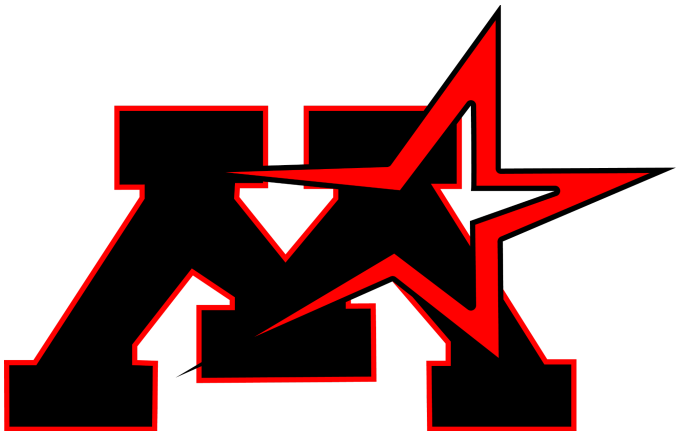


2026-2027

STUDENT | PARENT | GUARDIAN HANDBOOK

Monticello High School

5225 School Blvd. Monticello, MN 55362

School Phone: 763.272.3000 | School Fax: 763.272.3009

Website: www.monticello.k12.mn.us

Monticello High School Mission Statement

We are committed to providing a safe learning community.

We are committed to providing quality learning experiences.

We are committed to putting students first in our learning community.

We are committed to providing a positive and inclusive environment for all.

ISD 882 Mission Statement

“Every Kid, Every Day”

Welcome to Monticello High School!

At Monticello High School, we are committed to "Every Kid, Every Day"—ensuring that every student is supported, challenged, and empowered to succeed. Our dedicated staff works purposefully to create a high-quality learning environment where students build meaningful relationships, foster intellectual development, and explore diverse opportunities that will set them up for success in their post-high school plans.

The purpose of this handbook is to help families and students become acquainted with MHS, its operations, and its policies. It serves as a guide to expectations, behavior standards, and procedures that contribute to a positive, consistent school environment. This handbook is reviewed and updated annually to ensure it reflects our commitment to providing students with equitable access to learning opportunities both in and out of the classroom. We encourage all students and families to read it carefully and familiarize themselves with its contents.

A safe, welcoming, and inclusive school environment is essential for our community to support every student's growth and success. As partners in education, we ask that families join us in working together to create opportunities that support student achievement, personal development, and post-secondary readiness. Whether students choose college, career, military service, or other pathways, we are here to guide and support them in pursuing their goals and realizing their full potential.

We look forward to an exciting and successful 2026-27 school year as we continue to partner with our students, families, and the greater Monticello community!

In partnership,

Matt Coalwell, Principal
Lori Hanson, Principal
Cami Dahlstrom, Assistant Principal
Andy Pierskalla, Dean of Students
Gary Revenig, Activities Director

MONTICELLO HIGH SCHOOL DIRECTORY

Administration

Principal	Matt Coalwell	matt.coalwell@monticello.k12.mn.us	763.272.3001
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Attendance Hotline			763.272.3010

Support Services Staff

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Food Services	Lori Kothenbeutel		763.272.3050

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ATTENDANCE

Admissions
(a) All schools supported in whole or in part by state funds are public schools. Admission to a public school is free to any person who: (1) resides within the district that operates the school; (2) is under 21 years of age or who meets the requirements of paragraph (c); and (3) satisfies the minimum age requirements imposed by this section. Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school is governed by a single set of reasonable rules and regulations promulgated by the school board.

Daily Average Attendance Goal is 95 percent
What constitutes a daily average attendance (DAA) below 95 percent?

- Missing 0—----------.25 day or more per week
- Missing 3.00 days or more per trimester
- Missing 9.00 days per year

To support students with attendance and assist in developing skills for academic success, communication and individualized plans may include phone calls, after school Student Repair Hours, Wright County referrals based upon Minnesota student attendance statutes, mentoring, counselor-teacher-family meetings and interventions, to establish an attendance contract, necessary medical documentation, and/or education alternatives. Students are expected to show improvement in their attendance. If additional absences continue, students holding a parking permit may face a suspension of parking privileges or other school related consequences.

Attendance (Board Policy #503)
Regular school attendance is a significant and valuable component of a student's education and the establishment of good work habits. It is important that students attend school regularly and are on time. Under the Federal Every Child Succeeds Act (ESSA), students attending 90% or less of required school days are considered chronically absent. School districts are required to report overall student attendance to the Minnesota Department of Education. Additionally, Minnesota law states that if a child under the age of 18 has attendance problems, educational truancy could be filed through Child Protection and the local county of residence.

Attendance at school is a shared responsibility between the individual student, their parents/guardians, and the school. State law stipulates that it is the parent/guardian's responsibility to ensure their child attends school. The expectation is for parents/guardians to provide an honest reason for absences or tardiness and the school determines where a student's absence/tardiness is excused/unexcused. Additionally, when students attend school, both parents/guardians and school officials are aware of where they are during school hours. Thus, accurate attendance is key to student safety and is expected.

If a student becomes sick at school, they must obtain a pass to the nurse's office and the nurse will contact parents and document their release.

Parents/Guardians are expected to call the Attendance Hotline prior to a student's absence, or for an out of school appointment @ 763-272-3010. This hotline is available 24 hours per day. In the event that the parent/guardian is unable to call the school, a parent/guardian written note is also accepted at the attendance office. Students 18 years of age and older, cannot make a call to the attendance office on their own behalf. False telephone calls or forged notes will lead to appropriate consequences.

Recognized Exceptions to Regular School Attendance:

- Administratively pre-approved absences
- Active duty in any military branch of the United States
- School sponsored events (i.e. field trips, support groups)
- Official religious holidays
- Funeral
- Removal from school by suspension
- Family emergency
- Illness, dental, orthodontic, or counseling appointments verified by parent/guardian, health professional, or school nurse
- Appointments which cannot be scheduled outside of the school day
- Family trips (5 days), college visits (2 days) that are pre-approved through the Attendance Office (preferably a week in advance)

Steps to Pre-approve An Absence:

1. Parent/guardian verification to the attendance office by a phone call or written note. Students should pick up a pass from the Attendance Office. Students are expected to return to school once their appointment is completed
2. Advanced make-up form signed and completed by teacher (must be completed prior to the pre-arranged absence).
3. It is the student's responsibility to consult their teachers regarding absences from school, and obtain required make-up work.

The Attendance Office is located inside the west entrance of MHS. Students should go to the Attendance Office for all attendance related matters. Attendance personnel will be in the office to issue passes and help students with specific attendance questions or concerns. Parents/guardians are not required to enter the Attendance Office to sign their student out of school if they have followed proper procedures. Students cannot leave the school during school hours without completing step one as listed in this section.

Extended Absences

Any extended absences, to include vacations, must be pre-approved and communicated to the school. A plan to make up any missing work will be handled individually with the student's counselor and teachers.

Excessive Absences and Tardiness

Excessive absences and tardiness develop "at-risk" behaviors. Students will be required to make-up missed time and truant behavior will be reported to Wright County when county thresholds are met. After the 13th absence, a doctor's note will be required. Habitual absence and tardiness will result in progressive consequences and loss of privileges. As a reminder for drivers, student parking permits are a privilege and will be revoked if students are not able to arrive at school on time. Students will be asked to ride the bus in lieu of driving.

Tardiness

A tardy is defined as being late to class. A student is tardy if he/she is not in class following established classroom expectations as per the approved course syllabus. Teachers will accurately record attendance. If tardies accumulate, a progressive support plan will be implemented with a loss of privileges.

- Students who arrive after 8:15 am must check into the Attendance Office, and receive a pass to class.
- A student is considered absent having been tardy for more than ten (10) minutes of classroom instruction.
- Excused Tardy: any tardy for which the student is excused in writing by an administrator or faculty member.
- Unexcused Tardy: any tardy for which the student does not have a written or verifiable excuse from an administrator, faculty member, or attendance clerk.
- If a student has a unique circumstance and needs a pass, they should report to the main office.

Truancy

Unexcused absences become truancies that are reported to the County per established laws and guidelines. Students missing more than 10 minutes of class may be marked as absent. This is left to the discretion of school staff. Some examples of truancy are as follows:

- Leaving school anytime during the day without authorization.
- Absent from class without permission / skipping. Failure to report to the assigned location.
- Falsify or forge an absence note or failure to verify absences.
- Are absent from school without an excusable reason.

Notes, phone calls, or notification through Infinite Campus "Absence Requests" are required to substantiate absences, tardies, early dismissals, etc. The school is not obligated to accept the validity of the note.

Consequences for attendance related concerns may include any of the following: parent/guardian contact and/or conference, meeting with administration, a county truancy referral, loss of privileges, detention, or suspension. Truancy may also result in loss of credit for classwork due during unexcused absences. Additionally, certain school related privileges (cell phone, parking permits, attending school events) may be removed if student responsibilities are not met.

Attendance for Activities

Students participating in activities must be in attendance all six (6) class periods to be eligible to practice or compete.

Students with truancies will be dealt with on an individual basis. Suspension from competitions may result from

truancies.
Exceptions to the policy will be:

- Administrative pre-approved absences
- School sponsored event (i.e. field trip)
- Professional appointment with PRE APPROVED PARENT PERMISSION (IE: doctor, dentist, chiropractor, or psychiatrist)

Other exceptions to this policy shall be considered only by the Administration or Activities Director.

10/10 Rule
Students are not permitted to leave the classroom in the first ten minutes of class and the last ten minutes of class. Emergencies are at the discretion of the teacher and only one student may leave at a time during this period. Failure to comply with this may result in an unexcused absence and recurring issues may result in administrative consequences.

