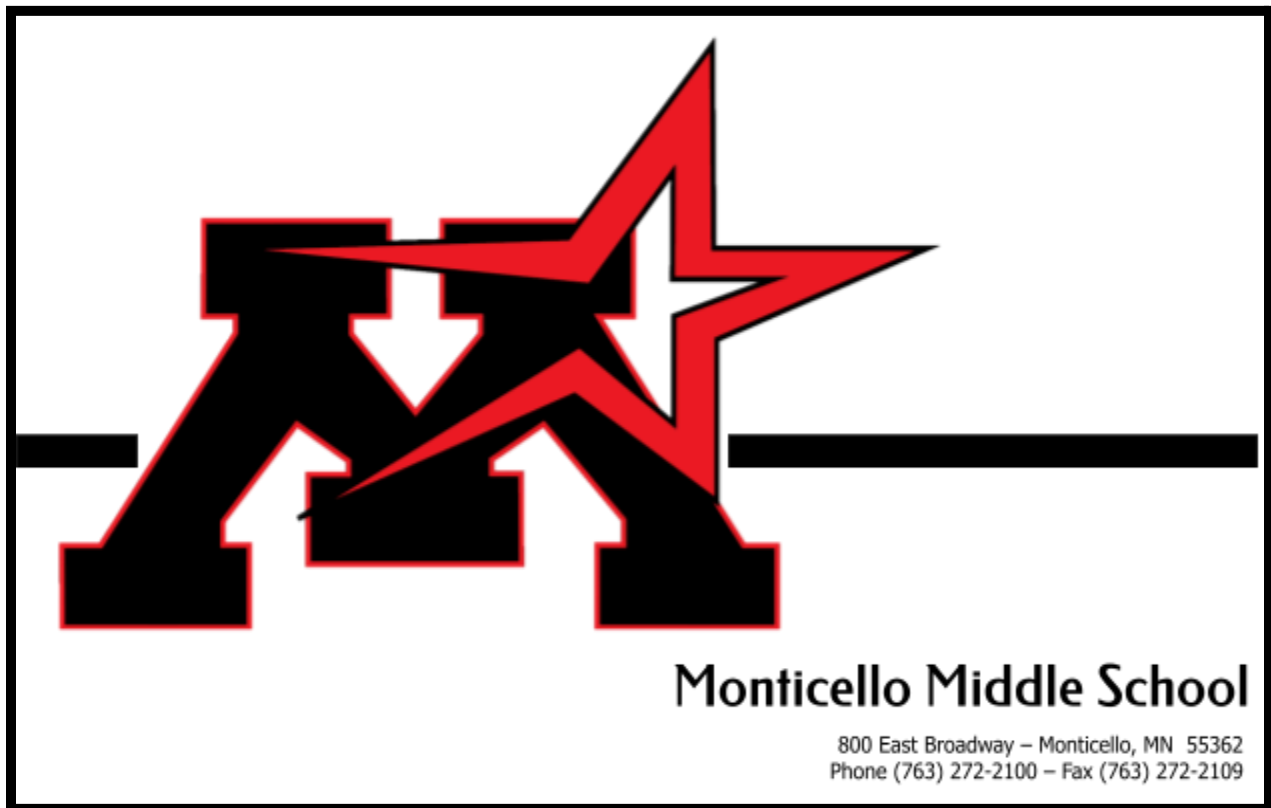


Student Handbook



*This handbook is intended to serve as a guide for Monticello students and their families. It is not an all-inclusive list of rules, but rather an outline of expectations and procedures that contribute to the operation of the school. Students are responsible for knowing the information contained within. For more information, please contact the school at 763-272- 2100. Or visit our website: www.monticello.k12.mn.us

WELCOME	4
Middle School Mission Statement	5
GENERAL RULES	6
ANIMALS ON SCHOOL PREMISES	6
ALCOHOL, TOBACCO, DRUG-FREE ENVIRONMENT	6
ATTENDANCE PROCEDURES – (District Policy #503)	6
Tardiness	6
Excused Absences and Make-up	6
Unexcused Absences	7
Truancy	7
Excuses and Make-up	7
Excessive Absenteeism	7
Leaving class	8
After School	8
BEHAVIOR EXPECTATIONS	8
BULLETINS	8
BUS SAFETY INFORMATION AND DISCIPLINE	8
COMMUNICATING WITH YOUR CHILD’S TEACHER	10
CELL PHONES	10
COLD WEATHER PROCEDURES	10
CUMULATIVE RECORDS	10
DISCIPLINE PROCEDURES – (District Policy #506)	10
EMERGENCY SCHOOL CLOSING	17
EVACUATION DRILLS - Fire, Weather, and Other Emergency	17
EXTRA CURRICULARS OR ATHLETICS & ACTIVITIES	17
FLOWERS or other gifts are to be delivered to the student’s home, not to school.	19
FIELD TRIPS	19
FOOD/BEVERAGES	19
GRADING	19
GUNS/FIREARMS	19
HOME-COOKED FOOD AND TREATS TO SCHOOL	20
IMMUNIZATIONS	20
INSTRUCTIONAL MATERIALS	20
INTERNET – (District Policy #524)	20
LOCKERS AND LOCKS	20
LOST AND FOUND	21
LUNCH/BREAKFAST PROGRAM	21
MID-QUARTER PERFORMANCE REPORTS	21
NEWSPAPER	21
NUISANCE DEVICES	21
OFFICE HOURS	21
OVERNIGHT GUESTS/BIRTHDAY PARTIES	21
PARENT CONFERENCES AND REPORT CARDS	22

PDA (Public Display of Affection)	22
PERFUMES/COLOGNES	22
PHYSICAL EDUCATION EXCUSES	22
PICTURES	22
PLEDGE OF ALLEGIANCE	22
POSTERS/SIGNS/ADVERTISEMENTS	22
PROMOTION and RETENTION POLICIES	22
REVIEW OF STUDENT RECORDS	23
SCHOOL HOURS	23
SECTION 504	23
SECURITY	23
SOCIAL MEDIA	24
STUDENT CENTER SERVICES	24
COUNSELOR – SOCIAL WORKERS	24
HEALTH SERVICES	24
STUDENT REGISTRATION	26
STUDENT SALES	26
TARGETED SERVICES PROGRAMMING - The Zone and Friday Focus	26
TELEPHONE	27
TESTING	27
TRANSPORTATION	27
VISITS TO SCHOOL	27
VOLUNTEERS	27
POLICIES AND PROCEDURES	28
DISCIPLINE POLICY (District Policy #506)	28
TITLE IX(District Policy #522)	28
TECHNOLOGY and ELECTRONIC APPROPRIATE USE (District Policy#524)	29
SECTION 504(District Policies #521 & #615)	30
MIDDLE SCHOOL GRIEVANCE PROCEDURE	30
HARASSMENT (District Policy #413)	31
HAZING (District Policy #526)	32
BULLYING PROHIBITION (District Policy #514)	33
Unpaid Meal Lunch Policy - (District Policy# 534)	34

WELCOME

We would like to welcome your child as a student at Monticello Middle School. We are committed to making this school year the best it can be! The purpose of this handbook is to provide all the necessary information to parents/guardians and students about our school guidelines, rules, and expectations. We encourage all parents/guardians to take the time to read through this book with your child to clarify Monticello Middle School expectations. As a member of this school, your child is expected to follow the rules that have been established for the welfare of the entire student body.

Monticello Middle School students traditionally have been very proud and successful students. They always have attempted to be number one, both in scholastic and extracurricular activities. Respecting their school, their classmates, and their teachers is key to our collective success.

Communication between home and school is vital to our children's education. Therefore, Monticello Middle School has made this Handbook available online for all students and families. **A hard copy will be available upon request** or can be viewed on our school website. We suggest it be kept for reference purposes as questions arise. School policies, practices, and other pertinent information are contained in this Handbook.

Maximum educational opportunities are available only when there is mutual understanding and close cooperation between the home and school, so school visits by parents/guardians are encouraged. We will be happy to meet and discuss our educational programs and school philosophy with you at any agreeable time.

Student discipline is referred to several times throughout this handbook. It is our philosophy to have a firm discipline policy that is fair and clearly understood by families and students. The entire staff is committed to the idea that discipline is a special kind of love. At Monticello Middle School, students have the right to learn and teachers have the right to teach. Anyone or anything that interferes with these rights must accept the consequences.

Quality education for all children has been the policy of our system for many years. Teachers continually keep abreast of new and better means of educating students by attending evening and weekend classes on a regular basis.

We anxiously await the opportunity to work with your child during the school year. The entire staff and I hope your child will have a satisfying and rewarding experience at the Monticello Middle School.

Sincerely,

Jeff Scherber
Middle School Principal

Revision Spring 2024

Middle School Mission Statement

Monticello Middle School, in partnership with parents and community, will strive to develop lifelong learners who value themselves and others and are productive in a changing society.

Middle School Focus will be: 1) An adult advocate for every student: Academic success and personal growth increase markedly when young adolescents' affective needs are met. All adults in successful middle schools are advocates, advisors, and mentors. 2) School-initiated family and community partnerships: Successful middle schools promote family involvement and take the initiative to develop home-school bonds. The involvement of family is linked to higher levels of student achievement and improved student behavior.

