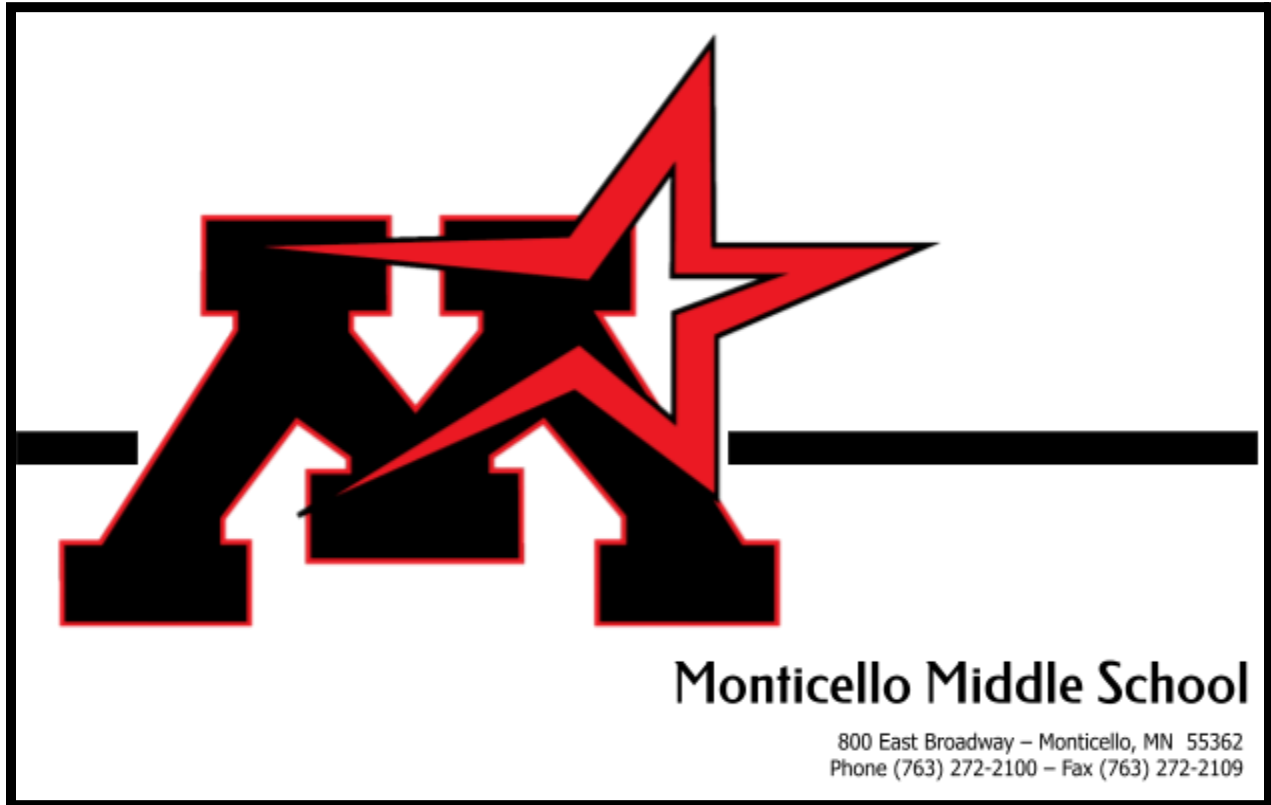




Website: www.monticello.k12.mn.us

ISD 882 Mission Statement

"Every Kid, Every Day"

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

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WELCOME

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

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

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

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

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

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

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

Sincerely,

Jeff Scherber
Middle School Principal

Revision Spring 2026

Middle School Mission Statement

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

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

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

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

THEREBY INSTILLING A DESIRE FOR LIFELONG LEARNING IN EVERYONE

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



Monticello Middle School
EVERY KID, EVERY DAY

ATTENDANCE

ATTENDANCE PROCEDURES – (District Policy #503)

