

Agenda

1. ROUTINE BUSINESS ITEMS
 - 1.1. Call to Order/Pledge of Allegiance
 - 1.2. Roll Call: Stenson ___ Birhanzi ___ Wibben ___ Shourds ___ Miller ___ and Norman ___.
 - 1.3. Approval of Agenda
 - 1.4. Special Presentation
 - 1.5. Approval of Consent Agenda

(Any item or items may be pulled off the consent agenda, at the request of any board member, for consideration by the board as a whole.)

 - 1.5.1. Regular Board of Education Meeting Minutes
 - 1.5.2. Bills
 - 1.5.3. Treasurer's Report
 - 1.5.4. Budget Report
 - 1.5.5. Personnel Actions
 - 1.5.5.1. Employment
 - 1.5.5.2. Resignations/Retirements
 - 1.5.5.3. Reassignments
 - 1.6. Resolution Accepting a Gift, Donation, Contribution or Bequest RESOLUTION ACCEPTING MONETARY, PROPERTY, GOODS OR SERVICES DONATION
 - 1.7. Public Forum
 - 1.8. Superintendent's Report
 - 1.9. Board Reports
 - 1.9.1. Board Committees
 - 1.9.2. Student Representative Report
 - 1.9.3. Administrators
 - 1.10. Congratulatory Action and Recognition
2. DISCUSSION ITEMS
3. ACTION ITEMS
 - 3.1. Approve Policy 524.2 Montevideo Public Schools Chromebook Policy & Usage Handbook.
 - 3.2. Approve E-Learning Day Plan
 - 3.3. Approve JTH Parent Handbook, Elementary Student Handbook, Middle School Student Handbook, High School Student Handbook, Montevideo Athletics Handbook, and Faculty Handbook for 2025-26.
 - 3.4. Approve the Superintendent's Entrance Plan
4. ADJOURNMENT

ISD 129 – MONTEVIDEO PUBLIC SCHOOLS
Minutes of Special School Board Meeting
Held June 30, 2025 in Montevideo, MN

The end-of-the-year Special meeting of the School Board of Independent School District #129 was called to order by Chairman Stenson at 6:00 p.m. on Monday, June 30, 2025. The meeting was held in the District Board Room of the Montevideo Middle School.

Birhanzl, Shourds, Wibben, Norman, and Stenson were members present. Member Miller was absent. Also in attendance were Mark with R.A. Morton, Bob with 4.0 Transportation, Principal Tanya Maethner, Chief Business Official Adam Spray, and community members.

Director Shourds made a motion, and Director Norman seconded it to approve the agenda as presented. The Motion carried unanimously.

Mark, a project manager with R.A. Morton, provided an update on the summer projects underway in the district.

Bob, with 4.0 Transportation, gave an update on transportation.

Director Birhanzl made the motion, seconded by Director Wibben, to approve the Consent Agenda as presented. The Motion carried unanimously.

- Regular Board of Education Meeting Minutes – June 9, 2025
- June 2025 Special Board Bills
 - TOTAL EXPENDITURES BY FUND
 - GENERAL FUND \$ 116,983.37
 - FOODSERVICE \$ 2,517.53
 - COMMUNITY SERVICES \$ 7,533.81
 - CAPITAL EXPENDITURE \$ 22,369.91
 - BUILDING CONSTRUCTION \$ 72,661.62
 - STUDENT ACTIVITIES \$ 5,887.54
 - MINN RIVER VALLEY ED DIST \$ 28,915.22
 - MRVED COMMUNITY EDUCATION \$ 47,196.65
 - TOTAL BY FUND \$ 304,065.65
- Personnel Actions:
 - Employment: Megan Macziewski, Paraprofessional; Molly Kubesh, ESL Paraprofessional; Nicole Sannerud, Elementary Teacher (1-year contract).

Resignations: Kala Asche, Program Lead at the Hawks Nest

Reassignments: Alexis Swick from Special Ed Para to Social Emotional Interventionist Ramsey.

Terminations: Johnny John, ECSE Paraprofessional; Tammy Berends, ECSE Paraprofessional.

The Regular School Board Meeting Dates and Times have been set for SY2025-26.
Custodial Seniority List has been approved for 2025-26
Annual Designations
Per Diem, Meal Rates have been approved
Annual Goal for Performance Pay approved
Approval of Fundraising requests

- Resolution Accepting a Gift, Donation, Contribution, or Bequest: Director Shourds made and Director Birhanzl seconded a motion to adopt the resolution accepting the listed gifts, donations, contributions, and bequests. After a roll call vote, all members voted aye, and the motion carried.

Jamie & Becky Pauling donated \$15,580.99 to the High School Ag Shop for new welders.

The Co-op Credit Union donated \$100 to the Individuals with Disabilities Program.

Laura Rubenzer, Edward Jones, donated \$200 for summer rec T-shirts.

The American Legion donated \$500 for summer rec T-shirts.

The Lions Club donated \$500 for summer rec T-shirts.

Discussion Items:

Superintendent McKittrick presented the annual policies, which will be reviewed and approved at the August Regular Board Meeting.

Superintendent McKittrick and Chairman Stenson led a discussion on the long-term facility plan.

Staffing update

Food Service Update

High School Schedule

Action Items

Director Birhanzl made the motion, seconded by Director Norman, to approve the contract extension for transportation services with 4.0 School Services. The motion carried unanimously.
Director Birhanzl made the motion, seconded by Director Wibben, to approve board stipends and meeting rates at the following: \$60 for regular meetings (\$80 Chair); \$30 for other meetings, special meetings, and committee meetings (\$40 Chair); and \$60 for negotiations committee meetings (\$60). The motion carried unanimously.

Director Wibben made the motion, seconded by Director Shourds, to set the 2025-2026 substitute teacher rate at \$160 per day. The motion carried unanimously.

Director Norman made the motion, seconded by Director Birhanzl, to approve the FY 26 property, liability, work comp., and accident insurance rates as presented. The motion carried unanimously. The motion carried unanimously.

Director Birhanzl made the motion, seconded by Director Norman, to approve the resolution approving the Montevideo Public School's Long Term Facility Maintenance Plan and Budget as presented. After a roll call vote, all members voted aye, and the motion carried.

Adjournment: Director Birhanzl made the motion, seconded by Director Shourds, to adjourn the meeting at 7:22 p.m. The motion carried unanimously

ISD 129 – MONTEVIDEO PUBLIC SCHOOLS
Minutes of Special School Board Meeting
Held August 4, 2025 in Montevideo, MN

Chairman Stenson called the special meeting of the School Board of Independent School District #129 to order at 5:30 p.m. on Monday, August 4, 2025, in the District Board Room of Montevideo Middle School.

Members present were Wibben, Shourds, Birhanzl, Miller, Norman, and Stenson. Dr. Skjeveland, Matt Hammer, and Preston Huerle were also present. Matt Wolfert joined the meeting remotely.

Dr. Jamie Skjeveland, Matt Hammer, Preston Huerle, and Matt Wolfert led the discussion regarding long-range facility planning and the process of a bond referendum.

Adjournment: Motion by Director Birhanzl and seconded by Director Shourds to adjourn the meeting at 6:50 p.m. The motion carried and the meeting was adjourned.

**MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
AUGUST 11, 2025**

Check #	Vendor	Amount	Description
70381	ABDO LLP	\$ 8,000.00	2024-2025 AUDIT SERVICES
70382	AMAZON CAPITAL SERVICES, INC	\$ 1,526.65	MISC SUPPLIES
70383	BACKES TECHNOLOGY SERVICES INI	\$ 10,559.40	RAMSEY PA SYSTEM
70384	BETTERU SOLUTIONS	\$ 3,734.00	CONTRACTED SERVICES
70385	BORCH'S SPORTING GOODS	\$ 1,847.00	FOOTBALL/VB SUPPLIES
70386	BUILDERS FIRSTSOURCE	\$ 84.49	CUSTODIAL SUPPLIES
70387	CAMBRIDGE-ISANTI SCHOOLS	\$ 1,270.50	CYBER SECURITY AWARENESS
70388	CDW-GOVERNMENT INC	\$ 2,793.00	TECHNOLOGY ORDER
70389	CHAPPEL CENTRAL INC	\$ 5,812.35	HVAC CONTRACT/SERVICE CALLS
70390	CITY OF MONTEVIDEO	\$ 85.00	POOL RENTAL
70391	CLARA CITY TELEPHONE	\$ 479.00	FIBER LEASE
70392	CLEAN SITE LLC	\$ 330.00	PORTABLE RESTROOM RENTAL
70393	CLOSEGAP	\$ 2,250.00	CLOSEGAP SCHOOL & STUDENT FEES
70394	CUSTOM PRINTING	\$ 985.00	ENVELOPE ORDER
70395	DOUBLE D DEVELOPMENT	\$ 17,099.68	HAWKS NEST LEASE
70396	DRIESSEN WATER INC	\$ 76.85	WATER/SALT
70397	ECOLAB PEST ELIMINATION	\$ 294.04	PEST ELIMINATION
70398	EDMENTUM, INC	\$ 970.00	STUDY ISLAND
70399	FARMERS UNION OIL COMPANY	\$ 332.47	DRIVERS ED FUEL/MAINT FUEL/TIRE REPAIR
70400	FLOWERS FROM THE HEART	\$ 100.00	SR CLASS MEMORIAL
70401	FOLEY, JOAN N	\$ 56.00	GAMMA MILEAGE
70402	G. FLINN IRON AND METAL	\$ 20.00	WELD ON BRACKET
70403	GREAT PLAINS NATURAL GAS	\$ 3,288.37	NATURAL GAS BILLING
70404	GREATER MN FAMILY SERVICES	\$ 858.33	CONTRACTED SERVICES
70405	HILLYARD FLOOR CARE SUPPLY	\$ 11,071.69	CUSTODIAL SUPPLIES
70406	HIRE IMAGE LLC	\$ 930.00	EMPLOYEE BACKGROUND CHECKS
70407	HOMESTORE DESIGN CENTER INC	\$ 12,466.15	FLOORING
70408	INNOVATIVE OFFICE SOLUTIONS, LLC	\$ 24.45	NAME PLATE
70409	JAY'S DIGGING SERVICE	\$ 670.40	WATERLINE REPAIR
70410	JIM'S CLOTHING & SPORTING GOOD	\$ 699.00	HAWK THEATRE SHIRTS/SUMMER CAMP SHIRTS
70411	JOHN DEERE FINANCIAL	\$ 404.91	MOWER BLADES
70412	LAKESHORE LEARNING MATERIALS	\$ 87.84	ECSE SUPPLIES
70413	LAURITSEN SEPTIC AND DRAIN	\$ 100.00	PLUGGED DRAIN - MHS
70414	MN ASSN OF SCHOOL ADMIN	\$ 1,239.00	ANNUAL DUES/FALL CONF REGISTRATION
70415	MN ASSN OF SEC SCHOOL PRINC	\$ 195.00	SCHOOL LAW SEMINAR - HUNTLEY
70416	MN RURAL EDUCATION ASSOCIATION	\$ 2,500.00	MEMBERSHIP
70417	MOLDE'S ELECTRIC & MECHANICAL II	\$ 23,641.64	WELDING SHOP ELECTRICAL
70418	MONTE HARDWARE HANK	\$ 648.29	PAINT/CUSTODIAL SUPPLIES
70419	MONTEVIDEO AMERICAN-NEWS	\$ 167.00	SUBSCRIPTIONS
70420	OLSEN PLUMBING & HEATING INC	\$ 336.00	FILTERS
70421	OLSON REPAIR	\$ 2,100.00	POOL PUMP REPAIRS
70422	O'REILLY AUTOMOTIVE, INC	\$ 69.99	CUSTODIAL SUPPLIES
70423	PAAPE ENERGY SERVICES	\$ 250.00	HVAC CONTROLS
70424	PETTY CASH FUND	\$ 3,006.88	PETTY CASH REIMBURSEMENTS
70425	POTTER ELECTRIC	\$ 85.00	LIGHT TOWER REPAIR
70426	POWERSCHOOL GROUP LLC	\$ 15,181.59	SUBSCRIPTIONS
70427	PROJECT LEAD THE WAY INC	\$ 950.00	PLTW GATEWAY PARTICIPATION
70428	RENAISSANCE LEARNING INC	\$ 23,364.05	AR/STAR SUITE/FASTBRIDGE SUBSCRIPTIONS
70429	RUNNING'S SUPPLY INC	\$ 1,273.30	CUSTODIAL SUPPLIES

**MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
AUGUST 11, 2025**

70430	SCENARIO LEARNING, LLC	\$	3,220.80	SAFE SCHOOLS TRAINING
70431	SCHOLASTIC INC MAGAZINES	\$	249.75	SUBSCRIPTIONS
70432	SCHWIETERS FORD	\$	64.95	OIL CHANGE
70433	SKJVELAND, JAMIE S	\$	112.13	EXPENSE REIMBURSEMENTS
70434	SW/WC SERVICE COOPERATIVE	\$	58,262.46	FINAL 2024-2025 BILLINGS/OTC TEST PREP/H&S MGM
70435	TIMECLOCK PLUS, LLC	\$	5,040.00	IMPLEMENTATION SERVICES
70436	T-MOBILE	\$	89.25	BUS ACCESS POINTS
70437	TOSTENSON LANDFILL	\$	4,757.23	GARBAGE SERVICES
70438	TRI-COUNTY SPORTSMEN CLUB	\$	5,840.00	TRAP LEAGUE SHELLS/TARGETS
70439	VIRCO	\$	7,031.70	DESKS & CHAIRS
70440	VISA	\$	6,925.66	MISC SUPPLIES
70441	WALLACE RADIO SYNDICATION, LLC	\$	446.40	DANCELIN MUSIC
70442	XCEL ENERGY	\$	2,524.33	ELECTRIC BILLINGS
70443	ZEP MANUFACTURING COMPANY	\$	1,239.50	CUSTODIAL SUPPLIES
9000000038	BORAAS, ERIK J	\$	180.23	STATE TRAP SUPPLIES
9000000039	FOLEY, ROBERT DANIEL	\$	336.00	GAMMA MILEAGE
9000000040	IS-CORP	\$	281.25	FINANCE SOFTWARE HOST
9000000041	LIPPERT, ERIN		199.00	SUBSCRIPTION RENEWAL
9000000042	MULDER, ALEXIS D		77.70	MILEAGE
9000000043	ZAMORA, FERNANDO, JR		339.50	GAMMA MILEAGE
TOTAL MONTEVIDEO WARRANTS		\$	261,532.15	

MINNESOTA RIVER VALLEY EDUCATION DISTRICT WARRANTS

70362	BERGESON, BRUCE D	\$	86.00	MILEAGE & CELL PHONE
70363	BORCH'S SPORTING GOODS	\$	5,330.00	ABE PROMOTIONAL ITEMS
70364	CEW INC	\$	6,000.00	OLIVIA ABE RENT
70365	CLARA CITY TELEPHONE	\$	202.00	FIBER LEASE
70366	CULLIGAN SOFT WATER	\$	52.50	WATER
70367	DALE, JILL M	\$	61.60	ABE REIMBURSEMENT
70368	ELFERING, CASEY J	\$	65.80	ABE REIMBURSEMENT
70369	GREAT PLAINS NATURAL GAS	\$	44.63	NATURAL GAS SERVICE
70370	IMAGINE LEARNING LLC	\$	13,848.80	EDGENUITY - MRVED
70371	LIPPERT, KIM	\$	65.80	ABE REIMBURSEMENT
70372	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS I	\$	1,204.31	PERSONAL FINANCIAL LIT
70373	MN RIVER VALLEY EDUCATION DIST	\$	1,200.00	ABE RENT
70374	MONTE HARDWARE HANK	\$	16.39	MRVED SUPPLIES
70375	MONTEVIDEO AMERICAN NEWS	\$	83.50	ALC SUBSCRIPTION
70376	NORTHWEST EVALUATION ASSOC	\$	3,070.00	2025-2026 MVALC LICENSE
70377	SCHOLASTIC BOOK FAIRS	\$	2,040.41	TITLE III MAGAZINES
70378	SCHWARZ, BARBARA	\$	49.00	ABE REIMBURSEMENT
70379	VAN EPS, JENNIFER L	\$	155.21	ABE REIMBURSEMENT
70380	VISA CARDMEMBER SERVICE	\$	4,673.64	MISC EXPENSES
TOTAL MRVED WARRANTS		\$	38,249.59	

TOTAL EXPENDITURES BY FUND

GENERAL FUND	\$	142,957.82
FOOD SERVICE	\$	525.98
COMMUNITY SERVICES	\$	4,726.10
CAPITAL EXPENDITURE	\$	107,382.25

**MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
AUGUST 11, 2025**

DEBT REDEMPTION	\$	-
STUDENT ACTIVIES	\$	5,940.00
MINN RIVER VALLEY ED DIST	\$	24,338.03
MRVED COMMUNITY EDUCATION	\$	13,911.56
TOTAL BY FUND	\$	299,781.74

