

Monticello School District Elementary School Student Handbook 2024-2025



www.monticello.k12.mn.us

Eastview Education Center (763) 272-2900

Attendance Line (763) 272-2911

Little Mountain Elementary (763) 272-2600

Attendance Line (763) 272-2610

Pinewood Elementary (763) 272-2400

Attendance Line (763) 272-2410

Dear Students and Families,

Monticello elementary schools believe in creating schools that support “Every Kid, Every Day”. We are dedicated to the education and well-being of students. We work purposefully to create a quality learning environment where students can develop positive relationships and foster intellectual development. This handbook has been established to help each family and student become acquainted with Monticello Elementary Schools, the operations, and policies of our district. It is reviewed and revised annually. Our goal is to create a positive, consistent school environment that supports quality learning opportunities for all students. Please read through the handbook carefully and become familiar with the contents. It is our collective goal for each student to have an outstanding year. We are committed to helping each student pursue their goals, achieve success, and feel valued so they contribute to our community! We sincerely look forward to an exciting 2024-2025 school year partnering with our students, community, families, and community.

Sincerely,

Kristin Greene, Eastview Education Center & Nature Based Principal

Nicole Croteau, Little Mountain Elementary Principal

Shelly Gilmore, Pinewood Elementary Principal

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Monticello Public Schools
SCHOOL DISTRICT GOALS



INFORMATION

ABSENCES

The authority to determine whether an absence is excused or unexcused rests with the building Principal. All absences due to illness, death in the family, court appearance, severe weather, quarantine, emergency dental or medical treatment or other conditions beyond the student's control will require a telephone call to the attendance line. If no excuse is received, the absence is counted as unexcused. Please use Infinite Campus Parent Portal, or call the attendance line no later than 7:50 a.m. if your child will not be in school that day. Please call each day your child is absent. If you know they will be gone for more than one day, you may leave the expected dates of absence (i.e. vacation). Letters will be sent home to notify parents of excessive absences.

Unexcused Absences

Unexcused absences are granted for absences that could have been avoided or delayed, and for which prior arrangements and/or approval have not been made through the Principal's office.

1. Student has been absent from school with the consent of the parents or legal guardians, but the excuse presented by the parents is not acceptable to the school, (i.e. oversleeping, missed bus, baby-sitting).
2. If no excuse is received, the absence is counted as unexcused.
3. Medical verification may be required after the accumulation of 7 absences or if there is a history of excessive absences.
4. The school is required to report excessive or unexcused absences to the proper legal authorities. The following steps may be taken to improve school attendance:

Tardiness

Students are expected to be in school by the first bell. If a student is not in class by the first bell, the student will be considered tardy. Parents may be notified if a student is excessively tardy.

1. Excused Tardies, Examples
Appointments, late bus, illness of the student, weather conditions, school business, excused by staff/Principal.
2. Unexcused Tardies, Examples
Overslept, car problems, out of class without a pass or permission from the instructor.
(Note – three unexcused tardies is the equivalent of one unexcused absence.)
3. Repetitive Tardiness:
Parent conference will be set up.

Non-Participation in Activities

In situations requiring a doctor's attention, the child or parents 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. It is recommended that parents and guardians make doctor and dental appointments after school hours and during vacation. Parents will be required to sign an early release in the office for their child in case it is necessary to take them out of school before dismissal time.

Short Trips

Students taking short trips with their family must get prior approval from the Principal. All work must be done before, during, or after the trip. More than one trip per year and/or a total of more than five (5) individual days is discouraged.

ARRIVAL AND DISMISSAL HOURS

School hours are as follows:

Eastview Education Center: 8:00-2:10 (Student Pick Up and Drop off Times = 7:35-7:55 a.m. & 2:10-2:30 p.m.)

Monticello Nature Based School: 8:00-2:10 (Student Pick Up and Drop off Times = 7:35-7:55 a.m. & 2:10-2:30 p.m.)