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

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

1. Tardiness

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

2. Excused Absences and Make-up

- All absences due to physical illness, mental health, death in the family, severe weather, quarantine, emergency dental or medical treatment or other conditions beyond the student's control will require a written excuse from the parent/guardian. The written excuse, stating the reason for absence, must be received upon the student's return to school. If no written excuse is received, the absence is counted as unexcused.
- In situations requiring a doctor's attention, the child or parent must present a slip from the doctor stating any limitations or non-participation in physical education or other school activities. A reinstatement permission slip from the physician is necessary before a student may again participate.
- When a student is ill and is not coming to school, parents/guardians should report absence via online attendance through Parent/Guardian Portal or call the attendance line. If homework is desired it can be requested when reporting; however, the student must have missed two days before requesting make-up work.
- Students taking an extended family trip must notify the principal ahead of time. It is highly recommended work be completed before or during the trip. Multiple trips/year will require significant effort and follow-through by the student and parent/guardian to ensure all coursework is completed. Please proceed with caution. Planned trips may still count towards excessive absence day allowance.
- When students are absent, they are responsible to make up the work they missed. The make-up work will need to be completed and turned in to the classroom teachers within a reasonable amount of time in order for the student to get credit.
- Students leaving the building during the school day for appointments must have a parent call on the attendance line, submit an absence in Campus, or will need to take a written note to the Student Center and pick up a pass for the correct time. At the designated time indicated on your pass, report to the office to meet your ride. The person picking up the student will need to sign them out. The student may sign themselves back in when returning from the appointment.

3. Unexcused Absences

- Unexcused absences are granted for absences which could have been avoided or delayed, and for which prior arrangements and/or approval have not been made through the principal's office.
- A student has been absent from school with the consent of the family, but the excuse presented by the parents/guardians is not acceptable to the school. Examples:

- oversleeping, missed bus, baby-sitting.
- The school is required to report excessive unexcused absences to the proper legal authorities at Wright County.

4. Truancy

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

- First violation at 3 unexcused absences:
 - Notify Parents/Guardians by letter and/or parent portal notification
 - Make-up during the noon hour of after school may be required
 - Notify County Services to attend a County Attendance Intervention Meeting
- Second and continuing violations at 7 or more unexcused absences:
 - Notify Parents/Guardians, conference with family
 - Start Truancy Diversion Referral
 - Referral to family services if a need is indicated
 - Make up time
- Excessive absenteeism (which includes tardiness) will require the school, by law, to file a truancy report to the County. This can be for excessive illness or truancy. At this point a doctor's note will be required to excuse further absences.

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

5. Excessive Absenteeism

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

- Without doctor's documentation, students with excessive absences, tardiness, or any truancy, can expect Incompletes (I's) as trimester grades for lack of classroom attendance and participation.
- All absences further than 13 days per year will be marked as unexcused unless doctor's documentation is provided or approved ahead of time with the school principal.

6. Leaving class

Leaving class without teacher permission or absence from class without proper permission are unexcused absences. Such unexcused absences (truancy) will be subject to make-up time and will also be reported to county legal authorities (as required by state statutes and county guidelines). Building passes, provided in each classroom, are in effect during the school day. Students are to be in the area or in transition only.

7. After School

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

table in the commons, arena entrance, or in the front entry.

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.

BULLETINS

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

DELIVERIES TO STUDENTS

Flowers or other gifts are to be delivered to the student's home, not to school. All baked goods served in the public schools must be prepared in the building or commercially baked. This includes sharing treats during lunchtime. This policy was established to maintain health standards as they relate to communicable diseases.

DISPLAYS OF AFFECTION

School or school-sponsored events are not the appropriate place for students to display physical affection. Public displays of affection are strictly prohibited on school grounds or at school-related activities. Students are asked to refrain from intimate behavior (kissing, embracing, etc.) during school or at school events.

FIELD TRIPS

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

FOOD/BEVERAGES

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

INSTRUCTIONAL MATERIALS

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

INTERNET – (District Policy #524)

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

LOCKERS AND LOCKS

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

The state mandated locker search policy is as follows: - per Board Policy 502

"School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

LOST AND FOUND

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

LUNCH/BREAKFAST PROGRAM ([District Policy #534](#))

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

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

NUISANCE DEVICES

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

NEWSPAPER

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

OFFICE HOURS

During the school year, the Middle School Office is open from 7:45 A.M. through 3:15 P.M. daily. Any parent needing information or assistance with school-related matters may receive help by calling 763-272-2100.