THE MISSION OF THE MONTICELLO PUBLIC SCHOOLS IS TO ENSURE INDIVIDUAL ACHIEVEMENT BY:

- Focusing on the learner;
- Clearly defining the knowledge and skills necessary to function in today's society;
- Motivating all learners to reach their maximum potential;
- Providing participatory decision making;
- Creating and sustaining a climate for change;
- Modeling democratic principles;

THEREBY INSTILLING A DESIRE FOR LIFELONG LEARNING IN EVERYONE

*Everyone has the capacity to be a **STAR** at MMS*



Monticello Middle School

EVERY KID, EVERY DAY

GENERAL RULES

ANIMALS ON SCHOOL PREMISES (District Policy #808)

Prior written permission from the building administrator must be obtained before any animal is brought onto school premises. [Click here for the form.](#) Animal owners/handlers wishing to bring an animal onto school premises may obtain permission forms in each building office. Animal owners/handlers must present proof of all inoculations for the animal, including rabies and other necessary inoculations, and indicate the animal will be properly restrained before the administrator grants permission. Building administrators have complete discretion as to whether to allow animals on the premises.

ALCOHOL, TOBACCO, DRUG-FREE ENVIRONMENT (District Policies 417, 418, 419)

All buildings, grounds, and vehicles in District #882 are alcohol, tobacco, and drug-free. No students, parents, guardians, staff, or visitors will be allowed to use tobacco, alcohol, any electronic delivery device (Juul/Vape), or any illegal drugs in the buildings, on the school grounds, or in school vehicles. Everyone's cooperation is appreciated.

ATTENDANCE PROCEDURES – (District Policy #503)

Regular attendance is correlated to successful academic achievement. Moreover, consistent school attendance is one means by which a student develops responsibility and self-discipline. Group learning situations assist students to communicate, to work together, to gain perspective and responsibility, all-important components of adulthood. For these reasons, student absence from school should be limited to those instances in which absence is genuinely unavoidable. Each student, his/her parent or guardian, and the school share an obligation to encourage and ensure the student's continuous attendance whether in person or online. The attendance policy applies to in-person, distance learning, and online learning.

Attendance records are an important part of your child's permanent school file.

1. Tardiness

- Students are expected to be in school by **8:10 a.m.** If a student is not in class by **8:15 A.M.**, the student will be considered tardy. When a student receives three unexcused tardies per classroom, students will be held accountable following team-level expectations. Excessive tardies may require the student to make up time before or after school. Three unexcused tardies may be counted as one unexcused absence.

2. Excused Absences and Make-up

- All absences due to physical illness, mental health, death in the family, severe weather, quarantine, emergency dental or medical treatment or other conditions beyond the student's control will require a written excuse from the parent/guardian. The written excuse, stating the reason for absence, must be received upon the student's return to school. If no written excuse is received, the absence is counted as unexcused.
- In situations requiring a doctor's attention, the child or parent must present a slip from the doctor stating any limitations or non-participation in physical education or other school activities. A reinstatement permission slip from the physician is necessary before a student may again participate.
- When a student is ill and is not coming to school, parents/guardians should report absence via online attendance through Parent/Guardian Portal or call the attendance line. If homework is desired it can be requested when reporting; however, the student must have missed two days before requesting make-up work.
- Students taking an extended family trip must notify the principal ahead of time. It is highly recommended work be completed before or during the trip. Multiple trips/year will require significant effort and follow-through by the student and parent/guardian to ensure all coursework is completed. Please proceed with caution.

3. Unexcused Absences

- Unexcused absences are granted for absences which could have been avoided or delayed, and for which prior arrangements and/or approval have not been made through the principal's office.
- A student has been absent from school with the consent of the family, but the excuse presented by the parents/guardians is not acceptable to the school. Examples: oversleeping, missed bus, baby-sitting.
- The school is required to report excessive unexcused absences to the proper legal authorities at Wright County.

4. Truancy

A truancy charge indicates that the student is absent from school or assigned classroom without the knowledge of the parent/guardian or approval by either the family or the school.

- First violation **at 3 unexcused absences:**
 - Notify Parents/Guardians by letter
 - Make-up during the noon hour, after school, ~~or on Saturday~~
 - Notify County Services
- Second and continuing violations **at 7 or more unexcused absences:**
 - Notify Parents/Guardians, conference with family
 - Start Truancy **Diversion Referral**
 - Referral to family services if a need is indicated
 - Make up time
- Excessive absenteeism (which includes tardiness) will require the school, by law, to file a truancy report to the County. This can be for excessive illness or truancy.

When a student is absent from class without permission of a parent or guardian or the school, he/she will be truant. A student is considered to be a "continuing truant" (Minnesota Statutes, Sec. 120.05) when a total of three unexcused absences are recorded during one school year. Continued truancy may be referred to juvenile court. Habitual Truant means a child under the age of sixteen years is absenting himself from attendance at school without lawful excuse for one or more class periods on seven school days.

5. Excuses and Make-up

When students are absent, they are responsible to make up the work they missed. The make-up work will need to be completed and turned in to the classroom teachers within a reasonable amount of time in order for the student to get credit. Students leaving the building during the school day for appointments must have a parent call on the attendance line or will need to take a written note to the Student Center and pick up a pass for the correct time. At the designated time indicated on your pass, report to the office to meet your ride. The person picking up the student will need to sign them out. The student may sign themselves back in when returning from the appointment.

6. Excessive Absenteeism

Excessive Absenteeism (beyond average absenteeism of 13 days per year) will result in the need for a student to make up class time and all assignments; unless a doctor's note is presented indicating that above-average absenteeism is necessary. Make-up time will be according to the plan developed and can include after-school, Saturday session(s), make-up days, summer completion, and retention at current grade level.

- Without doctor's documentation, students with excessive absences, tardiness, or any truancy, can expect Incompletes (I's) as quarter grades for lack of classroom attendance and participation.

- o All absences further than 13 days per year will be marked as unexcused unless doctor's documentation is provided or approved ahead of time with the school principal.

7. Leaving class

Leaving class without teacher permission or absence from class without proper permission are unexcused absences, such unexcused absences (truancy) will be subject to make-up time and will also be reported to county legal authorities (as required by state statutes and county guidelines).

8. After School

Students must be in a supervised activity with a teacher, advisor, or coach if they are to remain after school. Students gathering in the hallways after school will be expected to leave the building and school grounds immediately. Students waiting for a ride must wait quietly at the designated table in the commons, tech bar, or in the front entry.

BULLETINS

A bulletin of events and announcements will be read or viewed in your classroom during M&M. The daily bulletin can be viewed on the Middle School website daily. Special announcements may be made at any time during the day. Students are asked to listen carefully to these announcements.

BUS SAFETY INFORMATION AND DISCIPLINE

Students will be given information about the bus stop – including stop location, pick-up and drop-off times, and bus numbers – prior to the start of the school year.

Students may only ride to and from the designated location on the assigned bus. Students will be expected to sit in assigned seats while on the bus. Damage to the assigned seat will be the responsibility of students suspected of creating the damage. Changes to bus stops must be made following established guidelines. Changes will be made for daycare or emergency situations, when a stop does not meet Safe-Stop Criteria, when a family moves, or for certain other reasons. Changes to bus stops may not be made for students to get to work, parties or sleep-overs, study dates, or other non-regulated requests.

TRANSPORTATION IS PROVIDED BY HOGLUND TRANSPORTATION, INC

Phone = 763.295.3604 Website = www.hoglundtransportation.com for information about transportation and instructions for changes to transportation are available on the website.

BUS SAFETY PRACTICES: Students will conduct themselves with dignity and respect while riding school buses.

The following are industry-approved safety practices:

- Contain all necessary belongings in a backpack or bag free of dangling strings or other objects.
- Arrive at the bus stop five minutes prior to the assigned arrival time of the bus.
- Wait for the bus on your own side of the street at the designated location, a safe distance from the roadway, and in an orderly fashion.

- Approach the bus only when the bus driver gives the safety signal; make eye contact with the bus driver, look both ways before crossing the street, and return the safety signal to the bus driver.
- Use the handrail when entering or leaving the bus and avoid pushing or shoving other students.
- Sit in the assigned seat quickly and remain seated until the bus comes to a complete stop at the final destination.
- Listen to the bus driver and obey his or her directives and the bus safety rules.
- Exit the bus when instructed to do so, and move swiftly and safely away from the bus.
- Observe safe loading practices at the end of the day, boarding the bus in an orderly manner.
- Wear assigned bus tags as directed and ride the assigned bus to the designated location.

BUS RULES: The following rules are posted on each bus, and appear on formal written referral notices:

- Obey the bus driver.
- Sit facing forward in the seat.
- Talk quietly and use appropriate language.
- Keep body and belongings inside the bus.
- Keep arms, legs, and belongings to yourself.
- Students pay for vandalism or damages.
- No throwing items or spitting.
- No eating or drinking.
- No using tobacco, drugs, or prohibited substances.
- Weapons or dangerous items are not allowed.
- Electronic devices used appropriately are allowed on the bus.
- No animals on the bus, except service dogs.
- Avoid acts that could cause unsafe bus operation.
- Get on and off the bus only at designated stop.
- Remain 10 feet away from the bus at all times.
- Bus may be equipped with video surveillance.

BUS BEHAVIOR GUIDELINES

All discipline reports will be submitted by the bus driver in a reasonable amount of time from the occurrence of misbehavior. Bus company personnel will forward to school administrators a formal written referral notice or request additional investigation of each reported incident of misbehavior. Aside from presenting information, the bus driver will not determine the consequences for any incident of misbehavior. The bus driver is the authority figure on the bus and is able to make short term alternative seating assignments to maintain a safe riding environment for all students. When presenting a formal written referral notice, bus company personnel and school administrators will assign consequences based on the standard adopted by the school district. The formal written referral notice will be sent home with the student and parents/guardians may or may not be contacted (via a phone call or email communication) by bus company personnel or school administrators depending on the severity of the incident of misbehavior.

