period 4: 11:02-11:52

Period 5A: 11:56-12:19

Period 5B: 12:23-12:58

Period 5C: 1:02-1:27

Period 6: 1:31-2:21

Period 7: 2:25-3:15

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

### **ATTENDANCE**

Learning is enhanced by regular attendance. The education process requires a continuity of instruction, classroom participation, and guided practice, along with parental encouragement, in order to reach the goal of maximum educational benefits for each individual student. The regular contact of students with one another in the classroom and their participation in well planned instructional activity under the tutelage of a competent teacher are vital to this purpose. This is a well-established principle of education and gives purposes to the requirement of compulsory education in Minnesota. A pattern of good attendance established in school will benefit the learner now, and will transfer to future success in postsecondary education and the workplace.

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

### **PARENTAL RESPONSIBILITY:**

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

### EXCUSED ABSENCES:

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

Excused absences include:

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

### UNEXCUSED ABSENCES/TARDIES TO SCHOOL:

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

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

### EXCESSIVE EXCUSED ABSENCES:

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

letter will be sent to parents once a student reaches ten absences that will include the option for parents to set up a meeting with the principal to discuss absences and possible solutions.

**EDUCATIONAL NEGLECT/TRUANCY:**

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

**A. Education Neglect (younger than age 12):**

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

**B. Truancy (12 years old and older):**

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

**E-LEARNING DAYS**

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

**PLAN:**

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

**NOTIFICATION:**

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

**ATTENDANCE:**

Attendance must be taken by the teacher and records of attendance must be kept for each class/class period. If a student does not complete the e-Learning task(s) before the class period the next day, that student will be counted absent. “Students who do not participate in planned activities are considered absent for those class(es) and will be

reported as absent as if they were not present for an on-campus class.” (Plaman, Minnesota Department of Education 20 July 2017)

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

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

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

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

#### E-LEARNING TASKS:

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

“High quality e-Learning experiences:

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

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

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

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

#### E-LEARNING PLAN:

Grades 5-8: Students will utilize Google Classroom to complete e-Learning activities that will be posted no later than 10:00a.m on the e-Learning day. Learning experiences for each class are intended to take approximately 30-50 minutes. Some students may need more time, some less, for each activity. The goal is to provide

meaningful instruction/activities that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum when students return to school. Activities may include flipped classrooms or virtual class sessions. Students will submit the e-Learning tasks based on the teacher's instruction. Directions and tasks will also be given for students who do not have internet access at home, these students must call their teachers to inform them they do not have internet access.

Special Education: Students in pull-out classes will complete e-Learning tasks specific to their IEP.

## 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.

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 can 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 student is responsible for calling their parents and explaining the reason they 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 mailed home or emailed to parents. 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 utilizes points for determining the level of support needed. A **Stop and Think** ticket is worth **1 point**, a **detention** is worth **2 points**, and a **suspension** (in-school or out-of-school) is worth **4 points**. **Bus tickets** are worth **1 point** and **bus suspensions** are worth **2 points**. All point levels are cumulative over a 9-week period meaning that if a student receives a discipline referral the past 9 weeks of referrals are added together and the following actions occur at certain point levels described below. Interventions used are research or evidence based.

When a student receives

|         |  |  |
|---------|--|--|
| Level 1 | 3 points (over a 9 week period):   | Student meets with Homeroom Advisor  |
| Level 2 | 7 points (over a 9 week period):   | Students meet with Grade Level Advisor, Principal, HAWK Pride Data Team, and Parent to develop an intervention plan that will be implemented over a six-week period. Once a student meets their intervention plan goal they will be removed from intervention. PLEASE NOTE: Special Education students who meet this threshold will utilize the IEP team meeting process to address behavioral concerns. |
| Level 3 | Intervention plan not met by student after six weeks:                      | Student meets with Grade Level Advisor, Principal, HAWK Pride Data Team, and Parent to modify intervention plan or create a new plan   |
| Level 4 | Intervention plan #2 not met by the student after an additional six weeks: | Students may be referred to the Special Education Assessment Team for an evaluation to determine if the student has an emotional or behavioral disability.   |

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.

### **DETENTION**

Detentions will be served after school 3:20-4:10 PM on Tuesday and Thursday. All students receiving detention must report by 3:20 p.m. on the day detention is given or serve the detention the following day detention is held. Any student who skips or is late to detention will serve an additional detention. Should a student skip a second time during the year, the administration will determine when, where and how it will be served. 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 may arrange to stay the following day detention is held if he/she notifies the principal’s office prior to leaving that day. If a parent refuses to allow a student to serve detention, the student will serve a day of in-school suspension and will be responsible for any make-up work. **Any detention takes precedence over school activities, such as athletic practices and games, and must be served before such events.**

### **REMOVAL FROM CLASS**

A teacher may exclude a student from one class period for one day when the grossness of the offense, the persistence of the misbehavior, or the disruptive effects of the behavior makes the continued presence of the student in the classroom intolerable. Teachers will not exclude students from class for vague or general reasons not clear to the student and not communicated to the principal.

## **STUDENT DRESS CODE**

We take pride in the appearance of our students. Your dress affects the quality of the school, of your conduct and of your schoolwork. ISD #129 is considered a place of work for both students and staff. Inappropriate clothing is defined as any article of clothing that distracts from or disrupts education and learning. Inappropriate clothing includes, but is not limited to, anything that exposes cleavage, midriff or buttocks while sitting, standing or bending. Underwear is not to be exposed. Pajama tops, bottoms or slippers are not allowed. Clothing that advertises or symbolizes products banned from school (alcohol, tobacco, drugs) and clothing with obscene, profane, or inappropriate insinuations are not allowed. Shoes must be worn at all times. Headgear, including hats or head coverings may be restricted in the building. Shirts, blouses and other tops must be long enough to cover the stomach area. Halter tops and tops with shoulder straps less than one inch in width are not allowed. Tops with large armholes can only be worn with another shirt (t-shirt or tank) under them. Clothing which bears violent images, including but not limited to images of blood, gore, weapons of violence, or persons being killed or subjected to bodily injury. Should this occur, the clothing will have to be changed if possible, or the student will be sent home. Any teacher can require a student to change offensive clothing. 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. Examples of prohibited clothing/accessories are pacifiers, long wallets with chains, etc. Homeroom and classroom teachers will be responsible for checking violations of any clothing regulations. Parents will be notified by telephone or letter if their student will not be allowed to wear shorts. Continued non compliance will result in suspension and a parent conference.

## **BACKPACKS / ATHLETIC EQUIPMENT**

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

## **BULLETINS AND ANNOUNCEMENTS**

Announcements are read at 8:15 am and 3:10 pm daily over the PA. All notices of club meetings, athletic and social events, general information for the day, and specific instructions are put in the daily bulletin. Daily announcements are also posted on the MMS school website for parent and student access. Pupils responsible for putting notices in this daily bulletin must have their notices approved by their advisors or the principal or the office secretary. All posters must advertise school-sponsored events and must be approved by the administration. *School Board Policy Code 505.*

## **STUDENT COMMUNICATIONS**

Periodically during the school year, the homeroom advisors will be given a list of students that need to return forms or pay outstanding fees. This is not done to embarrass the student; however, with a student body of approximately **450**, this is the most efficient way of notification. We issue receipts for all cash

transactions, please encourage your child to bring these receipts home. If you have any questions regarding fees paid, please feel free to contact the office.

### **TELEPHONE**

The school telephone is for business use only. The office phone can only be used in case of illness or to notify parents if a teacher requires a student to stay after school. There is a telephone in the commons area that is to be used to make other necessary calls. During lunch students must get permission from one of the supervisors to use the telephone. Only one student at a time may be at the telephone. Students should be encouraged to remember their parent contact information, such as telephone numbers, should they need to contact their parents.

### **OUT-OF-BUILDING PASSES**

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

### **TARDIES TO CLASS (Not including being tardy to school, see district attendance section)**

Unexcused tardies to class: The bell indicates the beginning of class. Students entering class without a pass after the bell, will be considered tardy-unexcused. Unexcused tardies totaling five (5) per semester, for class may result in one (1) detention. A detention may be served for each additional unexcused tardy during the semester. Teachers are responsible for keeping track of student tardiness to their class and for following through on procedures stated above.

### **ENTERING THE BUILDING BEFORE 8:11 A.M.**

When students come to school in the morning they will only be allowed in the commons area until 8:11 a.m. Weather permitting; students will be encouraged to use the MMS playground (to the east of the building) before school. Supervision will be provided from 7:45-8:10 a.m. Students will be allowed to enter school only through the front doors, 5<sup>th</sup> grade end doors and east end playground doors. At 8:00 a.m. a bell will ring and students will be released to go to their lockers and then go to a room of their choice. Students may also go to the office for passes, make-up slips, etc. but must go alone, not with friends who

do not have business in the office. Each morning MMS will have an open gym from 7:15-8:00. MMS open gym is for MMS students only.

### **REMAINING IN THE BUILDING AFTER SCHOOL**

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

### **ADVISORY / PARENT-STUDENT-TEACHER CONFERENCES**

All students are assigned an advisor and will attend advisory for 15 minutes each day (except on early dismissal and late start school days). Fifth grade students will be assigned a grade-level advisor. Students in grades six through eight will be assigned an advisor and will have the same advisor each year. The basic function of advisory is to build strong relationships between the students and staff and increase student to school connectedness. Parent-student-teacher conferences will be with your student's advisor. All teachers will have open hours during conferences if parents wish to meet with a specific teacher.

### **SCHEDULE CHANGES**

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

### **REQUESTS FOR TEACHERS/ADVISORS**

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

### **LUNCH PERIOD**

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

### **GUM, FOOD, AND DRINKS**

Students are not allowed to eat, chew gum, or drink beverages, other than water in an acceptable container, in the hallways or classrooms. All food must be consumed in the lunchroom during a student's breakfast time or lunch period. All teachers will enforce this rule in the halls as well as their classrooms. Plain

drinking water may be consumed during the day. The water bottle (**No squirt tops**) may be carried or kept in the students' lockers. All teachers will allow water to be consumed in their classrooms. Students who violate the rules governing water bottles and water drinking may have the water privilege taken away for the rest of the year. Any student who squirts, throws, pours or in any way puts water on other people, the floor, furniture, etc. will be given an appropriate consequence. Students are allowed to take unopened snacks to their lockers after lunch to have as an after-school snack. Food not packaged or open must be consumed in the commons area during their lunch time.