JULY 2025 WIRES / CASH TRANSFERS

7/1/2025 WIRE FROM PMA TO OLD NATIONAL	\$	450,000.00	BILLS
7/8/2025 TRANSFER FROM 2025A TO GENERAL PMA	\$	72,661.62	CONSTRUCTION PROJECTS
7/14/2025 WIRE FROM PMA TO MINNWEST	\$	650,000.00	PAYROLL
7/18/2025 WIRE FROM PMA TO OLD NATIONAL	\$	700,000.00	BILLS/INS PMT
7/18/2025 ACH PAYMENT TO MN DEPT OF REV	\$	137.00	SALES TAX
7/30/2025 WIRE FROM PMA TO MINNWEST	\$	520,000.00	PAYROLL
7/31/2025 ACH PAYMENT TO IRS	\$	850.08	PCORI FEES

JULY 2025 MANUAL CHECKS

70197 ACTIVE INTERNET TECHNOLOGIES, LLC	\$	3,740.00	MRVED WEBSITE FEE
70198 CLARA CITY TELEPHONE	\$	200.00	MRVED FIBER LEASE
70199 GREAT PLAINS NATURAL GAS	\$	44.79	MRVED GAS SERVICE
70200 HILLYARD FLOOR CARE SUPPLY	\$	2,456.47	ALC CUSTODIAL SUPPLIES
70201 LIGHTBEAM INTERNET	\$	423.18	ABE INTERNET
70202 MINNESOTA SCHOOL BOARDS ASSN	\$	1,550.00	MRVED SERVICES RENEWAL
70203 MINNESOTA WEST-WORTHINGTON	\$	1,135.00	ABE RENT
70204 A&B BUSINESS SOLUTIONS	\$	1,535.76	PRINTER LEASES
70205 AMAZON CAPITAL SERVICES, INC	\$	157.38	PERKINS EQUIPMENT
70206 AMERICAN WELDING & GAS, INC	\$	81.29	AG SHOP SUPPLIES
70207 BACKES TECHNOLOGY SERVICES INC	\$	21,457.78	MHS CAMERAS
70208 BSN SPORTS	\$	11,104.56	FOOTBALL HELMETS/EQUIPMENT
70209 BUILDERS FIRSTSOURCE	\$	418.18	CUSTODIAL SUPPLIES
70210 CDW-GOVERNMENT INC	\$	6,689.98	TECHNOLOGY ORDER
70211 CENTER FOR APPLIED RESEARCH & ED IMPROVEI	\$	5,350.00	FUNCTIONAL PHONICS
70212 CHAPPEL CENTRAL INC	\$	7,588.25	SERVICE CALL/IRRIGATION PUMPS
70213 CHARTER COMMUNICATIONS	\$	309.98	PHONE & INTERNET SERVICE
70214 CHERRYROAD MEDIA	\$	528.00	SUMMER FOOD ADS
70215 CLEAN SITE LLC	\$	330.00	PORTABLE RESTROOM RENTALS
70216 CLEARWAY COMMUNITY SOLAR	\$	15,281.41	SOLAR GARDEN CREDITS
70217 COLUMN SOFTWARE PBC	\$	248.40	BOARD MEETING MINUTES
70218 DANA F COLE & COMPANY LLP	\$	250.00	AUDIT SERVICES
70219 DEPARTMENT OF EMPLOYMENT AND ECONOMI	\$	16,975.49	UNEMPLOYMENT BENEFITS PAID
70220 DIAMOND DOCTOR, INC	\$	6,843.00	HS & JV BASEBALL FIELDS
70221 DOUBLE D DEVELOPMENT	\$	17,099.68	HAWKS NEST LEASE
70222 DRIESSEN WATER INC	\$	117.85	SALT & WATER
70223 DUFALT PUBLISHING	\$	72.90	MMS YEARBOOKS
70224 EAST SIDE JERSEY DAIRY ESJD	\$	1,439.44	FOOD SERVICE BILLING
70225 FARMERS UNION OIL COMPANY	\$	1,793.53	FUEL
70226 FAST THREADS	\$	1,325.98	STAFF LONGEVITY ITEMS
70227 FOLLET CONTENT SOLUTIONS, LLC	\$	754.08	SPANISH SPRING BOOK ORDER
70228 GREAT PLAINS NATURAL GAS	\$	3,993.40	NATURAL GAS SERVICE
70229 GREATER MN FAMILY SERVICES	\$	833.33	CONTRACTED SERVICES
70230 HEALY AWARDS INC	\$	50.78	AWARDS
70231 HEATHER NURSERY & FLORAL	\$	300.00	HOSTAS - SANFORD

**MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
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70232	HILLYARD FLOOR CARE SUPPLY	\$	11,646.22	CUSTODIAL SUPPLIES
70233	JIM'S CLOTHING & SPORTING GOOD	\$	1,540.00	SUMER REC SHIRTS
70234	JOHN DEERE FINANCIAL	\$	40.94	TRACTOR PARTS
70235	JOHNSON CONTROLS FIRE PROTECTION LP	\$	396.83	FIRE ALARMS SERVICE CALL
70236	KDMA (AM)/KMGM (FM)	\$	898.00	BASEBALL GAMES/SUMMER FSV PROGRAM
70237	MARCO	\$	2,404.12	COPIER LEASE
70238	METRO SOUND & LIGHTING	\$	582.85	WIRELESS MICROPHONE
70239	MIND YOUR BUSINESS	\$	15.58	SHIPPING
70240	MOLDE'S ELECTRIC & MECHANICAL INC	\$	519.50	LIGHT REPAIRS
70241	MONTE HARDWARE HANK	\$	1,635.59	PAINT & SUPPLIES
70242	MONTEVIDEO AMERICAN LEGION POST #59	\$	1,404.00	STAFF APPRECIATION BANQUET
70243	MONTEVIDEO MARKET	\$	638.46	DRY CLEANING
70244	NAVIGATE 360, LLC	\$	2,164.04	SUBSCRIPTION
70245	OFFICE OF MNIT SERVICES	\$	42.17	COMPUTING SERVICES
70246	O'REILLY AUTOMOTIVE, INC	\$	9.99	CUSTODIAL SUPPLIES
70247	PAAPE ENERGY SERVICES	\$	62.50	HVAC CONTROLS
70248	PAN OF GOLD BAKING CO	\$	198.05	FOOD SERVICE BILLING
70249	PIONEER	\$	369.09	FIELD CHALK
70250	PREMIER LIFT PRODUCTS INC	\$	510.00	WHEELCHAIR LIFT MAINT
70251	RUNNING'S SUPPLY INC	\$	849.18	CUSTODIAL SUPPLIES
70252	RUSTAD BUS SERVICE INC	\$	1,400.00	MARCHING BAND CHARTER
70253	SCHWIETERS FORD	\$	163.61	OIL CHANGES
70254	STUDENT ASSURANCE SERVICES, INC	\$	9,791.00	STUDENT ACCIDENT INSURANCE
70255	SW/WC SERVICE COOPERATIVE	\$	49.15	BUS FEE
70256	SYSCO WESTERN MN	\$	2,930.12	FOOD SERVICE BILLING
70257	TOSTENSON LANDFILL	\$	4,666.63	GARBAGE SERVICES
70258	TRANE US INC	\$	1,753.75	HVAC CONTROLS
70259	TURF TANK	\$	11,850.00	TURF TANK TWO
70260	VERIZON WIRELESS	\$	741.18	MOBILE PHONE CHARGES
70261	VIG SOLUTIONS	\$	29,940.00	TECHNOLOGY ORDER
70262	WEST CENTRAL ROOFING	\$	8,572.00	SANFORD ROOF REPAIRS
70263	ZEP MANUFACTURING COMPANY	\$	3,665.08	CUSTODIAL SUPPLIES
9000000032	BORK, LONNIE E	\$	15.33	BETWEEN BLDG MILEAGE
9000000033	GOPHER STATE ONE CALL	\$	10.80	JUNE LOCATING
9000000034	HAWKINS INC	\$	20.00	POOL CHEMICALS
9000000035	MAETHNER, TANYA LEA NELSON	\$	480.00	CELL PHONE REIMBURSEMENT
9000000036	MARCINKOWSKI, SUSAN J	\$	245.79	DISCOVERY FIELD TRIP
9000000037	MAZER, GABRIELLE H	\$	527.00	CONF REGISTRATION/REIMBURSEMENTS
70264	4.0 SCHOOL SERVICES INC	\$	22,828.34	JUNE TRANSPORTATION SERVICES
70265	ANDINO CRUZ, GENESIS	\$	1,400.00	SCHOLARSHIP AWARD
70266	ANDINO MEDINA, JOSSELYN	\$	500.00	SCHOLARSHIP AWARD
70267	ANDRESEN, ETHAN	\$	3,425.00	SCHOLARSHIP AWARD
70268	ANDREWS, BLAKE	\$	3,100.00	SCHOLARSHIP AWARD
70269	ANDREWS, BRADY	\$	500.00	SCHOLARSHIP AWARD
70270	ANSPACH, ADDISON	\$	1,300.00	SCHOLARSHIP AWARD
70271	AXFORD, CARLEE	\$	1,750.00	SCHOLARSHIP AWARD
70272	BAHL, LILLIE	\$	1,000.00	SCHOLARSHIP AWARD
70273	BAUMAN, JOCELYN A	\$	675.00	SCHOLARSHIP AWARD
70274	BENDEL, BEAU	\$	500.00	SCHOLARSHIP AWARD
70275	BERRIOS LAZO, OSCAR	\$	500.00	SCHOLARSHIP AWARD
70276	BIRDSALL, LILIANA J	\$	500.00	SCHOLARSHIP AWARD

MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
AUGUST 11, 2025

70277 BIRDSALL, TRUIT	\$ 600.00	SCHOLARSHIP AWARD
70278 BISHOP, GENEVLYN R	\$ 750.00	SCHOLARSHIP AWARD
70279 BUCKINGHAM, JAMES	\$ 1,400.00	SCHOLARSHIP AWARD
70280 BURMEISTER, AVERIE L	\$ 1,000.00	SCHOLARSHIP AWARD
70281 CARDONA, JOSE	\$ 1,750.00	SCHOLARSHIP AWARD
70282 DEJONG, ALLY A	\$ 3,000.00	SCHOLARSHIP AWARD
70283 DENHARTIGH, AUDREY L	\$ 1,825.00	SCHOLARSHIP AWARD
70284 DOCKTER-OLSON, MIKYLA M	\$ 750.00	SCHOLARSHIP AWARD
70285 EISENLOHR, LILYANA B	\$ 8,700.00	SCHOLARSHIP AWARD
70286 EPEMA, TEAGAN R	\$ 5,000.00	SCHOLARSHIP AWARD
70287 ERICKSON, NOAH	\$ 4,800.00	SCHOLARSHIP AWARD
70288 ERP, JUSTIN	\$ 4,750.00	SCHOLARSHIP AWARD
70289 ESPARZA, ALAN	\$ 1,000.00	SCHOLARSHIP AWARD
70290 GUERRA, NERY	\$ 2,650.00	SCHOLARSHIP AWARD
70291 HENDRICKSON, JADEN	\$ 4,400.00	SCHOLARSHIP AWARD
70292 JERVE, ALEXIS	\$ 6,125.00	SCHOLARSHIP AWARD
70293 JOHNSON, AUBREE A	\$ 4,800.00	SCHOLARSHIP AWARD
70294 JOHNSON, SAMANTHA	\$ 800.00	SCHOLARSHIP AWARD
70295 KNOOP, SAMUEL J	\$ 3,750.00	SCHOLARSHIP AWARD
70296 KOENEN, EMMALEE	\$ 2,025.00	SCHOLARSHIP AWARD
70297 LANPHEAR, BROOKLYNN	\$ 500.00	SCHOLARSHIP AWARD
70298 LINDEMAN, BROOKE	\$ 6,400.00	SCHOLARSHIP AWARD
70299 LINDEMAN, GABRIEL	\$ 5,400.00	SCHOLARSHIP AWARD
70300 MACZIEWSKI, EMILY	\$ 500.00	SCHOLARSHIP AWARD
70301 MACZIEWSKI, MEGAN R	\$ 6,750.00	SCHOLARSHIP AWARD
70302 MALSTROM, CARTER	\$ 1,450.00	SCHOLARSHIP AWARD
70303 MARTIN, CONNER	\$ 500.00	SCHOLARSHIP AWARD
70304 MARTINEZ MARCOS, ERIC	\$ 2,800.00	SCHOLARSHIP AWARD
70305 MARTINEZ, STEPHANIE	\$ 6,100.00	SCHOLARSHIP AWARD
70306 MURILLO PACHECO, MARLENE	\$ 500.00	SCHOLARSHIP AWARD
70307 OLSON, ANYA	\$ 3,600.00	SCHOLARSHIP AWARD
70308 OLSON, HUNTER	\$ 1,250.00	SCHOLARSHIP AWARD
70309 OLSON, LANDON	\$ 7,650.00	SCHOLARSHIP AWARD
70310 PAONGO, SEMISI	\$ 3,750.00	SCHOLARSHIP AWARD
70311 PHILAYA, ELISABETH A	\$ 5,050.00	SCHOLARSHIP AWARD
70312 PHILAYA, THOMAS	\$ 500.00	SCHOLARSHIP AWARD
70313 PICT, MADISON	\$ 500.00	SCHOLARSHIP AWARD
70314 QUILT, MARIAH	\$ 500.00	SCHOLARSHIP AWARD
70315 REIDINGER, GANNON G	\$ 3,950.00	SCHOLARSHIP AWARD
70316 RIDGEWATER COLLEGE	\$ 1,600.00	SCHOLARSHIP AWARD
70317 RODEBERG, ALEX	\$ 1,250.00	SCHOLARSHIP AWARD
70318 ROXAS, AIRA	\$ 3,000.00	SCHOLARSHIP AWARD
70319 SALAZAR, BRITTANY	\$ 800.00	SCHOLARSHIP AWARD
70320 SHARP, KADENCE R	\$ 2,550.00	SCHOLARSHIP AWARD
70321 SMIENS, GWYN	\$ 3,925.00	SCHOLARSHIP AWARD
70322 SORENSON, ANNA	\$ 750.00	SCHOLARSHIP AWARD
70323 SPRAY, CARSON	\$ 1,750.00	SCHOLARSHIP AWARD
70324 STRANLUND, JESSE	\$ 1,175.00	SCHOLARSHIP AWARD
70325 TURRUBIATES, XAVIOR	\$ 500.00	SCHOLARSHIP AWARD
70326 VALENZUELA, EMILY	\$ 3,400.00	SCHOLARSHIP AWARD
70327 VANBINSBERGEN, MADISON	\$ 500.00	SCHOLARSHIP AWARD

**MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
AUGUST 11, 2025**

70328	VELASQUEZ, NELSON	\$	1,550.00	SCHOLARSHIP AWARD
70329	VISSMAN, JACKSON	\$	2,550.00	SCHOLARSHIP AWARD
70330	WAGNER, JAXON B	\$	2,600.00	SCHOLARSHIP AWARD
70331	WIMMER, NATHANIEL	\$	950.00	SCHOLARSHIP AWARD
70332	WINTERS, JONAH	\$	500.00	SCHOLARSHIP AWARD
70341	CARDER, RILEY	\$	400.00	MVALC SCHOLARSHIP
70342	CENTURYLINK-AZ	\$	117.09	MRVED PHONE BILL
70343	CHAIRES, RODRIGO	\$	400.00	MVALC SCHOLARSHIP
70344	CITY OF MONTEVIDEO	\$	500.35	MRVED UTILITIES
70345	LINDBLOM, HANNAH	\$	400.00	MVALC SCHOLARSHIP
70346	OLSON-BLAKE, MORGAN K	\$	400.00	MVALC SCHOLARSHIP
70347	RUETHER, OLIVIA	\$	400.00	MVALC SCHOLARSHIP
70348	SHAW, KADE	\$	400.00	MVALC SCHOLARSHIP
70349	SHEROD, MADELYN	\$	400.00	MVALC SCHOLARSHIP
70350	XCEL ENERGY	\$	1,246.06	MRVED UTILITIES
70351	CITY OF MONTEVIDEO	\$	5,772.87	CITY UTILITIES
70352	CUSTOM PRINTING	\$	2,580.00	CALENDARS
70353	WALMART - CAPITAL ONE	\$	1,069.10	MISC EXPENSES
70354	XCEL ENERGY	\$	23,961.51	ELECTRIC SERVICE