Building Passes
Building passes, provided in each classroom, are in effect during the school day. Students are to be in the area or in transition as stated on their pass sheets, signed by staff. Students should not have their phone on their person when leaving class.

Leaving the Building
Once a student arrives at school, they are not permitted to leave unless approved by administration. Parents/guardians who expect their child to leave during the school day must send a signed statement or call the office stating the date, reason and the time of dismissal. The student can then be picked up from the attendance office. The student must sign out in the office before leaving the building and sign in upon returning.

GENERAL INFORMATION

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.

Course or Lab Fees
Certain courses will require a fee for a lab, field trip or project as determined by staff and administration. All fees should be paid via Infinite Campus. In some instances, all fees need to be paid in order to acquire a parking permit, purchase school dance tickets, participate in commencement, or receive other school privileges.

Deliveries to Students
Items such as gifts, flowers, balloons, food, etc. will not be delivered to students during the school day. Please do not make arrangements to have such items delivered to the school. If a student forgets an item, it should be brought to the attendance office for pick up. To minimize classroom interruptions, students will be notified as soon as possible about their item.

Displays of Affection
School or school-sponsored events are not the appropriate place for students to display physical affection. Students are asked to refrain from intimate behavior (kissing, embracing, etc.) during school or at school events. Staff are instructed to address students whose displays of affection are not appropriate for school.

Foreign Exchange Students
Exchange students provide our students with intercultural opportunities. Limits and requirements must be placed on these students due to our limited resources. MHS Foreign Exchange Procedures can be found here. All exchange student entries are subject to administration approval as well as the following conditions:

- The guidance office/administration or designee must give prior approval to students entering MHS
- The number is capped at 6 exchange students per year. We do not allow part-time (half-year) students.
- Preference will be given to travel and exchange programs listed with the Council of Standards for International Educational Travel (CSIET). For more information, please go to www.csiet.org.
- The exchange student must have a permanent host family placement during the duration of their exchange

experience. The host family shall live in the district and have a student attending MHS.
- The exchange student must receive all vaccinations requested by the Minnesota school immunization law.
- Per MN state law, foreign exchange students are not eligible to participate in post-secondary enrollment programs.
- Certificates of attendance will be issued to exchange students from an approved program based on the following requirements:
    a. The students must provide suitable documentation (transcripts, etc.) of his/her/their academic background
    b. The documentation must indicate that the student has completed the appropriate number of years of formal education satisfactorily
    c. The student must be enrolled as a full-time student at MHS
    d. The student must complete 9-trimester credits at MHS
    e. Students must take American Government or US History during the course of the school year, and all school rules apply to exchange students

Special Note: MHS students who participate in programs such as People-to-People or another approved study-abroad program may be able to receive MHS credit for work completed as part of the program. Pre-approval and verification of participation will be required.

Health Office & Services: **Link to Health Office Website**
Emergency cards must be updated and submitted annually.

Students injured or ill during the school day are to report to the health office with a pass. Students should not make their own arrangements. Any student who needs to leave school during the school day, due to illness, must go through the health office to be excused and then check out at the attendance office prior to leaving.

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

Links to Important Health Office Forms:
- **Allergy plan Form**
- **Immunization Record Form**
- **Inhalers/Epi Pens**
- **Link to Update Child's Emergency Form**
- **Medication Authorization Form**

High School Hours
Doors open to students, parents/guardians and guests at 7:30 a.m. Doors will be secured at 8:15 am. The main door (door 6) will be available for students, parents/guardians and guests. All students are expected to leave school grounds by 3:15 p.m. unless under direct supervision of a staff member.

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.

Lockers **(District Policy #502)**
Each student may be assigned a locker. In addition, each student who participates in physical education or an extracurricular activity may be assigned a school issued lock and locker in the locker rooms. Students are not to share the combination with anyone, and should keep the lockers locked at all times to deter theft of personal property. Students are to keep lockers clean, free of stickers, and in good working condition. Report any problem with or damage to a locker to the office.

Locker Expectations:
- Locker number and combinations can be found on Infinite Campus. Do not, for student security, set the locker to open without the benefit of the combination.
- Students must care for their lockers.
- Report any damage to the locker to the office immediately. Unreported damage will be the student's responsibility, and the student may be charged for clean up / repairs.
- Lockers must be emptied at the end of each school year.

The lockers are the property of the school, provided on a yearly basis for student use. With reasonable suspicion, school officials can enter/search student lockers for inspection purposes with or without student permission, and students can be held accountable for contents. The personal possessions of students within a locker may be searched when school authorities have reasonable suspicion that the search will uncover evidence of a violation of school rules or law. All backpacks are to remain in lockers throughout the school day**.** Exceptions would be see-through or clear backpacks in special situations as approved by building administrators.

Lunch Periods
Monticello High School operates a closed campus during the school day. Students are to remain in the school during the lunch hour and they need permission from a parent/guardian or administration in order to leave campus during school hours. Students are not allowed to order food or have it delivered to school for lunch. Food and beverages are to be consumed in the Main Street area only. Students who violate this policy will be given appropriate consequences.

Internet / Intranet / Network Policy (District Policy #524)
Internet, intranet, network usage is provided for students to conduct research and properly communicate with others. Parent permission is required. Parents must sign the "Student Internet Contract" before the student will be granted Internet access. Internet, Intranet, Network access is a privilege, not a right, and requires responsibility. Internet, Intranet, Network users must honor the signed agreements and comply with all state and federal laws regarding Internet use. Access to network service is given to students who agree to act in a considerate and responsible manner, and will be limited based upon limited time for our network accounts and educational considerations. Computer and network storage areas and disks may be treated in the same manner as school lockers. School officials may review files and communications to maintain system integrity and ensure that users are engaging in responsible activities. Users should not expect that files stored on computers and disks will be private. Respect and proper use of educational resources are a large part of the goals and objectives for all students at Monticello High School.
Inappropriate activities on the network include, but are not limited to, the following:

- Sending or displaying offensive messages or pictures
- Harassing, insulting, or attacking others
- Damaging computers, network systems or software programs
- Violating copyright laws and software licensing and illegally obtaining material that belongs to others
- Trespassing in another person's folders, work or files
- Wasting limited resources
- Using the network for financial or commercial gain
- Using another's password
- Obtaining network access thru disguise or bypass of legitimate log on
- Coaching or assisting another in above stated acts of behavior

Any faculty member involved with the use of computers may, at their sole discretion, reserve the right to terminate immediately the privileges of any student who misuses the account. Violations could result in disciplinary actions and legal action.

Makeup Work
Students are required to make up all daily assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher in conjunction with Individual Education Plans (IEPs) or 504 plan. Daily work missed because of absence will be given a time extension upon the student's return equal to the total number of days absent. Daily work not completed within this time frame shall result in "no credit" for the missed assignments. Long term projects are due on the date assigned unless the student has made prior arrangements with the teacher. The teacher, Student Assistance Team, Case Manager, and/or Administration may extend the time allowed for the completion of makeup work only in the case of an extended illness or extenuating circumstance.

Medications (District Policy #516)
Medications must be in the original, properly labeled container. For prescription medications, written authorization from both the physician and parent must be sent to the health office prior to the student receiving the medication. Medication Authorization forms may be picked up at the health office or printed from the school website (under health office forms). All prescription medications, over the counter (OTC) meds exceeding recommended dosage, as well as OTC meds containing ephedrine, pseudoephedrine or alcohol as an ingredient will be administered in the health office by school nurse or health paraprofessional. All prescription medicines must be FDA approved.
Students in grades 9-12 may possess and use over the counter pain relievers in a manner consistent with the labeling. Written authorization from the student's parent/guardian permitting the student to self-administer the

medication must be brought to the health office annually. The med must be kept in the student's locker and kept in the original container. The student will also sign stating they will not give the medication to another student under any circumstances. This privilege may be revoked if the student is abusing this privilege.

Personal Communication / Technology Devices / Cell Phones
Cell phones may be appropriately used on the school campus before and after school, during passing time, or during lunch, provided that such use does not disrupt the education program or school activity. However, during class time, personal electronic devices (including ear buds and smart devices) may not be used, should be stowed away, and should not be visible to staff members. Classroom staff will expect students to stow the phones in a cell phone holder. Teachers will expect that phones remain in the classroom/holder in order to receive hallway or bathroom permission. School administration reserves the right to confiscate student cell phones as a result of disciplinary issues/concerns.

At no time is Monticello High School responsible for lost or stolen personal items, earbuds, or cell phones and may not be able to provide staff time to investigate and recover lost or stolen items. Students must not leave any belongings unattended or in an unlocked location. All electronic device use is prohibited in all bathroom and locker room areas. Administration has the right to modify the cell phone policy during the school year.

At no time are students to record pictures or videos of students or adults without consent. The recording of, distribution or redistribution of unapproved or illicit data or images will result in disciplinary action.

Earbuds/headphones are not to be worn throughout the school day, this includes classes and hallways. Permission may be granted on rare occasions by staff for educational purposes. Students may use them before and after school, and during lunch.

In the case of medical necessity or emergency, a student should speak with a school principal to receive advanced permission for cell phone use during the school day.
Infraction Steps:

- First Offense**:** Staff confiscates the device for the hour and gives the student a warning with family communication.
- Second Offense: Device is confiscated and turned into the office. Families will be notified and the device will be returned to the student at the end of the day.
- Third Offense**:** Device will be confiscated and turned into the office. Families will be notified and will have to pick up the device. A plan must be made to remedy the situation.