Formal written referral notices are used to inform families of disciplinary incidents involving their child(ren) while riding the bus or while at the bus stop. The written referral is a request for the student and parent/guardian to cooperate in modifying the student's behavior on the bus if the student is to retain or resume bus-ride privileges. If the student has been suspended from the bus, the written referral notice will indicate the date(s) of suspension. The family is then responsible for finding another method of getting the student to and from school.

These behavior guidelines and consequences of misbehavior apply to extra-curricular and field trips as well as regular to- and from-school transportation.

If a student is reported for infractions of one or more of the regulations for students riding the school bus, the following guidelines will be used when assigning consequences:

	ELEMENTARY STUDENTS	SECONDARY STUDENTS
First Report:	Written warning.	Written warning.
Second Report:	1-3 days of suspension	3-5 days of suspension

Third Report:	3-5 days of suspension	5 + days of suspension
Fourth Report:	5-7 days of suspension	7 days of suspension
Fifth Report:	7-10 days of suspension	10 days of suspension, parent meeting
Sixth Report:	10 days suspension, parent meeting	Suspended until the end of the year
Seventh Report:	Suspended until the end of the year	

After a student has reached the maximum number of formal written notices, a parent/guardian meeting will be required prior to resuming bus-ride privilege. Any incidents of misbehavior following that parent/guardian meeting will result in suspension of bus-ride privilege through the end of the school year. Consequences for misbehavior may be accelerated for more serious incidents. Consideration will be given to the age of the student and the number of prior incidents of misbehavior on the bus. Riding the bus is a privilege, not a right. Students maintain the privilege by demonstrating appropriate behavior on the bus. Our bus safety program is designed for moderate misbehavior. Serious misbehavior will result in more serious consequences more quickly. School bus safety is at its best when incidents of misbehavior are handled consistently with the full support of bus company staff, school administration, and families.

GUIDELINES FOR SERIOUS INCIDENTS OF MISBEHAVIOR ON BUS

Any action that endangers the safe and orderly operation of the bus may call for immediate suspension of riding privileges. This includes the following: bodily harm, weapons, harassment, and fighting. Families will be notified by school officials in such cases. School liaison officers may or may not be a part of the investigation and disciplinary process at the discretion of school administrators

COMMUNICATING WITH YOUR CHILD’S TEACHER

We encourage you to call or email your child’s teacher whenever it is necessary. If the teacher is in class, the secretary will ask you to leave your name, message, and telephone number on voicemail so that the teacher can return your call when he or she is free. Please refrain from calling teachers at home.

CELL PHONES

All cell phones are to be locked in a locker and silenced from M&M through 7th period. Confiscation will otherwise occur. Students may face disciplinary action for any unauthorized distribution of photos/videos without permission. The use of cell phones and cameras is NEVER allowed in the locker rooms or bathrooms during school, after school hours, during athletic events, or activities.

Students are prohibited from photographing, recording or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non-instructional time, or while participating in school events. Administration may periodically allow phones at specified times.

COLD WEATHER PROCEDURES

During the cold winter months, make a special effort to observe your student carefully before sending him/her off to school. Check to be sure that clothing is adequate. Be sure that he/she is dressed for some unexpected emergency, such as a stalled bus, a lengthy wait at the bus stop, or an extreme change in the weather.

CUMULATIVE RECORDS

Upon registration at Monticello Middle School, each child accumulates a record file in the school office. This file contains a health history, test scores, report cards, attendance records, etc. Families wishing to review this file may do so by contacting the school office in advance to set up an appointment.

DISCIPLINE PROCEDURES – (District Policy #506)

The behavior expectations are set forth in the section of the handbook and are in accordance with School Board approved ISD 882 policies. Copies of the Board policies are available on the district website. Behavior expectations are in effect on school property and at all school-related activities, whether on or off school property, for all students regardless of age. Students should know that all employees of the school have the responsibility and obligation to enforce school rules and regulations.

It is the philosophy of all staff at Monticello Middle School that students have the right to learn and that teachers have the right to teach. Anything or anyone interfering with these rights must be responsible to accept the consequences. The classroom, lunchroom, hallway, and bus rules listed in this handbook are most important to maintaining a learning atmosphere at the Monticello Middle School.

Investigation of Incidents

When allegations of violations of school rules arise, School Behavior Guidelines or ISD 882 policy or procedures are brought to the administration's attention, the school or school district will conduct an investigation to find out the facts regarding the allegations to determine what action, if any, the school and/or school district will take. Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct. Action may include disciplinary action against the individual(s) involved. Any information that is provided will be used to determine the facts and the subsequent action the school and/or school district will take. The information that is provided may also be shared with other school and/or school district officials, the school district's attorney, and may also be shared with law enforcement or other responsible agencies. Parents do not have the right to be at all meetings where students are questioned.

We recognize that neither the parents/guardians nor the teachers by themselves can make a child's education successful. We hope that we can form a partnership to provide consistency between home and school. We need parental support now more than ever to make a successful environment for all students. Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct. MMS staff often works in coordination with the Wright County Sheriff's Office during procedures and interviews while investigating. In these more serious situations where disciplinary action may result, students will be informed of the Data Practices Act Notice (MN Stat. § 13.04) by MMS staff and/or Miranda Rights by WCSO.

1. In-School Suspension

- a. Purpose: To provide an isolated, but educational environment for students who choose not to function appropriately in the classroom. Students assigned to in-school suspension, as one type of disciplinary action, are to report to school. A student serving in-school suspension is to report to the Student Center by 7:25 A.M. All materials needed for the day should be with the student. In-school suspension ends at the end of the regular school day. An exit interview to demonstrate progress and restorative practices are followed.

2. Out-Of-School Suspension

- a. Students assigned an out-of-school suspension, as another type of disciplinary action, are excluded from the school, from school property, and from school-sponsored events for a period of up to ten school days. During the term of out-of-school suspension, the parent/guardian assumes custody of the student during school hours. All provisions of the Pupil Fair Dismissal Act of 1974 will be followed.

3. Expulsion

- a. Expulsion is an action taken by the School Board prohibiting a student who has been enrolled from further attendance in the public school or from participating in part of the school program.

4. Rules of Conduct -Disciplinary action may be taken against students for any behavior that is disruptive of good order or violates the rights of others. The following acts are unacceptable behavior, subject to disciplinary action in the school district.

- a. **Tuancy and Unexcused Absences**
 - i. As required by current statutes, regulations of the State Department of Education, and the School Board of this District, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.
 - ii. Truancy for purposes of this policy is the absenting of one's self from school or class without the approval of the school.
 - iii. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.
- b. **Damage to School or Personal Property**
 - i. **Vandalism:** Damage to or destruction of school property or property of others by students is vandalism (restitution will be required). This includes manipulating computer files and/or entering/printing unauthorized files.
 - ii. **Theft:** Theft is the act of intentionally and without claim or right taking, using, transferring, concealing, or retaining possession of movable property (physical or digital) of another without consent and with intent to deprive the owner of the property, or the finding of lost property and not making a reasonable effort to find the owner.
- c. **Threats & Disruptions - Wright County Sheriff's Office will be involved and takes all threats seriously**
 - i. **Dangerous Threats:** Threats (written, verbal, via social media, or via any other communication) to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, are unacceptable behavior, will not be tolerated, and will have significant consequences.
 - ii. **School Disruptions:** Disruptions are defined as acts which interrupt the peace and good order of the school, educational process, or school-sponsored activity. In these situations, appropriate consequences will follow that will be determined by school administration depending on the level of severity. Disruptions include but are not limited to disobedience, disruptive or disrespectful behavior, or disrespectful language towards staff members or students. Other examples could include the use of electronic communication devices, organizing or participating in walk-outs, sit-ins or cafeteria disruptions. Disruptions are also acts which are dangerous or detrimental to the student, which violate the rights of others, damage or endanger the property of the school or interfere with the mission and operations of ISD 882, or student or employee safety or welfare. Any symbols or gestures that cause a material disruption to the school day are prohibited. This is not limited to, but will include, inappropriate paraphernalia, historically offensive symbols, flags and/or poles, and banners. This includes the unsanctioned use of social media during the school day that substantially disrupts school operations. Police reports may be filed.
- d. **Unacceptable, Illegal, and Incurable Behavior**
 - i. Willful conduct which materially and substantially disrupts the rights of others to an education;
 - ii. Willful conduct which endangers school district employees, students, or the property of the school; or,
 - iii. Willful conduct which hurts another student emotionally or physically, this includes any type of harassment, bullying behavior, and harmful language. District bullying and harassment policies provide detailed information regarding these behaviors.
 - iv. Violation of any rule of conduct specified in the student handbook.
 - v. Violation of any School District Policy, local law, state law, or federal law.
- e. **School Dress (District Policy #504)** The purpose of the school dress code is to offer students the opportunity to attend a safe, welcoming, and successful school

environment. We want students to dress for success, make positive choices with their attire, and recognize what is appropriate dress for specific occasions. Student dress does influence their learning and success, and it affects school climate, academic performance, and school safety. The following guidelines are for all students enrolled. Unacceptable dress includes objectionable lettering/designs, inappropriate messages or advertising (of drugs, alcohol, tobacco, gangs, violence, or sex); low-slung (sagging) pants/shorts, overly exposed skin on the shoulder, chest, or back; or any visible undergarments. No transparent or see-through clothing is allowed. Holes in jeans with exposed skin above fingertips extended (mid-thigh and up) are not appropriate. Caps, hats, coats, sunglasses, and backpacks are to remain in lockers. All hoods are to remain down at all times. Students must have footwear on at all times. Students not following the above-stated rules will be removed from class and expected to correct the clothing. Families may be notified and required to bring appropriate clothing for their child or the school will provide clothing. Repeat offenders will be subject to discipline. **Note: This policy may be amended to prohibit any attire or fad that school officials deem disruptive or inappropriate to the learning environment.**

- i. Students should not wear clothing or hairstyles that can be hazardous to them in school activities such as industrial technology, lab work, art, or physical education.
- ii. Principals and other school personnel reserve the right to search carrying bags if it is suspected they are used to conceal items that are prohibited on school property. If in violation, students will be subject to disciplinary actions as outlined in school policies and in addition may lose the privilege of carrying a bag.

f. Smoking/ Tobacco Products/ Alcohol/ Drugs and Paraphernalia (District Policies 417, 418, 419)

Students are in violation if they possess or use any tobacco, electronic delivery device (JUUL, vape), alcohol, drugs, look-alike drugs or paraphernalia or are engaged in the selling, trading, distribution, or buying of any alcohol, tobacco, drugs, or look-alike drugs within the school building or within viewing distance from the school building, school buses, and school-sponsored activities (home and away). It is also a violation to be under the influence of alcohol or drugs on school grounds. All staff members are delegated the responsibility of enforcing these regulations by reporting specific information of the incident to the building principals. Tobacco, drugs, paraphernalia, and alcohol are illegal substances for minors, police will also be notified, charges filed.