TOTAL JULY 2025 MANUAL CHECKS \$ 458,128.74

JULY 2025 PAYROLL DEDUCT CHECKS/EFT PMTS

US TREAS	US TREASURY	\$	131,576.13	FEDERAL PAYROLL TAX
US TREAS	US TREASURY	\$	109,080.05	FEDERAL PAYROLL TAX
MN REV	MN DEPARTMENT OF REVENUE	\$	21,376.57	STATE WITHHOLDING
MN REV	MN DEPARTMENT OF REVENUE	\$	17,402.83	STATE WITHHOLDING
MN TRA	MINNESOTA TEACHERS RETIREMENT ASSO	\$	81,359.14	TRA EFT
MN TRA	MINNESOTA TEACHERS RETIREMENT ASSO	\$	964.78	TRA EFT
MN TRA	MINNESOTA TEACHERS RETIREMENT ASSO	\$	68,792.32	TRA EFT
MN PERA	MN PUBLIC EMPLOYEES RETIREMENT ASSC	\$	15,274.30	PERA EFT
MN PERA	MN PUBLIC EMPLOYEES RETIREMENT ASSC	\$	13,625.36	PERA EFT
BCBS	BLUE CROSS BLUE SHIELD OF MINN	\$	221,375.90	HEALTH EFT
EBC	EDUCATORS BENEFIT CONSULTANTS	\$	29,396.05	PAYROLL 403(B) EFT
EBC	EDUCATORS BENEFIT CONSULTANTS	\$	30,318.38	PAYROLL 403(B) EFT
70193	AFLAC	\$	2,555.51	PAYROLL ACCRUAL
70194	AFSCME COUNCIL 65	\$	416.75	PAYROLL ACCRUAL
70195	ISD #129 - MONTEVIDEO	\$	1,480.53	PAYROLL ACCRUAL
70196	MONTEVIDEO AREA COMMUNITY FOUNDATI	\$	225.50	PAYROLL ACCRUAL
70333	AFSCME COUNCIL 65	\$	416.75	PAYROLL ACCRUAL
70334	AVIBEN	\$	165.06	PAYROLL ACCRUAL
70335	ISD #129 - MONTEVIDEO	\$	1,480.53	PAYROLL ACCRUAL
70336	MADISON NATIONAL LIFE INS	\$	5,585.03	PAYROLL ACCRUAL
70337	METLIFE	\$	5,028.96	PAYROLL ACCRUAL
70338	MONTEVIDEO AREA COMMUNITY FOUNDATI	\$	225.50	PAYROLL ACCRUAL
70339	NCPERS GROUP LIFE INS	\$	48.00	PAYROLL ACCRUAL
70340	VSP INSURANCE CO	\$	1,440.00	PAYROLL ACCRUAL

TOTAL PAYROLL CHECKS/EFTS \$ 759,609.93

**MONTEVIDEO PUBLIC SCHOOLS
MONTHLY WARRANTS
AUGUST 11, 2025**

JULY 2025 PETTY CASH DISBURSEMENTS

7/16/2025	Chippewa County License Bureau	\$	1,575.75	Drivers Ed Tabs
7/29/2025	HIRE IMAGE, LLC	\$	114.45	Employee Background Check
7/10/2025	Holverson, Gage	\$	89.68	Reimburse for mini footballs
7/16/2025	Litchfield High School ISD 465	\$	75.00	Litchfield Quad - Boys Tennis
7/16/2025	Pacesetter Sweet 16 Tournament	\$	360.00	Boys BBall Tournament entry
7/10/2025	Ridgewater College	\$	125.00	Ridgewater Basketball Tournament
7/30/2025	US Post Office	\$	442.00	Brochure Mailing
7/29/2025	Wellness For Living	\$	225.00	Smoothies

JULY 2025 PETTY CASH TOTAL

\$ 3,006.88

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

Date of Report: August 2025

For the Month of: July 2025

Funds	Balance Beginning of Month	Receipts	Disbursements	Accounting/P rior Year Adjustments	Balance End of Month
General	2,761,709.71	3,386,530.80	4,560,210.57	224.98	1,588,254.92
Food Service	911,603.62	1,105.55	13,643.34		899,065.83
Community Service	-188,150.51	113,378.31	129,436.70		-204,208.90
Capital Outlay	-796,936.51	306.34	192,286.24		-988,916.41
Building Construction	3,657,961.71	12,298.35	7,626.65		3,662,633.41
Debt Service	582,370.61	115,915.12	475.00		697,810.73
Flex Benefit	10,275.21	2,961.06	1,250.00		11,986.27
Student Activities	414,009.88	7,600.00	165,008.66		256,601.22
MRVED	2,065,792.82	128,585.88	110,725.45		2,083,653.25
TOTALS	9,418,636.54	3,768,681.41	5,180,662.61	224.98	8,006,880.32

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK STATEMENTS

Bank	Bank Balance	Outstanding Checks	Outstanding Deposits	Other Reconciling Items	Balance Per Treasurer's Books
Checking					
Old National Bank	\$381,497.62	\$227,352.67	\$2,720.75	-\$30,318.38	\$ 126,547.32
MinnWest Bank	\$30,050.47	\$1,668.51		-\$17,402.83	\$ 10,979.13
Flex Account	\$12,819.59	\$833.32			\$ 11,986.27
HS Checking - MW	\$2,942.31	\$31.18			\$ 2,911.13
Trust Accounts					
			Interest Rate		
PMA MN Trust			4.23%		\$ 1,246,736.52
PMA - 2025A			4.23%		\$ 3,419,652.79
Liquid Asset Fund			4.15% & 4.24%		\$ 691,917.44
Investments					
		Maturity Date			
Co-op Credit Union					\$ 328.26
Old National Bank- Scholarship		6/11/2026	4.26%		\$ 146,345.83
MN Trust Full Flex (TFed CU), IL		8/31/2025	4.27%		\$ 252,320.11
Cornerstone Bank, NE		1/26/2026	4.75%		\$ 229,000.00
First National Bank, ME		11/24/2025	5.18%		\$ 225,850.00
Farmers & Merchants Union Bank, WI		1/12/2026	4.94%		\$ 232,550.00
Financial Federal Bank, TN		1/12/2026	5.05%		\$ 232,200.00
Harmony Bank, TX		1/12/2026	4.90%		\$ 232,700.00
First National Bank of McGregor, TX		7/21/2026	4.75%		\$ 227,900.00
ServisFirst Bank, FL		7/21/2026	4.98%		\$ 226,950.00
CIBC Bank USA, MI		1/26/2026	4.31%		\$ 235,300.00
First Internet Bank of Indiana, IN		7/27/2026	4.47%		\$ 229,700.00
Investors Choice			0.01%		\$ 25,005.52
Treasurer's Balance Per Books					\$8,006,880.32

August Board Updates

Hawks Nest: Kelly Snell

Summer 2025 Community Education and Recreation is wrapping up. Activities and events still to occur in August include the Hawks Children's Theater, Let's Go Fishing outings, and adult enrichment trips and classes. The Back to School communication catalog was delivered to the community recently and is available online [here](#). Registration for Fall events and classes are now open [here](#).

Little and Junior Thunderhawk Care are making preparations for the new school year with staff changes, room improvements, and program planning. Registration for both programs are now open. LTH Fall registration is for existing families as we are full with a waitlist. LTH rates are increasing \$5/week. JTH will move back to the Hawks Nest for the school year. Registration for the school aged program is open on the school website. [JTH registration](#) JTH rate will remain the same as last year.

Small World Preschool is 50 years old in 2025-2026 and will be celebrated in conjunction with the annual Vehicle Fair on Monday, September 8 from 5:00 - 6:30 PM at the Hawks Nest. Morning Small World classes for Fall are full and there are minimal afternoon slots available. We are excited to welcome Ms. Cassie Nelson back to teach Small World Preschool this Fall.

Some of the new community education classes offered this Fall include Animal Yoga Storytime for ECFE, A Play in a Day, Anime Drawing 101, and Lego Design and Build Zone for Youth Enrichment, Interactive Art History for Adults Adult Enrichment and Zumba for Adult Recreation. We are also expanding the music lessons to include guitar, woodwind, and piano for adults.

MES: Heidi Sachariason

Kindergarten Orientation

In the last update in May we had 80 kindergarteners registered, we are currently at 98 kindergarteners registered. All families registered to this point have received times for their Kindergarten orientation session. Kindergarten Orientation will be held on: August 25th and 26th, kindergartens first full day will be August 27th. During orientation we will complete baseline testing, ensuring that we will have the best possible data to start the year and get students the support they need in the classroom. We will have time for parents to meet with the classroom teacher as well as practice riding the bus and transferring buses at the middle school. Parents will have an opportunity to meet with classroom teachers to get their child a strong start in Kindergarten.

Open House

Open House at MES is set for Aug 19, 2025 , from 4-7pm. Families have scheduled times for our open house. During open house students will have an opportunity to meet their teacher, bring in school supplies, take their 25-26 school year photos, and tour the building. We will have lawn games set up outside for students and their families.

Reading Curriculum Training

MES is moving forward with the implementation of CKLA Amplify 3rd Edition curriculum. Grades 3-4 received training on Tuesday, August 5th and grades K-2 will receive training on Tuesday, August 12th. The curriculum has arrived and we are looking forward to beginning the implementation of reading curriculum that will be comprehensive to accompany the foundational skills curriculum.

MMS: Shawn Huntley

Insert Update Here

MHS: Tanya Maethner

I'd like to start by welcoming our new Activities Director, Michael Trewick, and our new English teacher, Gretchen Geer, to Montevideo High School! We are excited to have both of them join our team.

As you know, the high school day will now run from 8:10 a.m. to 3:12 p.m. This adjustment adds six minutes to the instructional day and includes a daily 26-minute TA (Teacher Advisory) period, designed to provide structured support for students, foster stronger connections between staff and students, and allow time for college and career readiness and social-emotional learning.

Starting in September, a group of identified students will begin a Student Leadership Training program to develop student leaders who will take active roles in shaping school culture, leading initiatives, and supporting their peers. This training focuses on building confidence, communication, and character, learning how to lead through influence, not authority, improving school culture and peer relationships, and engaging more deeply in academics and activities. We believe investing in student leadership will create a more engaged and collaborative school environment.

The 2025–2026 Master Schedule is finalized and all students are registered. Decisions regarding course sections and class sizes were made with student needs as the top priority. While this means some teachers will have up to 30 students per class, the schedule ensures that students can access the instruction and courses they need to meet graduation requirements and explore areas of interest.

To improve safety and accountability, all students who park in the high school lot will now be required to register their vehicles with the main office (there will be no charge for this). In addition, we are excited to announce a new tradition: the Class of 2026 will be the first senior class allowed to paint their parking spaces. Seniors may decorate their spaces (with Principal approval) in Montevideo colors — purple, gold, black, and white — to ensure continuity and maximize school pride!

These changes reflect our continued commitment to improving the student experience at Montevideo High School.

New Student and 9th Grade Orientation will be held on Tuesday, August 29, from 12:00 - 1:00pm, with Open House for all high school students following orientation from 1:00 - 3:00pm.

The 2025-2026 school year is rapidly approaching and while it all feels a bit chaotic, the staff and students of Montevideo are ready to take on the challenges this year will bring!

Activities: Michael Trewick

Welcome Michael Trewick!

MTSS: Heidi Huseby

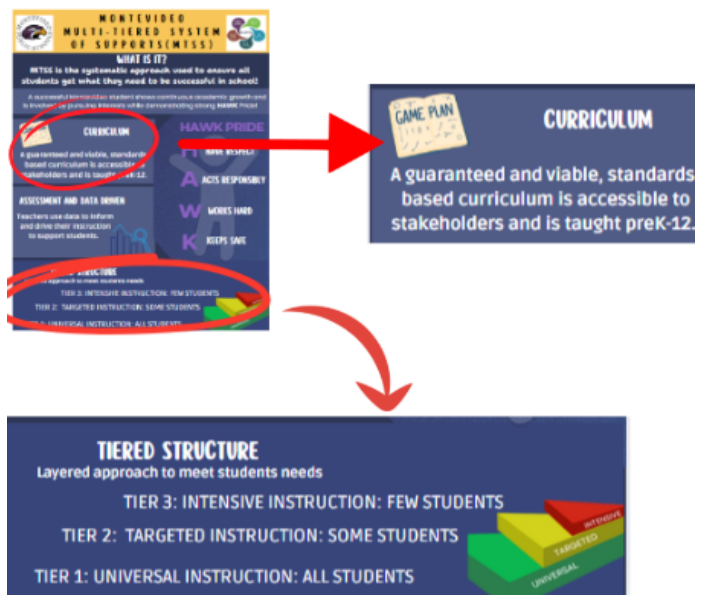
Hello Montevideo School Board Members!

August

Last year, as Montevideo began to develop our MTSS structure it was apparent that our curriculum needs to be the driving force of Tier 1, Tier 2 and Tier 3.

Through our MTSS teaming structure, the Academic Team noticed the need to develop a guaranteed and viable curriculum, by identifying mastery standards and outcomes per grade level.

Over the summer, both the MTSS and academic teams met to create a 2 year plan to create the horizontal and vertical guaranteed and viable curriculum for our district. Teachers will work to identify standards that our district focuses on for mastery at each level. Our staff will begin working on this curriculum work this



fall.



I am including a QR-Code to the website for you to browse. You will be able to navigate through the 5 MTSS domains by clicking on any of the icons on the right (circled in red).

MONTEVIDEO MIDDLE SCHOOL STUDENT/PARENT HANDBOOK 2025-26



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



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

**Outstanding
Employees**

**Student
Achievement**

MONTEVIDEO

**School and
Community
Connection**



Fiscal Responsibility

THUNDER HAWKS

**Innovation in
Education**

**Safe, Efficient, and
Appropriate
Facilities**

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

Mission: Montevideo Public Schools empowers learners to achieve their potential by providing an exemplary education rooted in innovation, partnerships, and accountability.

Values	What it means	Living it out
Trust	We value individual perspectives, honesty, respect, and honoring commitments	<ul style="list-style-type: none"> ● I will be honest and respectful ● I will value individual perspectives ● I will honor my commitments
Innovation	We value continuous improvement grounded in high expectations, utilizing innovative thought and practices to foster individual growth, monitoring outcomes, and celebrating successes	<ul style="list-style-type: none"> ● I will hold high expectations for myself and others ● I will use innovation as a tool for continuous improvement ● I will take risks, welcome challenges, measure results, monitor growth and celebrate successes
Healthy Relationships and Effective Communication	We value empathy, collaboration, responsiveness, and stewardship to meet the needs of stakeholders	<ul style="list-style-type: none"> ● I will communicate with clarity and compassion to build trust ● I will listen to learn and understand ● I will actively engage with others to build relationships and trust ● I will respect and value the contributions of others
Commit to Serve	We value humility, the importance of each individual, educating from a place of understanding, giving without expectations of reciprocity, and kindness	<ul style="list-style-type: none"> ● I will listen to understand others needs ● I will be a good steward of resources ● I will be a champion in service to my team and stakeholders ● I will act without return expectations

<p>We Believe In:</p> <ol style="list-style-type: none"> 1. Having high expectations for ALL 2. Valuing students as individuals 3. Building effective communication between school, home and community 4. Seizing opportunities to be innovative 5. Utilizing effective technology and curriculum that fosters desired results 6. Facilitating family and community engagement 7. Supporting activities that enhance personal growth and strong academic programs 	<ol style="list-style-type: none"> 8. Expanding educational opportunities through regional cooperation and collaboration 9. Utilizing data to drive decision making and instructional practices 10. Maintaining fiscal responsibility
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Mission: Montevideo Public Schools empowers learners to achieve their potential by providing an exemplary education rooted in innovation, partnerships, and accountability.