Any violation of this policy may also, at the administration's discretion, result in additional disciplinary action.

Personal Possessions
MHS is not responsible for lost or stolen items. Do not bring items of value to school. If something is lost or stolen, please report this incident to the office immediately.

Photography and Videos
Students must receive prior permission to take pictures or videos of individuals. Students who take pictures or videos of individuals without permission can face school and legal penalties. The distribution or redistribution of data or images will result in disciplinary action.

Pledge of Allegiance (District Policy #531)
Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted over a school intercom system by a person designated by the administration or other person having administrative control over the school. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

School Attire (District Policy #504)
Monticello High School dress expectations are intended to promote excellence and a scholarly atmosphere. Students are encouraged to take pride in their attire at school. The purpose of a dress code is for students to be dressed appropriately so as not to disrupt the educational process. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. The dress and grooming of students becomes the concern of the school when it causes disruption of the educational program or is inappropriate or offensive to others. Basic principle: Certain body parts must be covered for ALL students. The following list is not comprehensive and any apparel deemed disruptive or inappropriate by administrative staff will not be allowed.

Students Must Wear:

- Shirt: covering the torso (front and back), AND
- Bottoms of appropriate length: pants/sweatpants/shorts/skirts/dresses/leggings, AND
- Shoes

Students Cannot Wear Clothing that:

- Exposes chest, torso, or buttocks
- Includes violent or disruptive languages or images
- Includes images or language depicting/promoting gangs, tobacco, drugs or alcohol (or any illegal item or activity), includes the use of hate speech, profanity, sexual content, explicit images, or language that creates a hostile or intimidating environment based on any protected class
- Exposes visible undergarments, bathing suits
- Obstructs the view of the face such as masks (not medically related) including hoods

Jackets/coats, backpacks, purses, & knapsacks must be kept in student lockers during the academic day (8:15-2:55). Blankets, flags/capes, slippers, and costumes (or parts of costumes) can not be worn. Headwear will be allowed as long as the student's face is visible. Staff reserves the right to ask students to remove headwear.

Violations: Should students violate the dress code, there will be individual follow up relevant to the specific student and situation. Consequences will include a review of expectations, clothing modifications, communication home, and if repetitive violations occur more significant consequences will be assigned.

School Lunch Program

MHS 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. MHS Dining Services telephone number is 763-272-3047.

School Resource Office (SRO)

The Wright County Sheriff's Office partners with the school district to provide the services of a school resource officer. Responsibilities will include, but are not limited to the following: working with staff and students of law enforcement issues, assisting administrators and student center staff in providing help and support for students, as well as building/grounds supervisions and security.

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 administration of epinephrine, 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.

School Closings (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, ParentSquare (Email & SMS), District Phone Blasts

With a late start, buses will run two hours later than normally scheduled.

School Sponsored Publications & Activities (District Policy #512)
All posters, signs and advertisements must have approval from the building administration as per district policy.

Student Center Services
School counselors and school social workers provide services and are available for every student in school and include, but are not limited to, the following services:

- Assistance with educational planning
- Career planning & occupational information
- School, social or family concerns / support group participation
- Opportunities for personal growth

*A pass from a counselor should be obtained prior to a meeting if class will be missed.

Student Use and Parking of Motor Vehicles (District Policy #527)
Students who drive to school must register any vehicle they may drive with the office and park in the west parking lot.

The parking permit must be visible at all times on the rear view mirror, the dash or on the driver front lower left windshield facing out. If a student drives a different vehicle it must be registered with the office and the permit displayed in that vehicle. Driving a motor vehicle to school is a privilege. Any student parking with a permit must possess a valid driver's license, and are expected to use caution when using the parking lot and abide by all posted traffic signs and markings in the school parking lot. All driving laws apply on school property. Administration and the School Resource Officer will monitor the parking lot. Unauthorized student driving or loitering in cars during the school day is not permitted. Overnight parking is not allowed without permission from the Head Custodian or Administration.
Students are subject to ticketing, booting, or towing if parking permits are not displayed or if parked in the following locations:

- In a "No Parking" zone; In "Visitor's Parking"; In "Staff Parking"; Double Parking;
- Blocking an emergency exit; blocking any walkway area; parking on grass or sidewalks
- Failure to adhere to safe driving, authorized parking and other related rules will result in the loss of the student's parking permit and/or the following fees:
- No Permit = $40, 2nd Violation = $60
- Parking in Visitors Parking Spot or Staff Lot = $40, 2nd Violation= $60
- Permit Not Displayed = $25
- Parking in Handicap spot = Towed (fee subject to tow fee and citation from WCSO)

For purposes of this section, "motor vehicles" shall include all vehicles or devices with either/both an internal combustion engine (ICE) or an electric motor; however, devices with functional bicycle pedals/cranks are not included in this definition. All motor vehicles must be permitted with the school prior to the vehicle's presence on school grounds. Motor vehicles are allowed only on designated roadways (not grass or sidewalks) and must be parked in designated locations. All city and state ordinances apply to motor vehicles on school property. The following vehicles must be permitted but will not be assessed a fee:

- Snowmobiles
- Motorized recreational vehicles (including electric dirt bikes, e-moto bikes, and similar)
- Motorized scooters

MHS is a closed campus. Students may not leave during the school day or at lunch without parent/guardian or administration's permission. Leaving in a vehicle during the day could result in loss of parking privileges. Driving privileges may be revoked for the following reasons, but not limited to:

- Any violation of parking privileges or reckless driving
- Leaving without permission
- Failure to pay fines in a timely manner
- Any behavior violation that occurs in the school or on school grounds (harassment, vandalism, loitering before or after school hours, or conflict arising from parking lot concerns).
- Habitual Tardiness - please note that we can guarantee the bus arrives on time.

According to policy, any person driving a vehicle on school grounds is deemed to consent to complete a search for the vehicle for any reason. Such search may be conducted by school officials or by law enforcement officers at the request of the school officials. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also.

Title IX **(District 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 detail or contact the district Title IX Coordinator with any questions at 763-272-2020.

Transportation Expectations **(District Policy #709)**
Riding the bus is a privilege. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events. All school expectations are in effect while a student is riding the bus or at the bus stop.

A list of expectations and rules are listed below. If a student fails to demonstrate expected behavior, he/she may lose their privilege to ride the bus. Consequences include but aren't limited to a warning, bus seat assignment, temporary bus suspensions, or permanent bus suspension. This privilege will also affect buses for activities. Therefore, the student could not attend special events or activities that require bus transportation.

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.
- Use appropriate language.
- Keep body & 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 use of alcohol, chemicals, 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 stops.
- Remain 10 feet away from the bus at all times.
- Bus may be equipped with video surveillance

Unpaid Meal Balance **(District Policy #534)**
The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

If a student's account reaches past -$60.00 and is not paid prior to the end of the school year, a 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. Negative balances of more than -$10.00 when a student leaves the School District will be turned over to the District Office for collection at the end of a school year.

This includes graduating seniors. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

Visitors **(District Policy #903)**
MHS requires all visitors to report to the Attendance Office to sign in and out. While parents/guardians are always welcome, visits to classrooms or with staff need to be scheduled in advance. Visits may be limited as to not disrupt or distract student(s) / learning, as determined by building administration. It is expected that an appointment will be made by any person prior to coming to the school unless on an official or emergency issue.

Parents/guardians wishing to volunteer must complete a background check and safety procedures. These can be found on the school website. These procedures must be completed prior to beginning any volunteer experience. Students are prohibited from bringing guests (family-members, friends, special visitors, etc) to spend the day in school. The school cannot be responsible for them.

Yearbook

The yearbook is the product and property of the school. The school reserves the right to restrict, replace, or add pictures/quotes that adhere to school rules and policy.

ACADEMICS

Academic Access

Parents/guardians have access to their student's school information through Infinite Campus. Student information includes attendance, food service, grades, and discipline information. Parents/guardians should contact the high school office if they are in need of support accessing information.

Academic Honors and Class Rank Determination

To be considered for academic honors and/or class rank at Monticello High School, a student must have earned a minimum of 6 credits through Monticello High School, which may include credits earned via Online 882 and the Alternative Learning Program (ALP). Additionally, the student must be enrolled full time through Monticello Public Schools.

Valedictorian: The title of Valedictorian is awarded to the senior(s) with the highest academic achievement and class rank. To qualify, a student must maintain a cumulative grade point average (GPA) of 4.0 throughout their entire high school career. Valedictorian status is determined during the third trimester of senior year, based on the cumulative GPA among the graduating class. Valedictorians are recognized at the commencement ceremony and wear gold stoles.

Graduating with Academic Honors: The title of 'Graduating with Academic Honors' is awarded to senior(s) with a cumulative GPA of 3.667 or better throughout their entire high school career. Graduating with Academic Honors is determined during the third trimester of senior year, based on cumulative GPA among the graduating class. Academic Honors are recognized at the commencement ceremony and wear gold cords.

Junior Honor Guard: The title of Junior Honor Guard is recognized to the junior(s) with the highest academic achievement and class rank of the junior class. To qualify, a student must maintain a cumulative grade point average (GPA) of 4.0 throughout their entire high school career. Junior Honor Guard status is determined during the third trimester of junior year, based on cumulative GPA among the junior class. Junior Honor Guard members are recognized and invited to participate in commencement ceremonies for the graduating class.

Honor Roll: MHS recognizes academic achievement through the Honor Roll designation. Honor Roll status is based on a student's cumulative GPA, which includes all courses with equal weight. Students in grade 10-12 are eligible for recognition according to the following criteria:

- 12th Grade: 3.42 cumulative GPA
- 11th Grade: 3.49 cumulative GPA
- 10th Grade: 3.64 cumulative GPA

Advanced Placement Testing Fee

MHS will assess a fee depending on state reimbursements rates on AP testing. Students will be notified at the beginning of the course as to their responsibility for the fee payment.