Little Mountain Elementary School: 7:50-2:20 (Student Pick Up and Drop off Times = 7:30-7:45 a.m.- 2:20-2:40)

Pinewood Elementary School: 7:50-2:20 (Student Pick Up and Drop off Times = 7:30-7:45 a.m.- 2:20-2:40)

ATTENDANCE

[Board Policy 503](#)

The Monticello Schools believe that good attendance and good school work go hand in hand. Good attendance is necessary to obtain the maximum effects of instruction. Attendance records are a part of your child's permanent school file.

CHECK RECOVERY

There will be a fee charged for each returned check.

CLASS FEES

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

- Cost for materials for a class project that exceeds minimum requirements and is

- kept by the student.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.

Class fees for the 24-25 school year are \$20. Payments can be made in Infinite Campus.

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

CRISIS MANAGEMENT

Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district-and school-specific plans. The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

ELECTRONICS (including CELL PHONES)

Electronic devices such as: smart watches, laser pointers, cell phones, radios, walkie-talkies, electronic games, iPods etc. are not allowed during school hours. These devices must be kept in the student's backpack during the school day. If a parent wants their child to have a cell phone, it must remain turned off and in the child's backpack during the school day. Electronic devices may be used in the classroom for educational purposes. The school is not responsible for lost or stolen items.

EMERGENCY PROCEDURES

Building Security Teachers have individual plans of action for bomb threats, civil emergencies, fires, severe weather and other emergency situations.

Key Words used during Emergency Procedures:

1. Secure - Students required to stay inside, all exterior doors locked, it's possible students would not even know "secure mode" has been established.
2. Evacuate - a location may be specified
3. Lockdown - interior and exterior doors locked, students out of sight, practiced several times per year
4. Shelter in place - safety strategy for a determined hazard

In the event of a nuclear emergency, students and staff will load on school buses and be transported to Maple Grove High School, 9800 Fernbrook Lane, Maple Grove, MN 763-391-8700.

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
- A parent may opt out of KI for their children. Please contact the Health office of your child's school to follow Opt-out procedures.

Potassium Iodide [Board Policy 810 - Potassium Iodide Distribution](#)

FIELD TRIPS

All school rules, policies, and procedures shall apply to all student trips and activities. The school administration shall be responsible for providing more detailed procedures including parent involvement, supervision, and other factors deemed important and in the best interest of students. All chaperones must follow the district's background check procedures and sign an additional document titled, "Guidelines for Field Trip Chaperones".

FLOWERS AND BALLOONS

Students may not receive flowers, balloons or other gifts at school. Please send these items to the student's home.

This policy is expressly concerned with foods involved in classroom parties or treats for students and is not meant to limit the preparation of foods directly related to the school curriculum and approved by the building Principal.

Students are not to bring any items for sale or for fundraising projects in school.

FOOD IN CLASSROOMS (for parties and treats)

The District prohibits any distribution of food or treats outside the school lunch program, except foods that are individually, commercially wrapped. Foods made at home may not be distributed within the school. If your child wants to bring a birthday treat, encourage them to bring in an item for the classroom such as a classroom book (signed and dated by your child) or other classroom supplies such as pencils, erasers, etc. The reason for this is the growing number of students who struggle with food allergies, diabetes, and childhood obesity. Please do not send cupcakes, doughnuts, or sheet cakes for your child's birthday treats. These items are not commercially wrapped and do not meet district food service guidelines. Any time that food is brought into school by a teacher or student, a "food request" form needs to be turned into the Health Office. Teachers need to account for all allergies prior to distributing food in their classroom. Plan ahead if you want to send food items (for the whole class) into the classroom. This includes birthday treats. As a school, we would rather see non-food items for birthday treats. However, if you must bring in a food item, consider a granola bar, individual bags of crackers, pretzels, or other healthy alternatives.

FUNDRAISING

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

GUESTS AT SCHOOL

[Board Policy 903 - Visitors to School District Buildings and Classrooms](#)

All visitors must report to the office. If you wish to have lunch with your child(ren), you must make arrangements at least 3 days in advance with the classroom teacher. Lunch visitors will not be allowed until after November 1.