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

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

District Priorities (What)	3 Year Goals (How we will know)	Benchmarks-Indicators of Success
Exemplary Student Achievement	❖ The percentage of students entering kindergarten meeting district Kindergarten Readiness standards is 80% by September, 2025	❖ 2024: 65% ❖ 2025: 80%
	❖ The percentage of third grade students that meet or exceed reading standards on the MN Comprehensive Assessments (MCA) will exceed 65% by June, 2025.	❖ 2025: 65%
	❖ The percentage of non-white students at grade level in reading by the end of 3rd grade will increase from 26% in 2022 to 44% in 2026.	❖ 2025: 38% ❖ 2026: 44%
	❖ 73% of students in grades K-8 are at or above grade level in math according to Spring STAR assessments by June, 2025.	❖ 2025: 73%
	❖ 60% of students in grades K-8 are at or above grade level in reading according to Spring STAR assessments by June, 2025.	❖ 2025: 60%

	<ul style="list-style-type: none"> ❖ Montevideo Senior High School will achieve a minimum overall graduation rate of 90% or higher by June 2025. ❖ Montevideo Senior High School will achieve a minimum of a 98% graduation rate of students enrolled on October 1 of their senior year. ❖ 80% of students graduating from MHS will meet the college readiness criteria as defined by "Redefining Readiness" by June, 2025 ❖ Average Composite ACT Score of 23 or higher for senior class by June, 2025 	<ul style="list-style-type: none"> ❖ 2025: 90% ❖ 2025: 98% ❖ 2025: 80% ❖ 2025: 23
	<ul style="list-style-type: none"> ❖ MHS graduates earn an average of 12 or more college credits per student while in high school by June, 2025 	<ul style="list-style-type: none"> ❖ 2025: 12
Fiscal Responsibility	<ul style="list-style-type: none"> ❖ The annual expense to revenue budget will annually be positive ❖ The district general fund balance will be at or exceed 3 months of operating expenses by FY25. ❖ 75% of district fund 01 expenditures go directly to support instruction. 	<ul style="list-style-type: none"> ❖ 2025: 1.5
District Priorities (What)	Goals (How we will know)	Benchmarks-Indicators of Success
Safe, Efficient, and Appropriate Facilities	<ul style="list-style-type: none"> ❖ Safe school protocols are in place and documented in building emergency plans for all district facilities by June, 2023. ❖ 100% of district facilities utilized for school programs will meet all health and safety guidelines as shown by 0 major violations on the annual OSHA assessment. ❖ Attain a voter approved facility referendum that addresses district facility priorities ❖ By June, 2025, 95% of students will identify school as a safe place physically, socially, and emotionally as measured by district stakeholder satisfaction surveys 	
Innovation in Education	<ul style="list-style-type: none"> ❖ Implement a college and career readiness scope and sequence that meets Redefining Readiness benchmarks by September, 2025 	

School and Community Connection	<ul style="list-style-type: none"> ❖ The district will increase stakeholder trust as shown by attaining a minimum score of 3.0 by June of 2025 in the areas of connection, clarity, and compassion as measured by the Spring district stakeholder satisfaction survey ❖ Annually sustain existing 2-way beneficial partnerships ❖ Annually Increase the number of Universities that utilize MPS as a student teaching site option. 	<ul style="list-style-type: none"> ❖ 2025: 3 ❖ 2025: 8+ ❖ 2025: 8
Outstanding Employees	<ul style="list-style-type: none"> ❖ 100% of instructional positions are filled by fully licensed staff who meet the district expectations of highly qualified ❖ Work agreements provide regionally competitive wages, benefits, and opportunities resulting in 100% of positions to be filled annually. ❖ Maintain 5% or less turnover of teaching staff annually ❖ Maintain 10% or less turnover of non teaching staff annually ❖ Increase the number of students graduating from MHS that enter a teacher preparation program from 5 in 2022 to a minimum of 10 in 2026. 	<ul style="list-style-type: none"> ❖ 2025: 5% ❖ 2025: 15% ❖ 2025: 8 ❖ 2026: 10



MONTEVIDEO MIDDLE SCHOOL MISSION STATEMENT

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

MIDDLE SCHOOL DAILY SCHEDULE

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

Period 1: 8:15-9:05

Period 2: 9:09-9:59

Advisory: 10:03-10:18

Period 3: 10:22-11:12

Period 4: 11:16-12:06

Period 5A: 12:10-12:35

Period 5B: 12:38-1:01

Period 5C: 1:04-1:27

Period 6: 1:31-2:21

Period 7: 2:25-3:15

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

ATTENDANCE

Learning is enhanced by regular attendance. The education process requires a continuity of instruction, classroom participation, and guided practice, along with parental encouragement, in order to reach the goal of maximum educational benefits for each individual student. The regular contact of students with one another in the classroom and their participation in well-planned instructional activities under the tutelage of a competent teacher are vital to this purpose. This is a well-established principle of education and gives purpose to the requirement of compulsory education in Minnesota. A pattern of good attendance established in school will benefit the learner now and will transfer to future success in postsecondary education and the workplace. Please read [Montevideo Public School Policy 503 - Student Attendance](#) so you are familiar with excused/unexcused absences and tardies.

HOMEWORK REQUESTS:

Parent requests for homework from teachers must be made to the MMS Office or the student's advisor by 9:00 am and can be picked up in the school office from 3:15 - 4:00 on a given day. Requests made after 9:00 am may not be fulfilled. Ultimately, it is the student's responsibility to ensure that all missed work is made up for each class missed.

TARDIES TO SCHOOL:

Students arriving at school after 8:15 must report to the MMS Office for a tardy pass. Students must give a tardy pass to the classroom teacher upon arrival. **Students are allowed three (3) tardies to school per quarter for any reason (excused or unexcused). Any additional tardies to school will result in one hour of detention for the remainder of the quarter unless the tardy is accompanied by a doctor's note.** Tardies reset to zero at the beginning of each quarter.

EXCESSIVE EXCUSED ABSENCES:

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

EDUCATIONAL NEGLECT/TRUANCY:

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

A. Education Neglect (younger than age 12):

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

B. Truancy (12 years old and older):

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

DISCIPLINE

The Montevideo Middle School is a Positive Behavioral Interventions and Supports (PBIS) school. HAWK Pride is our motto, which stands for H – Have Respect, A – Act Responsibly, W – Work Hard, and K – Keep Safe. We have developed a behavior matrix that explains expected behaviors in each area of the school and students are taught these expectations each year. One of the main features of being a PBIS school is that we focus on the positive behaviors that students exhibit by acknowledging their efforts through HAWK awards. Students who

display their HAWK Pride may be given an award by any staff member as recognition for their efforts. Hawk awards are collected in the main office and each week students are drawn for incentives. Incentives are nice but the main purpose of the HAWK award is the positive conversation between students and staff to develop positive relationships.

Every student has the right to be educated in a safe, respectful, and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. The school environment is characterized by positive interpersonal relationships among students and between students and staff. To that end, MMS has adopted and implemented a school-wide Positive Behavior Intervention and Support (PBIS) program, known as HAWK Pride.

PBIS supports research that indicates that the most effective discipline systems use proactive strategies designed to prevent discipline problems. Before consequences are given, students receive instruction necessary to enhance the positive school climate and reduce or avoid negative behavior altogether. This research also shows that there is a correlation between positive school climates and academic success for all students when students clearly understand behavioral expectations.

MMS has developed and annually reviews the PBIS framework and plans to include:

1. Teaching positive school rules;
2. Implementing a social-emotional skills development program;
3. Positively reinforcing appropriate student behavior;
4. Using effective classroom management;
5. Providing early intervention and support strategies for misconduct;
6. Apply appropriate and meaningful consequences to include restorative practices.

In conjunction with the MMS PBIS Plan, specific behavioral expectations provide additional guidance and transparent communication to the entire school community including:

1. Students,
2. Parents/Caregivers,
3. Teachers,
4. Support Staff
5. Administrators

In the spirit of understanding, collaboration, and cooperation between the members of the school community, we continue to strive for the creation and/or maintenance of a learning environment that fosters academic exploration and success for all students.

Student Responsibilities:

Students are expected to learn and model MMS student behavioral expectations, follow all school and classroom rules, and demonstrate appropriate social skills when interacting with adults and peers. When behavioral expectations are not met, the student is expected to work to improve behavior in alignment with four pillars; Have Respect, Act Responsibly, Work Hard, and Keep Safe.

1. Have Respect

- I treat others the way I want to be treated.
- I respect laws, rules, and school authority.
- I treat people fairly and respect their rights.
- I respect private and public property.
- I am honest with others and myself.
- I avoid spreading rumors or gossip.
- I respect each person's right to be different and I look for the good in others.

2. Act Responsibly

- I take responsibility for my actions.
- I choose how I respond to others.
- I return what I borrow to the same person, in the same condition.
- I come to school regularly and on time, ready to learn.
- I help to create a positive school environment.

3. Work Hard

- I give my best effort in all classes.
- I use my class time wisely.
- I complete my homework in a timely manner.
- I arrive at all of my classes on time.

4. Keep Safe

- I am responsible, like everyone else, for maintaining safety at school.
- I engage in activities that are safe and report any known safety hazards
- I help maintain a clean and safe campus that is free of graffiti, weapons, and drugs.
- I report any bullying or harassment.
- I avoid conflicts and physical or verbal violence.

Parent/Caregiver Responsibilities:

Parents/Caregivers will take an active role in supporting the school's efforts to maintain a welcoming school climate.

- Support the implementation of the school's PBIS Plan.
- Be familiar with and review the MMS student behavioral expectations and school rules with their children.
- Reinforce positive behavior and acknowledge their children for demonstrating appropriate conduct.
- If misconduct escalates, parents/caregivers will cooperate with the school as a collaborative partner to address the student's needs.
- Send the student to school prepared for work--with books, pencil, homework, and appropriate dress.
- Ensure that the student attends school regularly and is on time.
- Provide a home environment that encourages respect for the school and the learning process; provide a healthy home environment with adequate nutrition, and rest.
- Take corrective action when requested by the teacher or school administration.

Teacher Responsibilities:

Every teacher has a fundamental role in supporting a positive classroom and school. A positive classroom environment includes consistent and effective classroom management strategies. The teacher is responsible for:

- Defining, teaching, reviewing, and modeling appropriate student behavioral expectations and school rules.

- Acknowledging and reinforcing appropriate student behavior.
- Posting behavior expectations in their classroom.
- Addressing inappropriate behavior immediately.
- Reporting the inappropriate student behaviors to the school administration via the HAWK Pride Behavior Referral Form despite appropriate interventions.
- Provide corrective feedback and re-teach the behavioral skills when misconduct occurs.
- Collaborating with parents/caregivers to reinforce appropriate school/classroom behavior (telephone, meeting, e-mail).
- Follow the individualized behavior plan for students with disabilities. This plan is accessible and distributed to all staff working with identified students.
- Assume responsibility for all students of the school, not just those in individual classrooms.
- Providing classroom interventions to address problem behaviors. This includes, but not limited to:
 1. Reteach Expectations
 2. Change Seating
 3. Student Conference
 4. Verbal Praise (HAWK Awards for Expected Behaviors)
 5. Student Reflection Paper
 6. Remove Distractions
 7. Planned Ignoring
- In the event a student is placed in an alternate location, the teacher must provide the student with sufficient and relevant classroom work in order to keep the student engaged in learning.

School Administration Responsibilities

The school administrator's role is to model and lead. School administrators, in collaboration with school instructional staff and the community, are responsible for establishing a safe, respectful, and welcoming environment by:

- Ensuring student behavioral expectations and school rules are taught, enforced, advocated, communicated, and modeled to students, parents/caregivers, and staff.
- Annually review and further develop a PBIS Plan consistent with the positive school climate initiatives.
- Ensure that accurate student information is reflected in all student information data systems.
- Ensure that methods for recording, collecting, and analyzing behavior/discipline information are available for monitoring and evaluation. This data is incorporated into ongoing school climate decision-making related to individual students to the school-wide student population.
- Provide necessary training and support to staff and parents/caregivers in maintaining an environment conducive to learning.
- Implementing the consistent application of reasonable alternatives to suspension, expulsion, and suspended expulsions that include the use of equitable consequences consistent with law and district policy.
- Assembling an ongoing collaborative team at the school (HAWK Pride Team) with appropriate staff to address behaviors for all students who engage in ongoing misconduct, despite appropriate interventions, and designing and implementing an effective individualized behavior support plan that may include, but is not limited to:
 1. Intensive behavioral supports and strategies
 2. Adapted curriculum and instruction
 3. Schedule modification
 4. Communication strategies

5. Community agency referrals

Consequences for Student Misconduct

School behavior infractions yield consequences that strive to be consistent, reasonable, fair, and matched to the severity of the student's misbehavior. A progressive discipline plan is used to guide consequences. Attached is our [discipline flow chart](#) for teacher and office-managed behaviors. **This plan requires parent involvement and participation in managing student behavior as you are the expert of your child.**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the “Student Discipline” policy. [Student Discipline Policy #506](#)

DETENTION

Detentions will be served after school from 3:20-4:10 PM on Tuesday and Thursday. All students receiving detention must report by 3:20 p.m. on the day detention is given or serve the detention the following day detention is held. Any student who skips or is late to detention will serve an additional detention. **Should a student skip a second time in a row, the student will serve an in-school suspension.** Students must bring schoolwork to the room or they will be assigned work. There will be no talking or looking around. No one will be allowed to leave the room during detention nor will any other students be allowed to come in. The teacher will be there to supervise only and will report any violations of the rules. Violation will result in making up additional time the next day detention is held. Students will contact their parents to let them know about detention. Should transportation be a problem, the student's parents may arrange to stay the following day detention is held if the principal's office is notified prior to leaving that day. If a parent refuses to allow a student to serve detention, the student will serve a day of in-school suspension and will be responsible for any make-up work. **Any detention takes precedence over school activities, such as athletic practices and games, and must be served before such events.**

REMOVAL FROM CLASS

A teacher may exclude a student from one class period for one day when the grossness of the offense, the persistence of the misbehavior, or the disruptive effects of the behavior make the continued presence of the student in the classroom intolerable. Teachers will not exclude students from class for vague or general reasons not clear to the student and not communicated to the principal's office. Staff sending a student to the office must notify the office in writing (office discipline referral) or via phone call with the reason for removal.

STUDENT DRESS CODE

We take pride in the appearance of our students. Your dress affects the quality of the school, your conduct, and your schoolwork. ISD #129 is considered a place of work for both students and staff. Inappropriate clothing is defined as any article of clothing that distracts from or disrupts education and learning. Clothing that advertises or symbolizes products banned from school (alcohol, tobacco, drugs) and clothing with obscene, profane, or inappropriate insinuations are not allowed. Clothing that bears violent images, including but not limited to images of blood, gore, weapons of violence, or persons being killed or subjected to bodily injury are also prohibited. Wearing hats and hoods is not allowed during regular school hours. School identified dress-up days may allow students to wear hats. Should this occur, the clothing will have to be changed if possible, or the student will be

sent home. Should there be a question; the principal will make the final judgment. Clothing and accessories that distract, disrupt, cause a safety concern, or contradict the school's philosophy are unacceptable and prohibited. [Student Dress and Appearance Policy #504](#)

BACKPACKS / ATHLETIC EQUIPMENT

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

BULLETINS AND ANNOUNCEMENTS

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

STUDENT COMMUNICATIONS

Periodically during the school year, the homeroom advisors will be given a list of students who need to return forms or pay outstanding fees. This is not done to embarrass the student; however, with a student body of approximately **420**, this is the most efficient way of notification. We issue receipts for all cash transactions, please encourage your child to bring these receipts home. If you have any questions regarding fees paid, please feel free to contact the office.

TELEPHONE

There is a telephone in the MMS office area designated for student use that can be used to make necessary calls. Students should be encouraged to remember their parent contact information, such as telephone numbers, should they need to contact their parents. **Students using personal cell phones/devices to contact parents during the instructional day will be considered a violation of the MMS Cell Phone Procedures.**

OUT-OF-BUILDING PASSES

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

TARDIES TO CLASS

(Not including being tardy to school, see ATTENDANCE section above)

Unexcused tardies to class: The bell indicates the beginning of class. Students entering class without a pass after the bell will be considered tardy-unexcused. **Unexcused tardies after three (3) per quarter, for all classes result in one (1) detention.** Each additional unexcused tardy to classes during the quarter results in one hour of detention. Advisors are responsible for keeping track of student tardiness and for following through on procedures stated above.

ENTERING THE BUILDING BEFORE 8:11 A.M.

When students come to school in the morning they will only be allowed in the commons area until 8:11 a.m. Each morning MMS will have an open gym from 7:15-8:00. MMS open gym is for MMS students only. Supervision will be provided in the gym from 7:45-8:00 a.m. Students will be allowed to enter school only through the front doors and east-end bus parking lot doors. At 8:00 a.m. the bell will ring and students will be released to go to their lockers and then go to a room of their choice. Students may also go to the office for passes, make-up slips, etc. but must go alone, not with friends who do not have business in the office.

REMAINING IN THE BUILDING AFTER SCHOOL

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

ADVISORY / PARENT-STUDENT-TEACHER CONFERENCES

All students are assigned an advisor and will attend advisory for 15 minutes each day (no advisory on early dismissal and late start school days). All students will be assigned a grade-level advisor. The basic function of advisory is to build strong relationships between the students and staff and increase student-to-school connectedness. Parent-student-teacher conferences will be with your student's advisor. All teachers will have open hours during conferences if parents wish to meet with a specific teacher.

SCHEDULE CHANGES

Student requests for schedule changes for band and/or choir are only allowed during the first week of school with written, or verbal, permission from parents. Any other student/parent requests for schedule changes must be approved by the principal. Administration has the right to change student schedules at any time to ensure all students' educational needs are being met to the best of our ability.

REQUESTS FOR TEACHERS/ADVISORS

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

LUNCH PERIOD

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

consumed or disposed of in the commons area. Nonperishible, packaged items served or purchased in the commons may be brought to student lockers.