Grading Mission Statement

Monticello High School grades will reflect a student's knowledge and achievement on the designated standards and learning outcomes within a course.

Grading Categories

Monticello High School gradebooks are organized into two graded categories - formative and summative. Teachers use their professional judgment to place work into the appropriate category. Teachers may utilize other ungraded, unscored categories within their gradebook to communicate student progress.

Grading Consistencies
Monticello High School utilizes the following consistent practices across all courses to support our Grading Mission Statement. Specific details around grading practices are communicated through the instructor and their syllabus.

Grading Definition
*Curriculum: Curriculum is the specific learning standards, lessons, assignments, and materials used to organize and teach a particular course.

*Deadline: The date designated by the instructor on when the work must be completed.

*Due Date: The date designated by the instructor on when the work should be completed. Penalties may be imposed for work turned in beyond this date.

*Formative Assessment: Formative assessments are generally given during the instruction with the primary goal of improving or modifying instruction to promote student achievement of intended learning outcomes. Ex: - homework check, daily quiz, quick write, discussion forum, question set, or other.

*Homework: Teacher designated work or practice around the skills or learning target being taught. Depending on the nature of the homework, it may or may not be placed in the gradebook.

*Infinite Campus: The Student Information System that houses student data. This is the location to see the most accurate attendance and grading data.

*Intervention: Intervention is a strategy used to teach a new skill, build fluency in a skill, or encourage a student to apply an existing skill to new situations/settings. School officials will designate appropriate intervention(s) based on student needs.

*Learning Target: Identified standard-based skill that students will be focused on for a specific lesson or specified learning time. Learning targets are linked to priority standards.

*Practice: Work or tasks provided by the instructor around the designated learning target or standard, often in preparation for an assessment. Practice may exist as a non-graded category in the gradebook.

*Remediation: Remediation is assigned to assist students in order to achieve expected competencies in core academic skills such as literacy and numeracy. Remediation will occur when the desired proficiency level is not achieved.

*Rubric: A rubric is a document that communicates expectations of quality regarding a performance or product. Rubrics allow students to understand what is expected of them for an assessment, and they assist teachers in evaluating student performance using leveled criteria. Rubrics support accurate, fair assessment that can be shared by a team of teachers.

*Schoology: This is our Learning Management System (LMS) and serves as our digital home for each class. Resources, deadlines, and announcements are found here.

*Standard: Standards are concise, written descriptions of what students are expected to know and be able to do at a specific stage of their education. Learning standards describe educational objectives and often come from the state or national level.

*Summative Assessment: Summative assessments are generally given at the end of the course, unit, or lesson. Summative assessments provide students with an opportunity to demonstrate what they have learned. Examples of Summative Assessments are: Test, Lab, Final Project, Presentation.

Grading Marks - Posted in IC

Grading Mark/ Special Codes	Description	Impact on Grade Calculation	Designated as Missing	When it is used
0	Zero	Yes	Not automatically	The student has not earned any of the points on the task. This could be due to level of performance or not turning in/completing the task by the deadline.
BLANK *	No score entered	None	Not automatically	Evidence does not exist for a score at this point. The work is still within the due date for the student.
X	Exempt	None	No - this does not show up as missing	The student is excused from the assignment. No impact on the in-progress grade.
H	Handed In - Not Graded	None	No	To indicate that an assignment has been turned in, but not yet scored. EX: this may be used when a large project has been turned in and the instructor may need extended time to evaluate the work.
L	Late	Not automatically	No	The assignment has been completed beyond the designated due date. The assignment was completed but not by the designated due date.
M	Missing	Not automatically	Yes	To indicate that an assignment has not been turned in. The instructor will still allow the work to be turned in.
End of Grading Term Marks Listed Below				
NC	No Credit	None	No	The student does not receive credit for the course. Does not impact GPA.
I	Incomplete	N/A	N/A	To indicate insufficient evidence exists at the end of the grading term to issue a final grade. Students are still able to address the grade. Incompletes default to the grade earned 2 weeks after grades are due. Teachers may submit grade changes throughout the incomplete window.
P	Pass	N/A	N/A	To indicate that a student has passed or is passing the class.
F	Fail	N/A	N/A	To indicate that a student has failed or is failing the class. An “F” does not earn credit. The credit may be attained, depending on the course, through credit recovery methods or retaking the course.

Grading: Pass/Fail

Pass/Fail grading is reserved for specific non-academic or support-based courses such as Homeroom, TA, or according to a 504, IEP, or Individualized Learning Plan. In extremely rare cases, and only under extenuating circumstances, a student or family may request a Pass/Fail grading option for a required or elective course. These requests must be initiated through the Student Center and will be considered on a case-by-case basis. A minimum of 70% is required to earn a "Pass." It is important to note that while a "Pass" does not impact a student’s cumulative GPA, a "Fail" will negatively affect it. All Pass/Fail designations require administrative approval and should not be considered a typical grading option. Students and families are strongly encouraged to discuss potential academic implications before pursuing this option.

Grading: Posted in IC
Final grades are earned at the end of each trimester. Incomplete grades must be completed within ten school days after the last day of the term. No credit will be received for any course-work not completed within the designated time. Students are encouraged to check their grades regularly online and communicate with their teachers and parents/guardians.

Grading Scale
Monticello High School utilizes a unified grading scale according to the following percentages:

100-93	A
92.99-90	A-
89.99-87	B+
86.99-83	B
82.99-80	B-
79.99-77	C+
76.99-73	C
72.99-70	C-
69.99-67	D+
66.99-63	D
62.99-60	D-
59.99 and below	F

Note: Advanced Placement (AP) and College in the Schools (CIS) classes are subject to their own grading scale, as well as policies outlined in the course syllabus. University policies may sometimes supersede MHS policy.

Grading: Extra Credit
Monticello High School does not offer extra credit opportunities that are not related to academic learning, and are not accessible to every student and their learning. In order to maximize the learning and academic success, students should complete the original work in a timely and committed way. Extra credit opportunities run the potential of distorting grades outside of the achievement around the designated learning outcomes. Teachers may utilize relearning, reassessment, replacement, or redo practices to allow students to gain knowledge of the content while potentially improving their scores. Non academic practices, such as bringing in materials, doing a task not related to learning, or completing forms, are not allowed to boost a student's grade. Specific details may be found in the course syllabus of the instructor.

Grading: Failing grades (F) at the end of a Trimester
All coursework must be completed by the end of each trimester. If a student receives a failing grade (F) due to insufficient academic performance, no credit will be awarded for that course. Students are expected to attend all classes, communicate regularly with staff, and take advantage of learning opportunities such as relearning, reassessment, or the revision of formative and summative work to improve their understanding and performance. Credit may be recovered through designated credit recovery programs or by retaking the course. Failing a course will have an impact on GPA.

Grading: Incomplete grades (I) at the end of a Trimester
All coursework must be completed by the end of each trimester. In rare cases where extenuating circumstances or situations beyond a student's control prevent completion of coursework by the deadline, a student/teacher may request an extension on the student's behalf. This request will be reviewed by the administration. Incomplete (I) grades must be resolved within 10 school days following the end of the trimester. If the work is not completed within that time frame, the Incomplete will convert to the grade earned based on completed work. It is the shared responsibility of the student, family, and teacher to develop and follow a plan for completing the necessary coursework to earn credit.

Grading: Work Submission
Monticello High School teachers clearly communicate due dates and deadlines for work submission. Deadlines are most often at the end of a chapter or unit. In order to accurately communicate current status in a course, work that is not turned in by the due date or outside of the time allotted due to absences may be marked as a zero. Deadlines at the end of the grading period will reflect the need to report the end of course grade. Specific details may be found in the course syllabus of the instructor. It is important to understand the following definitions:

- Deadline: The date designated by the instructor on when the work must be completed.
- Due Date: The date designated by the instructor on when the work should be completed. Penalties may be imposed for work turned in beyond this date.

Graduation: Credit and Standards (District Policy #613)
In order to graduate, students must earn the requisite number of credits for their graduation year and meet all requirements established by The School Board of Independent School District #882. It will be required that all students demonstrate competency in their statewide standards. All students need to earn required credits as outlined in district policy, unless designated on their IEP. Link to a document that details credit requirements.

Seniors who have earned the right to graduate will be allowed the privilege to walk through commencement, and they are required to attend graduation rehearsal. Students participating in commencement must wear school authorized caps and gowns, and can only wear school issued attire (cords/stoles). Caps should not be decorated. The school reserves the right to withhold a senior from participating in the commencement ceremony.

A high school student who is enrolled as a shared-time student does not qualify for a Monticello Public Schools high school diploma, determining academic honors, and other recognition available to full-time Monticello Public Schools students.

Honesty & Integrity (Academic)
MHS is committed to a rigorous culture of learning where student work is a true reflection of personal growth and learning. Academic Integrity means that every assignment students submit is honestly produced, ethically represented, and reflects a students' own authentic effort. When students act with integrity, it ensures that there is true mastery and teachers can accurately measure what students know and learn.
Academic dishonesty is any action that misrepresents a student's actual knowledge or helps another student do so. This includes, but is not limited to, the following examples:

- Cheating & Sharing: Copying, concealing, or sharing academic work, questions or answers - verbally, in writing, or electronically. This applies to both the person receiving help and the person providing it, whether the information was requested or unsolicited.
- Plagiarism: Submitting someone else's work, ideas, or words as your own without clear and proper citation.
- Unauthorized Collaboration (Collusion): Working with others on an assignment intended to be done individually, or failing to contribute your fair share to a group project. If a teacher has not explicitly authorized "group work," assume the assignment must be completed alone.
- Theft of Intellectual Property: Accessing or taking assignments, worksheets, notebooks, or test/answer keys without permission.
- Assessment Integrity; Any attempt to gain an unfair advantage on any school assessment, whether it is a formative or summative assessment.