OVERNIGHT GUESTS/BIRTHDAY PARTIES

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

PERFUMES/COLOGNES

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

PERSONAL COMMUNICATION DEVICES/CELL PHONES

All cell phones are to be locked in a locker and silenced from morning advisory through the final bell at 2:50 p.m. 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. Confiscation will otherwise occur.

At no time is Monticello Middle 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.

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.

The standard progression is a guideline, and the school may initiate discipline at any level depending on the specific circumstances.

PERSONAL POSSESSIONS

MMS 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.

PHYSICAL EDUCATION EXCUSES

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

PICTURES

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

PLEDGE OF ALLEGIANCE (DISTRICT POLICY #531)

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.

Rehabilitation Act of 1973 (Section 504) - [Policy 521](#)

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

SOCIAL MEDIA

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

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 DRESS (District Policy #504)

The purpose of the school dress code is to offer students the opportunity to attend a safe, welcoming, and successful school environment. We want students to dress for success, make positive choices with their attire, and recognize what is appropriate dress for specific occasions. Student dress does influence their learning and success, and it affects school climate, academic performance, and school safety. The following guidelines are for all students enrolled. Unacceptable dress includes:

- objectionable lettering/designs, inappropriate messages or advertising (of drugs, alcohol, tobacco, gangs, violence, or sex);
- low-slung (sagging) pants/shorts, overly exposed skin on the shoulder, chest, or back; or any visible undergarments.
- No transparent or see-through clothing is allowed.
- Holes in jeans with exposed skin above fingertips extended (mid-thigh and up) are not appropriate. Caps, hats, coats, sunglasses, and backpacks are to remain in lockers. All hoods are to remain down at all times. Students must have footwear on at all times. Students not following the above-stated rules will be removed from class and expected to correct the clothing. Families may be notified and required to bring appropriate clothing for their child or the school will provide clothing. Repeat offenders will be subject to discipline. **Note: This policy may be amended to prohibit any attire or fad that school officials deem disruptive or inappropriate to the learning environment.**
- Students should not wear clothing or hairstyles that can be hazardous to them in school activities such as industrial technology, lab work, art, or physical education.

SCHOOL HOURS

Students will be allowed in the building at 8:00 a.m. and should be out at the end of the day 2:55 p.m. except for a regularly scheduled and supervised activity, studying under the supervision of a teacher, or for detention purposes. Unsupervised students are expected to leave the building at the end of the school day. Students' failure to observe this policy may be charged under the state statute 36.09, subd. 4 – Trespasses on school property.

SCHOOL-SPONSORED PUBLICATIONS

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

STUDENT CENTER SERVICES

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

COUNSELORS – SOCIAL WORKER

The middle school counselors and school social worker are student service staff working in a myriad of ways to help in personal, emotional, educational, social, and other issues of the students. If one is bothered by a problem, needs school information, or needs someone to hear you out, feel free to see one of these staff. Although problems do not operate according to class schedules and needs are often

pressing, try to see the counselor/social worker before/after school, in-between classes, or at lunch/recess.

HEALTH SERVICES

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

The health services include calls for emergencies, illnesses, injuries, and vision/hearing screening tests. It is very important that families have updated emergency contacts information so they are able to reach someone if needed during the school day.

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

NURSE'S ROOM RULES:

1. You must have a pass to come to the nurse's office.
2. Over-the-counter medicine will be given only by written parental permission and must be provided by the parent/guardian in the original container.
3. Phone calls to be made by nurses or secretaries ONLY.
4. Students cannot make their own arrangements to be picked up.

By state law, all medications must be in the original container and locked in the Health Office. Students may not have prescription drugs or over-the-counter medication in their locker. Students may self-carry their inhaler if parent/guardian gives permission.

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

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

1. Written authorization must be given by the prescribing provider and parent/guardian.
2. The medication authorization forms will be available at the health office of each school building and the school website.
3. The medication must be in the original prescription bottle or pharmacy container and will be kept in the school health office.
4. If you feel your child needs to be on a non-prescription drug, (such as Tylenol, cough drops or cough syrup), written parental/guardian permission must be given. **The medication must be in the original container, not expired, and will be given in the health office by health office staff.**

Monticello Public Schools Health Services - Stock Epinephrine

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

day. This anaphylaxis protocol is not intended to replace student specific orders or parent/guardian-provided individual medications for students with known allergies.