GUM, FOOD, AND DRINKS

Students are allowed and encouraged to bring a **water** bottle to class. It is expected that only water is contained in their water bottle. All other beverages are not allowed, including but not limited to, energy drinks, soda pop, coffee, etc. Students may consume food and beverages within the classroom with the teacher's permission. Students may have the water bottle privileges taken away for the rest of the year if students are not being respectful and safe regarding its use (i.e. squirting others, throwing, pouring, or in any way putting water on other people, the floor, furniture, etc.). **Gum is not allowed during the school day at MMS.**

CELL PHONES (including SMART Watches, SMART Glasses) AND OTHER PERSONAL ELECTRONIC DEVICES

Students are encouraged not to bring cell phones or other electronic devices including, but not limited to, smartwatches, smart glasses, and earbuds/air pods to school. If students choose to bring a cell phone/device to school the expectations are as follows:

- Cell phones, and personal electronic devices (including smartwatches, earbuds/air pods, etc.) will remain in student lockers during the academic school day (8:15-3:15).
- Cell phone use of any kind is not permitted in locker rooms or bathrooms. Student use in these areas will result in an automatic loss of cell phone privileges for the remainder of the school year.
- Students are not to use their phones to call or text individuals during the school day. A telephone located in the office is available for student use. Students will NOT be called to the phone during the school day except for emergencies.
- Wired headphones are allowed at designated times for instructional purposes on school-approved devices.
- Phone usage during lockdown and fire drills is prohibited.
- Using a cell phone to record or take photos of staff members or other students is not allowed without permission.
- Recording or taking photos of classmates with the intent to bully or harass is not permitted. This will result in an automatic loss of cell phone privileges for the remainder of the school year.
- Using social media, apps, or any other function of a cell phone/device to spread rumors, bully, make fun of, exclude, or create a disruption in school or outside of school is not permitted.
- Sharing or asking classmates for inappropriate content is not permitted.
- Cell Phone Guidelines for off-campus school activities (i.e. extracurricular activities, outdoor and service trips, school field trips) will be individualized depending on the specific trip and activities. These expectations will be addressed by extracurricular staff and/or on trip-specific permission slips.
- Students who need to be in contact with their family during the academic day are to ask permission to use one of our school phones. Parents are welcome and encouraged to contact our main office if there is a message that needs to be relayed. **Using a personal phone during school hours to contact a parent to be picked up due to illness will be considered a cell phone violation.**
- The School is not responsible for, nor is it required to investigate, any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.
- The school reserves the right to inspect a student's electronic device, through proper legal channels, if there is reason to believe the student has violated school policies or engaged in misconduct while using the device.
- Students may use their cell phones, smartwatches, meta (smart) glasses, and earbuds/air pods before and after the academic school day. Acceptable use includes:

- Checking in or responding to family members.
- Sending and receiving appropriate communication with friends.
- Sharing school-appropriate material with friends.

Consequences for not following the above expectations:

- **First Offense:** A staff member turns the phone into the front office for the remainder of the school day. STUDENT picks up. Stop/Think notice emailed to parents.
- **Second Offense:** A staff member turns the phone into the front office for the remainder of the school day. PARENT picks up. Student serves 1-hour detention and parent notified.
- **Third Offense:** A staff member turns the phone into the front office for the remainder of the school day. PARENT picks up. Student serves 1-hour detention and parent notified. Cell phones are no longer allowed on site. Upon request, parents/guardians may devise a plan with the school administration where the phone is turned into the office before school starts and is picked up after school is done.

By following these guidelines, students will help maintain a focused and respectful learning environment. Failure to comply with these guidelines will result in disciplinary actions as described above.

[Student Personal Electronic Devices and Cell Phones Policy #506.1](#)

PERSONAL ITEMS

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

VAPING AND ANY OTHER ILLEGAL SUBSTANCES

Use, possession, and/or distribution of any illegal substances/devices, including but not limited to, tobacco vapes, cigarettes, any item or device containing THC (or any other illegal substance), will result in significant consequences, up to and including expulsion for up to one school year and/or an immediate transfer in educational placement to the Area Learning Center (ALC) for students in grades 7 and 8.

GRADING

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

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

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

The following grading scale is utilized by all MMS teachers:

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

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

REPORT CARDS

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

PARKING at MMS

All vehicles must be parked in the parking lot located on the south side of the school between 7:00 am - 4:00 pm. The parking lot located on the east side of the school is for buses only from 7:00 am - 4:00 pm on all school days.

STUDENT PICK-UP AND DROP-OFF

NEW FOR THE 2025-26 SCHOOLYEAR:

Student drop-off and pick-up and the beginning and end of each school day will be different than years' past. The new bus parking lot on the east side of the middle school was added over the summer to improve student safety and provide parents with more space during drop-off and pick-up times. The horseshoe drive located in front of the middle school continues to be a 2-lane, one-way drive. The lane closest to the sidewalk (yellow curb) will be designated as the student drop-off and pick-up area. Students must exit and enter vehicles on the passenger side for

safety. The other lane will be used for flow through traffic. Once you drop off or pick up your child in the designated lane, move the flow through lane to exit the horseshoe. There is no parking in the horseshoe (both lanes) from 7:00 am - 4:00 pm on school days. **NOTE: The turnaround located on east side of the building will no longer be an option for student drop off or pick up.**

ILLNESS

If a student becomes ill during the day, students must go to the principal's office. The school nurse or principal's secretary may contact a parent if it is determined that the student is too ill to stay in school. **Students should not use their cell phones to call parents to report an illness. Students using a cell phone during the school day is considered a violation of the MMS cell phone expectations and procedures and may result in the loss of cell phone privileges for the remainder of the school year.**

MIDDLE SCHOOL DANCES

The MMS Student Council will sponsor dances during the school year. Each dance will start between 6:00-7:00 pm and will last for two hours. Any student who has been suspended (in-school or out-of-school suspension) during the time between dances will not be allowed to attend the next dance. Only MMS students (in grades 6, 7, and 8) will be allowed to attend the dances. No guests will be allowed at the dances. Any student who misbehaves at any dances may be asked to leave and may not be allowed to attend any further dances during the school year. Additional consequences may be given based on the nature of the behavior.

HALLWAY AND BATHROOM EXPECTATIONS / LEAVING THE CLASSROOM

HAWK Pride hallway and bathroom expectations are posted throughout the school. Students who are unable to follow these expectations may not be able to leave the classroom during class time. Any student caught vandalizing the bathroom (including graffiti) will receive a consequence and will have to pay for any damages. Students identified as leaving class more often than expected may have permission to leave class greatly reduced through a grade-level developed plan.

STUDENT PLANNERS/PASSES

All students will be given a planner at the beginning of the school year. Students, teachers, and parents are encouraged to use this planner to keep track of important dates and assignments. The planner will also serve as student passes to the bathroom and to their locker. Each week the planner has a hall pass section with 15 times available for use. Students are only allowed 15 bathroom/locker passes per week and students must have their planner in class for teachers to sign. Students may purchase a replacement planner in the MMS office for \$5.00.

HOMEWORK HELP

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

leave. Multiple disruptions will result in a student not being able to attend. Students dismissed from Homework Help for behavior reasons will not be allowed to ride school transportation home that day. Transportation is provided on Monday and Wednesday afternoons to in-town students. Students not attending Homework Help are not allowed to ride the bus.

VOLUNTEERS AND VISITORS

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

SCHOOL / GRADE LEVEL CELEBRATIONS

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

FIELD TRIPS

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

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

MMS utilizes a MTSS framework to provide students with the support they need to be successful in their academics. Our MTSS consists of three tiers. Tier 1 is our general education curriculum based on Minnesota State Standards. -Another Tier 1 support available to all students is Homework Help (see above for details). Tier 2 supports include reading and math intervention classes. Students not meeting standards on their most recent Minnesota Comprehensive Assessments, fall below the 40th percentile on their STAR assessments, and have a teacher recommendation will be placed in an intervention group to address their needs. Every Student Succeeds Act (ESSA) gives schools the right to require students to participate in these interventions even if it means missing another class. MMS makes every attempt to schedule students into intervention times that have the least impact on attending other classes. However, given the limited amount of time each day, students may be pulled from their study hall or electives. After students take the fall STAR reading and math assessments groups are configured based on our most recent data. Students are able to exit intervention services once they have two consecutive STAR Assessments at or above the 50th percentile or one assessment at or above the 60th percentile. Another Tier 2 support for students failing two or more classes is working with our School Success

Coordinator to develop a plan with the student and parents to assist the student in those areas. Summer Targeted Services is another Tier 2 intervention that consists of students attending summer school for three hours a day over a four-week period in June. ESSA also gives schools the right to require students not meeting standards to attend summer programming. Parents will be notified in early May if their child needs to attend summer programming. Students in grades six, seven, and eight who fail a semester of a core content area will be required to attend the MMS Credit Recovery summer school program for up to four weeks in order to pass on to the next grade level. Our Tier 3 support consists of our special education programming for students with individualized needs.

E-LEARNING DAYS

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

PLAN:

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

NOTIFICATION:

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

ATTENDANCE:

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

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

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

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

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

E-LEARNING TASKS:

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

“High quality e-Learning experiences:

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

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

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

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

E-LEARNING PLAN:

Grades 5-8: Students will utilize Google Classroom to complete e-Learning activities that will be posted no later than 10:00a.m on the e-Learning day. Learning experiences for each class are intended to take approximately 30-50 minutes. Some students may need more time, some less, for each activity. The goal is to provide meaningful instruction/activities that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum when students return to school. Activities may include flipped classrooms or virtual class sessions. Students will submit the e-learning tasks based on the teacher’s instruction. Directions and tasks will also be given for students who do not have internet access at home, these students are recommended to tell their teachers to inform them they do not have internet access. Special Education: Students in pull-out classes will complete e-learning tasks specific to their IEP. Here is the link to the district [e-Learning plan](#).

TESTING

In 2017 new legislation, which amended M.S. 120B.31, Subd. 4a, requires school districts to provide notice to parents or guardians of their option to refuse to have their students take the statewide assessments. The Minnesota Department of Education created a form for this purpose. To view the form, please copy and paste the following into your browser: <https://education.mn.gov/mdeprod/groups/educ/documents/basic/bwrl/mdu5/~edisp/mde059688.pdf>

ACADEMIC ELIGIBILITY

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

Procedure:

1. Grades will be checked throughout the quarter.
2. The office will generate a list of students with failing grades.

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

All extracurricular activities are governed by this academic policy.

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

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

SCHOOL PRIDE

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

PLEDGE OF ALLEGIANCE

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

SOLICITATIONS

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

EMERGENCY/SAFETY PROCEDURES

Student and staff safety is a top priority for Montevideo Public Schools. Over the past several years the district has been, and continues to, enhance our building safety equipment and procedures. All doors to the school are locked during school hours. Visitors are required to use our intercom system to gain access to the building. The intercom system is equipped with a camera so we are able to identify persons entering the building. Once access is granted, all visitors are required to report to the principal's office. If visitors will be accessing the school building they are required to wear an orange visitor sticker until they exit the building.

Security cameras are located throughout the building, both inside and outside the building. The Montevideo Police Department and Chippewa County Sheriff's Department have access to these cameras in case of an emergency.

Montevideo Public Schools conduct a variety of safety drills throughout the year to practice appropriate safety responses to certain situations. We conduct five lockdown drills, five fire drills, one tornado drill, and one evacuation drill, and provide bus safety training once a year.

Blue flashing light – Near the main school entrance at each of the five buildings, there is a blue light that will flash whenever an Active Threat is occurring in the district. When flashing nobody will be allowed to enter the building for any reason. There will also be an audible sound when the light is flashing to make people more aware. If anyone sees these lights flashing or hears the audible sound, please return to your vehicle or school bus.

Lockdown drills are practiced regularly. During a drill, the doors will be locked and the blue light will blink. Normally lockdown drills are completed within five minutes.

In addition, students also receive training on bullying, cyberbullying, and online safety annually.

FOOD SERVICE

Breakfast and lunch are free for all students. A complete hot lunch program is available. Supplemental milk is available to those students who prefer to bring their lunch. Breakfast is available to all students from 7:30 to 8:05 a.m. Hot lunch menus are published on the school district's website (www.montevideoschools.org).

SCHOOL CLOSING

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

Willmar Q102	http://www.102fm.com/snowdesk.cfm
WCCO	http://wcco.com/schoolclosings
KARE 11	http://kare11.com
Montevideo Schools	http://www.montevideoschools.org

LOCKERS

Students are assigned a locker at the beginning of each school year. The locker is property of the school district and may be searched by school or law enforcement officials if they believe a search is necessary. Each fall, advisors/teachers will check student lockers and document their condition at the beginning of the year. To prevent odors and pest infestations associated with items stored in the locker, District #129 will require periodic locker cleaning. Lockers will again be checked at the end of the school year, with damage costs being assessed to the student assigned to the locker. The following scale will be used to assess damages:
Slight damage- \$2.00 Moderate damage- \$5.00 Extensive damage- \$25.00

DIRECTORY/PUBLIC INFORMATION

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

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

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

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

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

FERPA also affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

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

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

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

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

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

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

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

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

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

Department of Education (ED)–

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

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

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

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

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

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

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

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

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

TENNESSEN WARNING

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

EXCESSIVE FORCE

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

HEAD LICE PROCEDURE

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

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

STUDENT SUBSTANCE ABUSE

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

I. PREVENTION EDUCATION

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

II. INTERVENTION

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

III. DISCIPLINE

Students have the right to attend school in an environment free of alcohol and drugs. Students are not to possess, sell, or use drugs, alcohol, unauthorized medication, or drug-related paraphernalia. They shall not be under the influence of alcohol or drugs on school premises or at any school-sponsored activity.

The consequences for possession or being under the influence of alcohol or drugs, abusive chemicals, unauthorized medication, or drug-related paraphernalia will result in disciplinary action. Where violations of the law are involved, law enforcement agencies will be notified.

IV. AFTERCARE

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

Resources for Assistance:

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

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

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

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

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

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

SEARCH

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

property, or illegal items suspected to be present. [Search of Student Lockers, Desks, Personal Possessions and Students Person Policy # 502.](#)

UNDER THE INFLUENCE

This policy is to ensure the safety of all families.

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

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

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

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

*Description of the vehicle

*Direction the vehicle is traveling *License plate number.

ASBESTOS NOTIFICATION

In keeping with federal legislation, Montevideo School District #129 has had stringent asbestos inspections and has asbestos management plans prepared for all school buildings in the district. These plans and asbestos locations are available for your inspection Monday through Friday during regular school days and normal school hours at the District Office. As a matter of policy, the school district shall continue to maintain a safe and healthful environment for our students and employees. In keeping with legislation, the required six-month surveillances have been conducted to inspect asbestos-containing materials (ACM) for change in condition. Any changes in condition have been and will be noted on the Periodic Surveillance Forms found in the Asbestos Management Plan. Also, the required three-year inspections of asbestos-containing materials have been conducted by an accredited inspector. An Operations and Management Plan has been implemented by the Montevideo School District to keep the ACM located within the building(s) in good condition. Short-term workers (outside contractors) are provided information regarding the location of asbestos in which they might come in contact. All short-term workers shall contact the lead maintenance person before commencing work to get this information. Contact Wade McKittrick, Superintendent, at (320-269-8833) if you have any questions.

FUNDRAISING

All fundraising activities must be school-sponsored and approved by the advisor of the club/organization and the School Board. [Student Fundraising Policy #511](#)

FEES

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

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

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

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

PARENT RIGHT TO KNOW

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

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

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

PESTICIDE APPLICATION NOTICE

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

SUICIDE PREVENTION INFORMATION

Contact info for 988 Suicide and Crisis LifeLine (988LifeLine)

County Mobile Crisis Info: Woodland Centers Mobile Crisis (available 24/7/365): 1-800-432-8781

MONTEVIDEO HIGH SCHOOL STUDENT/PARENT HANDBOOK 2025-26

Building bridges to a successful future for all of our students



MHS Office Hours: 7:30am-4pm

MHS Contact Number: 320-269-6446

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**All School District Policies can be found on the school webpage at www.montevideoschools.org

Vision: The School District where students are first, from cradle to career		
Mission: Montevideo Public Schools empowers learners to achieve their potential by providing an exemplary education rooted in innovation, partnerships, and accountability.		
Values	What it means	Living it out
Trust	We value individual perspectives, honesty, respect, and honoring commitments	<ul style="list-style-type: none"> ● I will be honest and respectful ● I will value individual perspectives ● I will honor my commitments
Innovation	We value continuous improvement grounded in high expectations, utilizing innovative thought and practices to foster individual growth, monitoring outcomes, and celebrating successes	<ul style="list-style-type: none"> ● I will hold high expectations for myself and others ● I will use innovation as a tool for continuous improvement ● I will take risks, welcome challenges, measure results, monitor growth and celebrate successes
Healthy Relationships and Effective Communication	We value empathy, collaboration, responsiveness, and stewardship to meet the needs of stakeholders	<ul style="list-style-type: none"> ● I will communicate with clarity and compassion to build trust ● I will listen to learn and understand ● I will actively engage with others to build relationships and trust ● I will respect and value the contributions of others
Commit to Serve	We value humility, the importance of each individual, educating from a place of understanding, giving without expectations of reciprocity, and kindness	<ul style="list-style-type: none"> ● I will listen to understand others needs ● I will be a good steward of resources ● I will be a champion in service to my team and stakeholders ● I will act without return expectations

<p>We Believe In:</p> <ol style="list-style-type: none"> 1. Having high expectations for ALL 2. Valuing students as individuals 3. Building effective communication between school, home and community 4. Seizing opportunities to be innovative 5. Utilizing effective technology and curriculum that fosters desired results 6. Facilitating family and community engagement 7. Supporting activities that enhance personal growth and strong academic programs 	<ol style="list-style-type: none"> 8. Expanding educational opportunities through regional cooperation and collaboration 9. Utilizing data to drive decision making and instructional practices 10. Maintaining fiscal responsibility
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T HAWK 25 was created to provide a road map for Montevideo Public Schools to achieve excellence in education. Through focusing on what is most important, staff and administration will maximize both human and financial resources to create a Student’s First Educational System that empowers all learners to achieve their potential.