These examples are not exhaustive. Any behavior that involves dishonesty or gives an unfair advantage may be classified as academic dishonesty at the school's discretion.

Artificial intelligence (AI) Guidelines
The use of any kind of AI to generate material not created by an individual is prohibited. Using technology to copy, translate, or automatically produce work that is not individually generated is a violation of this policy.

To guide students as to appropriate use of Artificial Intelligence (AI) within MHS, the following Student Commitment Statement and Scale & Descriptions should be referred to.

MHS Student Commitment Statement:
I understand that Academic Integrity at MHS means being honest and ethical in producing my own authentic work. All work I submit will be generated by me, not by another student or via Artificial Intelligence (AI) when disallowed. I recognize that my work should be an accurate measurement of my own knowledge and mastery of course objectives.

Scale Levels & Description		
0	**NO AI**	The student is the sole creator. Complete this task 100% on your own. No AI, no Chatbots, No Grammarly "rewrites." This ensures students rely solely on their knowledge, understanding, and skills.

		AI can not be used at any point during the task.
1	**AI-ASSISTED BRAINSTORMING AND STRUCTURING (AI as Tutor)**	The student can use AI as a "thought starter, to get "unstuck," create an outline, or generate ideas. AI-generated text can be in your final turn-in, but every word in the final draft must be yours. **No AI content is allowed in the final task/submission.**
2	**AI-ASSISTED (AI as Editor)**	The student can use AI as a "copy editor." Students create/write the first draft, and AI can be used to help with flow, grammar, or clarity. Students must turn in the original and unedited draft as a "before" version so teachers can see growth. **AI can be used, but your original work with no AI content must be provided.**
3	**AI TASK COMPLETION, HUMAN EVALUATION (AI as Co-Pilot)**	The student can use AI to do the "heavy lifting", the student does the "heavy thinking." AI can complete specific parts of the task, but students will engage in critical evaluation of AI generated content and its output. **AI can be used to complete specified tasks.** **Any AI created content must be cited in a disclosure statement.**
4	**FULL AI (AI as Creator)**	The student can use AI as a "thinking partner". AI can be used as a 'co-pilot' in order to meet the requirements of the task, allowing for a collaborative approach with AI and enhancing creativity. **Students may use AI throughout the task to support their own work.** **Any AI tool/use must be cited in a disclosure statement.**

At MHS we value authentic voice and learning. AI may be used when explicitly authorized by a teacher for a specific assignment. If permission is granted, students must be transparent about how the tool was used by including a disclosure statement. A disclosure statement does not replace your own work, it simply explains how students used a tool to support original thinking.

Sample Disclosure Statement: *"I utilized [AI Tool Name] solely for {specific purpose, e.g., brainstorming initial topics or organizing my outline], but the final analysis, writing, and arguments presented here are entirely my own authentic work."*

Potential Consequences of Academic Dishonesty:
Choosing to violate the Academic Integrity Policy is considered a behavior infraction. MHS uses a consistent and instructive approach to help students learn from these experiences. When a violation occurs, students, parents/guardians, teachers, and administration will collaborate to identify the root cause of the behavior and help prevent future occurrences.

Key Components:

- Cumulative Records: Offenses are cumulative across all courses throughout a student's high school career.
- MSHSL Rules: Acts of academic dishonesty are subject to the Minnesota State High School League (MSHSL) Student Code of Conduct.
- Administrative Discretion: Administration reserved the right to modify consequences based on the severity or specific circumstances of each event.

If a student is found in violation of this policy, one or more of the following consequences may apply:

- Academic Impact: Grade reduction, zero credit for the assignment or test, or possible failure of the course with no credit earned.
- Loss of Privileges: Removal from honor organizations, loss of recognitions, awards, school activities, or athletic eligibility (per MSHSL rules)
- Technology Restrictions: Confiscation of cell phones or personal electronic devices used.

Registration & Schedule Changes

Registration begins in Trimester 2 for the following school year. Students are asked to consult parents/guardians, counselors, homeroom advisors, and/or teachers in order to make appropriate and responsible registration decisions.

The high school master schedule and staffing is determined by the registration process. For this reason, requests for schedule changes after registration become difficult to accommodate. Any requests for a schedule change must be submitted to the guidance department prior to the start of a trimester. Requests will be reviewed by the guidance department and administration. Scheduling of students in required courses will be of highest priority. Please visit the Guidance Office to get a copy of the “Schedule Request Form”. The administration reserves the right to make changes in schedules when it is determined to be in the best interest of the overall school program. Course availability is subject to minimum course enrollment.

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:

- 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 counselor.

Senior Study Hour
This study hour is an opportunity for seniors to complete coursework and meet expectations that go with a senior year. Students enrolled in Senior Study Hour will be scheduled either 1st hour with a Late Start permission or 6th hour with an Early Release permission.

To be eligible, a senior must be in good standing and be on track for graduation. This means they have made expected academic progress, earned at least 21 credits by the beginning of their senior year, and have a 2.5 GPA or better. A student’s record of attendance should include limited tardies and absences and exhibit exceptional character with no discipline issues.

Students enrolled in this Late Start or Early Release study hour must have transportation to / from school which allows them to arrive / leave at the appropriate time. Students who are occasionally unable to leave at the designated time will report to a designated location.

This is a ‘No Credit’ course. Students can only have 1 Senior Study Hour per trimester. Seniors enrolled in Senior Study Hour will not be eligible to enroll in Advanced Course Lab during the same trimester. If a senior fails a course, their schedule may be adjusted, and they will be removed from Senior Study Hour privileges. Administration reserves the right to revoke the late start/early release privilege at any time.

Statewide Assessments
Statewide assessments are used to ensure that curriculum and daily instruction are aligned to the academic standards. We encourage all students to participate in statewide testing. Parents have the right to have their child opt out of the required statewide assessments.

Transfer Credits: (District Policy #620)
Accredited Schools: Credits and grades are generally accepted upon receipt of an official, certified transcript.

- Non-Accredited & Home Schools: Families must provide documentation (transcripts, syllabi, or work samples). The district may require proficiency assessments to determine credit alignment.
- Credit Application: The Building Principal (or designee) has the final authority to determine if transfer credits meet specific graduation requirements or serve as electives.
- Appeals: Disputes regarding credit or grade awards may be appealed in writing to the Superintendent within five school days of the decision.

For full details, review "Policy 620: Credit for Learning" on the district website or contact the MHS Student Center.

Withdrawing from Classes
Schedule Change Request Forms will be accepted until the first Friday of the new trimester. After that, schedules are final for the trimester. Please note that some schedules will change as class sizes are balanced, Infinite Campus will be updated with current information.

Requests for courses will be approved in the order they are received, with priority given to 12th grade students, then 11th grade, etc. Reviewal of all of the guidelines and instructions below before requesting adjustments. All schedule change requests must be submitted to the appropriate counselor. Schedule changes may be subject to class availability, parent approval, or administrative approval without exceeding maximum class size.
Schedule changes will be considered for the following reasons:

- Seniors who need a course to fulfill a graduation requirement
- Students would need to opt into a more appropriate level of the course
- Students who have not met the required prerequisites to be in the course
- A clear error has been made (same class twice, wrong grade level, etc.)
- A special services need is required (SPED/EL/504 Plan)

Schedule changes will not be made for the following reasons:

- Requests for a class to be a specific hour (*This includes moving an Advanced Course Lab, or Teacher Assistant to a specific period)
- Requests for a specific teacher
- Requested change would exceed class size capacity
- Requests to change an elective course to a different elective course will ONLY be considered if it fits in the schedule and does not exceed class size capacity

Alternative Models of Education

Based on Minnesota Department of Education (MDE) statutes and criteria, students may be eligible to enroll full-time or part-time with 882 Online and Turning Point Alternative Learning Program. These programs follow the same academic requirements, expectations, and school calendar of Monticello High School. To promote stability for both students and staff, transitions between programming coincide with the beginning of trimester grading periods.
MDE Criteria for Alternative Programming

Online 882 Course Enrollment and Expectations

Students may have the opportunity to enroll in Monticello 882 Online courses. The purpose of online learning is to provide a flexible learning environment with asynchronous educational opportunities; while also upholding academic rigor, fidelity, and integrity.

Academic Support: Teachers will communicate with students the available options and times for academic support and access.

Attendance: Student attendance in online courses is tracked weekly based on completed coursework and participation in discussion posts. At times, students may be required to attend in-person for assessments such as tests, labs, or presentations. These dates will be shared in advance through the teacher and course syllabus.
In-person attendance will be scheduled during the student's online hour, staff office hours, Flex, or by appointment. Students are responsible for coordinating these times with their teacher. In-person requirements will not exceed 15% of the course.

Enrollment: Students may enroll in Monticello 882 Online as full-time or part-time (hybrid) learners during designated application windows, with parent/guardian consent required. Depending on their schedule, part-time online students may have flexibility in their school day.

Grading: Online 882 will follow MHS grading practices and guidelines.