Anaphylaxis is a rapid, life-threatening allergic response triggered by insect stings, foods, medications, latex, exercise, or in rare cases, unknown cause(s). Anaphylaxis is a life-threatening allergic condition requiring immediate treatment; death has been reported in minutes. It is well-documented that it is safer to administer epinephrine than to delay treatment for anaphylaxis. If your child has a life-threatening allergic reaction at school and requires epinephrine administration, EMS, parents/guardians, and the Licensed School Nurse (if administered by the Health Paraprofessional) will be called immediately.

The administration of epinephrine does have potential side effects. If your child has a heart condition or other condition that may be complicated by the administration of epinephrine, please talk with your child's healthcare provider about the safety of administration of epinephrine in the event of life-threatening anaphylaxis and contact the health office.

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

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

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

- Upset stomach
- Rash
- Allergic reaction

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

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

Potassium Iodide will **only be given**:

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

STUDENT SALES

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

TRANSPORTATION INFORMATION - [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

TRANSPORTATION IS PROVIDED BY HOGLUND TRANSPORTATION, INC

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

GUIDELINES FOR SERIOUS INCIDENTS OF MISBEHAVIOR ON BUS

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

It must be noted that bus transportation to and from school is provided as a privilege; therefore, students abusing the privilege will be denied transportation.

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

TELEPHONE

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

UNPAID MEAL LUNCH POLICY - (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.

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

Families: There will be a number of classroom and special events that are very deserving of your attendance. Parents/guardians are welcome to come visit classrooms so long as there is advance notice and approval from administration and/or the classroom teacher. Appropriate district volunteer protocols must also be followed. Please be prepared with a driver's license or picture ID and sign in at the office so we can issue you a badge noting your permission to be in the building. In certain circumstances, the principal may deny visits by parents/guardians and relatives.

VOLUNTEERS

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

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

ACADEMICS

COMMUNICATING WITH YOUR CHILD'S TEACHER

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

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.

CUMULATIVE RECORDS

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

GRADING

Faculty members will use a 4.0 grading system.

Honor roll will be posted every 12 weeks at school and published in the local newspaper. Teachers will use the following scale. Courses that do not count toward GPA are advisory period, band, choir, orchestra, physical education, and study hall.

A = 4.0, (A- = 3.67 for "A Honor Roll")
B = 3.0 (for "B Honor Roll")
C = 2.0
D = 1.0
F = Failed Class for the trimester
I = Incomplete trimester-grade
P = Pass
S = Satisfactory
U = Unsatisfactory
NG = No Grade
NC = No Credit
ME = Medical Excuse

MID-TRIMESTER PERFORMANCE REPORTS

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

PARENT/GUARDIAN CONFERENCES AND REPORT CARDS

Parent/guardian conferences are scheduled in fall and spring. Student trimester report cards will be made available (electronically) at the end of each trimester.

PROMOTION and RETENTION POLICIES

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

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

REVIEW OF STUDENT RECORDS

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

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

SECTION 504 (District Policies [#521](#) & [#615](#))

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

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

3. Is regarded as having such an impairment
For more information about Section 504, contact Jarek Kunz at 763-272-2105.

STUDENT REGISTRATION

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

TARGETED SERVICES PROGRAMMING - The Zone and Focus Lab

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

Focus Lab: There will be scheduled, trimester Focus sessions throughout the year.

TESTING

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

ACTIVITIES & ATHLETICS

EXTRA CURRICULARS OR ATHLETICS & ACTIVITIES

Mission Statement

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

We believe:

- * Athletics/activities are an integral part of our educational program.
- * Athletics/activities teach positive values and sportsmanship.
- * Participation is key to life success.
- * Athletics/activities provide positive experiences for students.

- * Athletics provide students an appropriate place to develop and use life-long fitness skills.
- * Athletics enhance physical, mental and social well-being.
- * Meaningful competition and performance are healthy.
- * All students who are clearly demonstrating good citizenship are eligible to participate in middle school sports or activities.
- * All students who are working up to their classroom potential are eligible to participate in middle school sports or activities.