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

District Priorities (What)	3 Year Goals (How we will know)	Indicators of Success
Exemplary Student Achievement	❖ The percentage of students entering kindergarten meeting district Kindergarten Readiness standards is 80% by September, 2025	❖ 2024: 65% ❖ 2025: 80%
	❖ The percentage of third grade students that meet or exceed reading standards on the MN Comprehensive Assessments (MCA) will exceed 65% by June, 2025.	❖ 2025: 65%
	❖ The percentage of non-white students at grade level in reading by the end of 3rd grade will increase from 26% in 2022 to 44% in 2026.	❖ 2025: 38% ❖ 2026: 44%
	❖ 73% of students in grades K-8 are at or above grade level in math according to Spring STAR assessments by June, 2025.	❖ 2025: 73%
	❖ 60% of students in grades K-8 are at or above grade level in reading according to Spring STAR assessments by June, 2025.	❖ 2025: 60%
	❖ Montevideo Senior High School will achieve a minimum overall graduation rate of 90% or higher by June 2025.	❖ 2025: 90%

	<ul style="list-style-type: none"> ❖ Montevideo Senior High School will achieve a minimum of a 98% graduation rate of students enrolled on October 1 of their senior year. ❖ 2025: 98% ❖ 80% of students graduating from MHS will meet the college readiness criteria as defined by "Redefining Readiness" by June, 2025 ❖ 2025: 80% ❖ Average Composite ACT Score of 23 or higher for senior class by June, 2025 ❖ 2025: 23 ❖ MHS graduates earn an average of 12 or more college credits per student while in high school by June, 2025 ❖ 2025: 12 	
Fiscal Responsibility	<ul style="list-style-type: none"> ❖ The annual expense to revenue budget will annually be positive ❖ The district general fund balance will be at or exceed 3 months of operating expenses by FY25. ❖ 2025: 1.5 ❖ 75% of district fund 01 expenditures go directly to support instruction. 	
District Priorities (What)	3 Year Goals (How we will know)	Indicators of Success
Safe, Efficient, and Appropriate Facilities	<ul style="list-style-type: none"> ❖ Safe school protocols are in place and documented in building emergency plans for all district facilities by June, 2023. ❖ 100% of district facilities utilized for school programs will meet all health and safety guidelines as shown by 0 major violations on the annual OSHA assessment. ❖ Attain a voter approved facility referendum that addresses district facility priorities ❖ By June, 2025, 95% of students will identify school as a safe place physically, socially, and emotionally as measured by district stakeholder satisfaction surveys 	
Innovation in Education	<ul style="list-style-type: none"> ❖ Implement a college and career readiness scope and sequence that meets Redefining Readiness benchmarks by September, 2025 	
School and Community Connection	<ul style="list-style-type: none"> ❖ The district will increase stakeholder trust as shown by attaining a minimum score of 3.0 by June of 2025 in the areas of connection, clarity, and compassion as measured by the Spring district stakeholder satisfaction survey ❖ 2025: 3 ❖ Annually sustain existing 2-way beneficial partnerships ❖ 2025: 8+ ❖ Annually Increase the number of Universities that utilize MPS as a student teaching site option. ❖ 2025: 8 	
Outstanding Employees	<ul style="list-style-type: none"> ❖ 100% of instructional positions are filled by fully licensed staff who meet the district expectations of highly qualified 	

- ❖ Work agreements provide regionally competitive wages, benefits, and opportunities resulting in 100% of positions to be filled annually.
- ❖ Maintain 5% or less turnover of teaching staff annually ❖ 2025: 5%
- ❖ Maintain 10% or less turnover of non teaching staff annually ❖ 2025: 15%
- ❖ Increase the number of students graduating from MHS that enter a teacher preparation program from 5 in 2022 to a minimum of 10 in 2026. ❖ 2025: 8
❖ 2026: 10

MONTEVIDEO HIGH SCHOOL MISSION STATEMENT

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

SCHOOL PRIDE

- Respect for the authority of all school staff, parents, and adults in general shall be demonstrated by students.
- Rules, directions, instructions, and requests by school personnel shall be followed by students.
- Proper names shall be used as forms of address. Titles such as “Mr.” and “Mrs.” shall be used when addressing school personnel.
- Sitting properly in chairs, at desks, or in designated places shall be expected of students.
- Behavior that interrupts the educational learning process shall not be tolerated.
- Intentionally damaging, stealing or attempting to steal school, community, or private property shall not be tolerated.
- Profanity shall not be permitted.
- Use of alcohol or drugs shall not be tolerated.
- Smoking by students shall not be allowed.
- Clothing with inappropriate language or pictures shall not be worn while attending school or while attending school sponsored activities.
- Fighting shall not be tolerated.
- Writing on school desks, bulletin boards, walls, books or the like will not be tolerated.
- Montevideo Public Schools host numerous athletic, artistic, and cultural events during the course of the school year. Everyone attending these events are expected to conduct themselves in an appropriate manner or they may be asked to leave the event, be prohibited from attending future events, and/or receive further disciplinary consequences.
- **Hawk Pride in the Montevideo School District sets forth expectations for different areas of the school building, including, but not limited to the classrooms, hallways, lunchroom, school grounds, bathrooms, locker rooms, and with technology. Please see the matrix below for examples of expectations in each area:**



Montevideo High School Students Can't Hide their HAWK Pride!

	CLASSROOM	HALLWAY	LUNCHROOM	TECHNOLOGY	BATHROOM/ LOCKER ROOMS	SCHOOL GROUNDS/ BUS/ EVENTS
Have Respect H	<ul style="list-style-type: none"> Be a positive, productive member of the classroom Respect the learning opportunities of others 	<ul style="list-style-type: none"> Use appropriate vocabulary at an acceptable volume Treat others with kindness 	<ul style="list-style-type: none"> Use appropriate vocabulary at an acceptable volume Smile and thank the food service workers 	<ul style="list-style-type: none"> Follow tech rules Keep chromebook in case at all times 	<ul style="list-style-type: none"> Respect the personal space of others 	<ul style="list-style-type: none"> Park in one parking spot Treat the property of others with care
Act Responsibly A	<ul style="list-style-type: none"> Come to class with everything needed to learn Complete assignments to the best of my ability in a timely manner 	<ul style="list-style-type: none"> Take pride in our building by picking up after myself and others when I see a need 	<ul style="list-style-type: none"> Take pride in our building by picking up after myself and others when I see a need Welcome others at my lunch table 	<ul style="list-style-type: none"> Take care of my device Use tech appropriately Keep device charged 	<ul style="list-style-type: none"> Keep the bathroom clean and notify a staff member if there is a problem 	<ul style="list-style-type: none"> Take pride in and around our school by picking up after myself and others when I see a need
Work Hard W	<ul style="list-style-type: none"> Use my time wisely to make academic progress Recognize that learning takes time and practice 	<ul style="list-style-type: none"> Use my time wisely to get to class on time 	<ul style="list-style-type: none"> Make healthy and responsible food choices Clean up my space when finished 	<ul style="list-style-type: none"> Stay on appropriate, assigned topics Follow school policies related to cell phones and technology use 	<ul style="list-style-type: none"> Understand the importance of being in class and schedule bathroom breaks wisely 	<ul style="list-style-type: none"> Show pride in my school by supporting my classmates and school employees
Keep Safe K	<ul style="list-style-type: none"> Use classroom resources appropriately Respect others' personal space and property 	<ul style="list-style-type: none"> Keep hallway traffic flowing Practice the importance of personal space 	<ul style="list-style-type: none"> Clean up or notify a staff member about any spills 	<ul style="list-style-type: none"> Make smart, safe, and appropriate choices online Use care when handling my device 	<ul style="list-style-type: none"> Practice healthy hygiene Refrain from using phone in places where privacy is expected 	<ul style="list-style-type: none"> Use school property appropriately

HIGH SCHOOL DAILY SCHEDULE

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

Start 8:10	End 3:12	48 min periods	Add 6 minutes to each day
Period 1			8:10 - 8:58
Period 2			9:02 - 9:50
TA		26 min each day	9:54 - 10:20
Period 3			10:24 - 11:12
Period 4			11:16 - 12:04
5A			12:08 - 12:32
5B			12:36 - 1:00
5C			1:04 - 1:28
Period 6			1:32 - 2:20
Period 7			2:24 - 3:12

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

GRADING

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

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

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

The following grading scale is utilized by all MHS teachers:

Letter Grade	Range (Percentage)
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79

C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

REPORT CARDS

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

HOMEWORK

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

CHEATING AND PLAGIARISM

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

GRADUATION REQUIREMENTS

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

Course Credits Required

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

1. **English-** 4 credits (1 credit per year)
2. **Social Studies-** 3.5 credits (including credit for a course in government and citizenship in either grade 11 or 12 for students beginning grade 9 in the 2024-2025 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies.)
3. **Mathematics-** 3 credits (a minimum of Algebra 1.5, Geometry, Algebra II)
4. **Science-** 3 credits (Physical science, Biology I, and an approved chemistry or physics course)
5. **Physical Education** - 1 credit (PE 9 and Sports Fitness *or* Lifetime Fitness)
6. **Health-** .5 credit
7. **Art** – 1 credit
8. **Electives** (a minimum of 7.5 credits)

In Minnesota, a personal finance course is now a mandatory graduation requirement for students who entered 9th grade in the 2024-25 school year and later. This means students must successfully complete a course for credit in personal finance during grades 10, 11, or 12. This requirement was added during the 2023 legislative session.

GRADUATION CEREMONY

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

POST SECONDARY ENROLLMENT OPTIONS

Tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the Student Center by May 30 for enrollment in Semester 1 courses. Students must fill out an application form and submit it to the Student Center by October 30 for enrollment in Semester 2 courses. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the High School Student Center.

ACADEMIC ELIGIBILITY

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

Procedure:

1. Grades will be checked throughout the quarter.
2. The office will generate a list of students with failing grades.
3. The A.D. will cross-reference the list of students with failing grades against the list of students involved in extracurricular activities.
4. Students participating in activities, who have one or more failing grades, will meet with the A.D. and/or the Principal.
5. Students with one or more failing grades will be on academic probation. Parents will be notified by email. Students are eligible to participate in activities during academic probation.
6. Students who receive failing grades in two successive grading periods will be **ineligible** to participate in extracurricular activities; they will be allowed to practice but will not be allowed to participate in events. Parents will be notified by email.
 - If a student receives an incomplete and has not addressed the issue by the end of the grade check deadline, the incomplete will count as an F as pertaining to eligibility. If the incomplete has not been addressed by the following grade check, the teacher will assign the grade based on provided work.
7. All coaches and supervisors will receive lists of students who are on academic probation and who are ineligible to participate in activities. This list will be updated at each grade check.

8. If a student is absent from class for any part of the day after 11:16 am for a medical appointment (doctor, dentist, chiropractor, etc) that student will be allowed to practice or participate in their event as long as they are able to produce verification of the appointment (appt card, doctor’s note, etc).

9. The following are the dates for grade checks for the school year. All grades should be correct as of 8:30am on the day of each grade check.

2025-2026 GRADE CHECKS

<u>QUARTER 1</u>	<u>QUARTER 2</u>	<u>QUARTER 3</u>	<u>QUARTER 4</u>
Mon, Sept 8, 2025	Mon, Nov 17, 2025	Mon, Feb 2, 2026	Tues, Apr 7, 2026
Mon, Sept 22, 2025 (Mid-Q)	Mon, Dec 1, 2025 (Mid-Q)	Tues, Feb 17, 2026 (Mid-Q)	Mon, Apr 20, 2026 (Mid-Q)
Mon, Oct 6, 2025	Mon, Dec 15, 2025	Mon, Mar 2, 2026	Mon, May 4, 2026
Mon, Oct 20, 2025	Mon, Jan 5, 2026	Mon, Mar 16, 2026	Mon, May 18, 2026
Mon, Nov 3, 2025	Tues, Jan 20, 2026	Tues, Mar 24, 2026	(end Q4 Th, May 28)
(end Q1 Fri, Oct 31)	(end Q2 Thurs, Jan 15)	(end Q3 Fri, Mar 20)	

Homecoming Candidates and Attendant Eligibility

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

All extracurricular activities are governed by this academic policy.

INDEPENDENT STUDY

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

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

ATTENDANCE

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

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

PARENTAL RESPONSIBILITY:

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

EXCUSED ABSENCES:

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

Refer to school district [Policy 503](#) Student Attendance for excused and unexcused absences.

UNEXCUSED ABSENCES/TARDIES TO SCHOOL:

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

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

EXCESSIVE EXCUSED ABSENCES:

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

TRUANCY:

Truancy (12 years old and older):

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

CONSEQUENCES FOR UNEXCUSED ABSENCE AND UNEXCUSED TARDINESS

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

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

OUT-OF-BUILDING PASSES

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

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

DISCIPLINE

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

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

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

DETENTION

Students who receive detention will be notified, and it will be documented in their file. Students will have at least four opportunities to serve their detention within one week of assignment. Detention can be served after school on Monday, Tuesday, Wednesday, and Thursday from 3:15 to 4:00 PM. Students also can serve their detention on Thursday mornings from 7:15 - 8:00 am. Detention is a form of consequence and is NOT meant to be served at the convenience of the student (for example, during a study hall or during lunch. The rules are as follows:

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

Students with excessive detentions

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

REMOVAL FROM CLASS

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

DRUG POLICY- MHS

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

STUDENT DRESS

We take pride in the appearance of our students. ISD #129 is considered a place of work for both students and staff. Students and their families have the primary and joint responsibility for student clothing and appearance. A student's choice of clothing, and/or accessories should not disrupt education and learning. Clothing promoting products or activities that are illegal for use by minors and clothing with obscene, profane, or inappropriate insinuations are not allowed. Clothing which bears violent images, including but not limited to images of blood, gore, weapons of violence, or persons being killed or subjected to bodily injury are not allowed. Shoes must be worn at all times. Headgear, including hats or head coverings may be restricted in the building. If the administration believes a student's choice of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified. For more information on student dress and appearance, see [District Policy 504](#).

Please dress appropriately for the temperatures inside and outside of the building. Students will NOT be allowed to carry or wear blankets during school hours. They present a trip hazard in classrooms and in hallways.

LOCKERS

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

Students are assigned a locker at the beginning of each school year. Montevideo Schools are not responsible for theft from lockers, when students share combinations, nor when lockers are left ajar and/or unlocked. Therefore, do not keep money or valuables in your locker. Each fall, advisors/teachers will check student lockers and document their condition at the beginning of the year. To prevent odors and pest infestations associated with items stored in the locker, District #129 will require periodic locker cleaning. Lockers will again be checked at the end of the school year, with damage costs being assessed to the student assigned the locker. The following scale will be used to assess damages:
Slight damage- \$2.00 Moderate damage- \$5.00 Extensive damage- \$25.00

BACKPACKS

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

BULLETINS AND ANNOUNCEMENTS

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

STUDENT COMMUNICATIONS

Periodically during the school year, the homeroom advisors will be given a list of students that need to return forms or pay outstanding fees. This is not done to embarrass the student; however, with a student body of over 400, this is the most efficient way of notification. We issue receipts for all cash transactions; please encourage your child to bring these receipts home. If you have any questions regarding fees paid, please feel free to contact the office.

TELEPHONE

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

MESSAGES TO STUDENTS

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

For Students

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

For Teachers

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

ADVISORY / PARENT-STUDENT-TEACHER CONFERENCES

All students are assigned an advisor and will attend advisory for 26 minutes each day (except on early dismissal and late start school days). The basic function of advisory is to build strong relationships between the students and staff and increase student to school connectedness. Parent-student-teacher conferences will be with your student's advisor. All teachers will have open hours during conferences if parents wish to meet with a specific teacher.

SCHEDULE CHANGES

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

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

With that in mind, changing schedules is discouraged.

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

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

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

LUNCH

Lunch is to be eaten in designated areas only. Students are not to leave the school grounds or go to vehicles during lunch or any other time of the school day. Lunch times vary by assigned lunch blocks. Students will be notified of their assigned lunch time on the first day of school. Students may eat lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home. Lunch is free for all Gr. 9-12 students.