Schedule: Students enrolled in Monticello 882 Online who choose to remain in the building during their online course must stay in a designated area, as communicated by the teacher at the start of the course. Students should not be in hallways or other classrooms during this time. Attendance flexibility applies only to the designated online course; it does not excuse students from other classes, homeroom, or advisory. To support academic excellence and maintain the integrity, rigor, and fidelity of our online programs, each course follows shared expectations. Teachers may require students to attend class in person on specific days, and students are expected to follow those attendance requirements.

Additional information can be found on the Online 882 Monticello School District Website: Online 882.

Post Secondary Enrollment Options (PSEO)
Full-time PSEO students must sign in the front office and may have access to a designated location and scheduled appointments, but they must obtain administrator permission to attend lunch or other in-school events. It is the PSEO student's responsibility to stay informed of all communications from MHS and necessary obligations related to their current grade level, such as; testing, senior year responsibilities, attending class meeting, etc. According to MN state statute, students must inform their high school of PSEO plans by May 30th each year. Additional PSEO information can be found on the Student Center website.

Wright Technical Center
Students who attend the Wright Technical Center must check out before leaving for WTC. Transportation will be provided to and from WTC and students are required to ride the bus. Prior written approval must be obtained if it becomes necessary for a student to have a vehicle at WTC. No riders will be allowed.

ACTIVITIES / ATHLETICS

Activities & Eligibility
We are an education-based activities program which means school comes first. Students must be on track to graduate to maintain eligibility for activities. A student who receives two or more F's at the end of a trimester will be ineligible for the following nine week period. The student will not be allowed to practice or compete unless a plan has been put in place with school administration, or by the end of the next trimester the student is passing all of their classes. Grades will be monitored and approved by the Activities Department.

Students who are struggling with their academics may be put on academic probation. A plan will be made with school staff, the student, and their family to work towards academic achievement. Some options may be: Academic Support after school, an after school tutoring program, working with individual staff, or assigned flex time. School administration will determine necessary steps to prioritize student's achievement and return to play. Please review the Activities Handbook for comprehensive information regarding Monticello High School activities. Click here.

Participation in Activities While Serving Detention/Suspension
Disciplinary consequences may supersede participation in activities and athletics. If the student is expelled, excluded or suspended from school they may be served a trespass notice. The student may not be in school buildings, on school property, nor may they participate in or attend school events during the term imposed. Please discuss with the administration if there are questions.

School Dances & Events
The social life of our school is planned by the Student Council and its Advisor. All dances are sponsored by various classes and organizations with approval of the Student Council and approval of the High School Principals. Students wishing to participate in school sponsored activities are expected to abide by the following guidelines. Questions regarding visitors should be directed to Administration.

- School sponsored dances are an extension of the normal school day and all school rules apply. This includes having a zero balance of outstanding detentions. Any suspension from school also means no participation in a dance or school activity.
- No student or guest who leaves the building will be allowed to re-enter. (Once in, you stay in).
- Doors close 30 minutes after the start time.
    - Homecoming Dance: MHS students only, grades 9-12, must have a current, school issued ID.
    - Snowball Dance: A Semiformal dance for grade 9-12, this dance is for MHS students only.
    - Regular School Dance: MHS student only, grades 9-12, must have a current, school issued ID.
    - Prom: Formal dance for students in grades 11-12. All guests must be at least a sophomore or 16 years of age, and cannot be older than 20 years of age. A valid and current ID (driver's license) and the proper form(s) are required.
- Arriving at a Dance:
    - All MHS students are required to bring and show a current, school issued Monticello school ID at the door.
- Random Breathalyzers:
    - The WCSO and MHS administration may give random breathalyzers at every MHS dance.
- Definition of Semi-Formal:
    - A semi-formal attire is advised to be that of attire used for a special occasion. Ripped jeans and t-shirts are not proper attire for the semi-formal setting.

Sportsmanship Expectations for Mississippi 8 Conference
The Minnesota State High School League and the Mississippi 8 Conference are emphasizing proper fan behavior and sportsmanship. Monticello High School seeks to be an example of great sportsmanship and to be known as the classiest school in the conference, section, and state. The enthusiasm displayed and support provided by our fans is appreciated by the members of our teams and reflects well on our school and community. When someone acts inappropriately, it embarrasses self, family, school and community.

The MHS and Mississippi 8 Conference have established guidelines that will be followed at our events.Administration discretion applies in all cases.

- If you behave inappropriately (e.g. swearing, chanting tasteless cheers, taunting, bringing a noise maker, throwing items), you will be warned or removed based on the situation at hand. Examples of inappropriate cheers are: chanting out at team members by team or number “you can’t make it”, “nuts and bolts:, “BS” or “air ball” – when continuing to taunt the player, etc.
- Once you have been asked to leave an event, you will not be permitted to attend any events for the next two weeks.
- If inappropriate behavior occurs again and you are asked to leave the event, you will not be permitted to attend any athletic event for the remainder of the season.
- Please help us in being an example to others for proper sportsmanship. Essentially, cheer for our team and not against our opponent.
- Students may be expected to provide a valid Student ID and have cleared up all Magic Hours.
- Flags and banners are not permitted at any events (confiscation may occur)

BEHAVIOR EXPECTATIONS AND RULES

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.

Monticello High School administration along with district personnel will create opportunities throughout the year for student voice, conversation, input, and feedback. This will allow and be a means for on-going dialogue to create an equitable, collaborative, and scholarly atmosphere at Monticello High School. We strongly value all stakeholder input (to include students) in an effort to continually create space for conversation and feedback.

Assault & Fighting
Fighting or physical assault is when an individual attempts to or intentionally causes physical harm to another. Students involved will be suspended from school for up to ten days and Wright County Sheriff's office will be involved. A student who aggressively or violently directs a physical or verbal assault or attack on another individual will be initially suspended for three to ten days and recommended to the Superintendent and School Board for expulsion.

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. Obscene, Abusive or Offensive language that is disruptive to the learning environment or school could possibly result in a disorderly conduct ticket.

Bullying Prohibition (District Policy #514)
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 (Counselor 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.

Chemical Use (District Policies #417, #418, #419)
The Monticello School District upholds and enforces state laws and school regulations regarding the use of mood altering chemicals, tobacco, vape devices and any product similar to cannabis or nicotine. Students may not use, be under the influence of, or be in possession of drugs, nicotine, tobacco (including electronic delivery devices), and alcohol. 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/possess tobacco, alcohol or illegal drugs or use/possess paraphernalia on school grounds or in school vehicles. State law has declared the area surrounding schools as a tobacco, alcohol, drug, and weapon free zone (MN Statute 152.021-152.023 & 609.66).

MHS responds to chemical use with a tiered approach to thoroughly address both initial and repeat use. Students found to be in violation of school policy may be assigned a combination of the following consequences and/or restorative practices.

- Conference with school officials, behavior specialist, law enforcement officials and parents/guardians
- Students may be required to schedule a chemical dependency evaluation
- Student may be required to participate in an appropriate school support/restorative group
- Students in violation of of this policy will face appropriate consequences for violation of MSHSL by-laws with regard to eligibility status for participation in school activities
- All drugs/paraphernalia confiscated at school, on school property, or in the school zone will be given to local law enforcement and will not be returned to student
- Tobacco Vaping Ticket + County Fee
- Completion of Vape Education
- In-School and/or Out of School Suspensions
- Completion of District Chemical Violation

Discipline And Behavior Expectations (District Policy #506)
Clear and fair behavior guidelines along with reasonable discipline is extremely important to the school system. Consequences for misbehavior described below are designed to be fair, firm and consistent for all students in Monticello High School. They apply to students in any school or other district buildings, on district property, in district vehicles, and at school or district events. Because it is not possible to list all misbehaviors that occur, misbehaviors not included will be responded to as necessary by staff. This is based on the assumption that minor misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators and other appropriate district staff. Intentional, malicious behaviors that purposely target other individuals will not be tolerated and will result in significant consequences. Administrators reserve the right to use discretion in determining appropriate consequences with the understanding each circumstance is unique.

The school reserves the right to assign reasonable consequences in all disciplinary situations according to our school district policy and student expectations. The safety of our students and the maintenance of a highly productive learning environment are our top priorities. When violations occur, parents will be notified and students will be treated fairly. Student conference and parent or guardian notification; may include, but is not limited to, warning, parent conference, restitution, Repair Hours, ISS, and possible out-of-school suspension. Here is a reporting form link for any students wishing to report an issue.

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.

Grievance Procedure: Review of Classroom Issues
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 Student Center. Completed forms may be given to the staff.
2. A screening committee made up of a counselor/social worker 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 a conference set up with the 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 administrator(s) (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 High School students have rights as well as responsibilities. A copy of the student grievance form can be obtained in the student center.The discipline complaint form (link) is a formal step available to families seeking restoration.

Harassment and Violence (District Policy #413)

ISD 882 prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, marital status, or familial status, status with regard to public assistance, sexual orientation, or disability. Harassment can be in written, oral or electronic form, or displayed through gestures, stalking or other actions.

Racial or Religious Harassment can be defined as being any comment, gesture, joke, language or behavior displayed in any manner that draws attention to racial, religious, or cultural differences in a demeaning, disrespectful or offensive manner.

Sexual Harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature. Spreading sexual rumors, sexual name-calling, sexual jokes/cartoons/pictures, homophobic remarks and/or statements, inappropriate patting or pinching, intentional brushing against one's body, pressure for sexual activity and any unwelcome discussion that is sexual in nature are all examples of sexual harassment.

Sexual Violence is a physical act of aggression or assault upon another person that includes a sexual act or sexual purpose or other illegal or inappropriate sexual conduct.