All parents wishing to volunteer in a classroom, or chaperone a field trip, must have a background check. Please complete background checks and watch the training powerpoint found on the school website and/or in the school office. These tasks should be completed at least 2 weeks prior to volunteering.

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal. Students are prohibited from bringing school-age guests (cousins, friends, etc.) to spend the day in school. The school is not responsible for them. Our duty is to our students.

HEALTH OFFICE

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

GENERAL STATEMENT OF POLICY REGARDING IMMUNIZATIONS

[Board Policy 530- Immunizations](#)

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.

Potassium Iodide **[Board Policy 810 - Potassium Iodide Distribution](#)**

Please see more detail under the Emergency Procedures section.

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.

If it is necessary for your child to receive a prescription medication during school hours the medicine must be in its original container and the prescribing physician must complete a form. These forms are available at the local clinics and the school offices. Tylenol or over-the-counter medication will be administered with written parental permission only. It must be in the original container with written instructions as to dose and time of administration. The nurse or delegated personnel will give all medication in the health office. We will not, however, give any over the counter medication beyond the recommended dosage of the manufacturer without a physician's order. Any aspirin or other products not recommended for children under 12 will not be given without a written doctor's authorization. Also, narcotic pain medications will not be given at school. If your child needs narcotic pain medications, he/she is not ready to return to school.

It is often difficult to know when your child is ill and should stay home. Immediate care at home will shorten the period of illness and prevent infection of schoolmates and staff. The following are general practices:

- If a child has had a fever of 100° or more, the child should stay home for 24 hours after the temperature returns to normal.
- If a child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.
- If a child has any rash or suspicious skin condition, a severe cough, a sore throat, or other signs of acute illness, the child should remain at home.

[Board Policy 516- Student Medication](#)

First Aid

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

AEDs

The district has installed automated external defibrillators (AEDs) in our buildings. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

HOLIDAY CELEBRATIONS AND PARTIES

During the holiday season, the Monticello School District emphasizes the importance of understanding and respecting diverse family traditions while maintaining educational standards. Teachers are encouraged to engage in meaningful dialogue with families to learn about their customs and beliefs, fostering stronger connections and inclusive classrooms. Recognizing that students and staff may face challenges, the district prioritizes open communication, empathy, and support. Amidst holiday stress, efforts are made to celebrate cultural events inclusively, ensuring all students feel valued and acknowledged in the school community.

INTERNET ACCEPTABLE USE

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district's "Internet Acceptable Use" policy is available at [Board Policy 524 - Network System and Internet Acceptable Use](#)

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

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

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

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

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

MESSAGES TO STUDENTS

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use and smart watches during the instructional day are prohibited.

MONEY

Students should be discouraged from carrying money or leaving money in their desks.

NONDISCRIMINATION

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

Rob Danneker, Director of Human Resources
(763) 272-2020
302 Washington Street
Monticello, MN 55362

PLEDGE OF ALLEGIANCE

[Board Policy 531 - Pledge of Allegiance](#)

The Pledge of Allegiance will be conducted one or more times a week on a weekly basis by each classroom teacher. Anyone who does not wish to participate in reciting the pledge may elect not to do so, and students and staff must respect another person's right to make that choice.

RECESS

During recess, students will go outside to play except for the following reasons:

- Rainy weather - students will be supervised in their rooms.
- Cold weather - students will not be required to go outside if the air temperature is below zero or the wind-chill factor is 10 below zero or colder. Announcements will be made from the office.
- Students who are recovering from an illness or injury will need a doctor's note if they are to stay indoors at recess time.

RELEASE OF STUDENTS

Students who are to be picked up during the school day by a parent will be released through the office only. Parents must come to the school office and should check with the principal or secretary in the school office to pick up their child. Students will be called to the office for dismissal. Students are not permitted to leave the school building during school hours without a proper request from the parent or guardian. If your student's dismissal plan is different than usual, please contact the office no later than 1:00 p.m..