### ELECTRONIC DEVICES

The expectation at MMS is that all electronic devices, including personal cell phones, remain in student lockers during the entire school day (8:15-3:15). Students can use the school phone located in the commons to contact parents during the school day if needed. **Under no circumstance should students use their cell phones, or any electronic device, in bathroom and locker room areas, including before and after school hours due to the privacy rights of others in these areas. MMS is not responsible for any lost, stolen, or damaged personal devices of any kind.**

### PERSONAL ITEMS

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

### GRADING

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

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

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

The following grading scale is utilized by all MMS teachers:

| Letter Grade | Range (Percentage) |
|--------------|--------------------|
| A+           | 97-100             |
| A            | 93-96              |

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

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

### **REPORT CARDS**

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

### **PARKING at MMS**

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

## **STUDENT PICK-UP AND DROP-OFF**

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

## **ILLNESS**

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

## **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 2 hours. Any student who has been assigned 5 or more detentions or "in-school or out-school-suspension" during the time between dances will not be allowed to attend the next dance. Only MMS students (in grades 6, 7, and 8) will be allowed to attend the dances. No guests will be allowed at the dances. Any student who misbehaves at any dances may not be allowed to attend any further dances during the school year and may receive further consequences.

## **STUDY HALL EXPECTATIONS**

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

## **HALLWAY AND BATHROOM EXPECTATIONS / LEAVING THE CLASSROOM**

HAWK Pride hallway and bathroom expectations are posted throughout the school. Students that are unable to follow these expectations may not be able to leave the classroom during class time. Any student caught vandalizing the bathroom (including graffiti) will receive a consequence and will have to pay for any damages.

## **HOMEWORK HELP**

All students have access to our homework help program that is offered every Monday, Wednesday and Friday mornings from 7:40-8:10 am, and Monday and Wednesday afternoons from 3:20-4:00. Homework help is supervised by staff in room B14 on Monday and Wednesday afternoons, and in room 115 on Monday, Wednesday and Friday mornings. Homework help may be assigned by teachers if a student is missing multiple assignments and/or is refusing to work during class. Parents will be notified if their child is assigned homework help. If a student skips an assigned homework help session, they will be required to attend the next available session. Students attending homework help must bring work to complete. They can leave at any point their work is done. Students who are not following directions, school rules, and/or causing a disruption to others will be asked to leave. Multiple disruptions will result in a student not being able to attend. Transportation is provided Monday and Wednesday afternoons to in-town students. Students not attending homework help are not allowed to ride the bus.

## **VOLUNTEERS AND VISITORS**

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

## **SCHOOL / GRADE LEVEL CELEBRATIONS**

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

## **FIELD TRIPS**

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

## MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

MMS utilizes a MTSS framework to provide students the support they need to be successful in their academics. Our MTSS consists of three tiers. Tier 1 is our general education curriculum based on Minnesota State Standards. Another Tier 1 support available to all students is Homework Help (see above for details). Tier 2 supports include reading and math intervention classes. Students not meeting standards on their most recent Minnesota Comprehensive Assessments, fall below the 40<sup>th</sup> 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. Intervention rosters for the start of the school year use spring MCA and STAR assessment data to place students. After students take the fall STAR reading and math assessments groups are reconfigured based on our most recent data. Another Tier 2 support for students failing two or more classes is working with our School Success Coordinator to develop a plan with the student and parents to assist the student in those areas. Summer Targeted Services is another Tier 2 intervention that consists of students attending summer school for three hours a day over a four-week period in June. ESSA also gives schools the right to require students not meeting standards to attend summer programming. Parents will be notified in early May if their child needs to attend summer programming. Students in grades six, seven, and eight who fail a semester of a core content area will be required to attend the MMS Credit Recovery summer school program for up to four weeks in order to pass on to the next grade level. Our Tier 3 support consists of our special education programming for students with individualized needs.

## TESTING

In 2017 new legislation, which amended M.S. 120B.31, Subd. 4a, requires school districts to provide notice to parents or guardians of their option to refuse to have their students take the statewide assessments. The Minnesota Department of Education created a form for this purpose. To view the form, please copy and paste the following into your browser:

<https://education.mn.gov/mdeprod/groups/educ/documents/basic/bwrl/mdu5/~edisp/mde059688.pdf>

## ACADEMIC ELIGIBILITY

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

### Procedure:

1. Grades will be checked throughout the quarter.
2. The office will generate a list of students with failing grades.
3. The A.D. will cross-reference the list of students with failing grades against the list of students involved in extracurricular activities.
4. Students participating in activities, who have one or more failing grades, will meet with the A.D. and/or the Principal.
5. Students with one or more failing grades will be on academic probation. Parents will be notified by email. Students are eligible to participate in activities during academic probation.
6. Students who receive failing grades in two successive grading periods will be ineligible to participate in extracurricular activities, they will be allowed to practice but will not be allowed to participate in events. Parents will be notified by email.

- If a student receives an incomplete and has not addressed the issue by the end of the grade check deadline, the incomplete will count as an F as pertaining to eligibility. If the incomplete has not been addressed by the following grade check, the teacher will assign the grade based on provided work.

7. All coaches and supervisors will receive lists of students who are on academic probation and who are ineligible to participate in activities. This list will be updated at each grade check.

8. If a student is absent from class for any part of the day after 11:14 am for a medical appointment (doctor, dentist, chiropractor, etc) that student will be allowed to practice or participate in their event as long as they are able to produce verification of the appointment (appt card, doctor’s note, etc).

9. The following are the dates for grade checks for the school year.

| <u>QUARTER 1</u>                         | <u>QUARTER 2</u>                         | <u>QUARTER 3</u>           | <u>QUARTER 4</u>                          |
|--|--|----------------------------|---|
| Mon, Sept 19, 2022                       | Mon, Nov 7, 2022                         | Mon, Jan 23, 2023          | Mon, Mar 27, 2023                         |
| Mon, Oct 3, 2022 (Mid-Q)                 | Mon, Nov 21, 2022                        | Mon, Feb 6, 2023           | Tues, Apr 11, 2023                        |
| Mon, Oct 17, 2022<br>(end Q1 Fri, Nov 4) | Mon, Dec 5, 2022 (Mid-Q)                 | Tues, Feb 21, 2023 (Mid-Q) | Mon, Apr 24, 2023 (Mid-Q)                 |
|  | Mon, Dec 19, 2022                        | Mon, Mar 13, 2023          | Mon, May 8, 2023                          |
|  | Mon, Jan 9, 2023<br>(end Q2 Fri, Jan 20) | (end Q3 Fri, Mar 24)       | Mon, May 22, 2023<br>(end Q4 Fri, June 1) |
| (8:30 a.m.)                              | (8:30 a.m.)                              | (8:30 a.m.)                | (8:30 a.m.)                               |

All extracurricular activities are governed by this academic policy.

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

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

### **SCHOOL PRIDE**

Our student body has demonstrated an attitude of willingness to maintain high standards of good conduct and good citizenship in classrooms, in the halls, and in extracurricular activities and competition. We feel that this attitude will continue to prevail. Montevideo Public Schools host numerous athletic, artistic, and cultural events during the course of the school year. Students participating and attending these events are

expected to conduct themselves in an appropriate manner or they may be asked to leave the event, be prohibited from attending future events, and/or receive further disciplinary consequences.

### **PLEDGE OF ALLEGIANCE**

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

### **SOLICITATIONS**

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

### **EMERGENCY PROCEDURES**

***This section will be completed once district plan is established***

### **FOOD SERVICE**

A complete hot lunch program is available. Supplemental milk is available to those students who prefer to carry their lunch. Breakfast is available to all students from 7:30 to 8:05 AM. It is free for all Pre-K - Gr. 8 students and also to Gr. 9-12 students who qualify for free lunch. Hot lunch menus are published on the school district's website ([www.montevideoschools.org](http://www.montevideoschools.org)).

### **SCHOOL CLOSING**

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

|                    |   |
|--------------------|---|
| Willmar Q102       | <a href="http://www.102fm.com/snowdesk.cfm">http://www.102fm.com/snowdesk.cfm</a> |
| WCCO               | <a href="http://wcco.com/schoolclosings">http://wcco.com/schoolclosings</a>       |
| KARE 11            | <a href="http://kare11.com">http://kare11.com</a>                                 |
| Montevideo Schools | <a href="http://www.montevideoschools.org">http://www.montevideoschools.org</a>   |

### **LOCKERS**

Students are assigned a locker at the beginning of each school year. Do not keep money or valuables in your locker. The locker is property of the school district and may be searched by school or law

enforcement officials if they believe a search is necessary. Each fall, advisors/teachers will check student lockers and document their condition at the beginning of the year. To prevent odors and pest infestations associated with items stored in the locker, District #129 will require periodic locker cleaning. Lockers will again be checked at the end of the school year, with damage costs being assessed to the student assigned the locker. The following scale will be used to assess damages:

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

## DIRECTORY/PUBLIC INFORMATION

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

Montevideo Public Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Montevideo Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Montevideo Public Schools to include this type of information from your child's education records in certain school publications (examples would be athletic and music), newspaper articles (examples would be honor rolls and awarding of scholarships), the school district's web site and other school-related activities. The information includes:

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

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

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

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

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

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

Superintendent's Office  
Montevideo Public Schools  
2001 William Avenue

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

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

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

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

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

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

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

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

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

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

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

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

### **TENNESSEN WARNING**

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

### **EXCESSIVE FORCE**

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

## **HEAD LICE PROCEDURE**

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

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

## **STUDENT SUBSTANCE ABUSE**

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

### **I. PREVENTION EDUCATION**

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

### **II. INTERVENTION**

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

### **III. DISCIPLINE**

Students have the right to attend school in an environment free of alcohol and drugs. Students are not to possess, sell or use drugs, alcohol, unauthorized medication, or drug related paraphernalia. They shall not be under the influence of alcohol or drugs on school premises or at any school sponsored activity. The consequences for possession or being under the influence of alcohol or drugs, abusive chemicals, unauthorized medication, or drug related paraphernalia will result in disciplinary action. Where violations of the law are involved, law enforcement agencies will be notified.