Reports of religious, racial or sexual harassment/violence should be reported to school staff. Reported incidents of harassment will be investigated and could lead to disciplinary action as outlined in School Board Policy 413.The right to privacy will be respected as much as possible. Students found guilty of harassment are subject to discipline which may include suspension or alternative placement. Wright County Sheriff's office will be notified.

Hazing (District Policy #526)

Monticello High School prohibits any form of hazing activity on the part of any student, employee or agent of the school. 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. This policy applies to behavior that occurs on or off school property and during and after school hours. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. 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.

The term hazing includes, but is not limited to the following activities:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects a student to an unreasonable risk of harm or that adversely

affects the mental or physical safety or health of the student.
- Any activity that intimidates or threatens the student with ostracism, mental stress, embarrassment, shame or humiliation or discourages a student from remaining in school.
- Any activity that causes or requires a student to perform a task that involves violation of state or federal law or of school district policies and 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. 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, Superintendent or 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 gazing. Upon completion of the investigation, the school district will take appropriate action including warning, 1-10 day suspension, exclusion, expulsion, student transfer, remediation, termination or discharge.

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.

Identification
Students have the responsibility to identify themselves when asked by a school staff member or employee. Failure to do so, fleeing, or giving a false name will be considered insubordination.

Ignition Device
No student shall use or possess an ignition device, including a butane or disposable lighter or matches, inside of an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.

Insubordination
Students have the responsibility to follow a reasonable request from any staff member and follow school guidelines and policies. The deliberate refusal to follow the reasonable requests of a school staff member will be considered insubordination. Students who fail to follow the direction of any adult in the building will receive consequences.

Non-Exclusionary Interventions
Monticello High School implements non-exclusionary interventions to promote a positive and safe learning environment. This reference is a guide for non-exclusionary interventions, including a non-exhaustive list that includes many (but not all) interventions practiced at Monticello High School. One specific example is MHS's partnership with Buffalo-Hanover-Montrose Public Schools and the use of an alternative to suspension program called Wright Choice.

Notification of Students with Violent Behavior (District Policy #529)
Parents/guardians should be aware that the School District gives the classroom teacher(s) and other school staff members notice about a student's history of violent behavior. Additionally, decisions should be made regarding how to manage procedures and communication of the student and circumstances.

Parental Notification
Parents will be notified in writing of removal of 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.

Public Expression
These guidelines are a statement of current expectations that pertain to student expression, performances, publications, posters, speeches, or any public production of Monticello High School**.** One of the objectives of

education is to uphold the dignity of each individual and as a result the following guidelines will be used to determine the appropriateness of any public expression.

- Vulgar or profane language in any form is not permitted
- Sexually suggestive language, branding, graphics, gestures, or behaviors are not permitted.
- Any language, gesture, message, or graphic that intimidates, ridicules, or embarrasses a person because of ethnic background, nationality, religion, race, gender, sexual orientation, physical or mental condition, or age is not permitted.
- Language, symbols or behaviors that promote or imply approval of the illegal use of substances, drugs, alcohol or tobacco are not permitted.
- Face paint is not permitted (with exception of school sanctioned events)
- Language, clothing, symbols, or behaviors that have the appearance of promoting gang activities, hate, violence, vandalism or historically offensive symbols (Confederate flags, swastikas, etc.) are not permitted.
- Posters and print materials shall be approved by the appropriate advisor, prior to being released to the public.
- Student speeches should reflect appropriate preparation and be approved by the appropriate advisor prior to presentation. This is encouraged in order that MHS will be represented in a positive manner.
- All public performances, posters, and publications shall reflect respect for others.
- Any student walkout, protest, or demonstration shall not materially or substantially disrupt the learning environment. MHS is a closed campus and if students leave school, they will not be allowed to re-enter.

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.

MN Statute 121A.45- Ground for Dismissal
Subdivision 1. Provision of alternative programs. No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subdivision 2. Grounds for dismissal. A pupil may be dismissed on any of the following grounds:

a. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
b. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
c. Willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

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 or cause excessive disruption to the learning environment. 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.

School Property
Students must respect school property and property belonging to others. Students are expected to respect, maintain and contribute to the good order and cleanliness of our school. Students should refrain from littering paper, cans, bottles, wrappers or other trash. Students found littering on Main Street or in other school building areas will receive appropriate discipline.

Students who are intentionally defacing, vandalizing, or otherwise damaging property that belongs to the school, district, employees, or others will be held accountable. Suspension, fines, and possible criminal charges could occur. (Tampering with or disabling surveillance, fire, safety, or security equipment will begin at 2nd offense level).
All school property loaned by the school during the school year is the student's responsibility. Students are liable for all damages incurred. The school will charge an appropriate replacement fee for chromebooks, textbooks, workbooks, library books or other property lost or destroyed by students.

Suspensions / Expulsions / Exclusions - Alternative Educational Services

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.

Any student suspended (in school or out) may not practice or compete until the student is admitted back to school. Student Success Cards will be issued to provide a record of after-school hours needed to complete missed assignments due to suspension. Each suspension will be granted a minimum of one hour and a maximum of ten hours of Student Success assistance to complete classroom assignments. An Incomplete (I) grade will be issued to a student until all assignments are completed. Students have until the end of the trimester before all incomplete (I) grades become an (F). Senior high school students on expulsion/exclusion or alternative educational plans can begin application to an area learning center or another school district during the suspension process.

Students can begin at this alternative site immediately following their suspension. Monticello school district is not obligated to provide bus transportation. Any requests for a student to return to school prior to the designated expulsion/exclusion or alternative education plan dates need to be initiated by the parents/guardians.

Theft

Theft is the act of intentionally taking, using, transferring, concealing or retaining possession of movable property of another person without consent and with intent to deprive the owner of this property. Students are asked to lock all personal possessions in their lockers, and report all thefts to the School Resource Officer. Students found to engage in any theft will receive a significant consequence, pay restitution, and will be reported to law enforcement.

Threats

Threats (written, verbal, via social media, or via any other communication) about a person(s) or threats to normal school operations/activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable and will not be tolerated. Significant consequences will result and may include suspension or expulsion. The Wright County Sheriff's Office will be involved and takes all threats very seriously.

Weapons (District Policy #501)

The Monticello School District has a School Weapons Policy. This policy is in effect during the school day, on the school grounds, on the school bus and during athletic events or any school sponsored activity. The display or use of a weapon in an electronic message involving students will not be tolerated. A “weapon” means any object, device or instrument designed as a weapon, a device that has the appearance of 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; look-alike gun or look-alike weapon; 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. Possession of a weapon in violation of this policy will result in suspension, recommendation to the superintendent for expulsion, and police involvement.

Reporting Procedure:

When a concern, conflict or incident arises students should follow this process for communicating or reporting:

- During school hours report to any staff: (homeroom teacher, classroom teacher, counselor, social worker, or admin). If the issue arises in class, work with the classroom teacher first.
- If the issue occurs outside of the classroom it can be directed to the student center staff of main office: of counselors and social workers; or in the main office to Mr. Lundquist, Mr. Pierskalla, Ms. Dahlstrom, Ms. Hanson, Mr. Coalwell, Mr. Revenig, or the School Resource Officer.

Disclaimer: Please understand school personnel are bound to follow and will follow student data privacy laws and ISD 882 school policy, to include this handbook. We will be as transparent as possible. However, we cannot share consequences and follow through regarding individual students to people unrelated to them. Please review the following list of restorative practices and/or consequences that will be followed.

MHS staff often work in coordination with the Wright County Sheriff’s Office during procedures and interviews while investigating. In these more serious situations where disciplinary action may/could result, students will be read a Data Practices Notice (Tennessen Notice) by MHS staff and/or Miranda Rights by WCSO.

MHS responds to behavior and discipline issues with a tiered approach to thoroughly address both initial and repeat discipline issues. Students found to be in violation of school policy may be assigned a combination of the following consequences and/or restorative practices:

Teacher-Assigned Consequences	Office-Assigned Consequences
Assigned Lunch Location	Repair Hours
Restorative Conference / Practices	School Community Service
Learning Packets or Modules	Restitution
Search	Suspension / Exclusion / Expulsion

Why Students are Removed from the Learning Environment
Emerging research suggests that exclusionary practices, like dismissals and suspensions, do not always correct student behaviors or deter future behavior infractions. Monticello Senior High School works diligently to provide the highest quality educational experience possible to its students, with as little restriction as needed to ensure a safe and productive learning environment. However, removing students from the learning environment may become necessary in some circumstances. Suspension, exclusion, and expulsion are governed by The Pupil Fair Dismissal Act. This practice, used sparingly, reflects our collective beliefs, that:

- A victim should not need to face their perpetrator immediately following an incident.
- MHS's safe and healthy culture is maintained through reinforcement of its values during a student's absence and purposeful reintegration of the student into our community following the absence.

SAFETY AND SECURITY

Building Safety & Security
Students and staff practice lockdown, fire, and weather related drills each year. Staff work in conjunction with Wright County Sheriff's Office, the State Fire Marshal to keep current and implement best practices.

Emergency Evacuations
All emergency evacuations will be conducted under the direction of the principal and/or Wright County Sheriff's Department. Students are to follow the directions of their instructor. Anyone impeding the safety of our school, jeopardizing the welfare of students and/or staff is subject to immediate discipline. Basic emergency procedures are posted in each room.

Nuclear Evacuation
In case of a nuclear emergency, students may have to evacuate the high school and be bused to a nearby community. Students must follow emergency guidelines given by the instructor and developed for the school district.

Potassium Iodide Distribution (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. Potassium Iodide will not be administered if a parent/guardian signs an opt-out form for their child, and it is on record in the school.
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

Pesticide Application Notice:
A Minnesota State law went into effect in 2000 that requires schools to inform parents/guardians and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to

maintain an estimated schedule of pesticide applications and to make the schedule available to families for review or copying at each school office.