SCHOOL CLOSING

School closings due to inclement weather or emergencies will be announced over the following stations, on our school district website, and through a mass phone message from the Superintendent:

- WCCO radio, 830 AM, WCCO TV, Channel 4
- KRWC radio, 1360 AM Buffalo
- KSTP TV, channel 5
- KARE TV, channel 11
- www.monticello.k12.mn.us

If school is closed during the course of the day, the students will be excused. In the event of an early dismissal, we recommend parents and students have a prearranged plan.

SCHOOL SECURITY

The only entrance to the school building during the school day will be the office entrance. All of the outside doors will be locked during the school day. Visitors during the school day must identify themselves with a valid ID before being allowed into the building. IDs will be scanned through the district Raptor system. All adults in the school must wear identifying badges and must stop in the office to sign in.

STUDENT DROP OFF/PICK UP

Individual schools will communicate their plans with families.

STUDENT MEALS ([District Policy #534](#))

Each elementary school 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.

[Link to Nutrition Services](#)

[Link to 24-25 Application Educational Benefits](#)

[Link to 23-24 Application for Educational Benefits \(Spanish\)](#)

Unpaid Meal Policy [Board Policy 534 - Unpaid Meal Charges](#)

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.

TITLE IX

[Student Sex Nondiscrimination Policy 522](#)

Monticello Public Schools prohibits and does not discriminate on the basis of sex in its education programs or activities. The district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. This policy applies to all school programs and activities, including all students, staff, and school community members. Please reference the district policy #522 for more details or contact the district Title IX Coordinator with any questions at 763-272-2020.

VIDEO AND AUDIO RECORDING

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

VISITORS

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

VOLUNTEERS

The Monticello School District requires a criminal background check on all employees as well as volunteer athletic coaches and volunteers providing other services. Volunteer background checks need to be renewed every 4 years. Please contact your child's school office if you are interested in volunteering. The school office will confirm that you have completed the required training and background check or they will direct you to Human Resources to comply with the required steps prior to volunteering.

ACADEMICS

EXTENDED SCHOOL YEAR OPPORTUNITIES

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

GRADING

The Monticello Public School elementary calendar is divided into 3 trimesters. Parents will receive progress reports for each grading period (preschool will provide progress reports throughout the year). Student progress is reported using a standards-based system. Information regarding standards-based grading, reporting, and learning is available from your teacher and building Principal. Parent-teacher conferences will be scheduled 2 times during the school year.

HOMEWORK

Homework assignments vary from teacher to teacher. Some homework consists of completing assignments that were not finished during the school day. Other homework may include special projects that relate to a unit of study or reinforces a skill worked on at school. All homework is meant to reinforce and enrich a student's learning experience.

MAKE UP WORK

Students will be expected to make-up missed assignment(s) due to absence(s).

RETENTION

Students who achieve at levels deemed acceptable by local and/or state standards shall be promoted to the next grade level at the completion of each school year. Retention of a student may be considered when professional staff feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The building Principal's decision shall be final.

SECTION 504

[Student Disability Non-Discrimination Policy 521](#)

[Testing Accommodations Modifications, Exemptions for IEP, 504 Policy 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:

- 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.
- Has a record of such an impairment; or
- Is regarded as having such an impairment

For more information about Section 504, contact your school administrator.

SUMMER SCHOOL

The school district may provide summer school learning opportunities. Classroom assessment data and teacher input will determine whether or not this is an appropriate recommendation for your child. For more information, contact your school's office.

RULES AND DISCIPLINE

ANIMALS

[Board Policy 808 - Animals on School Premises](#)

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.

BICYCLES

Students in grades 1-5 are permitted to ride bikes to school with parent permission. It is strongly recommended that students wear helmets while riding bikes and that students below third grade have adult supervision to ride to school. No elementary student should ride over a maximum distance of one mile to school. Bikes must be placed in the bike racks when a student arrives at school. At no time may a bike be ridden during the school day. Students are reminded not to tamper in any way with bikes during the day. Bikes must be walked on the school grounds when students are on the sidewalks or playgrounds and until the buses have departed.