By state law, all medications must be in the original container and locked in the Health Office. Students may not have prescription drugs or over-the-counter medication in their locker.

Students are subject to:

*Tobacco / Vaping Violation:

1st offense, warning; documentation sent home, possible suspension from school;
Notification to Wright County Sheriff's Department and Violation Form sent to Wright Co.

2nd offense, police notified, citation to court
Petty misdemeanor, diversion program or fine up to \$200.00, and possible suspension from school

3rd offense or more; citation to court, fined by the court, and possible suspension from school

*Alcohol/ Drugs and Paraphernalia Violation:

****alcohol, other drugs, and drug paraphernalia will initially result in being suspended for ten (10) days and recommended to the Superintendent and School Board for change of placement and or expulsion.***

g. Assault – Physical and Verbal – (District Policy #413)

1. Physical Assault: Physical assault is an act that intentionally inflicts or attempts to inflict bodily harm upon another. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from “poking, pushing, shoving, or scuffling”.
 - a. Students in grades (6-12) will be suspended from school up to ten (10) days.
 - b. Police may be contacted.
2. Violent direct attack on another person:
 - a. Students in grades (6-12) will be initially suspended for ten days and will be recommended to the Superintendent and the School Board for change of placement and/or expulsion.
 - b. Police may be contacted.
 - c. The School District gives classroom teachers and other school staff members notice about students' history of violent behavior. (Policy 529)
3. Verbal Assault/Harassment: Verbal assaults and harassment are any abusive, threatening, intimidating, profane or obscene language in oral or written form directed by a student toward a staff member or another student, including conduct which degrades people because of their race, gender, religion, ethnic background or physical or mental handicaps is unacceptable and will not be tolerated. Appropriate discipline will be enforced.
 - a. A threat of bodily harm or death, harassing or intimidating comments, gestures, stalking directed toward another person, without material physical contact, will result in a parent/guardian conference and suspension.
 - b. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be subject to the policy regarding “weapons”.
 - c. Abusive, intimidating, profane, or obscene language will result in student conference with possible parent contract and/or possible suspension.

h. Weapons and Firearms (District Policy 501)

1. Possession of a weapon: “possession” refers to having a weapon on one’s person or in an area subject to one’s control on school property or at a school activity.

“Weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use is capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns, (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), nunchucks, throwing stars, explosives, stun guns, and ammunition.

If a student has knowledge of a weapon or other illegal substance in the building or on school property, the student should contact the building principal immediately. A weapon or illegal substance found should not be handled or carried by a student. Look-a-like guns, pocket knives, ammunition, and/or inadvertent possession of weapons brought to school by students will be assessed on an individual basis and administrative actions will be determined by the principal and/or other school administration.

2. School Action Regarding a Weapon/Firearm:
 - a. Weapon

- i. Confiscation of the weapon;
 - ii. Initial suspension of then (10) days;
 - iii. Report/charge filed with the police department
 - iv. Recommendation for change of placement and or expulsion for up to one calendar year from the date of violation.
- b. Firearm
 - i. Confiscation of the firearm;
 - ii. Initial suspension of ten (10) days;
 - iii. Report/charge filed with the police department;
 - iv. Recommendation for expulsion 365 calendar days from the date of violation

DISCIPLINARY ACTION

A. Disciplinary action in an attempt to change/stop the behavior may include, but is not limited to the following:

1. Call home to parents/guardians (with or without the student present)
2. Conference with the teacher, counselor or principal
3. Detention with teacher after school
4. Restricted Lunch or assigned seat at lunch
5. Loss of school or bus privileges
6. Parental conference with school staff
7. Written student contract with behavior goals
8. Removal from class and/or modified school program
9. Reimbursement for damages incurred
10. In-School Suspension
11. Suspension
12. Filing a truancy petition with county of residence
13. Report/charges filed with law enforcement/county social and court services
14. Alternative Educational Services - - alternative school, home-bound, etc
15. Exclusion
16. Expulsion

School administration will make attempts to utilize non-exclusionary discipline where appropriate.

B. Trespassing

Students on suspension, expulsion, exclusion, or currently unauthorized to attend school, may not participate in or attend any school-sponsored activities, home or away. This includes participating in any school-to-work programs during the time of non-attendance. Violation of this could result in a charge of trespassing by the police department.

C. Reasonable Physical Force

Reasonable force may be used upon or toward a student when used to restrain a student from willfully injuring himself, another student, or staff member.

D. Safe School Zone

Minn. Stat. 152.021-152.023 and 609.66 have declared the area surrounding schools as a drug-free and weapon-free zone. This zone begins at the boundaries of the school property and extends 300 feet from that point, or one city block, whichever is greater. Much tougher penalties will be administered by the court toward adults and juveniles caught selling or possessing illegal drugs, or possessing a dangerous weapon. It is the responsibility of the school board, administration, and staff to provide a safe learning environment.

E. Due Process

This policy is to be enforced in a fair, consistent, and non-discriminatory manner. There is an appeal process for students and parents/guardians who feel extenuating circumstances should be considered. Any request to appeal an administrative decision can be submitted to the principal, using the "Student Appeal Form" found in the school's Student Center.

REMOVAL FROM CLASS/PUPIL FAIR DISMISSAL ACT

A. Grounds for Removal

Students may be removed from a class for any one of the unacceptable behavior acts listed in this policy, including incorrigible & insubordinate behavior. The school has a reasonable expectation for all students to obey all school rules.

1. Procedure for Removal

- a. Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or the lawful designee. The removal of a student from class shall not exceed three class periods. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with student. The decision as to removal shall ultimately be made by the Principal.
- b. The removal from class may be imposed without an informal administrative conference when it appears the student will create an immediate and substantial danger to himself/herself or to persons or property around him/her. The length of time of removal will be established at the administrative conference including, but not limited to, the completion of any make-up work.

2. Suspensions/Exclusions/Expulsion

Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of said student. Suspension, exclusion and expulsion shall be utilized in accord with the Pupil Fair Dismissal Act of 1974, as amended.

3. Parental Notification

Parents/Guardians will be notified in writing of removal from class and resulting disciplinary actions by first-class mail or in person, except as provided by the Pupil Fair Dismissal Act of 1974, as amended. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally, except as provided by the Pupil Fair Dismissal Act of 1974, as amended.

PROVISIONS FOR STUDENTS WITH DISABILITIES: 2/16/84, Revised

1. 3525.2470 Suspensions, Exclusion, and Expulsion

Subpart 1. Pupil Fair Dismissal Act. The Pupil Fair Dismissal Act shall apply to all pupils.

Subpart 2. Special Education team meeting required. A team meeting shall be held prior to exclusion or expulsion of a pupil. Within five (5) days of a suspension, a team meeting shall occur.

The team shall:

- a. Determine whether the misconduct is related to the disabling condition;
- b. Review any assessments and determine the need for further assessment;
- c. Review the IEP and amend the goals and objectives or develop an alternative IEP program;
- d. Students with disabilities in violation of these rules of conduct will be subject to administrative action as outlined in School District 882 procedures for Minnesota Rule 3525.2925: Use of behavioral interventions with pupils.
- e. Suspensions of students with disabilities shall not exceed then (10) days per school year.

Subpart 3. Exclusion and Expulsion. A pupil may be placed, through a team meeting and the IEP, in a more restrictive alternative, and shall not be excluded or expelled when the misconduct is related to the pupil's disabling condition. When it is determined in a team meeting or a Pupil Fair Dismissal Act proceeding that a pupil's misconduct is related to the pupil's disabling condition, then the assessment, IEP, and least restrictive alternative shall be reviewed according to the provisions of parts 3525.0200 to 3525.4700.

EMERGENCY SCHOOL CLOSING (District Policy #537)

School closings due to inclement weather or emergencies will be announced over the following stations: KARE TV, channel 11; WCCO TV, Channel 4; KSTP TV, channel 5
Monticello School Website, School Messenger, District Phone Blasts

Due to fast-changing weather conditions, it may be necessary to send the children home early. Families should remain alert to weather conditions throughout the day when early dismissal may be possible.

EVACUATION DRILLS - Fire, Weather, and Other Emergency

The school is required by law to conduct fire drills during the school year. When the fire alarm sounds, each class should follow the directions outlined by the teacher. The purpose of fire drills is to learn how to vacate the building in a quick and orderly manner in case of an emergency.

The school is also required by law to conduct emergency weather and lockdown drills. Specific procedures will be followed for weather drills and lockdown drills.