#### IV. AFTERCARE

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

Resources for Assistance:

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

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

*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)<sup>th</sup>

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

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

#### **SEARCH**

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

#### **UNDER THE INFLUENCE**

*This policy is to ensure the safety of all families.*

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

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

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

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

- \*Description of the vehicle
- \*Direction the vehicle is traveling
- \*License plate number.

### **ASBESTOS NOTIFICATION**

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

Short-term workers (outside contractors) are provided information regarding location of asbestos in which they might come in contact. All short-term workers shall contact the lead maintenance person before commencing work to get this information.

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

### **FUNDRAISING**

All fundraising activities must be school-sponsored and approved by the advisor of the club/organization and the School Board.

### **FEES**

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

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.

- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

### **PARENT RIGHT TO KNOW**

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

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

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

### **PESTICIDE APPLICATION NOTICE**

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

### **EMPLOYMENT AND SERVICES CRIMINAL HISTORY BACKGROUND CHECKS NOTICE TO PARENTS AND GUARDIANS**

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district.

The school district also shall seek criminal history background checks for all individuals 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.

# **MONTEVIDEO HIGH SCHOOL STUDENT/PARENT HANDBOOK 2022-23**

*Building the bridges to a successful future for all our students*



**MHS Office Hours:** 7:30am-4pm

**MHS Contact Number:** 320-269-6446

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**\*\*All School District Policies can be found on the school webpage at [www.montevideoschools.org](http://www.montevideoschools.org)**

### **MONTEVIDEO PUBLIC SCHOOLS MISSION AND VISION STATEMENTS**

**DISTRICT VISION:** *The School District where students are first, from cradle to career*

**DISTRICT MISSION:** *“ Montevideo Public Schools empowers all learners to be successful and productive by providing an exemplary education rooted in innovation, partnerships, and accountability.”*

#### **DISTRICT VALUES:**

| <b>Values</b>   | <b>What it means</b>   | <b>Living it out</b>   |
|---|--|--|
| <b>Trust</b> as the Foundation                              | We value individual perspectives, honesty, respect, and honoring commitments   | <ul style="list-style-type: none"> <li>● I will be honest and respectful</li> <li>● I will value individual perspectives</li> <li>● I will honor my commitments</li> </ul>   |
| Growth through <b>Innovation</b>                            | We value continuous improvement grounded in high expectations, utilizing innovative thought and practices that foster individual growth, monitoring outcomes, and celebrating successes. | <ul style="list-style-type: none"> <li>● I will hold high expectations for myself and others</li> <li>● I will use innovation as a tool for continuous improvement</li> <li>● I will take risks, welcome challenges, measure results, monitor growth and celebrate successes</li> </ul>                            |
| Build <b>Relationships</b> and <b>Communicate</b> with Care | We value empathy, collaboration, responsiveness, and stewardship to meet the needs of stakeholders.  | <ul style="list-style-type: none"> <li>● I will communicate with clarity and compassion to build trust</li> <li>● I will listen to learn and understand</li> <li>● I will actively engaged with others to build relationships and trust</li> <li>● I will respect and value the contributions of others</li> </ul> |

|                        |  |  |
|------------------------|--|--|
| <b>Commit to Serve</b> | We value empathy, collaboration, responsiveness, and stewardship to meet the needs of stakeholders | <ul style="list-style-type: none"> <li>● I will listen to understand others needs</li> <li>● I will be a good steward of resources</li> <li>● I will be a champion in service to my team and stakeholders</li> </ul> |
|------------------------|--|--|

**DISTRICT BELIEFS:**

1. Valuing students as individuals
2. Utilizing the best technology and curriculum
3. Facilitating family and community engagement
4. Having high expectations for all students
5. Supporting activities that enhance personal growth and strong academic programs
6. Expanding educational opportunities through regional cooperation and collaboration
7. Seizing opportunities to be innovative
8. Building effective communication between school, home and community
9. Maintaining fiscal responsibility

**DISTRICT PRIORITIES:**

1. World Class Achievement
2. Safe, Efficient, and Appropriate Facilities
3. Fiscal Responsibility/ Integrity
4. Innovation in Education
5. School and Community Connection

**DISTRICT GOALS:**

1. 90% of students graduating from MHS will meet MNSCU entrance requirements
2. 80% of students in grades K-7 are at or above grade level in math and reading according to Spring STAR assessments
3. The district will improve community trust in the areas of connection, clarity, and compassion as measured by Fall to Spring growth on the district stakeholder satisfaction survey.
4. The district will expand 2 way benefit opportunities in 2021-2022 by 10%.
5. The annual expense to revenue budget will annually be within +/- 2%.
6. 70% of district fund 01 expenditures go directly to support instruction.
7. 100% of district facilities utilized for school programs will meet all health and safety guidelines as shown by 0 major violations on the annual OSHA inspection.
8. Safe school protocols are in place and documented in building emergency plans for all district facilities

## **MONTEVIDEO HIGH SCHOOL MISSION STATEMENT**

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

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

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

### **SCHOOL PRIDE**

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

### **HIGH SCHOOL DAILY SCHEDULE**

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

Period 1: 8:15-9:04  
Period 2: 9:08-9:58  
Advisory: 10:02-10:16  
Period 3: 10:20-11:10  
Period 4: 11:14-12:04  
Period 5A: 12:08-12:30  
Period 5B: 12:34-12:56  
Period 5C: 1:00-1:22  
Period 6: 1:26-2:16  
Period 7: 2:20-3:10

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

## GRADING

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

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

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

The following grading scale is utilized by all MHS teachers:

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

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

## REPORT CARDS

**Parents may access student grades online through the JMC Parent Portal.** Grades are updated regularly and both progress reports and quarter end grades are posted.

## HOMEWORK

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

## CHEATING AND PLAGIARISM

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

## GRADUATION REQUIREMENTS

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

### Course Credits Required

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

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

## GRADUATION CEREMONY

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

## POST SECONDARY ENROLLMENT OPTIONS

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

## ACADEMIC ELIGIBILITY

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

### Procedure:

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

| <u>QUARTER 1</u>         | <u>QUARTER 2</u>         | <u>QUARTER 3</u>           | <u>QUARTER 4</u>          |
|--------------------------|--------------------------|----------------------------|---------------------------|
| Mon, Sept 19, 2022       | Mon, Nov 7, 2022         | Mon, Jan 23, 2023          | Mon, Mar 27, 2023         |
| Mon, Oct 3, 2022 (Mid-Q) | Mon, Nov 21, 2022        | Mon, Feb 6, 2023           | Tues, Apr 11, 2023        |
| Mon, Oct 17, 2022        | Mon, Dec 5, 2022 (Mid-Q) | Tues, Feb 21, 2023 (Mid-Q) | Mon, Apr 24, 2023 (Mid-Q) |
| (end Q1 Fri, Nov 4)      | Mon, Dec 19, 2022        | Mon, Mar 13, 2023          | Mon, May 8, 2023          |
|                          | Mon, Jan 9, 2023         | (end Q3 Fri, Mar 24)       | Mon, May 22, 2023         |
|                          | (end Q2 Fri, Jan 20)     |                            | (end Q4 Fri, June 1)      |
| (8:30 a.m.)              | (8:30 a.m.)              | (8:30 a.m.)                | (8:30 a.m.)               |

### **Homecoming Candidates and Attendant Eligibility**

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

All extracurricular activities are governed by this academic policy.

### **INDEPENDENT STUDY**

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

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

### **ATTENDANCE**

Learning is enhanced by regular attendance. The education process requires a continuity of instruction, classroom participation, and guided practice, along with parental encouragement, in order to reach the goal of maximum educational benefits for each individual student. The regular contact of students with one another in the classroom and their participation in well planned instructional activity under the tutelage of a competent teacher are vital to this purpose. This is a well-established principle of education and gives purposes to the requirement of compulsory education in Minnesota. A pattern of good attendance established in school will benefit the learner now, and will transfer to future success in postsecondary education and the workplace.

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

### **PARENTAL RESPONSIBILITY:**

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

### **EXCUSED ABSENCES:**

Absences are excused by parents notifying the office when their child will not be attending school. Advanced notification of the absence to the office is required whenever possible. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of absence must be made up within three (3) days from the date of the student's return to school. Any work not completed within this period may result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or

other extenuating circumstances. *With advanced notice, parents can request homework from their teachers to be picked up in the school office after 3:15 on a given day. Please note that teachers are not required to provide homework for missing students and it is ultimately the student's responsibility to ensure that all missed work be made up for each class missed.*

Excused absences include:

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

#### UNEXCUSED ABSENCES/TARDIES TO SCHOOL:

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

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

#### EXCESSIVE EXCUSED ABSENCES:

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

#### EDUCATIONAL NEGLECT/TRUANCY:

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

A. Education Neglect (younger than age 12):

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

B. Truancy (12 years old and older):

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

### CONSEQUENCES FOR UNEXCUSED ABSENCE AND UNEXCUSED TARDINESS

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

1. **Unexcused Absences** Unexcused absences will be assigned 1 detention for each period missed, and may result in In-School Suspension or Saturday School for a whole day missed.
2. **Unexcused Tardiness** If a student has an unexcused tardy for class, the following consequences will be assigned.
  - A. **Unexcused tardies** to class: The bell indicates the beginning of class. Students entering class without a pass after the bell, will be considered tardy-unexcused. Unexcused tardies totaling (3) per quarter, for class may result in one (1) detention. A detention may be assigned for each additional unexcused tardy during the quarter.

### OUT-OF-BUILDING PASSES

Students must have parental permission by written note or phone call to leave the building any time after 8:15 a.m. and must check in at the principal's office upon returning. Outside passes are issued from the office. Before an outside pass will be issued, the office must receive an acceptable written note from a parent by 8:15 a.m. Doctor and dentist appointments and driver training should be scheduled after school if possible or during study halls. Passes for appointments of one hour or less can be issued the morning of the appointment (i.e. orthodontist appointments). Appointments of longer duration should be pre-arranged. Partial-day absences may be marked excused, unexcused, or truant.

Any student leaving school without a pass from the office will receive an unexcused absence, no excuses accepted.