BULLYING PROHIBITION

[Board Policy 514 - Bullying Prohibition Policy](#)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is conduct that interferes with a student's ability to learn and 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 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 immediately to the building Principal, Superintendent, or Superintendent's designee (Councilor of that Student). 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 other pending completion of an investigation of bullying. Upon completion of the investigation, the School District will take appropriate action including, but not limited to, warning, restorative circle, Repair Hour, suspension, followed by exclusion, expulsion, transfer, change of placement, remediation, or discharge.

CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

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

DRESS

[Board Policy 504 Student Dress and Appearance](#)

Students are to dress appropriately in a manner that meets health and safety requirements and does not detract from the learning environment. Parents should give careful consideration and good judgment regarding appropriate dress for their children.

- Examples of inappropriate dress would be: crop tops, short shorts, inappropriately worded T-shirts, etc. No clothing with offensive, inappropriate or distracting messages or pictures may be worn in school. Examples of objectionable clothing include revealing clothing; clothing depicting violence; clothing with lettering or designs regarding paraphernalia, marijuana, tobacco, alcohol or sexually explicit designs.
- Students may not wear hats in the building. Sunglasses, hats, coats and backpacks are to remain in the student's locker. **Students are discouraged to wear flip-flops in the gym or at recess.**

Dress and student appearance should not distract from the learning environment. If a student refuses to dress appropriately for school, he/she is insubordinate and subject to disciplinary action. The building principal will make the final decision on student dress up days.

Students who are dressed inappropriately will be asked to change. If a student repeatedly violates the dress code, appropriate discipline will be enforced such as being directed to modify apparel or be sent home.

DISCIPLINE

[Board Policy 506 Student Discipline-](#)

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty,

respect the rights of others, and obey the law. Individual teachers will have plans for use within their own rooms that they feel are appropriate to the ages and needs of their children. Classroom teachers will send home information on the rules and the consequences used in their room. The school-wide plans are based on a positive, restorative approach, and expectations will be clear for everyone.

All serious offenses will be handled on an individual basis. Serious offenses include physically aggressive acts, deliberate disrespect and failure to obey authority. Consequences for serious offenses will include, but not be limited to: Detention, Suspension, Exclusion, and Expulsion. When the building administrator suspects that discipline could result in suspension (in/out of school), the student will be read the Tennessee Warning during the interview process. If a student is being interviewed by the School Resource Officer, that results in consequences from the justice system, Miranda rights will be read to the student.

PARENTAL NOTIFICATION OF PLACEMENT OF STUDENTS WITH VIOLENT BEHAVIOR

[Board Policy 529](#)

Parents should be aware that the School District gives classroom teachers and other school staff members notice about students' history of violent behavior.

Corporal Punishment is not used in the Monticello School District. Reasonable physical restraint may be used with a student to prevent the student from willfully injuring themselves, another student, or staff member.

The District complies with the provisions of the Pupil Fair Dismissal Act. Students may be removed from a class for any of the unacceptable behavior acts listed in this policy or handbook, including incorrigible or insubordinate behavior. The school has a reasonable expectation for all students to obey all school rules.

Removal

Removal of a student 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 lawful designee. The removal of a student 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 the student. The decision as to removal is at the sole discretion of the Principal. The removal from class may be imposed without an informal administrative conference when it appears the student will create an immediate or substantial danger to himself or to persons or property. 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.

Suspensions/Expulsions/Exclusions

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 accordance with the Pupil Fair Dismissal Act of 1974, as amended.

Parental Notification

Parents will be notified in writing in the case of suspensions, expulsions, and/or exclusions by

first-class mail, 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.

DISRUPTION

School disruptions will not be tolerated. Any student who disturbs or interrupts the peace or good order of the school or school-sponsored activities, whether on or off campus, will be subject to disciplinary action, which may include suspension or police involvement.

FIGHTING/ASSAULT

Fighting or physical assault is when an individual attempts to or intentionally causes physical harm to another. Students who engage in fighting may be suspended from the classroom or from the building for a period of up to ten (10) days.