EXTRA CURRICULARS OR ATHLETICS & ACTIVITIES

Mission Statement

The mission of the Monticello Public Schools activities program is to provide an opportunity for all students to develop and use skills in a structured environment, which provides meaningful competition, enhances physical and mental well-being and teaches positive values.

We believe:

- * Athletics/activities are an integral part of our educational program.
- * Athletics/activities teach positive values and sportsmanship.
- * Participation is key to life success.
- * Athletics/activities provide positive experiences for students.
- * Athletics provide students an appropriate place to develop and use life-long fitness skills.
- * Athletics enhance physical, mental and social well-being.
- * Meaningful competition and performance are healthy.
- * All students who are clearly demonstrating good citizenship are eligible to participate in middle school sports or activities.
- * All students who are working up to their classroom potential are eligible to participate in middle school sports or activities.

ATHLETIC AND NON-ATHLETIC POLICY

The athletic program is an important and integral part of the total middle school program and is open to participation by all students in grades seven and eight, with a few selected activities open to sixth graders.

Through voluntary participation, student athletics are governed by the Monticello High School Comprehensive Extra-Curricular Athletic and Non-Athletic Policy #510.

MIDDLE SCHOOL ATHLETICS/ACTIVITIES ELIGIBILITY

1. Students with “Failing” grades or “Incomplete” grades may practice if satisfactory progress (defined by teacher, coach, and/or building activities director) is being made. Students, however, will not participate in games or activities until the “Failing” grade or “Incomplete” grade is made up. Progress towards resolution of a "Failing" or "Incomplete" grade will be taken into account when deciding if a student athlete may participate.
2. The athletic administrative assistant will make a list of students participating in sports/activities and each pod will indicate which students have “Failing” grades or “Incomplete” at mid-term time. Coaches will monitor participants’ progress.
3. Students in detention or make-up time are required to meet that obligation before participating in practice or events.
4. Students must have a doctor’s sports qualifying physical on record in order to be eligible to play a sport. Sports qualifying physicals are good for three years.
5. Students must have a current Minnesota State High School League form and Emergency card on file in order to play a sport.
6. Students must pay their sport or activity fee.
7. Students must be in attendance all seven class periods in order to participate in an event that day. Exceptions to this policy will be considered (pre-approved absences, school-sponsored field trips, professional appointments, etc....)

Athletic/Activity Fees

The purpose of the activities fee is to reduce the direct costs of activities to assure the continuation of the programs for the benefit of the students. Students competing in high school sports, including 7th and 8th graders, will pay the high school fees. Families on free or reduced lunch should speak with the Activities Office. Sports Offered (7th and 8th Grade Only) Athletic Fee = \$150 per season (unless HS participant)

*24-25 Athletics and Activities Possible Offerings

Art Club	Gantar	The Zone
Fiddle Club	Drama Club	Peer Helpers Magic Leaders
Culinary Club (8th grade)	Magic Studio	Math Club
Jazz Band (7th & 8th-grade tryout)	Knowledge Bowl (\$75)	Weight/Fitness Training
Speech (\$75)	Yearbook Club (\$75)	ASL
School Play (Offered through Community Ed)		

Fall Sports

~~Football (8-12)~~, Volleyball (7&8), Girls Tennis (7-12), Girls Swimming/Diving (7-12), Boys & Girls Cross Country (7-12)

Winter Sports

Girls Basketball (8-12), Wrestling (7&8), Boys Swimming/Diving (7-12), Girls Gymnastics (7-12), Dance (7-12)

Spring Sports

Boys Tennis (7-12), Boys & Girls Track (7&8), Softball (8-12), and Boys & Girls Golf (7-12)

Refunds

1. When injury or illness prevents continuation in the activity, a refund will be made (provided medical documentation is presented to the Activities Office) up until the time of the first contest.
2. When a transfer is made out of School District 882 up until the time of the first contest.
3. If a student quits an activity, there will be NO refund.
4. If a student is dismissed from an activity because of disciplinary reasons or infractions of the eligibility rules, there will be NO refund.
5. After the first contest, no refunds will be made for any reason due to the fact that the benefits of the equipment usage and eligibility processing will have occurred to the amount of the fee.
6. A student that is seeking a refund must retrieve a Refund Request Form from the Activities Office and have it filled out by his/her parent/guardian. The form must be returned to the Activities Office for processing.

FLOWERS or other gifts are to be delivered to the student's home, not to school.

FIELD TRIPS

Class trips are valuable because they provide concrete learning experiences, provide for pupil planning in real-life situations, provide opportunities for training in courtesy, practice safety and good citizenship, and help stimulate children's interest in the community. You will be notified when your child's class is planning a trip.

FOOD/BEVERAGES

Students should only consume food/drinks in the cafeteria or in a classroom when approved by a staff member. Open beverage containers in the hallway areas are prohibited and may be confiscated by staff. Due to the high caffeine content in energy drinks and the effects they have on adolescents, they are prohibited from school.

GRADING

Faculty members will use a 4.0 grading system.

Honor roll will be posted every nine (9) weeks at school and published in the local newspaper. Teachers will use the following scale. Courses that do not count toward GPA are M&M (advisory period), band, choir, orchestra, physical education, and study hall.

A = 4.0, (A- = 3.67 for "A Honor Roll")

B = 3.0 (for "B Honor Roll")

C = 2.0

D = 1.0

F = Failed Class for the quarter

I = Incomplete quarter grade

P = Pass

S = Satisfactory

U = Unsatisfactory

NG = No Grade

NC = No Credit

ME = Medical Excuse

GUNS/FIREARMS

Monticello School District prohibits guns/firearms in all buildings and on all school grounds (see District 882 Policy [501 School Weapons Policy](#)).

HOME-COOKED FOOD AND TREATS TO SCHOOL

All baked goods served in the public schools must be prepared in the building or commercially baked. This includes sharing treats during lunchtime. This policy was established to maintain health standards as they relate to communicable diseases.

IMMUNIZATIONS - (District Policy [#530](#))

All students are required to provide proof of immunization or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

INSTRUCTIONAL MATERIALS

The district furnishes a number of educational materials (textbooks, devices, novels, etc..). Each student is responsible for the materials they have been assigned. Students/parents/families will be asked to pay for lost or damaged items. Students/parents/families will be asked to pay for damaged materials that incur damage above and beyond normal wear and tear (including Chromebooks).

INTERNET – (District Policy [#524](#))

All MMS students will have opportunities to access the Internet, either through guided classroom assignments, introductory or exploratory assignments, or through independent usage. Use of the Internet, however, requires that the student have a signed Student Internet Contract on file. Internet privileges will be taken away if the student violated the acceptable use guidelines. Families who have questions or concerns about the Internet and about Internet training should contact the Technology Director.

LOCKERS AND LOCKS

Students are assigned lockers. **These are not to be exchanged with other students**. Individuals will find that lockers work better if they avoid slamming them or pulling on the doors when they are still partially latched. Students are issued locks. **Never share the combination with friends**. The school is not liable for losses and one should use discretion in depositing items of great value in lockers. No student should enter another student's locker without prior permission. Lockers are equipped with locks and should be locked at all times. Damaged locks, which were issued by the school district and in good working condition, become the responsibility of the student who broke or damaged the lock. Students should keep their lockers clean and organized. No open beverage containers are allowed.

The state mandated locker search policy is as follows: - per Board Policy [502](#)

“School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers

may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

LOST AND FOUND

Each year mittens, sweaters, caps, eyeglasses, athletic gear, jewelry, etc. are turned into the "Lost and Found" and are never claimed. We urge that all pieces of clothing be marked with your student's name. Permanent ink on tape securely sewed on is one of the best methods. Lost articles may be picked up at the school in the "Lost and Found". Lost jewelry and valuables are kept with one of the school administrative assistants.

LUNCH/BREAKFAST PROGRAM (District Policy #534)

MMS offers one breakfast and one lunch each day school is in session at no cost. Seconds/extras and Ala Carte items are billed separately and not included in the free meals offered daily. Monticello Schools also participates in the government sponsored free and reduced priced meals "meals benefits." A separate information pamphlet is available online or in the school office for anyone interested in applying.

Lunch prices are set per year; students and parents/guardians are notified of price changes before school starts. Each student will be given a PIN number and will input the number at the end of the lunch line. Students must have a lunch fund balance covering their request for food. District Nutrition Services can be contacted at 763-272-3048.

MID-QUARTER PERFORMANCE REPORTS

Mid-quarter performance reports are completed midway through each quarter. Mid-terms will be posted online. Please watch for notification of this and contact the appropriate personnel.

NEWSPAPER

The Monticello Times is the official school newspaper and carries all school-related items of interest.

NUISANCE DEVICES

Hats, beepers, laser pointers, headphones, noisemakers, and other such devices are not allowed at school. Any personal items taken out during the school day and deemed by staff to be disruptive may be confiscated. This includes all electronic equipment (cellular phones, **wireless earbuds, smart watches,** tablets, pagers, laser pointers, electronic games, or any other electronic devices), fidgets, skateboards, skates, etc. If confiscated a parent would need to stop by the Middle School Office to pick the item up at a date determined by the principal. If the behavior is repetitive, students may lose the right to bring the item to school. Students bringing these items to school for use after school bear the responsibility should the item get lost or stolen. Students may face disciplinary action for any unauthorized distribution of photos/videos without permission. The use of cell phones and cameras is NEVER allowed in the locker rooms or bathrooms during school, after school hours, during athletic events, or activities.

OFFICE HOURS

During the school year, the Middle School Office is open from 7:00 A.M. through 3:15 P.M. daily. Any parent needing information or assistance with school-related matters may receive help by calling 763-272-2100.