ATHLETIC AND NON-ATHLETIC POLICY

The athletic program is an important and integral part of the total middle school program and is open to participation by all students in grades seven and eight, with a few selected activities open to sixth graders. Through voluntary participation, student athletics are governed by the Monticello Middle School Comprehensive Extra-Curricular Athletic and Non-Athletic Policy #510.

MIDDLE SCHOOL ATHLETICS/ACTIVITIES ELIGIBILITY

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

Athletic/Activity Fees

The purpose of the activities fee is to reduce the direct costs of activities to assure the continuation of the programs for the benefit of the students. Students competing in high school sports, including 7th and 8th graders, will pay the high school fees. Families on free or reduced lunch have the option to select discounted activity fees at the time of registration for 7th & 8th grade only Athletics. Sports Offered (7th and 8th Grade Only) Athletic Fee = \$200 per season (unless HS participant)
Non-Athletic Activity fees vary by activity.

School-Sponsored Activities

The Zone
Magic Leaders
Yearbook Club
6th Grade Safety Patrol

Community Education-Sponsored Athletics and Activities

Possible Offerings

Art Club
Drama Club
Magic Studio
Jazz Band
School Play
Crochet Club

Pickleball Club
Speech (\$75)
Weight/Fitness Training
Knowledge Bowl
ASL

Fall Sports

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

Winter Sports

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

Spring Sports

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

Refunds

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

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 Middle 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 MMS, 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 & 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.

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

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

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

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 in accordance with district policy. 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).

Students who possess, use, distribute, or sell tobacco, vaping products, alcohol, or other illegal substances on school grounds are subject to progressive disciplinary and legal actions based on the offense level. These may include:

- Conference with school officials, support staff, 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](#)

ASSAULT & FIGHTING (DISTRICT POLICY #413)

Fighting or physical assault is when an individual attempts to or intentionally causes physical harm to another. Students involved may be suspended from school for up to ten days and Wright County Sheriff's office may also 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.

The School District gives classroom teachers and other school staff members notice about students' history of violent behavior. (Policy [529](#))

BULLYING PROHIBITION (District Policy #514)

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

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

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 Middle 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, ISS, and possible out-of-school

suspension. Here is a reporting form [link](#) for any students wishing to report an issue.

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

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

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

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

DISRUPTIONS:

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

- **Unacceptable, Illegal, and Incurable Behavior**
 - Willful conduct which materially and substantially disrupts the rights of others to an education;
 - Willful conduct which endangers school district employees, students, or the property of the school; or,
 - Willful conduct which hurts another student emotionally or physically, this includes any type of harassment, bullying behavior, and harmful language. District bullying and harassment policies provide detailed information regarding these behaviors.
 - Violation of any rule of conduct specified in the student handbook.

GRIEVANCE PROCEDURE

PURPOSE:

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

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

PROCESS:

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

Monticello Middle School students have rights as well as responsibilities. A copy of the student grievance form can be obtained in the middle school student center. The discipline complaint form ([link](#)) is a formal step available to families seeking restoration.

HARASSMENT & 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.

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

HAZING (District Policy #526)

No student, teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing. This policy applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- c. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame or humiliation, adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- d. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

"Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular student events. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to the principal, Superintendent or designee. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing. Upon completion of the investigation, the school district will take appropriate action including warning, 1-10 day suspension, exclusion, expulsion, student transfer, remediation, termination or discharge. Submission of a good faith complaint or report of hazing will not affect the complaint or reporter's future employment, grades or work assignments.

Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

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.

NON-EXCLUSIONARY INTERVENTIONS

Monticello Middle 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 Middle 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](#).

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 Middle 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

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; to counselors and social workers; or in the main office.

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.

MMS 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:

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

Trespassing

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

Reasonable Physical Force

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

Safe School Zone

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

Due Process

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

REMOVAL FROM CLASS

Emerging research suggests that exclusionary practices, like dismissals and suspensions, do not always correct student behaviors or deter future behavior infractions. Monticello Middle 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.
- MMS'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.

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

1. 3525.2470 Suspensions, Exclusion, and Expulsion

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

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

The team shall:

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

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

SUSPENSIONS/EXPULSIONS/EXCLUSIONS

In-School Suspension

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

Out-Of-School Suspension

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

Expulsion

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

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

Vandalism: Damage to or destruction of school property or property of others by students is vandalism (restitution will be required). This includes manipulating computer files and/or entering/printing unauthorized files.