All students will be issued ID numbers that are to be used to receive lunch.

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

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

(Cell Phones, Headphones, earphones, e-Readers, etc.)

In accordance with Minn. Stat. § 121A.73, schools must adopt a policy on students' possession and use of cell phones in school. High School (grades 9-12) students may possess cell phones at school, or at school events off

campus, with limited access to devices. Students will be allowed to use cell phones between classes and during lunch only. Upon entering MHS classrooms, devices should be silenced and placed in each classroom's cell phone holder and students will not have access to them until the end of the class period. Any student use of personal electronic devices in classrooms is limited to occasions in which the classroom teacher permits the use for **educational purposes only**. Tardiness to class due to cell phone use will NOT be excused. This policy applies to study halls and Teacher Advisory periods. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and gang activity. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

All other personal electronic devices are prohibited in school, including, but not limited to personal laptops and chromebooks, headphones and/or earphones, and Smart watches being used to communicate in place of a cell phone.

Under no circumstance should students use their cell phones, or any electronic device, in bathroom and locker room areas, including before and after school hours due to the privacy rights of others in these areas.

Lost, Stolen, or Damaged Devices: The school is not responsible for, and is not required to investigate any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.

For more information, refer to school district [Policy 506.1](#).

E-LEARNING DAYS

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

PLAN:

Annually up to (5) five school days missed due to inclement weather may be made up as e-Learning days. The postponement will be determined 2 hours prior to the normal school start time of the proposed e-Learning day. In the event that five (5) e-Learning days are used, additional school days missed due to inclement weather will be discussed administratively and communicated to all stakeholders.

NOTIFICATION:

In the event of a school cancellation due to inclement weather, families will receive an automated phone call, text message, and/or email from Montevideo Public Schools via JMC Messenger. Messages will also be posted on the

district website and social media. E-Learning days will be announced in the same fashion as the school cancellation announcements in order to avoid confusion.

ATTENDANCE:

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

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

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

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

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

e-LEARNING TASKS:

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

“High quality e-Learning experiences:

- a. Integrate as seamlessly as possible into the regular instructional plan that has been occurring. Avoid generic, out-of-context tasks, rather, tasks should be meaningful and important to student learning.
- b. Leverage digital tools students are using as part of their regular instruction (i.e. Schoology, Google Docs, apps).
- c. Include formative assessment and feedback.
- d. Provide opportunities for peer interaction.
- e. Include active instruction by teachers, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.
- f. Include the option for the class to meet synchronously via Google Meet or Go Guardian.

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

Teachers will have instruction and assignments posted and available by 10:00am and will be available via telephone and online during normal school hours (8:00a.m.-12:00p.m and 12:30p.m.-3:15 p.m.). Students needing to contact their teacher are to call the teacher’s direct telephone line, if the teacher is not immediately

available students shall leave a return phone number. Direct phone lines access to the schools voicemail to email systems will immediately notify teachers of the message. Teachers will promptly return the telephone call to assist the student.

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

E-LEARNING PLAN:

Licensed Staff Grades 9-12: Students will utilize Google Classroom to complete e-Learning activities that will be posted no later than 10:00a.m on the e-Learning day. Learning experiences for each class are intended to take approximately 30-50 minutes. Some students may need more time, some less, for each activity. The goal is to provide meaningful instruction/activities that help reduce the impact of lost face-to-face instructional time and allow for acceleration of the curriculum when students return to school. Learning experiences may include flipped classrooms or virtual class sessions. During the school day, teachers will provide 60 minutes of live "resource room" time during which time students will have the opportunity to get clarifications, questions answered, and interact with their teachers. The time of the "resource room" will be provided to students. Students will submit the e-Learning tasks based on the teacher's instruction. Directions and tasks will also be given for students who do not have internet access at home, these students must call their teachers to inform them they do not have internet access.

Special Education: Students in pull-out classes will complete e-Learning tasks specific to their IEP. During the school day, teachers will provide a 60 minute live "resource room" during which time students will have the opportunity to get clarifications, questions answered, and interact with their teachers. The time of the "resource room" will be provided to students.

PARKING at MHS

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

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

All students who wish to park in the school parking lot must complete a parking registration form. (A new form must be completed each year.) Students must register the make, model, color, year, and license plate number of their primary vehicle and any secondary vehicle(s) they may use. Students are expected to park in their designated parking spot (between marked lines). DO NOT park in fire lanes, driving lanes, bus dropoff/pickup areas, visitor and handicapped parking, street, or any other spot that is not a designated parking space. Parking passes will be

issued and must be displayed in the lower right corner of the front windshield. **A parking permit number DOES NOT indicate a parking SPOT number.**

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

STUDENT VEHICLES / PARKING REGULATIONS

PARENTS & STUDENTS:

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

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

PARKING LOT TRAFFIC PATTERNS

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

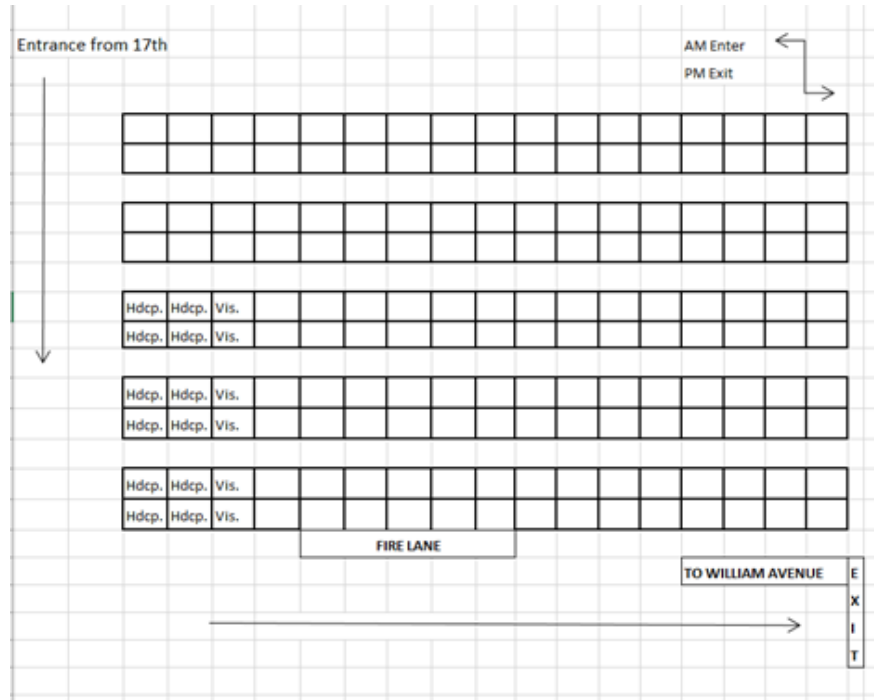
PARKING LOT REGULATIONS

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

Results for violating these regulations will be as follows:

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

MHS Parking Diagram:



ILLNESS

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

HIGH SCHOOL DANCES

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

STUDY HALL EXPECTATIONS

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

1. Students will place cell phones in designated cell phone holders upon entering the room and will not access phones during the study hall period.
2. Students going to the library must sign out for the whole period. Students going to the library will all have their names on a single pass.
3. Supervisors should use a sign out sheet and will track students and check that they arrive at the designated location.
4. Students may be restricted to study hall if they are missing assignments or failing one or more classes.

HALLWAY AND BATHROOM EXPECTATIONS / LEAVING THE CLASSROOM

All students are expected to exhibit good behaviors while in the hallway and bathrooms. During class time, all students are expected to sign out to their locations and have permission from the classroom teacher to leave the room. Students that are unable to follow these expectations may not be able to leave the classroom during class time. Any student caught vandalizing the bathroom (including graffiti) will receive a consequence and will have to pay for any damages.

HOMEWORK HELP

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

VISITORS

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

FIELD TRIPS

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

TESTING

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

PLEDGE OF ALLEGIANCE

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

SOLICITATIONS

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

EMERGENCY/SAFETY PROCEDURES

Student and staff safety is a top priority for Montevideo Public Schools. Over the past several years the district has been, and continues to, enhance our building safety equipment and procedures. All doors to the school are locked during school hours. Visitors are required to use our intercom system to gain access to the building. The intercom system is equipped with a camera so we are able to identify persons entering the building. Visitors may be asked to show their ID as a precautionary measure. Once access is granted, all visitors are required to report to the principal's office. If visitors will be accessing the school building they are required to wear an orange visitor sticker until they exit the building.

Security cameras are located throughout the building, both inside and outside the building. The Montevideo Police Department and Chippewa County Sheriff's Department have access to these cameras in case of an emergency.

Montevideo Public Schools conduct a variety of safety drills throughout the year to practice appropriate safety responses to certain situations. We conduct five lockdown drills, five fire drills, one tornado drill, one evacuation drill, and provide bus safety training once a year for students in grades K-6.

Blue flashing light – Near the main school entrance at each of the five buildings, there is a blue light that will flash whenever an Active Threat is occurring in the district. When flashing, nobody will be allowed to enter the building for any reason. There will also be an audible sound when the light is flashing to make people more aware. If anyone sees these lights flashing or hears the audible sound, please return to your vehicle or school bus.

Lockdown drills are practiced regularly. During a drill, the doors will be locked and the blue light will be blinking in an active threat lockdown. Normally lockdown drills are completed within five minutes.

In addition, students also receive training on bullying, cyber bullying, and online safety annually.

FOOD SERVICE

A complete hot lunch program is available. Supplemental milk is available to those students who prefer to carry their lunch. Breakfast is available to all students from 7:30 to 8:05 AM. It is free for all Students.

SCHOOL CLOSING

Parents are advised to listen for weather-related announcements during stormy days. Should weather force a change in school scheduling, it will be announced on the local radio station, KDMA Radio - 1460 AM. Also check the following websites, radio and television stations for school closings or early dismissals: Parents should sign up through the parent JMC portal to receive emails, text messages and/or phone calls for weather related information.

Willmar Q102

<http://www.102fm.com/snowdesk.cfm>

WCCO

<http://wcco.com/schoolclosings>

KARE 11

<http://kare11.com>

TENNESSEN WARNING

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

EXCESSIVE FORCE

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

HEAD LICE POLICY

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

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

STUDENT SUBSTANCE ABUSE

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

I. PREVENTION EDUCATION

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

II. INTERVENTION

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

III. DISCIPLINE

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

IV. AFTERCARE

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

Resources for Assistance:

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

(320-269-6401)

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

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

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

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

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

The **MINNESOTA DEPARTMENT OF EDUCATION** has provided us a list of organizations that provide free or low cost legal assistance, referrals to attorneys or student advocacy. Each agency has limitations on clientele served. For instance, some agencies may have guidelines about client income. In addition, each agency will make determinations about whom it can serve based on factors such as staff resources and the legal viability of each case. The best way to determine if an agency can help you is to call. The agency in our area is Central Minnesota Legal Services, Willmar office (320) 253-0138 (counties of Chippewa, Lac qui Parle, Yellow Medicine).

SEARCH

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

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

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

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

UNDER THE INFLUENCE

This policy is to ensure the safety of all families.

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

- *Staff will express the concern to the parent or authorized pickup person confidentially.
- *Staff will offer assistance in calling someone on their emergency card or a taxi to provide transportation home.
- *If staff feels strongly that the child's safety is in danger, and the child is signed out to leave school, they shall call 911 after the parent or authorized person leaves and provide them with the following information.

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

ASBESTOS NOTIFICATION

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

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

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

FUNDRAISING

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

FEES

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

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.

- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

PARENT RIGHT TO KNOW

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

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

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

PESTICIDE APPLICATION NOTICE

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

DIRECTORY/PUBLIC INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;

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

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

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

Inspect, upon request and before administration or use –

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

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

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

·Collection, disclosure, or use of personal information for marketing, sales or other distribution.

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

Family Policy Compliance Office

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

SUICIDE PREVENTION INFORMATION

Contact info for 988 Suicide and Crisis LifeLine (988LifeLine)

County Mobile Crisis Info: Woodland Centers Mobile Crisis (available 24/7/365): 1-800-432-8781

**MONTEVIDEO ELEMENTARY
STUDENT/PARENT HANDBOOK
2025-26**



Ramsey Elementary (Grades K-2)
Sanford Elementary (Grades 3-4 and 1-2 Multiage)

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[*] Notice required by statute

[**] Notice required by policy

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

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

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

The Model Student Handbook is comprised of four parts:

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

[*] *Notice required by statute*

[**] *Notice required by policy*

PART I – INFORMATION

Arrival and Dismissal Hours

If your child does not ride the bus, please time his/her arrival for 8:00 AM. Students should be picked up from school by 3:00pm when school is dismissed but no later than 3:15pm. If your child will arrive at school after 8:10am, please accompany them to the office so they are able to check in and get a pass to class.

	School Day Hours	Student Pick Up and Drop Off
Ramsey	8:10 AM – 3:00 PM	All students should be dropped off or picked up at the Hamilton or 4 th Street entrance.
Sanford	8:10 AM - 3:05 PM	All students should be dropped off or picked up at the 13th Street entrance.

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

Calendar

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

Class Assignments

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

Program Requests

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

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

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

E-Learning Day Plan

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

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

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

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

Employee Directory

Name	Position	E-Mail	Phone Ext.
Heidi Sachariason	Principal	hsachariason@montevideoschools.org	4225
John Mader	Dean of Students	johnm@montevideoschools.org	3263
Kris Kirkeby	Ramsey Elementary Social Worker	krisk@montevideoschools.org	4226
Morgan Lenning	Sanford Elementary Social Worker	mlenning@montevideoschools.org	3262
Sara	Elementary School Nurse		4227
Kerry Jasperson	Behavior Interventionist	kjasperson@montevideoschools.org	4122
Derek Birdsall	Behavior Interventionist	dbirdsall@montevideoschools.org	

Samantha Seeman	Title 1 Coordinator	samanthas@montevideoschools.org	3264
	Library Assistant		3201
	Library Assistant		4113
	Ramsey ELL Teacher		4199
Angie Ashling	Kindergarten Teacher	aashling@montevideoschools.org	4104
Hilary Glady	Kindergarten Teacher	hglady@montevideoschools.org	4102
Holly Kilibarda	Kindergarten Teacher	hollyk@montevideoschools.org	4198
Patty Opdahl	Kindergarten Teacher	popdahl@montevideoschools.org	4101
Cassie Nelson	Kindergarten Teacher	cnelson@montevideoschools.org	
Jordan Skogrand	1st Grade Teacher	jskogrand@montevideoschools.org	4195
Allison Kleindl	1st Grade Teacher	akleindl@montevideoschools.org	4103
Kayla Stevens	1st Grade Teacher	kstevens@montevideoschools.org	4196
Gregg Zeidler	1st Grade Teacher	gzeidler@montevideoschools.org	4197
Stephanie Hanna	Multi-Age Teacher	shanna@montevideoschools.org	4107
Marree Douglas	Multi-Age Teacher	marreed@montevideoschools.org	4111
Rachel Weiss	2nd Grade Teacher	rweiss@montevideoschools.org	4109
Amanda Blom	2nd Grade Teacher	amandab@montevideoschools.org	4112
Kailee Sachs	2nd Grade Teacher	ksachs@montevideoschools.org	4108
Trisha Suchanek	2nd Grade teacher	tsuchanek@montevideoschools.org	4110
Lyndsaе Dack	SPED	ldack@montevideoschools.org	4106
Emily Ahrens	SPED	eahrens@montevideoschools.org	4229
Holly Spicer	SPED	hspicer@montevideoschools.org	4219
Dustin Boyum	Music Teacher at Ramsey	dboyum@montevideoschools.org	4105
Heather Boyum	Physical Education	hboyum@montevideoschools.org	4115
McKayla Castan...	Ramsey Secretary	mcastaneda@montevideoschools.org	4228
Nikki Bohlin	Sanford Secretary	nbohlin@montevideoschools.org	3260
Dave Vane	SPED	dvane@montevideoschools.org	3205
Kerri Luschen	SPED	kerrilusche@montevideoschools.org	3207

Dede Epema	SPED	depema@montevideoschools.org	3269
Aaron Beadell	Sanford ELL Teacher	aaronb@montevideoschools.org	3218
Hayley Knoop	3rd Grade Teacher	hknoop@montevideoschools.org	3209
Kelly Bednar	3rd Grade Teacher	kbednar@montevideoschools.org	3212
Wendy Sandven	3rd Grade Teacher	wendys@montevideoschools.org	3210
Kelly Klaassen	3rd Grade Teacher	kklaassen@montevideoschools.org	3213
Sarah Lee	4th Grade Teacher	slee@montevideoschools.org	3202
Brady Kienitz	4th Grade Teacher	bkienitz@montevideoschools.org	3200
Derek Webb	4th Grade Teacher	dwebb@montevideoschools.org	3204
Brooke LaHaye	4th Grade Teacher	blahaye@montevideoschools.org	3203
Kyle Goslee	Physical Education	kgoslee@montevideoschools.org	
Emily Frank	Music Teacher at Sanford	efrank@montevideoschools.org	
Theresa Day	Speech Therapist	theresad@montevideoschools.org	3196
Kailee Carlson	Speech Therapist	kcarlson@montevideoschools.org	4220
Molli Tostenson	Speech Therapist	mtostenson@montevideoschools.org	
Stacy Geerdes	Occupational Therapist	stacyg@montevideoschools.org	3195

Employment Background Checks [*]

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

Equal Access to School Facilities

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

persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Fees [*]

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

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

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

Fundraising

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

Gifts to Employees

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

Holiday Celebrations and Parties

Students and teachers plan classroom parties on a cooperative basis. The exchange of gifts at the Winter Holiday Party is left to the discretion of the classroom teacher. If gifts are exchanged, cost is

not to exceed \$4.00. Children are permitted to bring a treat for their class to celebrate their birthday. We suggest that after school birthday parties be organized outside the school to eliminate hard feelings for youngsters not invited. Party invitations MUST be distributed outside of school. If at any time you wish for your child to not participate in a classroom celebration, please contact your child's homeroom teacher.