OVERNIGHT GUESTS/BIRTHDAY PARTIES

From time to time, your child may request to have a guest come to your home. Families are responsible for contacting each other to make all arrangements. It is the responsibility of the parents involved to provide necessary transportation. This procedure will assist the school and bus drivers in adjusting their procedures.

PARENT/GUARDIAN CONFERENCES AND REPORT CARDS

Parent/guardian conferences are scheduled in fall and spring. Student quarterly report cards will be made available (electronically) **or mailed home** at the end of each quarter.

PDA (Public Display of Affection)

PDA is strictly prohibited on school grounds or at school-related activities.

PERFUMES/COLOGNES

Perfumes and colognes of any kind may not be used or kept in the student's school locker.

PHYSICAL EDUCATION EXCUSES

All students must participate in the middle school physical education program unless a note from the parent or guardian is brought to the office stating the reason, the number of days excused, and the name of the physician if the child is presently receiving medical care. A physician's statement will be required in order to be excused for more than one school day. After serious illness or injury, such as a fracture, it is necessary for the school to know the type and duration of any limitations and/or medical recommendations to ensure proper follow-up of the child's health.

PICTURES

Individual pictures are taken each year. Notification will be sent home with students concerning dates and price/package options.

PLEDGE OF ALLEGIANCE (District Policy [531](#))

Beginning with the 2003-2004 school year, we are required by law to recite the Pledge of Allegiance one or more times each week. Any student or teacher may decline to participate in the recitation. Students must respect another person's right to make that choice.

POSTERS/SIGNS/ADVERTISEMENTS

Any person or group wishing to display posters, signs, or advertisements must get approval from the building principal as per school district policy.

PROMOTION and RETENTION POLICIES

The Board of Education realizes the importance of sequential advancement from grade to grade as a student progresses through the school system with the attainment of certain specific skills and knowledge at each level. For this reason, guidelines for requirements have been established which students must meet in order to be promoted to the next grade level or to the Senior High School.

1. A student who receives a failing grade or an incomplete because of not completing their required work, or not meeting minimum standards set by the teacher to pass the course for the quarter, will be asked to make arrangements to make the material up or do quality work so they can pass the course as soon as possible.
2. If the student does not meet the minimum standards within a specific time arranged between the student and staff, a parent/guardian meeting may be requested.
3. Students failing to make up their classwork or to produce the quality work needed to meet minimum passing standards must make arrangements for completion to meet the criteria during the school year or on scheduled "make-up" days.
4. Students will be required to meet the course requirements expected to pass each class before a satisfactory grade is given.
5. Grade 8 students who have not completed the requirements at the Middle School must do so before registering for the high school in 9th grade.
6. Students with any I's for F's (not meeting the course(s) requirements) may remain at the current grade level, (not be promoted).
7. Students must meet the requirements set by District #882 and the State of Minnesota.
8. Students with excessive absences (exceeding 13 per year or 5 per quarter) from classes will be expected to make up class hours and class activities unless doctors' notes are received indicating medically necessary absences. Teachers may give incompletes for excessive absences – lack of attendance at class sessions.

REVIEW OF STUDENT RECORDS

Under federal and state law, parents/guardians and eligible students have the following rights:

1. The right to review and inspect the student's education records;
2. The right to seek amendment of the student's records that are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. The right to consent to the disclosure of personally identifiable information except to the extent that consent is not required by law; and
4. The right to file a complaint with the Department of Education concerning alleged failures by the school district to comply with the requirements of law.

SCHOOL HOURS

Students will be allowed in the building at 8:00 a.m. and should be out at the end of the day 2:55 p.m. except for a regularly scheduled and supervised activity, studying under the supervision of a teacher, or for detention purposes. Unsupervised students are expected to leave the building at the end of the school

day. Students' failure to observe this policy may be charged under the state statute 36.09, subd. 4 – Trespasses on school property.

SECTION 504

It is the policy of the Independent School District #882 Board of Education to provide a free and appropriate education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

SECURITY

Due to an increased need to adopt tighter security standards for the Middle School, the following will be in effect:

1. All parents/guardians/visitors/volunteers must report to the main office upon entering the building (enter at main door). All visitors must provide picture identification and wear an ID badge at all times when in the building.
2. A log will be at the main office for visitors to sign in and to state their reason for being in the building.
3. Badges will be issued to all volunteers and visitors.
4. The staff will approach people without badges, ask if they could be of assistance, and direct them to the office.
5. Parents/guardians will report to the office and the student will be called to the Student Center. No student will be released directly to the parent from the classroom. Students will be signed out before leaving.

SOCIAL MEDIA

Students should exercise great caution when using Social Media (at any time). Any postings that are negative, demeaning in nature, causing drama, and/or becoming disruptive to the learning environment at school will likely lead to school officials and police involvement. The posting of pictures or videos of other students at school on social media is prohibited without their permission.

STUDENT CENTER SERVICES

The Student Center houses our Counselor, School Social Workers and Health Office. It is located next to the main office. If one is bothered by a problem, needs school information, or doesn't feel well, please come to the Student Center.

COUNSELOR – SOCIAL WORKERS

The middle school counselor and school social workers are student service staff working in a myriad of ways to help in personal, emotional, educational, social, and other issues of the students. If one is bothered by a problem, needs school information, or needs someone to hear you out, feel free to see one of these staff. Although problems do not operate according to class schedules and needs are often pressing, try to see the counselor/social worker before/after school, in-between classes, or at lunch/recess.

HEALTH SERVICES

Health services are available to all students at Monticello Middle School. Students are encouraged to use the services of the nurse's office for the care of an accident, illness, or for questionable health difficulty. Each student must remember to report any type of accident to the school nurse immediately.

The health services include calls for emergencies, vision, and hearing screening tests. It is very important that families have an updated emergency card on file in the nurse's office.

Families are able to purchase voluntary accident insurance for their students. If interested, contact the district office at 763-272-2000.

NURSE'S ROOM RULES:

1. You must have a pass to come to the nurse's office.
2. Over-the-counter medicine will be given only by written parental permission and must be provided by the parent/guardian in the original container.
3. Phone calls to be made by nurse or secretaries ONLY.
4. Students cannot make their own arrangements to be picked up.
5. Students who go home without permission from the nurse, secretary, or principal may be placed in detention or be suspended.

By state law, all medications must be in the original container and locked in the Health Office. Students may not have prescription drugs or over-the-counter medication in their locker.

MEDICATION POLICIES FOR THE MONTICELLO SCHOOL DISTRICT (District Policy #516)

For prescription medications, written authorization from both the provider and parent/guardian must be sent to the health office prior to the student receiving the medication. If it is necessary for your child to be on medication during school hours:

1. Written authorization must be given by the prescribing provider and parent/guardian.
2. The medication authorization forms will be available at the local clinics, the health office of each school building, and the school website.
3. The medication must be in the original prescription bottle or pharmacy container and will be kept in the school health office.
4. If you feel your child needs to be on a non-prescription drug, (such as Tylenol, cough drops or cough syrup), written parental/guardian permission must be given. **The medication must be in the original container and will be given in the health office by health office staff.**

Monticello Public Schools Health Services - Stock Epinephrine

MN statute 121A.2207 permits school districts to possess epinephrine injectors for a student or other individual experiencing anaphylaxis, regardless of whether the student/individual has a prescription for epinephrine. Therefore, the Monticello School District has adopted a protocol allowing the Licensed School Nurse or Health Paraprofessional to administer epinephrine for a life-threatening allergic reaction. The emergency epinephrine will be kept in the school health office and accessible during the school instructional day. It will not be sent on school-based field trips or available before or after the instructional day. This anaphylaxis protocol is not intended to replace student specific orders or parent/guardian-provided individual medications for students with known allergies.

Anaphylaxis is a rapid, life-threatening allergic response triggered by insect stings, foods, medications, latex, exercise, or in rare cases, unknown cause(s). Anaphylaxis is a life-threatening allergic condition requiring immediate treatment; death has been reported in minutes. It is well-documented that it is safer to administer epinephrine than to delay treatment for anaphylaxis. If your child has a life-threatening allergic reaction at school and requires epinephrine administration, EMS, parents/guardians, and the Licensed School Nurse (if administered by the Health Paraprofessional) will be called immediately. The administration of epinephrine does have potential side effects. If your child has a heart condition or other condition that may be complicated by the administration of epinephrine, please talk with your child's healthcare provider about the safety of administration of epinephrine in the event of life-threatening anaphylaxis and contact the health office.

Potassium Iodide (District Policy [810](#))

In the case of an accident at a nuclear power plant or what is known as a radiological emergency, radioactive iodine will be released into the air. This material may be inhaled or ingested and enter the thyroid gland where it can cause cancer and/or disease. Children and infants are the most vulnerable to this occurrence. When taken by pill or liquid, potassium iodide (KI) floods the thyroid with non-radioactive iodine and prevents the thyroid from absorbing the radioactive material. Potassium iodide needs to be given before or shortly after exposure to radiation. Potassium iodide works only to prevent the thyroid from absorbing radioactive iodine.

It is possible to experience **any or all** of the following side effects when taking Potassium Iodide:

- Upset stomach
- Rash
- Allergic reaction

Taking Potassium Iodide is safe for most people. Potassium Iodide **should not be taken** if someone:

- Is allergic to iodine
- Has Graves Disease
- Has any other thyroid illness
- Takes thyroid medication

Potassium Iodide will **only be given**:

- In the case of a radiological emergency
- Directed by MN State Public Health Officials
- If a parent/guardian signs a consent form for a child

STUDENT REGISTRATION

Students enrolled at MMS are automatically registered in the spring of the year for the following school year provided that the student has met the School Board's Retention and Promotion Policy. Those students new to the Monticello School District should register for fall classes as early in the summer months as possible. Future ninth-graders, who qualify, will be assisted in the spring by high school and middle school guidance counselors.