## **DISCIPLINE**

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

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

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

## **DETENTION**

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

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

### **Students with excessive detentions**

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

## **REMOVAL FROM CLASS**

A teacher may exclude a student from one class period for one day when the grossness of the offense, the persistence of the misbehavior, or the disruptive effects of the behavior makes the continued presence of the student in the classroom intolerable. Teachers will not exclude students from class for vague or general reasons not clear to the student and not communicated to the principal.

## **MHS DRUG POLICY**

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

## **STUDENT DRESS CODE**

We take pride in the appearance of our students. Your dress affects the quality of the school, of your conduct and of your schoolwork. ISD #129 is considered a place of work for both students and staff. Inappropriate clothing is defined as any article of clothing that distracts from or disrupts education and learning. Inappropriate clothing includes, but is not limited to, anything that exposes cleavage, midriff or buttocks while sitting, standing or bending. Underwear is not to be exposed. Pajama tops, bottoms or slippers are not allowed. Clothing that advertises or symbolizes products banned from school (alcohol, tobacco, drugs) and clothing with obscene, profane, or inappropriate insinuations are not allowed. Shoes must be worn at all times. Headgear, including hats or head coverings may be restricted in the building. Shirts, blouses and other tops must be long enough to cover the stomach area. Halter tops and tops with shoulder straps less than one inch in width are not allowed. Tops with large armholes can only be worn with another shirt (t-shirt or tank) under them. Clothing which bears violent images, including but not limited to images of blood, gore, weapons of violence, or persons being killed or subjected to bodily injury. Should this occur, the clothing will have to be changed if possible, or the student will be sent home. Any teacher can require a student to change offensive clothing. 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. Examples of prohibited clothing/accessories are pacifiers, long wallets with chains, etc. Homeroom and classroom teachers will be responsible for checking violations of any clothing regulations. Parents will be notified by telephone or letter if their student will not be allowed to wear shorts. Continued non compliance will result in suspension and a parent conference.

## **LOCKERS**

Students are assigned a locker at the beginning of each school year. Do not keep money or valuables in your locker. The locker is property of the school district and may be searched by school or law enforcement officials if they believe a search is necessary.

Each fall, advisors/teachers will check student lockers and document their condition at the beginning of the year. To prevent odors and pest infestations associated with items stored in the locker, District #129 will require periodic locker cleaning. Lockers will again be checked at the end of the school year, with damage costs being assessed to the student assigned the locker. The following scale will be used to assess damages:

## **BACKPACKS**

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

## **BULLETINS AND ANNOUNCEMENTS**

Announcements are read during Homeroom. All notices of club meetings, athletic and social events, general information for the day, and specific instructions are put in the daily bulletin.. Pupils responsible for putting notices in this daily bulletin must have their notices approved by their advisors or the principal or the office secretary. All posters must advertise school-sponsored events and must be approved by the administration. *School Board Policy Code 505.*

## **STUDENT COMMUNICATIONS**

Periodically during the school year, the homeroom advisors will be given a list of students that need to return forms or pay outstanding fees. This is not done to embarrass the student; however, with a student body of approximately **450**, this is the most efficient way of notification. We issue receipts for all cash transactions, please encourage your child to bring these receipts home. If you have any questions regarding fees paid, please feel free to contact the office.

## **TELEPHONE**

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

## MESSAGES TO STUDENTS

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

### For Students

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

### For Teachers

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

## ADVISORY / PARENT-STUDENT-TEACHER CONFERENCES

All students are assigned an advisor and will attend advisory for 14 minutes each day (except on early dismissal and late start school days). The basic function of advisory is to build strong relationships between the students and staff and increase student to school connectedness. Parent-student-teacher conferences will be with your student's advisor. All teachers will have open hours during conferences if parents wish to meet with a specific teacher.

## SCHEDULE CHANGES

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

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

With that in mind, changing schedules is discouraged.

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

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

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

## LUNCH

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

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

Students who have insufficient funds to pay for a meal and who have not been determined to be eligible for a free and reduced-price meal may receive an alternate meal. Details on negative account balances and unpaid meal charges can be found in *Appendix 11*.

Students may be eligible for free and reduced-price lunches and/or breakfasts. Free and reduced-price eligibility forms are available in the high school office. For more information regarding eligibility for free and reduced-price meals, contact Food Service at the School District Office.

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

Payments to the lunch account may be made in the cafeteria before school or online.

## ELECTRONIC DEVICES

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

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

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

## **E-LEARNING DAYS**

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

### **PLAN:**

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

### **NOTIFICATION:**

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

### **ATTENDANCE:**

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

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

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

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

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

### **E-LEARNING TASKS:**

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

“High quality e-Learning experiences:

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

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

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

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

#### E-LEARNING PLAN:

**Grades 9-12:** Students will utilize Google Classroom to complete e-Learning activities that will be posted no later than 10:00a.m on the e-Learning day. Learning experiences for each class are intended to take approximately 30-50 minutes. Some students may need more time, some less, for each activity. The goal is to provide meaningful instruction/activities that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum when students return to school. Activities may include flipped classrooms or virtual class sessions. Students will submit the e-Learning tasks based on the teacher’s instruction. Directions and tasks will also be given for students who do not have internet access at home, these students must call their teachers to inform them they do not have internet access.

**Special Education:** Students in pull-out classes will complete e-Learning tasks specific to their IEP.

#### **PARKING at MHS**

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

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

- 7. Cars parked in school district lots may be subject to a search for probable cause.

**STUDENT VEHICLES / PARKING REGULATIONS**

**PARENTS & STUDENTS:**

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

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

**PARKING LOT TRAFFIC PATTERNS**

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

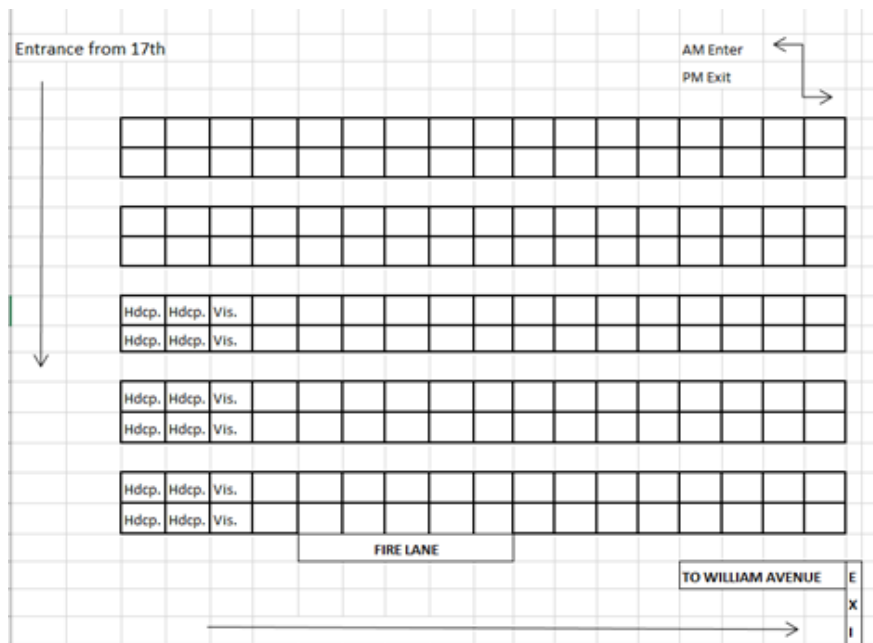
**PARKING LOT REGULATIONS**

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

**Results for violating these regulations will be as follows:**

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

**MHS Parking Diagram:**



## **ILLNESS**

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

## **HIGH SCHOOL DANCES**

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

## **STUDY HALL EXPECTATIONS**

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

2. Students will have 15 minutes at Ala Carte. Students that do not return in the 15 minutes allotted time will lose the privilege to go to Ala Carte for five (5) days.
3. Students going to the library must sign out for the whole period. Students going to the library will all have their names on a single pass
4. Supervisors should use a sign out sheet and will track students and check that they arrive at the designated location.
5. Students may be restricted to study hall if they are missing assignments or failing one or more classes.

## **HALLWAY AND BATHROOM EXPECTATIONS / LEAVING THE CLASSROOM**

HAWK Pride hallway and bathroom expectations are posted throughout the school. Students that are unable to follow these expectations may not be able to leave the classroom during class time. Any student caught vandalizing the bathroom (including graffiti) will receive a consequence and will have to pay for any damages.

## **HOMEWORK HELP**

All students have access to our homework help program that is offered every Monday and Wednesday afternoons from 3:20-4:00. Homework help is supervised by staff. Students attending homework help must bring work to complete. They can leave at any point their work is done. Students who are not following directions, school rules, and/or causing a disruption to others will be asked to leave. Multiple disruptions will result in a student not being able to attend. Transportation is provided Monday and Wednesday afternoons to in-town students. Students not attending homework help are not allowed to ride the bus.

## VISITORS

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

## FIELD TRIPS

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

## TESTING

In 2017 new legislation, which amended M.S. 120B.31, Subd. 4a, requires school districts to provide notice to parents or guardians of their option to refuse to have their students take the statewide assessments. The Minnesota Department of Education created a form for this purpose. To view the form, please copy and paste the following into your browser:

<https://education.mn.gov/mdeprod/groups/educ/documents/basic/bwrl/mdu5/~edisp/mde059688.pdf>

## PLEDGE OF ALLEGIANCE

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

## SOLICITATIONS

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

## **EMERGENCY PROCEDURES**

***This section will be completed once district plan is established***

## **FOOD SERVICE**

A complete hot lunch program is available. Supplemental milk is available to those students who prefer to carry their lunch. Breakfast is available to all students from 7:30 to 8:05 AM. It is free for all Pre-K - Gr. 8 students and also to Gr. 9-12 students who qualify for free lunch. Hot lunch menus are published on the school district's website ([www.montevideoschools.org](http://www.montevideoschools.org)).