Theft: Theft is the act of intentionally and without claim or right taking, using, transferring, concealing, or retaining possession of movable property (physical or digital) of another without consent and with intent to deprive the owner of the property, or the finding of lost property and not making a reasonable effort to find the owner.

THREATS

Wright County Sheriff's Office will be involved and takes all threats seriously

- **Dangerous Threats:** Threats (written, verbal, via social media, or via any other communication) to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, are unacceptable behavior, will not be tolerated, and will have significant consequences.

TITLE IX(District Policy #522)

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

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

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

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

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

A. Education Practices

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

B. Employment Practices

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

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

DISTRICT NO. 882 BOARD OF EDUCATION
Monticello, Minnesota

WEAPONS (District Policy [501](#))

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

"Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use is capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. This includes, but is not limited to: guns, (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, nunchucks, throwing stars, explosives, stun guns, and ammunition.

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

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

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

SAFETY AND SECURITY

COLD WEATHER PROCEDURES

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

EMERGENCY SCHOOL CLOSING (District Policy #537)

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

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

EVACUATION DRILLS - Fire, Weather, and Other Emergency

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

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

GUNS/FIREARMS

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

NUCLEAR EVACUATION

In case of a nuclear emergency, students may have to evacuate the middle school and be bused to a

nearby community. Students must follow emergency guidelines given by the instructor and developed for the school district.

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.

POTASSIUM IODIDE (District Policy [810](#))

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

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

- Upset stomach
- Rash
- Allergic reaction

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

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

Potassium Iodide will **only be given**:

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

SECURITY

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

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

SCHOOL DISTRICT CALENDAR

Here is a [link](#) to the calendar via the school website.

Monticello School District 882 2026-27 Calendar



July 26						
SU	M	TU	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

No School
Elementary Only No School
No School/Teacher Workshop
Last Day of School
High School Only Digital Learning Day

August 26						
SU	M	TU	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 26						
SU	M	TU	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 26						
SU	M	TU	W	TH	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 26						
SU	M	TU	W	TH	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 26						
SU	M	TU	W	TH	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 27						
SU	M	TU	W	TH	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 27						
SU	M	TU	W	TH	F	S
						1
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23	24	25	26	27	28	29
30	31					

March 27						
SU	M	TU	W	TH	F	S
						1
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23	24	25	26	27	28	29
30	31					

April 27						
SU	M	TU	W	TH	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 27						
SU	M	TU	W	TH	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



June 27						
SU	M	TU	W	TH	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Notes	
August 20 & 24	New Teacher Workshop
August 21	SPED Workshop Day
August 24-27 & 31	Workshop Week
September 1	First Day of School Grade 6-12
September 2	First Day of School Grade 1-5
September 3	First Day of School PreK & K
September 7	No School - Labor Day
October 15-16	No School - Fall Break
October 19	No School - Staff Workshop
November 3	High School Only Digital Learning Day
November 20	No School - Staff Workshop - Elementary Only
November 23-24	No School - Elem Conferences/Secondary Workshop
November 25-27	No School - Thanksgiving Break
Dec 23 - Jan 1	No School - Winter/Holiday Break
January 18	No School - Staff Workshop
February 12	No School - Staff Workshop
February 15	No School - Presidents' Day
March 4 - 5	No School - Staff Workshop
March 22 - 26	No School - Spring Break/Good Friday
April 30	No School
May 28	Seniors Last Day of School
May 31	No School - Memorial Day
June 3	Last Day of School
June 4	Teacher Workshop/Graduation
Trimesters	
Sept 1-Nov 20	First Trimester 55 days
Nov 30-Mar 3	Second Trimester 57 days
March 6-June 3	Third Trimester 57 days

District-Wide Welcome Back Days
 August 26 (Eastview, Little Mountain, Pinewood, MMS, MHS)
 August 27 (Eastview, Little Mountain, Pinewood)

STUDENT TECHNOLOGY EXPECTATIONS

TECHNOLOGY and ELECTRONIC APPROPRIATE USE (District Policy#524)

To gain access to e-mail and the Internet, all students must obtain permission from a parent or guardian and must sign and return a permission form to the school. Families should be warned that some material accessible via the Internet may contain items that are inappropriate for educational purposes. While our goal is to make Internet access available to further educational goals and objectives, students may find