Verbal assault includes any abusive, threatening, intimidating, profane or obscene language, either oral or written, by a student towards a staff member or fellow student. Verbal assault also may include gestures, stalking, or other harassing or intimidating behavior towards another. A student who aggressively or violently directs a physical or verbal assault or attack on another student will be initially suspended for up to ten days and may be recommended to the Superintendent and School Board for expulsion.

HARASSMENT AND VIOLENCE

[Board Policy 413 - Harassment and Violence](#)

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

If any words or actions embarrass you or make you feel uncomfortable or fearful, please contact a teacher, counselor, the Principal, the Superintendent or the Superintendent's Designee. We take all reports of religious, racial or sexual harassment or violence seriously and will take all appropriate actions based on your report. Your right to privacy will be respected as much as possible. Violence is the use of physical force to injure or cause physical harm. No one is entitled to use violence. It will not be tolerated at our schools.

HAZING

[Board Policy 526 - Hazing](#)

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 the school hazing policy or other law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

“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.

Any person who has knowledge of violation of this policy or has been the victim of a hazing procedure shall report the alleged acts immediately to the Principal, the Superintendent or the Superintendent’s Designee. Upon receipt of a complaint or report of hazing, the School District shall undertake or authorize an investigation and may take immediate steps to protect the complainant, reporter or others pending completion of an investigation of hazing. Upon completion of the investigation, the School District will take appropriate action including warning, suspension, exclusion, expulsion, student transfer, remediation, termination or discharge.

SEARCHES

[Board Policy 502 - Search of Student Lockers, Desks, Personal Possessions, and Student's Person](#)

Students are assigned lockers. Lockers are not to be exchanged with other students. No student should enter another student’s locker without prior permission. Students should keep their lockers clean and organized. The school is not liable for losses and students should not store items of great value in their locker. 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 the student 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 possession, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by the police or school district officials.

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students’ convenience. School officials may inspect the

interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

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

SKATEBOARDS/ROLLERBLADES

Skateboards, rollerblades, and roller shoes may not be worn/used in school.

SUBSTANCE USE AND ABUSE POLICY

[Chemical Use Policy 417](#), [Drug Free Workplace and Drug Free Schools Policy 418](#), [Tobacco Free Policy](#) [Policy 419](#)

The Monticello School District has a zero tolerance drug, tobacco and alcohol policy. All buildings, grounds and vehicles in District 882 are alcohol, tobacco and drug free. No students, parents, staff or visitors will be allowed to use or possess tobacco, alcohol or illegal drugs or use or possess paraphernalia on school grounds or in school vehicles in a manner that does not comply with state law. State law has declared the area surrounding schools as a tobacco, alcohol, drug and weapon free zone. Students who have prescriptions must comply with the school district's "Student Medication" policy.

TRESPASSING

A student on suspension, expulsion, exclusion or currently not authorized to attend school may not participate in or attend any school sponsored activities, home or away. Violation of this could result in a charge of trespassing to the police department.

VANDALISM

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

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the

criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.

WEAPONS

[Board Policy 501 - School Weapons Policy](#)

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location as stated in school board policy and as complies with state law. The School District will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.

SCHOOL BUS SAFETY GUIDELINES & PROCEDURES

BASIC BUS SAFETY INFORMATION

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 ride only 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 COMPANY

Transportation is provided by Hogle Transportation, Inc. The phone number is 763.295.3604, and the website is www.HogleTransportation.com. Information about transportation and instructions for changes to transportation are available on the website.

BUS SAFETY PRACTICES [Student Transportation Safety Board Policy 709](#)

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 the 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. However, the driver 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 may or not be contacted (via phone call or e-mail 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 parents 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 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 parent 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:

- First Report: Written warning
- Second Report: 1-3 days of suspension
- Third Report: 3-5 days of suspension
- Fourth Report: 5-7 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 meeting will be required prior to resuming bus-ride privilege. Any incidents of misbehavior following that parent 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.

GUIDELINES FOR SERIOUS INCIDENTS OF MISBEHAVIOR:

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. Parents 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.

Updated 4/29/2024