## **SCHOOL CLOSING**

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

|                    |   |
|--------------------|---|
| Willmar Q102       | <a href="http://www.102fm.com/snowdesk.cfm">http://www.102fm.com/snowdesk.cfm</a> |
| WCCO               | <a href="http://wcco.com/schoolclosings">http://wcco.com/schoolclosings</a>       |
| KARE 11            | <a href="http://kare11.com">http://kare11.com</a>                                 |
| Montevideo Schools | <a href="http://www.montevideoschools.org">http://www.montevideoschools.org</a>   |

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

## **TENNESSEN WARNING**

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

## **EXCESSIVE FORCE**

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

## **HEAD LICE POLICY**

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

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

## **STUDENT SUBSTANCE ABUSE**

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

### **I. PREVENTION EDUCATION**

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

### **II. INTERVENTION**

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

### **III. DISCIPLINE**

Students have the right to attend school in an environment free of alcohol and drugs. Students are not to possess, sell or use drugs, alcohol, unauthorized medication, or drug related paraphernalia. They shall not be under the influence of alcohol or drugs on school premises or at any school sponsored activity. The consequences for possession or being under the influence of alcohol or drugs, abusive chemicals, unauthorized medication, or drug related paraphernalia will result in disciplinary action. Where violations of the law are involved, law enforcement agencies will be notified.

### **IV. AFTERCARE**

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

Resources for Assistance:

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

(320-269-6401)

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

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

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

*Project Turnabout Chemical Dependency Center - 660 18 St. - Granite Falls MN 56241*

(1-800-862-1453 - 24 hrs.)

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

### **SEARCH**

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

### **UNDER THE INFLUENCE**

***This policy is to ensure the safety of all families.***

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

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

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

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

\*Description of the vehicle

\*Direction the vehicle is traveling

\*License plate number.

## **ASBESTOS NOTIFICATION**

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

Short-term workers (outside contractors) are provided information regarding location of asbestos in which they might come in contact. All short-term workers shall contact the lead maintenance person before commencing work to get this information.

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

## **FUNDRAISING**

All fundraising activities must be school-sponsored and approved by the advisor of the club/organization and the School Board.

## **FEES**

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

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

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the High School Office.

### **PARENT RIGHT TO KNOW**

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

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

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

### **PESTICIDE APPLICATION NOTICE**

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

### **EMPLOYMENT AND SERVICES CRIMINAL HISTORY BACKGROUND CHECKS NOTICE TO PARENTS AND GUARDIANS**

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals 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.

## DIRECTORY/PUBLIC INFORMATION

The *Family Education Rights and Privacy Act (FERPA)*, a Federal Law, requires the Montevideo Public Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Montevideo Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Montevideo Public Schools to include this type of information from your child's education records in certain school publications (examples would be athletic and music), newspaper articles (examples would be honor rolls and awarding of scholarships), the school district's web site and other school-related activities. The information includes:

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

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

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

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The

School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

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

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

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

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

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

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

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

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

Montevideo School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Montevideo School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Montevideo School Districts will also directly notify, such as through the U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity

for the parent to opt his or her child out of participation in the specific activity or survey. Montevideo School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

# **GENERAL POLICIES FOR ALL MONTEVIDEO PUBLIC SCHOOLS EXTRA CURRICULAR ACTIVITIES**

**BEFORE equipment is issued or practice is permitted, you must have all required forms turned in to your principals' office:**

- 1) a current physical
- 2) signed eligibility forms
- 3) the participation fee paid

Participation in an extra-curricular activity at Montevideo High School is a privilege which carries with it great responsibilities to the school, faculty, community, and student body which the student represents. Therefore, in addition to rules of the Minnesota State High School League, the following rules regarding the use of tobacco, alcohol, marijuana and other drugs as well as academic requirements are deemed necessary to maintain that responsibility. (THESE POLICIES ARE IN PLACE FOR THE ENTIRE CALENDAR YEAR, INCLUDING THE SUMMER MONTHS.)

**REFUND POLICY** Full refunds will be issued during the first week of practice. Pro-rated refunds will be issued between the first week of practice and the first competition. No refunds will be issued after the first competition.

## **ACADEMIC ELIGIBILITY**

a student has any failing grades, he/she will be on academic probation or academically ineligible as defined below:

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

## **TOBACCO**

A student shall not use or have in possession tobacco, which includes chewing tobacco and other tobacco products. Students who violate this will be suspended from participation in any school activity for the time as specified below.

## **ALCOHOL**

A student shall not consume, possess, or be in the presence of others who are consuming a beverage, regardless of quantity, containing alcohol. A student may attend activities where alcoholic beverages are present, if accompanied and supervised by his/her parent/guardian, but the student shall not consume or possess alcoholic beverages regardless of quantity. Doubt about attendance at any event should be resolved by contacting the principal, or athletic director in advance. Students who violate this rule shall be suspended from participation in all school-sponsored activities for the time specified below.

## **DRUGS**

A student shall not use, consume, possess, buy, sell, give away or be in the presence of others who are using, consuming, possessing, buying, selling, or giving away any drugs, including marijuana, regardless of quantity. "Drugs" as used in the rule include any controlled substance as defined by Minnesota Law. Use and possession of prescription drugs currently prescribed for the student's own use shall be permitted. Students who violate this rule shall be suspended from participation in all school-sponsored activities for the time specified below.

## **LOSS OF ELIGIBILITY**

**CATEGORY I** are those activities sponsored by the Minnesota State High School League and have a schedule of interscholastic events, exclusive of league-sponsored tournaments.

1. **FIRST VIOLATION:** Loss of eligibility for the next TWO (2) consecutive interscholastic events or TWO (2) weeks of a season in which the student is a participant, whichever is greater.
2. **SECOND VIOLATION:** The student shall lose eligibility for the next SIX (6) consecutive interscholastic events or FOUR (4) weeks of a season in which the student is a participant, whichever is greater.

Also, any student receiving a SECOND or SUBSEQUENT VIOLATION of the chemical eligibility rule must be evaluated by the County Chemical Dependency Officer. Before the student will be allowed to return to game competition, he/she must complete or be enrolled in a prescribed chemical awareness program if such a program is recommended by the County Chemical Dependency Officer.

During the period of time the student is ineligible, the student may go out for an athletic event. The student will be allowed to participate in an activity but at a practice level only. The student will be allowed to remain as a member of the squad as long as he/she participates at a satisfactory level, which will be determined by the coach or coaching staff. If a situation arises whereby the student is asked to leave the squad prior to becoming eligible, he/she will be given ineligibility credit for the amount of time spent. When the student has served all the suspended (ineligibility) time and satisfactorily completed the program as outlined, he/she will be eligible to participate in game competition.

A student will not be allowed to sign up for an athletic activity and not participate. If however, a mutual decision is reached by the student and principal that the student should not participate as a member of that athletic squad, the principal and student shall develop an alternative participation plan. The plan shall be developed and approved by the student, parent(s) of the student and principal prior to the student making up any of the suspended (ineligible) time. If the student does not live up to the conditions as outlined in the approved plan, the principal shall have the option of terminating the approved plan. The student will be given ineligibility credit for any time spent prior to termination of the approved plan.

3. **THIRD VIOLATION & SUBSEQUENT VIOLATIONS:** The student shall lose eligibility for the next TWELVE (12) interscholastic events or EIGHT (8) weeks of a season in which the student is a participant, which is greater.

**CATEGORY II** are those activities that do not have a schedule of interscholastic events, exclusive of league-sponsored tournaments. Examples of these are: music activities, clubs, organizations, drama, etc.

1. **FIRST VIOLATION:** Loss of eligibility for the next ONE (1) CATEGORY II event or TWO (2) weeks, whichever is greater, with a maximum of TWO (2) events.
2. **SECOND VIOLATION:** Loss of eligibility for the next TWO (2) CATEGORY II events or SIX (6) weeks, whichever is greater.
3. **THIRD VIOLATION:** Loss of eligibility for the next FOUR (4) CATEGORY II events or TWELVE (12) weeks, whichever is greater.

For students who have accumulated a large number of weeks due to multiple violations, the following procedure shall be followed: pay activity fee, a recommended meeting with the County Chemical Dependency Officer, and recommendation to be enrolled in the prescribed chemical awareness program. If the athlete wishes to participate in practice during this suspension period, the coach involved and the principal must approve this plan.

**DEFINITION:**

1. **"POSSESSION"** is defined as a student willingly and knowingly possessing a beverage containing alcohol or having drugs or tobacco on the student's person. This shall include but not be limited to the following situations: marijuana, drugs, tobacco (which includes chewing tobacco and other tobacco products), beer in an automobile, on the students' person, at a private gathering of students, attending a party at a bar, nightclub, tavern, etc.
2. **"IN THE PRESENCE"** is defined as a student willingly and knowingly remaining in the presence of others who are consuming or using alcohol, marijuana, drugs, liquor, or beer in an automobile, on the students' person, at a private gathering of students, attending a party at a bar, night club, tavern, etc. other than when accompanied and supervised by a parent or guardian.
3. **"SCHOOL ACTIVITY"** is defined as any event which is extra-curricular in nature.
4. **"TIME OF ENFORCEMENT"** is a full calendar year, including the summer months.

We have read and understood the above rules. As parents, we will enforce these rules and notify the school of any known violation.

\_\_\_\_\_  
*Parent or Guardian Signature*

\_\_\_\_\_  
*Signature of STUDENT*

**EQUIPMENT RESPONSIBILITY**

I, the under-signed, will be responsible for proper treatment and security of equipment assigned to me and for its return to the advisor after its use. I will also be liable for any loss.

\_\_\_\_\_  
*Signature of STUDENT*

**EMERGENCY FORM**

My child has my permission to accompany all Montevideo School sponsored extra-curricular activities to out-of-town events. I hereby grant permission for the coach or supervisor to seek help (doctor, hospital, etc.) in case my child needs emergency treatment at an out-of-town game or event.

\_\_\_\_\_  
*Signature of Parent or Guardian*

**INSURANCE AGREEMENT**

I understand that the insurance that is provided by the school district is a supplemental policy only. It is not a major medical policy. It is designed to help pay for the costs that are not covered, and the deductible amounts that are not paid for by family major medical policies.

\_\_\_\_\_  
*Signature of Parent or Guardian*

**RELEASE OF GPA**

I hereby give permission to ISD #129 to release my child's grade point average for the purpose of academic honors.