STUDENT SALES

The sale of any items by students during the school day is prohibited. This includes both the sale of personal and organizational items, or solicitation for any special fund drives such as "walk-a-thons", "swim-a-thons", etc. Only fundraisers designated for school purposes and approved by the principal will be allowed.

TARGETED SERVICES PROGRAMMING - The Zone and Friday Focus

The Zone: Highly qualified teachers and administration organize this program into combinations of Academic and Social Skills. During this time, students receive academic tutelage from the teachers along with a variety of extracurricular activities that aid the students in the areas of wellness, self-esteem, confidence, leadership, teamwork, and overall respect for others. Through the development of a Continual Learning Plan by the parents/guardians and students, teachers monitor the advancement of the students throughout the year. The program schedule will be communicated in September.

Friday Focus: There will be scheduled, quarterly Friday Focus sessions throughout the year.

TELEPHONE

Children will be permitted to use the school telephone only in case of emergency. Incoming calls for students will be taken as messages to students by the office staff. Please limit calls to students. Arrange pick-ups, appointments, and general messages before or after school.

TESTING

MN Dept. of Education mandates that all MN public schools participate in MCA Standardized Testing. The Dept. of Ed uses student test scores to measure individual and school achievement. MMS puts a testing schedule and plan together to implement testing in a fashion that we believe is best for our students. Parents/guardians have the right to opt their student out of the testing. When a student is opted out, however, the publically released school performance results for MMS are negatively impacted as that student is counted as “not proficient”. At the back of this handbook is more information.

TRANSPORTATION (District Policy #[709](#))

Rules and discipline procedures relating to the bus are included earlier in this handbook. It must be noted that bus transportation to and from school is provided as a privilege; therefore, students abusing the privilege will be denied transportation.

State laws prevent the school from overloading buses. Families are requested to make arrangements for transportation of their children to parties and overnight visits. All students will take their assigned bus home from school each day unless arrangements have been made between the student and the parent/guardian for someone to pick them up. Information on specific bus routes can be requested from Høglund Transportation at 763-295-3604.

VISITS TO SCHOOL - (District Policy #[903](#))

Families: Although there will be a number of classroom and special events that are very deserving of your attendance, parents/guardians are welcome any time school is in session! An advance call to the office is helpful to us in making arrangements. Please be prepared with a driver's license or picture ID and sign in at the office so we can issue you a badge noting your permission to be in the building. In certain circumstances, the principal may deny visits by parents/guardians and relatives.

VOLUNTEERS

Volunteers are a very important part of the school staff needed to provide those little “extras” for students throughout the school year. Opportunities for volunteers range from occasional one-hour needs to a more regular commitment of up to one hour per week. Responsibilities requiring volunteer assistance include typing, filing, helping students with academic work, helping with field trips/parties, supervision with computers, and accelerated math. Volunteers are required to complete training and pass a criminal background check.

Parents, guardians and/or members of the community interested in volunteering time should contact the school office. All visitors must check in and wear a badge.

POLICIES AND PROCEDURES

DISCIPLINE POLICY (District Policy #506)

STATEMENT OF POLICY

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student’s educational experience. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adapted.

It is the responsibility of the school board, administrators and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, and in accordance with state statute, state board of education regulations, and this policy.

The Board of Education and the administrative staff of Independent School District 882, recognize that the rights of all students have to be respected. In order to ensure these rights, certain disciplinary policies have to be adhered to at the elementary school, middle school and high school to establish an atmosphere of quality education for all students.

This discipline and attendance policy applies district-wide including school buses, travel to and from bus stops, and school-sponsored activities, home and away, or anytime on school property.

TITLE IX(District Policy #522)

In 1972, the U.S. Congress passed legislation affecting all public schools. This legislation was Title IX of the Education Amendment that prohibits sex discrimination in education. On May 27, 1975, President Ford signed the final version of the regulations, and they became effective on July 21, 1975.

The governing regulations cover all aspects of sex discrimination with regard to educational and extra-curricular programs, treatment of students, and employment. Failure of school districts to voluntarily comply with this law could mean termination of federal financial assistance by the Department of Health, Education and Welfare or prosecution in the courts by the Department of Justice.

Another important piece of legislation which affects the public school is the Minnesota Human Rights Act, amended 1974, which forbids discrimination on the basis of race, color, age, religion, creed, national origin, sex, marital status, economic status, or disability.

Regulations on public school responsibility toward persons in these protected areas are pending from the State Board of Education. Failure to comply with state law could be cause for reduction in state aid, pursuant to Minnesota Statutes, Sec. 124.5, Subd. 2, Paragraph 6.

The Monticello Board of Education, in compliance with these federal and state statutes and regulations, had adopted a policy affirming that it will not discriminate in the following areas:

A. Education Practices

1. Access to course offerings
2. Curricular materials
3. Counseling practices
4. Extra-curricular activities
5. Athletics
6. Use of school facilities

B. Employment Practices

1. Employment criteria
2. Job classification and structure
3. Marital or parental status, age
4. Hiring & termination
5. Advertising
6. Pre-employment inquiries

A grievance procedure has also been adopted to provide an orderly means of resolving disputes within the district about alleged discriminatory acts. This procedure is for the use of students, parents, guardians, or district employees. Copies of grievance procedure and complaint forms may be obtained from the building principals. If you have any further questions regarding Title IX or the Minnesota Human Rights Act and how they affect students and employees of this district, please do not hesitate to contact the Superintendent or Human Resource Director at the District Office or Principal at the Middle School.

DISTRICT NO. 882 BOARD OF EDUCATION
Monticello, Minnesota

TECHNOLOGY and ELECTRONIC APPROPRIATE USE (District Policy#[524](#))

To gain access to e-mail and the Internet, all students must obtain permission from a parent or guardian and must sign and return a permission form to the school. Families should be warned that some material accessible via the Internet may contain items that are inappropriate for educational purposes. While our goal is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources, opportunities for collaboration, and learning job skills that will benefit them in the future, exceed any disadvantages. But ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, Monticello Middle School supports and respects each family's right to decide whether or not to apply for access. Students are responsible for good behavior on the Internet just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior and communications still apply. Access is a privilege, not a right. Access entails responsibility. It is presumed that users will honor the agreements they have signed. Access to network service is given to students who agree to act in a considerate and responsible manner. District storage and systems may be treated like school lockers. School officials may review files and communications to maintain system integrity. Users should not expect that content stored will always be private.

Students are expected to abide by District Policy #524 (Network System and Internet Acceptable Use) Respect and proper use of educational resources are a large part of the goals and objectives for all students at Monticello Middle School. Inappropriate activities on the Internet include, but are not limited to the following:

- Sending or displaying offensive messages or pictures
- Using profanity and/or obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or devices
- Violating copyright laws
- Trespassing in another person's folders, work, files, or data content.
- Wasting limited resources
- Using the network for financial or commercial gain
- Using another's username or password.

Any faculty member involved with the use of the internet or devices may, at their sole discretion, reserve the right to terminate immediately the privileges of any student who misuses the privilege. Violations could result in additional disciplinary or legal action.

1:1 Chromebook Plan and Responsibilities

- The **device, power supply, and case** are property of the Monticello Public School District. Students will be using the same device from year to year. Take care of these items so they continue to work well and report any damage or issues to the Magic Tech Team - Room 103. Student devices are to be used for educational purposes only.
- Students are to care for their device as they are responsible for its condition.
- Damage caused by misuse/abuse of the device is the responsibility of the student and family. Financial responsibilities stemming from damage will be obligated to the student and family. Insurance is available and optional.
- Students should not attempt any repairs on their own and should report any concerns to the Magic Tech Team.
- The device is yours to protect, charge daily, keep locked up while at lunch or PE, keep inside the case, and carry with two hands.
- Student-athletes should not bring their device on road trips or take the Chromebook out of state or country.
- The school does have an internet filtering program used on the Chromebooks but the school cannot guarantee all inappropriate content will be filtered.
- Students should be very careful not to use the Chromebook to tease, for horseplay, practical jokes, or as a prop.

SECTION 504(District Policies #521 & #615)

Section 504 is a federal law that prohibits discrimination against persons with a disability by any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a physical or mental impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning and writing.
2. Has a record of such an impairment; or

3. Is regarded as having such an impairment

For more information about **Section 504**, contact Jarek Kunz at 763-272-2105.

MIDDLE SCHOOL GRIEVANCE PROCEDURE

PURPOSE:

This procedure is intended to provide students with a way to express their concerns about teachers, administrators, staff members, or regulations that aren't already covered by the policies and guidelines currently being used.

All matters and process steps will be handled in a confidential, professional manner.

PROCESS:

1. The student submits the concern in writing on a standard form available in the Counselor's office. Completed forms may be given to the counselor.
2. A screening committee made up of a counselor and one member of the faculty will then determine if the concern:
 - a. is legitimate but already covered under another policy or procedure. The student will then be advised how else to proceed.
 - b. is legitimate and will be pursued further, with conference set up with student and parents/guardians.
 - c. is not legitimate (based on the level of concern and the impact on the person involved) and is simply something the student will have to live with. The student will be so informed.
3. If the concern is to be pursued further, the student will have a hearing with a Grievance Committee consisting of neutral staff and administrators (no more than 3 people), enabling him/her to explain the concern personally. The group will then-
 - a. try to figure out a solution to the concern or
 - b. appoint a mediator from the committee who will attempt to resolve the concern to the mutual satisfaction of the persons involved.