The Parent's Right-to-Know Act also requires that families are told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. Because pesticides are only used when non-chemical methods have been ineffective, some applications are not scheduled. If families would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact the principal. If families have any questions regarding this notice, please contact the principal at (763) 272-3000.

Safe Entry
As our school district continues to increase safety and security procedures and protocols in school buildings throughout the district, MHS will use a visitor management system upon entry into all buildings. All visitors (parents, guardians, volunteers, professional personnel, etc.) must report to the attendance office. When checking in, visitors will need to provide a driver's license which will be used to create a personalized photo badge tailored to the nature of the visit.

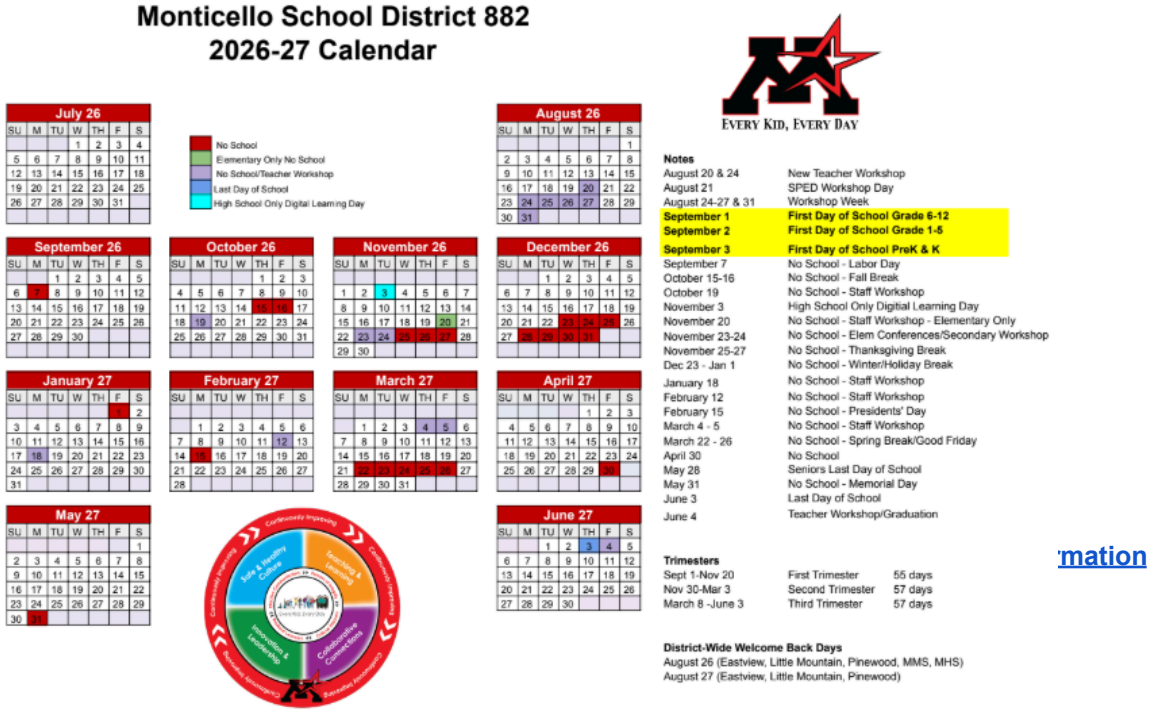
Suicide Prevention
Anyone can dial or text 988 - 24 hours a day, seven days a week, to reach crisis support or to use an online chat feature to connect with crisis support. Dial 988 if you need help or someone else needs crisis support.

Trespass Notice
District #882 reserves the right to deny any person access to the district building or property for just cause. Just cause may include, but is not limited to the following: threatening or disruptive behavior, improper or illegal behavior, or any activity by a person, which materially and substantially interferes with district programs, classes , activities, or other events.

Upon determination by school district authorities that a person's behavior represents just cause, a trespass notice will be served on that person limiting access to district buildings and grounds for a specified period of time up to one year. After that time, the trespass notice may be re-issued for another period of time of 1 year.

Notification of such trespass notice will be given to local law enforcement authorities. If the person served the trespass notice fails to leave and stay away, police will be called and trespass charges will be filed. Students placed on out-of-school suspension may be served a trespass notice to cover the duration of the suspension.

School District Calendar
Here is a link to the calendar via the school website.



STUDENT CHROMEBOOK RESPONSIBILITIES

Expectations for Use
Student Chromebook devices are to be used for educational purposes only. **Students should not bring their own laptop or tablet to school.** They are expected to use the school issued Chromebook. Devices allow students to access tools and resources not found in traditional offline educational materials. Having a device 24/7 expands the opportunity for students to use those educational tools and resources anytime, anywhere.

Ownership
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. It is the student's responsibility to take care of these items so they continue to work well and report any damage or issues to the Tech or Magic Studio in the building immediately.

Timeline
Students in grades 7-12 have 24/7 access to the device for the entire school year, including weekends and breaks unless directed otherwise.

Repair / Replacement
Report problems with the device to the Media Center / Tech Department. District technicians will do maintenance and repairs. Like textbooks, damage caused by neglect, misuse, or abuse of the device is the responsibility of the student and family.

Chromebook Care & Use Guidelines

- Bring your Chromebook to school every day, fully charged from overnight charging.
  Follow the Student Acceptable Use Guidelines and be a responsible digital citizen.
  Keep your Chromebook in its protective case at all times and carry it using the case to prevent damage.
- Do not place anything inside the Chromebook when it's closed.
  Keep food and drinks away from your Chromebook.
- Never leave your Chromebook unattended and always know where it is.
- Do not decorate or deface your Chromebook or case with stickers, writing, or engravings.
- Keep your passwords private and secure.
- Report any damage, malfunction, or issues immediately to the Media Center or Tech Department.
  - You are responsible for any damage or loss due to neglect or misuse.
- Return your Chromebook, case, and power cord in good condition during check-ins, upon withdrawal, or at the end of the school year.
- Students should not bring their own laptop or tablet to school.

The Monticello School District Device Handbook can be found online at:
www.monticello.k12.mn.us District > Technology > Device Handbook

Problem	Examples	Action Required by Student
Level 1 Damage: Doesn't impact the performance - still usable Fee: None	Dinged corner Cracked corner or bezel not affecting screen Scratches and or dents	Report to school at turn in or when starts to interfere with performance
Level 2 Damage: Affects performance of the device Fee: $25.00	Keys on keyboard missing Camera damaged Touchpad damaged	Report to *school - Tech Studio* immediately

Level 3 Damage: Affects performance of the device Fee: $75.00	Cracked or broken screen	Report to *school - Tech Studio* immediately
Level 4 Damage: Totaled or Lost. Fee is the full replacement cost of the device. Fee: $330.00	Device is lost or damaged beyond repair as determined by district tech Damage from Perils: fire, lightning, smoke, falling objects, freezing, water	Report to *school - Tech Studio* immediately.
Lost Case Fee: $27	The case is lost	Report to *school - Tech Studio* immediately
Lost Power Adapter Fee: $25	The power adapter is lost or damaged beyond use	Report to *school - Tech Studio* immediately
Vandalism **IS NOT COVERED BY Magic Care Protection** Fee: Full cost of repair or replacement up to $330.00 District may file a police report for vandalism	Intentional/Negligent/Preventable damage and or Vandalism includes but not limited to: Food or liquid spills; plucking keys off the keyboard (not covered by Magic Care Protection); horseplay or reckless behavior; damaged ports (USB, audio, etc.); removal or district asset tags, inventory stickers	District or school may file a police report
Theft, Burglary, Robbery Fee: $0 (A police report **must be** filed within 5 days of the incident) District will need copy of the police report		At school, immediately report to *Tech Studio,* or a police liaison officer. Outside of school, file a police report immediately.

See page 2 for full price repair costs

District Magic Care Protection

District Optional Protection Plan for Chromebooks

Protection must be purchased within 30 days of Chromebook Issuance

Cost for <u>Annual</u> Protection of the Chromebooks = $45.00

- 1st. Instance = $20.00 deductible
- 2nd Instance = $35.00 deductible
- 3rd Instance = $50.00 deductible
- *-Note: should there be 4th or greater instances: full cost of the repair and investigation to determine negligence or vandalism.*

Magic Care Coverage includes:

- Accidents, Drops, Spills, Full Liquid Submersion, Power Surge
- Lost, Theft, Burglary/Robbery

- Perils: fire, lightning, smoke, freezing, flood, damage by burglars, falling objects
- NOTE: Magic Care Protection **does not** cover vandalism, intentional damage or plucking keys off the keyboard

Directions to Purchase District Magic Care Protection *(choose one of the following):*

- Login to the Infinite Campus Portal
    - *Select Fees and find optional fees on the bottom left*
    - *Select District-Magic Care (add to cart - click my cart - submit payment)*
- Pay by Check $45.00 - write Magic Care and your child's student ID # in the memo section and turn into the School Office with the following form below.
- Pay by Cash $45.00 and turn into the School Office with the following form below.
- Please review the Student Device Handbook.

If paying by cash or check, turn in the bottom portion of this form with payment to the school office. When a parent/guardian pays for optional Protection, the device will be noted in the Student Information System.

_____ I do not wish to purchase District Magic Care Protection for my Student's Device

_____ I wish to purchase **District Magic Care Protection** for my Student's Device

Date: _____ Paid Cash _____ Paid with Check No. _____

Student Name is: _____
(please print)

Student ID # is: _____

Parent or Guardian Name: _____