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***Signature of Parent or Guardian***

*MONTEVIDEO SCHOOLS DOES NOT DISCRIMINATE IN ANY PROGRAMS OR ACTIVITIES ON THE BASIS OF RACE, ANCESTRY, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN, AGE, DISABILITY, CITIZENSHIP, MILITARY SERVICE OBLIGATION, VETERAN STATUS OR ANY OTHER BASIS PROTECTED BY FEDERAL, STATE OR LOCAL LAWS.*

# **MONTEVIDEO ELEMENTARY STUDENT/PARENT HANDBOOK 2022-23**



Ramsey Elementary (Grades K-2)  
Sanford Elementary (Grades 3-4)

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

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

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

The Model Student Handbook is comprised of four parts:

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

## 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 –<br>3:00 PM | All students should be dropped off or picked up at the Hamilton or 4 <sup>th</sup> Street entrance. |
| Sanford | 8:10 AM - 3:05<br>PM | All students should be dropped off or picked up at the 13th Street entrance.                        |

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

### Calendar

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

### Class Assignments

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

#### Program Requests

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

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

### Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to

file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

## E-Learning Day Plan

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

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

Teachers will have instruction and assignments posted and available by 10:00am and will be available via telephone and online during normal school hours (8:00a.m.-12:00p.m and 12:30p.m.-3:15 p.m.). Students needing to contact their teacher are to call the teacher's direct telephone line and leave a return phone number. Direct phone lines access the schools voicemail to email systems which immediately notify teachers of the message. Teachers will promptly return the telephone call to assist the student. Teacher's direct telephone numbers can be found on the district web page under staff [directory](#) so that they may be contacted on an e-learning day.

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

## Employee Directory

| Name                              | Position                         | E-Mail                             | Phone Ext. |
|-----------------------------------|----------------------------------|------------------------------------|------------|
| <a href="#">Heidi Sachariason</a> | Principal                        | hsachariason@montevideoschools.org | 4225       |
| John Mader                        | Dean of Students                 | johnm@montevideoschools.org        | 3263       |
| Kris Kirkeby                      | Ramsey Elementary Social Worker  | krisk@montevideoschools.org        | 4226       |
| Morgan Lenning                    | Sanford Elementary Social Worker | mlenning@montevideoschools.org     | 3262       |
| Jazell Holverson                  | Elementary School Nurse          | jholverson@montevideoschools.org   | 4227       |
| Kerry Jasperson                   | Behavior Interventionist         | kjasperson@montevideoschools.org   | 4122       |
| Heidi Huseby                      | Title 1 Coordinator              | hhuseby@montevideoschools.org      | 3264       |
| Bernie Bowman                     | Library Assistant                | bbowman@montevideoschools.org      | 3201/4113  |
| Missy Ochsendorf                  | Ramsey ELL Teacher               | mochsendorf@montevideoschools.org  | 4199       |

|                                   |                      |                                  |      |
|-----------------------------------|----------------------|----------------------------------|------|
| <a href="#">Angie Ashling</a>     | Kindergarten Teacher | aashling@montevideoschools.org   | 4104 |
| Hilary Glady                      | Kindergarten Teacher | hglady@montevideoschools.org     | 4102 |
| Holly Kilibarda                   | Kindergarten Teacher | hollyk@montevideoschools.org     | 4198 |
| <a href="#">Patty Opdahl</a>      | Kindergarten Teacher | popdahl@montevideoschools.org    | 4101 |
| <a href="#">Samantha Seeman</a>   | Kindergarten Teacher | samanthas@montevideoschools.org  |      |
| Jordan Skogrand                   | 1st Grade Teacher    | jskogrand@montevideoschools.org  | 4195 |
| <a href="#">Allison Kleindl</a>   | 1st Grade Teacher    | akleindl@montevideoschools.org   | 4103 |
| <a href="#">DeDe Epema</a>        | 1st Grade Teacher    | dedee@montevideoschools.org      | 4196 |
| Gregg Zeidler                     | 1st Grade Teacher    | gzeidler@montevideoschools.org   | 4197 |
| <a href="#">Stephanie Hanna</a>   | Multi-Age Teacher    | shanna@montevideoschools.org     | 4107 |
| Marree Douglas                    | Multi-Age Teacher    | marreed@montevideoschools.org    | 4111 |
| Derek Webb                        | 2nd Grade Teacher    | dwebb@montevideoschools.org      | 4109 |
| <a href="#">Amanda Blom</a>       | 2nd Grade Teacher    | amandab@montevideoschools.org    | 4112 |
| <a href="#">Kailee Sachs</a>      | 2nd Grade Teacher    | ksachs@montevideoschools.org     | 4108 |
| <a href="#">Trisha Suchanek</a>   | 2nd Grade teacher    | tsuchanek@montevideoschools.org  | 4110 |
| <a href="#">Shelby Monahan</a>    | SPED                 | smonahan@montevideoschools.org   | 4106 |
| <a href="#">Emily Ahrens</a>      | SPED                 | eahrens@montevideoschools.org    | 4229 |
| Kati Luschen                      | SPED                 | kluschen@montevideoschools.org   | 4219 |
| <a href="#">Dustin Boyum</a>      | Music Teacher        | dboyum@montevideoschools.org     | 4105 |
| <a href="#">Heather Boyum</a>     | Physical Education   | hboyum@montevideoschools.org     | 4115 |
| Erik Boraas                       | Physical Education   | eboraas@montevideoschools.org    | 4115 |
| <a href="#">McKayla Castaneda</a> | Ramsey Secretary     | mcastaneda@montevideoschools.org | 4228 |
| Nikki Bohlin                      | Sanford Secretary    | nbohlin@montevideoschools.org    | 3260 |
| Tes Ketelsen                      | SPED                 | teresak@montevideoschools.org    | 3205 |
| Kerri Schuler                     | SPED                 | kschuler@montevideoschools.org   | 3207 |
| <a href="#">Aaron Beadell</a>     | Sanford ELL Teacher  | aaronb@montevideoschools.org     | 3218 |
| <a href="#">Hayley Knoop</a>      | 3rd Grade Teacher    | hknoop@montevideoschools.org     | 3209 |

|                                |                        |                                 |      |
|--------------------------------|------------------------|---------------------------------|------|
| <a href="#">Kelly Bednar</a>   | 3rd Grade Teacher      | kbednar@montevideoschools.org   | 3212 |
| <a href="#">Wendy Sandven</a>  | 3rd Grade Teacher      | wendys@montevideoschools.org    | 3210 |
| <a href="#">Kelly Klaassen</a> | 3rd Grade Teacher      | kklaassen@montevideoschools.org | 3213 |
| <a href="#">Kim Osman</a>      | 4th Grade Teacher      | Kimo@montevideoschools.org      | 3202 |
| <a href="#">Mary Sanders</a>   | 4th Grade Teacher      | msanders@montevideoschools.org  | 3200 |
| <a href="#">Tim Epema</a>      | 4th Grade Teacher      | tepema@montevideoschools.org    | 3204 |
| <a href="#">David Vik</a>      | 4th Grade Teacher      | davev@montvideoshools.org       | 3203 |
| Theresa Day                    | Speech Therapist       | theresad@montevideoschools.org  | 3196 |
| Kailee Carlson                 | Speech Therapist       | kcarlson@montevideoschools.org  | 4220 |
| Stacy Geerdes                  | Occupational Therapist | stacyg@montevideoschools.org    | 3195 |

**Employment Background Checks [\*]**

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

**Equal Access to School Facilities**

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

## **Fees [\*]**

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

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

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school social worker Kris Kireby Ramsey or Morgan Lenning Sanford.

## **Fundraising**

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

## **Gifts to Employees**

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

## **Holiday Celebrations and Parties**

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

## **Interviews of Students by Outside Agencies**

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

## **Library and Media Center**

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

## **Lunch**

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

All meal purchases are to be prepaid before meal service begins. Parents may add money to their family lunch account electronically or by bringing it to the District Office at the Montevideo Middle School.

Students who have insufficient funds to pay for a meal and who have not been determined to be eligible for a free and reduced-price meal may receive an alternate meal.

Students may be eligible for free and reduced-price lunches and/or breakfasts. Free and reduced-price eligibility forms are available at each school or in JMC under the registration tab. For more information regarding eligibility for free and reduced-price meals, contact Janelle Dezeeuw at 320-269-8833 ext. 2123.

## **Messages to Students**

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

## **Nondiscrimination [\*]**

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

## **Parent and Teacher Conferences**

Parent and teacher conferences will be held November 21st 4:00-8:00 p.m, and November 22nd 8:00 a.m. to 8:00 p.m. Schedules and sign up sheets will be emailed to families in November. For more information, contact the school 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.

## **Schedule**

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

## **School Activities**

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

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

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

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

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

## **School Closing Procedures**

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

## **Searches**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal

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

### **Lockers and Personal Possessions Within a Locker [\*]**

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

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

### **Desks**

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

### **Personal Possessions and Student's Person**

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

## **Student Publications and Materials**

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

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

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

### **School-Sponsored Student Publications**

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

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

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

### **Student Records [\*]**

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

### **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 "Student Surveys" 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 the your child's special education case manager.

### **Field Trips**

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

### **Grades**

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

### **Homework**

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

### **Promotion and Retention**

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

### **Summer School**

The school district may provide summer school learning opportunities. For more information, contact Mr. Huntly at MMS.

## **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 [\*\*]**

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. For detailed information, see the "Student Attendance" policy (*Appendix 6*).

### **Bullying Prohibition [\*]**

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

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

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

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

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

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

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

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

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

### **Cell Phones and Other Electronic Communication Devices**

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

### **Discipline [\*]**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "[Student Discipline](#)" policy (*Appendix 5*).

### **Dress and Appearance**

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

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

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

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

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

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the

student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

### **Drug-Free School and Workplace**

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

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

### **Harassment and Violence Prohibition [\*]**

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

### **Hazing Prohibition [\*]**

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

### **Internet Acceptable Use**

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

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

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

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

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

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

## **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.

At no time may a car be parked or idling in a crosswalk.

## **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.

## **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, please view this [link](#).

## **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 and inspected at the district office, Monday through Friday during regular school hours.