MONTICELLO MIDDLE SCHOOL STUDENTS HAVE RIGHTS AS WELL AS RESPONSIBILITIES

* **A copy of the student grievance form can be obtained in the middle school student center**

HARASSMENT (District Policy #413)

No employee or student of Independent School District No. 882 shall be subjected to any form of harassment.

Everyone at District 882 has a right to feel respected and safe. Harassment towards staff or students will not be tolerated. Harassment may include verbal assaults and abusive, threatening, intimidating, profane or obscene language or actions. Harassment can be in written, oral or electronic form, or displayed through gestures, stalking or other action. Harassment may include the following when related to religion, race, sex or gender:

- Name-calling, jokes or rumors
- Commenting on or unwelcome touching of a person or their clothing
- Graffiti
- Notes or cartoons
- Offensive or graphic pictures, posters of book covers
- Displaying of body parts to another

Disruptions are defined as acts which interrupt the peace and good order of the school, educational process, or school-sponsored activity. In these situations, appropriate consequences will follow that will be determined by school administration depending on the level of severity. Disruptions include but are not limited to disobedience, disruptive or disrespectful behavior, or disrespectful language towards staff members or students. Other examples could include the use of electronic communication devices, organizing or participating in walk-outs, sit-ins or cafeteria disruptions. Disruptions are also acts which are dangerous or detrimental to the student, which violate the rights of others, damage or endanger the property of the school or interfere with the mission and operations of ISD 882, or student or employee safety or welfare. Any symbols or gestures that cause a material disruption to the school day are prohibited. This is not limited to, but will include, inappropriate paraphernalia, historically offensive symbols, flags and/or poles, and banners. This includes the unsanctioned use of social media during the school day that substantially disrupts school operations.

Each administrator shall be responsible for promoting understanding and acceptance of and assuring compliance with state and federal laws and board policy and procedures governing sexual harassment within his or her school or office.

Violations of this policy or procedure will be cause for disciplinary action and at the Middle School can include:

1. reviewing policy and school conference with perpetrator
2. school conference with district sexual harassment enforcement official
3. school suspension from 1-10 days
4. police intervention
5. referred to school counselor or school social worker

For more information, please see the [District Policy #413](#) on the District Website

HAZING (District Policy #526)

1. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing. This policy applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
2. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - c. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame or humiliation, adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - d. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

"Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular student events.

3. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the principal, the superintendent, or superintendent's designee. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

Submission of a good faith complaint or report of hazing will not affect the complaint or reporter's future employment, grades or work assignments.

4. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

5. The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

BULLYING PROHIBITION (District Policy #514)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is a conduct that interferes with a student's ability to learn and a teacher's ability to educate students in a safe environment and is expressly prohibited. Bullying could be any written or verbal expression, physical act or gesture or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students. Bullying by either an individual student or group of students includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

harming a student; damaging a student's property; placing a student in reasonable fear of harm to his or her person or property; or creating a hostile educational environment for a student.

Any person who believes he or she has been the victim of bullying should report the alleged acts to the building Principal immediately. Upon receipt of a complaint or report of bullying, the School District shall undertake or authorize an investigation and may take immediate steps to protect the complainant, reporter, students, or others pending completion of an investigation of bullying. Upon completion of the investigation, the School District will take appropriate action (following the school discipline policy) which may include a warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. For more information, please see the District Policy #514 on the District Website

Unpaid Meal Lunch Policy - (District Policy# [534](#))

All meal purchases are to be prepaid before the meal service begins. Families may add money to a student's account through the School District's website or send payment with the student to pay at the school office.

When a family's account falls below \$0, an automated phone call, text and or email will be made to the parent/guardian informing them of the low balance, and that money will need to be put into the account. The food service meal system will notify the families three times during the week on Sunday, Tuesday, and Thursday. When a student has a negative account balance, the student will not be allowed to charge a la carte items regardless of the meal benefit status. This process will continue until the student's balance becomes greater than \$0.

Once a student's account reaches -\$20.00, the Food Service Director will send a letter to the family requesting payment for the negative balance and will send a free/reduced meal application in case there has been a change in financial circumstances. Once a student's account reaches past -\$40.00, a second letter will be sent to the family requesting payment for the negative balance and will send a free/reduced meal application in case there has been a change in financial circumstances. If a student's account reaches past -\$60.00 and is not paid prior to the end of the school year, a final letter will be sent notifying the family the account will be turned over to a collection agency and the student account will be reset back to a \$0.00 balance.

Monticello Middle School Staff:

Jeff Scherber, Middle School Principal
Rachel Sandquist, Assistant Principal
Amy Herfindahl, Dean of Students / AD
Wendy Agbowada, 7th Grade Life Science
Kelly Barrow, School Nurse
Amanda Barthel, Language Arts 6th Grade
Trevor Bautch, Spanish Teacher/EL Teacher
Peter Bergquist, English 8th Grade
Lori Campina, Special Education Teacher
Al Clark, Math 6th Grade
Jessica Daniels, 6-8 Math Teacher
Nicole DeGrave, Counselor
Luke Dickinson, Social Studies 6th Grade
Luke Feierabend, History 7th Grade
Brooke Fisher, Language Arts 6th Grade
Katie Fisette, 6th Grade Science
Marcia Geraets, P.E. Teacher
Kari Green, Media Specialist
Katelyn Haller, Science 8th Grade
Melissa Hargrove, Special Education Teacher
Joy Hausman, E.S.L. Teacher Reading Specialist
Kalley Hellman, 8th Family and Consumer Science
Nicole Herberling, Math 7th Grade
Dave Herdan, Band Teacher
Jared Hines, Geography 8th Grade
Dan Holker, Special Education Teacher
Jocelyn Hoselton, Math 8th Grade
Jordan Johannsen, School Psychologist
Jennifer Johnson, Choir Teacher
Jill Kedrowski, STEM Teacher
Mike Kline, P.E. Teacher
Cher Krueger, Art Teacher
Jarek Kunz, Counselor
Kelsey Kunz, Math 6th Grade
Lauren Larsen, Special Education Teacher
Jodi Lattimer, Special Education Teacher
Jake Laudenschick, Science 8th Grade
Barb Mann, Online Instructor
Lisa Mayer, Math 8th Grade
Brigette Molitor, Heath/PE
Casie Monson, STEM. 7th Grade
Jake Muhonen, Science 6th Grade
Ryan Nett, Language Arts 6th Grade
Lisa Nygaard, Adaptive PE/Targeted Services
Nick O'Rourke, Social Worker
Joan Oen, English 7th Grade
Francis Pearson, English 8th Grade
Rachel Peloquin, Math 7th Grade
John Sampson, Social Studies 6th Grade
Ann Sarazin, Special Education Teacher
Michelle Schettler-Stein, Orchestra Teacher
Sarah Sopher, Social Worker
Corey Stanger, Special Education Teacher
Rochelle Stein, Online Instructor
Catherine Stein, Special Education Teacher
Michelle Thompson, Reading 6th Grade
John Tibbetts, Science 7th Grade

Elyse Topp, Special Education Teacher
Ryan Traczyk, Geography 8th Grade
Kayla Tromberg, ESL
Tammy Wetter, Special Education Teacher
Tara Wilson, Special Education Teacher
Kristin Zalec, Math Reading 6th Grade
Robyn Zwack, Technology Specialist K-12
Gretchen, School Resource Officer
TBD, Deaf/HH Instructor
TBD, Speech/Language Pathologist

Secretaries:
Cassie Lepper
Lori Pippert
Christine Schyma

Custodians:
Dave Filip, Head Custodian
Jim Grimley, Night Lead Custodian
Chris Jensen, Day Custodian
Joseph Lawrence, Night Custodian
Ken Retka, Night Custodian
Jason Stach, Day Custodian
Kristen Stueven, Night Custodian

Food Service:
Christine Schultz, Head Cook
Amy Hanson **Annette Kasper**
Becky Melhouse **Melissa Nielsen**
Melissa Olson **TBD**

ParaProfessional:
Kris Brandjord Elizabeth Brown
Cassandra Celis Ramirez Patty Holthaus
Leya Johnson Cynthia Michaelis
Kristen Natysin Freda Newhouse
Lea Nygaard Cynthia Olson
Mary Olson Pamela Peterson
Lia Richards Amy Robertson
Kritine Welle Bonnie Witschen

RISE Program:
MacKenzie Peterson, SPED Teacher
Cindy Heltemes, Behavior Interventionist
Amy Minnerath Peterson, Behavior Interventionist
Audrey Schneider, Behavior Interventionist
TBD , Behavior Interventionist

Foundations II:
Jean Anderson, Behavior Interventionist
Riley Felton, Teacher
Kim Hakes, Behavior Interventionist
Bridget Walker, Teacher
Stacy Waltzing, Behavior Interventionist

Phone Numbers

Middle School Office - 272-2100

Community Education - 272-2030

ISD #882 Website - www.monticello.k12.mn.us

Attendance - 272-2110 Fax - (272-2109)

Sports Schedules – www.mississippi8.org

Daily Schedule

8:15 - 8:35 **M&M (20 mins)**

8:39 - 9:32 **2nd Hour (53 mins)**

9:36 - 10:29 **3rd Hour (53 mins)**

10:33 - 11:26 **4th Hour (53 mins)**

5th Hour

6th grade

11:30 - 11:56 5th (26 mins)

11:56 - 12:26 Lunch

12:30 - 12:56 5th (26 mins)

7th grade

11:26 - 11:56 Lunch

12:00 - 12:56 5th

8th grade

11:30 - 12:26 5th

12:26 - 12:56 Lunch

1:00 - 1:53 **6th Hour (53 mins)**

1:57 - 2:50 **7th Hour (53 mins)**

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 2022 to 2023 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:

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

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

Updated April 21, 2022 - Page 2 of 2