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

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

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

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

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

1:1 Device Plan and Responsibilities

- The **device, power supply, and case** are property of the Monticello Public School District. Students will be using the same device from year to year. Take care of these items so they continue to work well and report any damage or issues to the Magic Tech Team - Room 103. Student devices are to be used for educational purposes only.
- Students are to care for their device as they are responsible for its condition.
- Damage caused by misuse/abuse of the device is the responsibility of the student and family. Financial responsibilities stemming from damage will be obligated to the student and family. Insurance is available and optional.
- Students should not attempt any repairs on their own and should report any concerns to the Magic Tech Team.

- The device is yours to protect, charge daily, keep locked up while at lunch or PE, keep inside the case, and carry with two hands.
- Student-athletes should not bring their device on road trips or take the device out of state or country.
- The school does have an internet filtering program used on the devices but the school cannot guarantee all inappropriate content will be filtered.
- Students should be very careful not to use the device to tease, for horseplay, practical jokes, or as a prop.

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 <i>school - Tech Studio</i> immediately
Level 3 Damage: Affects performance of the device Fee: \$75.00	Cracked or broken screen	Report to <i>school - Tech Studio</i> 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 <i>school - Tech Studio</i> immediately.
Lost Case Fee: \$27	The case is lost	Report to <i>school - Tech Studio</i> immediately
Lost Power Adapter Fee: \$25	The power adapter is lost or damaged beyond use	Report to <i>school - Tech Studio</i> immediately
Vandalism IS NOT COVERED BY Chromecare 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 Chrome 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 <i>Tech Studio</i> , or a police liaison officer. Outside of school, file a police report immediately.
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District Magic Care Protection

District Optional Protection Plan for Chromebooks and iPads

Protection must be purchased within 30 days of Chromebook and iPad Issuance

Cost for Annual Protection of the Chromebooks and iPads = \$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](#).

Phone Numbers

Middle School Office - 763-272-2100

Community Education - 763-272-2030

[Sports Schedules](#)

Attendance - 763-272-2110 Fax - (763-272-2109)

[ISD #882 Website](#) - www.monticello.k12.mn.us

Daily Schedule

2026-2027



Hour		Time
Homebase/Boost Block (28)		8:15 - 8:43
1st Hour (52)		8:47 - 9:39
2nd Hour (52)		9:43 - 10:35
3rd Hour (52)		10:39 - 11:31
<u>6th</u>	<u>7th</u>	<u>8th</u>
11:35 - 12:00 4th (25) 12:00 - 12:29 Lunch 12:33 - 12:58 4th (25)	11:31 - 12:00 Lunch 12:04 - 12:58 4th (54)	11:35 - 12:29 4th (54) 12:29 - 12:58 Lunch
5th Hour (52)		1:02 - 1:54
6th Hour (52)		1:58 - 2:50

MONTICELLO MIDDLE SCHOOL DIRECTORY

Administration

Principal	Jeff Scherber	jeffery.scherber@monticello.k12.mn.us	763-272-2101
Assistant Principal	Rachel Sandquist	rachel.sandquist@monticello.k12.mn.us	763.272.2102
Dean of Students	Bonnie Schneider	bonnie.schneider@monticello.k12.mn.us	763.272.2112

Main Office Staff

Administrative Assistant	Cassie Lepper	cassie.lepper@monticello.k12.mn.us	763-272-2103
Administrative Assistant	Emma Gordon	emma.gordon@monticello.k12.mn.us	763-272-2104
Attendance Hotline			763.272.2110

Support Services Staff

Administrative Assistant	Lori Pippert	lori.pippert@monticello.k12.mn.us	763.272.2111
School Counselors:			
	Nicole Filcher (A-K)	nicole.filcher@monticello.k12.mn.us	763.272.2107
	Jarek Kunz (L-Z)	jarek.kunz@monticello.k12.mn.us	763.272.2105
Social Worker	Emily Berg	emily.berg@monticello.k12.mn.us	763.272.2108
School Nurse	Kelly Barrow	kelly.barrow@monticello.k12.mn.us	763.272.2121
	Kristine Welle	kristine.welle@monticello.k12.mn.us	763.272.2120
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