### **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.

|                                |  |
|--------------------------------|--|
| <b>Stomach Flu, Influenza,</b> | 24 hours after the last episode of vomiting or diarrhea.<br>24 hours after the temperature returns to normal   |
| <b>Fever over 100</b>          | 24 hours after the temperature returns to normal.  |
| <b>Chicken Pox</b>             | No sooner than 7 days from onset of rash, no fever present and all sores are to be dry and crusted over.   |
| <b>Ear Infection</b>           | Not contagious, but the child should see a physician and can return when pain is gone.   |
| <b>Strep Throat</b>            | Readmitted after having been on antibiotics for at least 24 hours and no fever present.  |
| <b>Scarlatina</b>              | Same as for strep throat   |
| <b>Impetigo</b>                | 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.   |
| <b>Head Lice</b>               | A student found to have head lice in his/her hair will be sent home from school. Treatment with lice killing shampoo will have to be completed and ALL eggs removed from the hair before he/she will be readmitted to school. Parents are responsible for checking other children at home and for implementing control measures to prevent reinfestation of head lice. |

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

### **Health Service**

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

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

### **Immunizations**

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

### **Medications at School During the School Day**

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

### **Pesticide Application Notice [\*]**

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

### 1. School District Policy Cross Reference Table

**Topic** **Model Policy Number(s)**

**Montevideo Public School, ISD 129 Policies**

| <b>Policy Number</b> | <b>Policy Name and link</b>   |
|----------------------|---|
| 410                  | <a href="#">Family and Medical Leave</a>  |
| 413                  | <a href="#">Harassment and Violence</a>   |
| 414                  | <a href="#">Mandated Reporting of Child Neglect or Physical or Sexual Abuse</a> |
| 415                  | <a href="#">Mandated Reporting of Maltreatment of Vulnerable Adults</a>         |
| 419                  | <a href="#">Tobacco Free Environment</a>  |
| 506                  | <a href="#">Student Discipline</a>  |
| 506.1                | <a href="#">Cell Phone</a>  |
| 514                  | <a href="#">Bullying Prohibition</a>  |
| 522                  | <a href="#">Student Sex Nondiscrimination</a>                                   |
| 524                  | <a href="#">Internet Acceptable Use and Safety</a>                              |
| 524A                 | <a href="#">Acceptable Use of Technology</a>                                    |
| 524.2                | <a href="#">Chromebook Use</a>  |

|     |  |
|-----|--|
| 616 | <a href="#"><u>School District System Accountability</u></a> |
| 806 | <a href="#"><u>Crisis Management</u></a>                     |

## 12. Parent/Guardian Refusal for Student Participation in Statewide Assessments [\*]



### Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

#### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

#### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

#### ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

#### Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

#### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

#### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

### Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20\_\_ to 20\_\_ school year.)



### Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

#### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

- |   |  |
|---|--|
| <input type="checkbox"/> MCA/MTAS Reading     | <input type="checkbox"/> MCA/MTAS Science        |
| <input type="checkbox"/> MCA/MTAS Mathematics | <input type="checkbox"/> ACCESS/Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.

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# FACULTY HANDBOOK

*2022-2023*

## **DISTRICT VISION**

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

## **DISTRICT MISSION**

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

**M**ONTEVIDEO



**THUNDER HAWKS**

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## **ACCIDENTS/INJURIES:**

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

## **BULLYING PROCEDURES:**

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

Bullying by definition has 4 key components –

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

This definition creates 2 distinct categories of bullying –

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

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

## **CLASSROOM CARE:**

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

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

### **CONFERENCES (PARENT/TEACHER):**

Conferences will be held on November 21, 2021, from 4:00pm-8:00pm and November 22, 2021, from 8:00am-8:00pm. Homeroom teachers, advisors, and other teachers, leading conferences will arrange times to meet with students and parents. Teachers will share conference schedules with their building principal or designee. Teachers must post their conference schedule by their door and indicate specific times for lunch/dinner breaks and available drop-in times should a parent wish to meet with you. All teachers are required to remain in the building during the conference unless on lunch/dinner break.

### **DETENTION:**

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

### **DISCIPLINE AND CLASSROOM MANAGEMENT:**

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

## **DISTRICT AND BUILDING COMMITTEES:**

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

## **EMERGENCY DRILLS AND PROCEDURES:**

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

## **EMPLOYEE ASSISTANCE:**

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

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

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

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

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

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

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

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

### COUNSELING SERVICES

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

### ENERGY CONSERVATION:

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

### FACULTY MEETINGS:

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

### FIELD TRIPS:

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

### GRADING PROCEDURES AND PROGRESS REPORTING:

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

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

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

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

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

### **HAWK PRIDE:**

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

### **MENTORSHIP:**

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

### **PERSONAL LEAVE:**

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

## **PROFESSIONALISM:**

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

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

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

## **PROFESSIONAL LEAVE:**

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

## **PROFESSIONAL LEARNING COMMUNITIES (TLC's):**

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

## **REQUEST FOR A SUBSTITUTE:**

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

## **SCHOOL BOARD POLICIES:**

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

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

## **SOLICITATIONS:**

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

## **STRATEGIC PLAN:**

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

## **STUDENT HANDBOOK:**

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

### **Staff-Student Relations**

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

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

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

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

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

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

## **STUDENT SUBSTANCE ABUSE:**

The Montevideo School District believes that the possession and use of alcohol and drugs is wrong and harmful. In order to ensure the highest possible standards of learning, as well as

the safety, health, and well-being of students, the Montevideo School District endorses a substance abuse policy which will: aid students to abstain from the use of drugs/alcohol through curriculum and instruction, intervene early when student use is detected, take corrective disciplinary action when necessary, and provide aftercare support for students.

#### PREVENTION EDUCATION

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

#### INTERVENTION

The Montevideo School District shall establish and maintain an assistance program, through a team approach, to aid students who are chemically involved to successfully address their harmful involvement with chemicals and to continue in a school program.

#### DISCIPLINE

Students have the right to attend school in an environment free of alcohol and drugs. Students are not to possess, sell or use drugs, alcohol, unauthorized medication, or drug related paraphernalia. They shall not be under the influence of alcohol or drugs on school premises or at any school sponsored activity. The consequences for possession or being under the influence of alcohol or drugs, abusive chemicals, unauthorized medication, or drug related paraphernalia will result in disciplinary action up to expulsion. Where violations of the law are involved, law enforcement agencies will be notified.

#### AFTERCARE

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

#### **SUPERVISION:**

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

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

#### **TEACHER'S DAY:**

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

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

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

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

### **TEACHER EVALUATIONS:**

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

### **TEACHER WEBSITES:**

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

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

### **TECHNOLOGY:**

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

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

### **TRANSPORTATION REQUESTS:**

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

### **E-Learning Days:**

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

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



Montevideo Public Schools

# COMMUNITY SURVEY PROPOSAL

July 15, 2022



**Contact:** Daren Sievers  
262.644.4300, ext. 7007  
dsievers@schoolperceptions.com

**SCH**  **L**  
**PERCEPTIONS**  
*Measuring what matters*

262.644.4300 | [schoolperceptions.com](http://schoolperceptions.com)



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## Project Overview

The Montevideo Public Schools serve approximately 1,330 students in prekindergarten through 12<sup>th</sup> grade and employ about 220 staff. The District is interested in surveying parents, staff, and the community as they explore options to update schools, which may include pursuing a bond referendum.

To accomplish these goals, we do not advocate random sampling, a process that, by definition, excludes most members of the community. Instead, School Perceptions specializes in a process that includes every member of the community. With this approach, each community member is educated about the needs and challenges of the District. We have found that a community survey is a critical first step. By administering a community survey, your district will be able to:

- ✓ Educate your community members on the needs of your district.
- ✓ Gather data on community members' educational priorities.
- ✓ Understand the tax tolerance associated with the potential projects.

Our process begins with the mailing of a paper survey to all district households. A cover letter explains the nature of the survey and encourages the respondent to participate either online or on paper. Additionally, our methodology supports survey administration in multiple languages.

Our proprietary software generates a one-time use access code, which ensures no one can take the survey more than once. The paper survey can be completed and mailed back to School Perceptions for data entry. Once the survey process is completed, our software will break down the results based on key community subgroups.

**After completing more than 800 community projects over the past 20 years, the School Perceptions methodology has proven to be highly predictive.**

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## About Us

School Perceptions LLC is a Wisconsin-based, independent educational research firm that works with school districts, regional service agencies, as well as state and national organizations. Over 10,000 schools have used School Perceptions to collect millions of survey responses from students, staff, parents, non-parents, and community stakeholders.

*For 20 years, our mission has never changed:*

**We help educational leaders gather, organize, and use data to make strategic decisions.**

## Meet Your Account Team

**Daren Sievers** was born and raised in Lake City. Prior to joining School Perceptions, Daren worked for the Slinger School District for 27 years in a variety of roles, including the last nine as Superintendent of Schools. Under Daren's leadership, the Slinger School District consistently ranked in the top 10% in Wisconsin academically and in the bottom 10% in terms of spending on a cost-per-student basis. Daren has bachelor's degrees in Business Management and Psychology from Luther College and master's degrees in K-12 School Counseling from UW-Stout, K-12 School Leadership from Marian University, and District Administration from Marquette.



**Dr. Rob DeMeuse** is the Research Director and a Project Manager at School Perceptions. Rob will work with you to develop and deploy your community survey. He also works with districts to administer student, parent, and staff surveys and regularly reviews each survey to ensure content is current with up-to-date research.



A proud product of rural Wisconsin, Rob earned his Ph.D. from the University of Wisconsin, where he researched school finance and the factors that influence school referenda. Prior to graduate school, Rob was a high school social studies teacher in Evansville, WI.

**Bill Foster** will work with you to develop and deploy your community survey.

Bill graduated from the University of Wisconsin-Platteville with dual degrees in Engineering and Business Administration. Early in his career, he served the Kelch Corporation as Vice President and General Manager. During this time, Bill volunteered at a local high school, first working with special needs students and later designing and teaching an entrepreneurship class for high school seniors. It was during these experiences that Bill developed an appreciation and passion for education.



**Cari Udermann** is a Project Implementation Manager and works with you to coordinate survey administration. She attended St. Cloud State University and Syracuse University, earning degrees in Psychology and Nursing, respectively. Cari has worked in both the medical and education fields. While working in schools, she became aware of the importance a healthy school climate has on students' ability to learn.



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## Why School Perceptions?

Over the past 20 years, School Perceptions has developed a reputation for excellence and reliability. The following is a summary of factors that uniquely position School Perceptions to meet the needs of the Montevideo Public Schools.

- 1) **An objective and unbiased process:** Often, surveys designed and administrated by a district are perceived as biased by survey-takers. Consequently, results are questioned, trust is broken, and the entire process is undermined. By using School Perceptions, an objective, independent firm, your approach, results, and plans moving forward are viewed credibly.
- 2) **An emphasis on you:** Every school district has unique challenges. Therefore, we never treat a project with a cookie-cutter approach. We listen to you, we work with you, and we customize your project to meet your needs.
- 3) **Cost-effective:** School districts use community surveys to help shape plans that will impact their communities for generations – plans that often amount to millions of dollars. School Perceptions understands the resource challenges schools face. We are confident that our services will be a good investment as you develop your long-term, continuous improvement projects.
- 4) **Research-based and applicable:** The quality of our work will never waver. We combine extensive research reviews with our decades of experience to help you get accurate, trustworthy, and dependable data.
- 5) **Comparison data:** If 80% of your community believes you are keeping the public informed, is that good? Or do you have a problem? By using our benchmarks, we can provide satisfaction question-level comparisons to similar schools. Rest assured; individual school names are never shared. Our software also calculates longitudinal changes to quantify growth on a year-over-year basis.
- 6) **Proprietary survey software:** Our survey system is custom designed to meet the unique needs of schools and proven to be extremely user-friendly and reliable. We continually review security protocols to ensure that your data is always protected and backed up. Additionally, our system includes a survey access control system to ensure that an individual can only take the survey once. A paper version of the survey is also available for those without internet access.
- 7) **Stakeholder engagement:** Our work together has a twofold purpose. Surveys help you collect the perceptions data you need for continuous improvement and serve as a tool to help the community understand your needs. Our experience has shown that asking the *right* questions in the *right* way is central to the success of a project.
- 8) **Ongoing support:** Gathering good data is only half of the challenge. Our team of experts will help you make sense of your data and develop a realistic plan of action.
- 9) **Dedication to service:** Technology and information specialists are available Monday-Friday, 8 am-5 pm CT. We also provide 24-hour, 365-days-per-year real-time monitoring of company servers. Our staff is dedicated and ready to help your team through each step of the process.

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## Process & Investment

### Phase 1 – Strategy Development: \$1,500

- ✓ Identify overall project goals
- ✓ Define options for testing support (if applicable)
- ✓ Develop the project timeline with key milestones and assignments
- ✓ Assist with pre-survey communications planning

### Phase 2 – Survey Design: \$2,400

- ✓ Gather key district stakeholder input in the planning process
- ✓ Draft the survey with content specific to your project/community
- ✓ Facilitate survey approval process with district leadership
- ✓ Send the draft to a professional proofreader and generate a print-ready version of the survey
- ✓ Program customized content into the School Perceptions proprietary software system

### Phase 3: Survey Administration: \$2,700

- ✓ Secure mailing lists
- ✓ Assist in sourcing the cost-effective survey printer option
- ✓ Coordinate printing and mailing logistics \*
- ✓ Assist with communications plan to promote awareness and participation per district plans
- ✓ Coordinate production and distribution of each survey instrument to target groups
- ✓ Generate unique survey access codes or kiosk codes
- ✓ Launch electronic survey to staff and parent groups
- ✓ Send staff and parent survey reminders via email
- ✓ Monitor live survey data, systems and perform daily data and software back-up

### Phase 4: Results Reporting: \$2,300

- ✓ Provide access to all data through the secure School Perceptions password-protected portal
- ✓ Produce and present a formal analysis report (assumes virtual presentation)
- ✓ Assist in understanding the data and providing realistic next steps based on the items tested

*\* Administration costs do not include printing or postage.*

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## Policies:

The School Perceptions Privacy Policy ensures that all email addresses provided will only be used for your district's contracted services. Our entire privacy policy can be found at [www.schoolperceptions.com/files/SchoolPerceptionsPrivacystatement.pdf](http://www.schoolperceptions.com/files/SchoolPerceptionsPrivacystatement.pdf).

Data access is granted to the District's Custodian of Records with the ability to disaggregate all compiled data and authorize access to other district staff. Unless otherwise noted, School Perceptions will designate the Custodian of Records to be the signer of this proposal.

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## Optional Services

1. **Evening Meetings & Site Visits:** Our projects can be completed via online conferencing and phone. If requested, we can schedule evening meetings with your team and/or school board for planning or presentation services. Sites visits will be charged at \$950 per visit plus expenses. Evening virtual meetings will be charged at \$200. (Virtual results presentation is included in phase four of the proposal.)
2. **Prepaid Postage Envelopes:** School Perceptions can provide prepaid envelopes at the cost of \$0.05 each. This option allows respondents who choose to fill out a paper version of the survey to return it directly to School Perceptions for processing.
3. **Paper Survey Data Entry & Processing:** School Perceptions will enter all responses and comments for surveys mailed at a rate of \$1.80 per survey. If you district chooses to use the prepaid envelopes, return postage charge will be charged at the actual rate. The current business reply postal rate is \$0.638 for 1 ounce or less and \$0.76 for 2 ounces.
4. **Comment Analysis:** School Perceptions will read all the comments and identify the prevailing themes gathered via the community survey. A major theme is identified as a result of having multiple participants referencing similar issues or concerns. Supporting comments are included verbatim within each theme. (\$60 per hour; we will provide a cost estimate based on total comments collected before we begin.)
5. **Additional Data Analysis:** School Perceptions will disaggregate and create reports at \$60 per hour for any crosstabs produced by the survey and/or in-depth comment analyses.
6. **Non-English Translation Service:** School Perceptions will translate your survey at \$60 per hour to help ensure equitable access by your parents, students, and community members.

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If this proposal is acceptable, please sign this page, scan, and email to [sales@schoolperceptions.com](mailto:sales@schoolperceptions.com).

Community Survey Proposal Accepted: **Montevideo Public Schools**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## References/Recent Clients

School Perceptions has conducted more than 800 community survey projects, helping school districts navigate the strategic planning and referendum processes. We have learned what works and where districts stumble. Below is a list of recent Minnesota clients.

**Chatfield Public Schools**  
Phone: 507-867-3240

Contact: Ed Harris, Superintendent

**Breckenridge Public Schools**  
Phone: 218-643-6822

Contact: Brad Strand, Superintendent

**Buffalo-Hanover-Montrose Schools**  
Phone: 763-682-8706

Contact: Scott Thielman, Superintendent

**Mankato Area Public Schools**  
Phone: 507-207-4001

Contact: Paul Peterson, Superintendent

**Mountain Lake Public Schools**  
Phone: 507-427-2325, ext. 100

Contact: Bill Strom, Superintendent

**Pipestone Area Schools**  
Phone: 507-562-6068

Contact: Kevin Enerson, Superintendent

**Jackson County Central**  
Phone: 507-847-3608

Contact: Barry Schmidt, Superintendent

**Plainview-Elgin-Millville School District**  
Phone: 507-534-3651, ext. 5000

Contact: Bill Ihrke, Superintendent

**Pillager School District**  
Phone: 218-746-3772

Contact: Michael Malmberg, Superintendent

**Austin Public Schools**  
Phone: 507-460-1900

Contact: Joey Page, Ed.D., Superintendent

**Greenbush-Middle River School District**  
Phone: 218-782-2232, ext. 205

Contact: Larry Guggisberg, Superintendent

**St. Francis Area Schools**  
Phone: 763-753-7022

Contact: Beth Giese, Superintendent

## SUMMARY OF SETTLEMENT TO THE LABOR AGREEMENT

**To: Montevideo ISD #129 – Educational Assistants**

**From: International Union of Operating Engineers, Local No. 70**

**Date: July 14, 2022**

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1. **Term:** One Year - 7/1/2022 to 6/30/2023
2. **Wages:** 3% increase to the Wage Scale of the Agreement
3. **Article VII - Insurance:** District contribution for premiums increased to \$35.00 per month.
4. **Retroactivity:** On all agreed to economic proposals to all Educational Assistants of record.



**Montevideo Public Schools**  
**Wade McKittrick, Superintendent**  
2001 William Avenue – Montevideo MN 56265  
(320) 269-8833 FAX (320) 269-8834

**FINANCIAL AGREEMENT  
WITH  
CLARK TRANSPORTATION  
2022-2024**

The following is a tentative agreement that will be presented to the school board for approval on August 8, 2022. The following constitutes the financial agreement for contracted transportation for the 2022-2024 school years to Clark Transportation.

|                    |                  |
|--------------------|------------------|
| 2022-2023 Contract | <b>\$678,100</b> |
| 2023-2024 Contract | <b>\$712,005</b> |

You can expect to receive 1/9 of this contract amount (\$75,344.44)/month) from October 2022 through June 2023.

You can expect to receive 1/9 of this contract amount (\$79,111.66)/month) from October 2023 through June 2024.

Fuel/Gas: Clark Transportation pays the first \$1.00 per gallon

Extra-curricular and special routes agreement is as follows:

**2022-2023**

- Extra-curricular will be paid at the rate of \$2.08 /mile Driver lay-over for time at the event will be paid at \$16//hour.
- Special Ed Routes (Handicap bus) will be paid at the rate of \$2.22/mile plus \$20/ hour for driver time.
- Special Routes (Clark-owned Van/Car) will be paid at the rate of \$0.88/mile plus \$20/ hour for driver time.
- Driver lay-over rate for overnight trips and wrestling practices will be paid at \$16//hour.
- Extra-curricular field trips within the city limits of Montevideo will be paid at the rate of \$2.08 mile plus driver layover rate of \$16//hour for the period of time between the departure and return as listed on the school's transportation request form.

**2023-2024**

- Extra-curricular will be paid at the rate of \$2.20 /mile Driver lay-over for time at the event will be paid at \$17//hour.
- Special Ed Routes (Handicap bus) will be paid at the rate of \$2.33/mile plus \$23/hour for driver time.
- Special Routes (Clark-owned Van/Car) will be paid at the rate of \$0.93/mile plus \$.93 for driver time.
- Driver lay-over rate for overnight trips and wrestling practices will be paid at \$17/hour.
- Extra-curricular field trips within the city limits of Montevideo will be paid at the rate of \$2.20 mile plus driver layover rate of \$17/hour for the period of time between the departure and return as listed on the school's transportation request form.

*"Through partnerships with families, community and staff, we will provide exemplary educational opportunities, preparing all students for successful futures."*