Interviews of Students by Outside Agencies

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

Library and Media Center

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

Lunch

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

All adult meal purchases are to be prepaid before receiving the meal. The cost of an adult lunch is \$4.95.

Messages to Students

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

Nondiscrimination [*]

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

Parent and Teacher Conferences

Parent and teacher conferences will be held *November 6th 4am-8pm and November 7th 12:30pm-8pm*. For more information, contact the building principal.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the classroom teacher. Parents/guardians who visit the school should sign in at the school office and receive a visitor badge before entering a classroom. We ask that all volunteers make arrangements at least 24 hours prior to volunteering. For more information, contact the school office.

Pledge of Allegiance [*]

Students will recite the Pledge of Allegiance to the flag of the United States of America daily. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Schedule

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

School Activities

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

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

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

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

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

School Closing Procedures

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

Searches

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

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

Lockers and Personal Possessions Within a Locker [*]

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

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

Desks

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

Personal Possessions and Student's Person

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

Student Publications and Materials

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

Distribution of Non School-Sponsored Materials on School Premises []**

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

School-Sponsored Media

The school district may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512 and activities. Student media advisers shall supervise student writers to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student

media adviser and the school principal.. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
or
10. is distributed or displayed in violation of time, place, and manner regulations.

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

Student Records [*]

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

Student Surveys [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" (*Appendix 4*). A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at the district office.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live more than a mile from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Video and Audio Recording

School Buses

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

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

PART II – ACADEMICS

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

Extended School Year Opportunities

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

Field Trips

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

Grades

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

Homework

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

Promotion and Retention

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

Summer School

The school district may provide summer school learning opportunities. For more information, contact the school office.

Parent Right to Know [*]

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

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

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

PART III – RULES AND DISCIPLINE

Attendance Procedure

Parent/Guardian Responsibility

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

Excused absence:

Absences are excused by parents notifying the office when their child will not be attending school. Advanced notification of the absence to the office is required whenever possible. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of absence must be made up within three (3) days from the date of the student's return to school.

Excused Absences Include

- School Activity which are school authorized and supervised by school personnel
- Death of an immediate family member (parent, step parent, guardian, sibling or grandparent)
- Medical/Dental Appointment that cannot be made outside of school time
- Illness
 - Short Term
 - Long Term/Chronic-If a student is suffering from a long term chronic illness, the school office should be contacted. They will notify the student's teachers and request homework assignments.

- Family Emergency
- Court-ordered appearances
- Pre-arranged absences such as travel with family

Unexcused Absence:

An unexcused absence occurs when a student is not excused by a parent or guardian. Absence will be checked daily by the school office. Parents and guardians receive 5 days to provide an excuse for an absence. After 5 days the absence will be considered unexcused. Three unexcused tardies will result in an unexcused absence. If a student arrives after 10:00 am, and is not excused by their parent or guardian, this will result in an unexcused absence versus an unexcused tardy.

Excessive Excused Absences

After 10 excused absences, absences are considered excessive. Excessive Excused Absences occur when a student reaches ten or more total excused days missed for any reason. This will be considered excessive and subsequent absences will be marked unexcused without documentation provided by a medical doctor or a recommendation by the school nurse. An excessive excused absence letter will be sent to parents once a student reaches ten absences that will include the option for parents to set up a meeting with the principal to discuss absences and possible solutions.

EDUCATIONAL NEGLECT

If the student is younger than 12 years of age, missing school for an unexcused reason is educational neglect as defined below:

Education Neglect (younger than age 12):

A Letter will be sent home when a student reaches 3 unexcused absences for the school year.

A letter will be sent home again when a child reaches 5 unexcused absences. At this time, the parent or guardian will be required to call the principal to set up a meeting to discuss the attendance concerns. At this time, Chippewa County Family Services will be notified and invited to attend the meeting, also. This meeting is intended to be proactive and preventative of additional unexcused absences.

If a student reaches 7 unexcused absences for the year, as required by MN State Statute, the local social service agency will be notified through a mandated child protection report.

Bullying Prohibition [*]

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

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

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

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

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

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

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

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

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

Cell Phones and Other Electronic Communication Devices

If students have a cell phone, it must remain in the student's locker during school hours.

Discipline [*]

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

Dress and Appearance

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards.
- B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.
- C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
 - 1. does not injure people or damage property;
 - 2. does not materially and substantially disrupt or interfere with the educational process or classwork;
 - 3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
 - 4. does not involve substantial disorder or invasion of the rights of others.

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

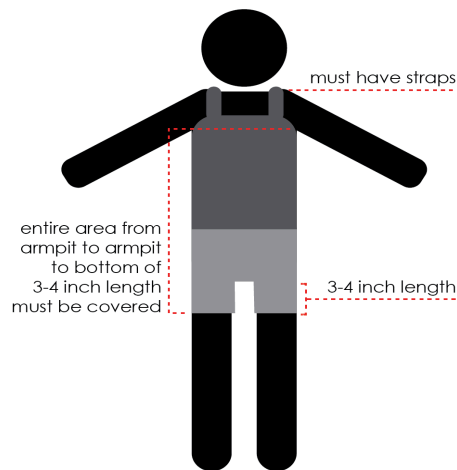
- 1. Clothing for the weather.
- 2. Clothing that does not create a health or safety hazard.
- 3. Clothing for the activity (i.e., physical education or the classroom).
- 4. Footwear that does not present a safety hazard.
- 5. Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student

wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.

6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.

C. Student clothing may not include the following:

1. Students may not wear inappropriate clothing. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image). See-through garments may not be worn.



2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

D. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

III. PROCEDURES

- A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimalizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.
- B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).
- C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.
- D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

Drug-Free School and Workplace

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

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

Harassment and Violence Prohibition [*]

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

Hazing Prohibition [*]

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

Internet Acceptable Use

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

A copy of the school district's "Internet, Technology and Cell Phone Acceptable Use" policy is available on our [website](#).

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

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

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

Students will receive a copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form **at the beginning of each school year or upon enrollment**.

Parking on School District Property

Visitors

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

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction []**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see *Appendix 10*. Contact the principal if you have questions or wish to report violations.

[NOTE: Specific exceptions to the tobacco prohibition are set out in "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" (Policy 419).]

Vandalism

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

Weapons Prohibition

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

PART IV – HEALTH AND SAFETY

Accidents

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

Asbestos Management Plan [*]

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office and is available on the district's website.

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

Current contact information is vital in case of an emergency. Parents or guardians are responsible for updating emergency contact information in the Family portal in [JMC](#).

Health Information

First Aid

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

The district has installed automated external defibrillators (AEDs) in all schools by the office. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Stomach Flu, Influenza,	24 hours after the last episode of vomiting or diarrhea.
	24 hours after the temperature returns to normal
Fever over 100	24 hours after the temperature returns to normal.
Chicken Pox	No sooner than 7 days from onset of rash, no fever present and all sores are to be dry and crusted over.
Ear Infection	Not contagious, but the child should see a physician and can return when pain is gone.
Strep Throat	Readmitted after having been on antibiotics for at least 24 hours and no fever present.

Scarlatina	Same as for strep throat
Impetigo	Readmitted after adequate medical treatment or when all lesions are healed. If the cause is not known, see a physician before sending them to school. Students should remain home if contagious.
Head Lice	A student found to have head lice in his/her hair will be sent home from school. Treatment with lice killing shampoo will have to be completed and ALL eggs removed from the hair before he/she will be readmitted to school. Parents are responsible for checking other children at home and for implementing control measures to prevent reinfestation of head lice.

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

Health Service

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

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

Immunizations

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

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be

brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section 504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

Suicide Prevention Information

[Note: If the school district issues identification cards to students in middle school, junior high school, or high school, it must provide contact information for the 988 Suicide and Crisis LifeLine (988 LifeLine), the Crisis Text line, and the county mobile crisis services. The contact information must also be included in the school's student handbook and the student planner if a student planner is custom printed by the school for distribution to students in grades 6 – 12.]

Pesticide Application Notice [*]

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

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

APPENDIXES**Montevideo Public School, ISD 129 Policies**

Policy Number	Policy Name and link	Approval Date
101	Legal Status of the District	2022
101.1	Legal Name of the District	2022
102	Equal Education Policy	2023
103	Complaints	2022
104	School District Mission Statement	2024
201	Legal Status of the School Board	2022
202	School Board Officers	2022
203	Operations of the School Board-Governing Rules	2022
203.1	School Board Procedures	2022
203.2	Order of Regular Meeting	2022
203.5	School Board Meeting Agenda	2022
203.6	Consent Agenda	2022
204	School Board Meeting Minutes	2022
205	Open Meetings and Closed Meetings	2022
206	Public Participation in School Board Meetings	2024
207	Public Hearings	2024

208	Development, Adoption, and Implementation of Policies	2022
209	Code of Ethics	2022
210	School Board Conflict of Interest	2022
211	Criminal or Civil Action	2022
212	School Board Development	2022
213	School Board Committees	2022
214	Out of State Travel	2022
301	School Administration	2023
302	Superintendent	2023
303	Superintendent Selection	2023
304	Superintendent Contract, Duties, and Evaluation	2023
305	Policy Implementation	2023
306	Code of Ethics	2023
401	Equal Employment Opportunity	2023
402	Discipline Non-Discrimination	2023
403	Discipline, Suspension and Dismissal of School District Employees	2023
404	Employment Background Check Form	2023
405	Veterans Preferences	2023
406	Public and Private Personnel Data	2023

407	Employee Right to Know- Hazardous Substances	2023
408	Subpoena of a School District Employee	2024
409	Employee Publications, Instructional Materials, Inventions, and Creations	2010
410	Family and Medical Leave	2022
412	Expense Reimbursement	2010
413	Harassment and Violence	2024
414	Mandated Reporting of Child Neglect or Physical or Sexual Abuse	2022
415	Mandated Reporting of Maltreatment of Vulnerable Adults	2019
416	Drug, Alcohol, and Cannabis Testing	2024
417	Chemical Use/Abuse	2024
418	Drug Free Workplace	2023
419	Tobacco Free Environment	2024
420	Students and Employees with sexually transmitted infections and diseases and certain other communicable diseases and infectious conditions	2024
421	Gifts to Employees and School Board Members	2019
424	License Status	2023
425	Staff Development	2024
427	Workload Limits for Certain Special Education	2024
501	Weapons	2021
502	Student Searches	1999

503	Student Attendance	2024
504	Student Dress and Appearance	2023
506	Student Discipline Form	2024
507	Corporal Punishment and Prone Restraint	2023
507.5	School Resource Officers	2024
508	Extended School Year	2024
509	Enrollment of Nonresident Students	2023
513	Student Promotion, Retention, and Program Design	2023
514	Bullying Prohibition	2023
515	Privacy of Student Records	2023
516	Student Medication	2024
516.5	Overdose Medication	2023
519	Interviews of Students by Outside Agencies	2024
520	Student Surveys	2023
521	Student Disability Nondiscrimination	2024
522	Student Sex Nondiscrimination	2024
524	Internet Acceptable Use and Safety	2022
524A	Acceptable Use of Technology	2022
524.2	Chromebook Use	2023
526	Hazing Prohibition	2015
528	Student Parental, Family, and Marital Status Nondiscrimination	2024
529	Staff Notification of Violent Behavior	2024
532	Use of Peace Officers and Crisis Teams	2023

533	Wellness Policy	2021
534	School Meals	2023
531	Pledge of Allegiance	2023
601	School District Curriculum and Instruction Goals	2023
602	Organization of School Calendar and School Day	2023
603	Curriculum Development	2023
604	Instructional Curriculum	2023
605	Alternative Educational Services	2023
606	Textbook and Materials	2006
608	Instructional Services- Special Education	2024
611	Home Schooling	2024
612.1	Development of Parent and Family engagement Policies for Title I programs	2017
613	Graduation Requirements	2023
614	SCHOOL DISTRICT TESTING PLAN AND PROCEDURE	2024
616	School District System Accountability	2023
617	SCHOOL DISTRICT ENSURANCE OF PREPARATORY AND HIGH SCHOOL STANDARDS	2024
618	Assessment of Student Achievement	2023
619	Staff Development for Standards	2024
620	Credit for Learning	2023
621	Literacy and the Read Act	2023
624	Online Instruction	2023

701	ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET	2024
708	Transportation of Nonpublic School Students	2023
709	Student Transportation Safety Policy	2023
721	UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES	2024
722	Public Data Request Required Request Form	2023
806	Crisis Management	2023
903	Visitors to School District Buildings and Sites	2022

Notifications			
Asbestos	Indoor Air Quality	Pest Management Plan	Reducing Lead in Drinking Water Plan

Montevideo Public Schools

Community Education

Junior Thunder Hawk

School Age Child Care

Program





Our Mission Statement

To provide school age childcare in a fun, safe, and caring environment that fosters self-esteem and learning while promoting the interests and social skills of the individual child.



JTH seeks to provide a quality program where:

- ❖ *The atmosphere is comfortable, relaxed, happy, and busy.*
- ❖ *Individual differences are respected, valued, and encouraged.*
- ❖ *There is a balanced offering of age-appropriate activities.*
- ❖ *Transitions between activities are smooth and unregimented.*
- ❖ *There are clear and consistently enforced ground rules for safety.*
- ❖ *The environment provides opportunities for privacy, sustained projects, quiet activities, active play, construction and art.*
- ❖ *The environment and activities create a program that reflects the interests, talents, values and personalities of the kids and their families.*
- ❖ *Thoughtful and engaging field trips are planned to supplement in house activities.*

JTH Phone Numbers

Registration & Billing	269- <u>5026</u>
Fax	269-6107
JTH Office	269-5026 Ext. 5104
Autumn Sims, Lead	Ext. 5104
Kelly Snell, Director	Ext. 5133

The Junior Thunder Hawks school age care program is a Community Education program that provides care for children grades K-6 during the summer and school year. JTH is a stand-alone child care program operated within the school buildings. **There are behavior expectations to participate in Junior Thunder Hawk care. See page 8 for details.** JTH is located in Hawks Nest during the school year and Sanford Elementary School during the summer. Bussing is available from both elementary schools and the middle school to the Hawks Nest during the school year.

Junior Thunder Hawk Care Office:

2000 Black Oak Avenue
Montevideo, MN 56265
www.montevideoschools.org

Community Education
Kelly Snell, Director
320-269-5026 ext. 5133
Fax: 320-269-6107

2024-2025 School Year Rates

\$9.50/ session contracted
- Before school = one session
- After school = one session
\$12.00 /session drop-in
\$28/day non-school day contracted
\$31/day non-school day drop in
\$8/field trip



Hours of Operation

JTH opens at 5:45 AM daily until school begins and from the time school lets out until 5:45 PM. You may not sign in before 5:45 AM and if you sign out after 5:45 PM, it will result in a late fee.

MN DHS Licensing/Certification Information:

The Junior Thunder Hawk School Age Program is certified (#1089106) by the Minnesota Department of Human Services (651-431-6500).

Registration:

All children must be registered in order to participate in Junior Thunder Hawks. Enrollment begins on August 1 for the upcoming school year and you are eligible to register at any time during the school year provided there are open slots. Please contact the Community Education office 320-269-5026 for the registration link.

Registration Requirements:

- ✓ Complete Contract / Registration form
- ✓ Non-refundable Annual Registration Fee
- ✓ Completed application for educational benefits
- ✓ Account paid in full and in good standing

Non-Refundable Annual Registration Fee

There is a non-refundable annual registration fee of \$15.00 / child per school year.



The Junior Thunder Hawk Care Program is available to all students attending grades K-6 in the Montevideo School District, providing we can meet the needs of that student.

Non-district, Non-resident Student Enrollment

Families who are not enrolled in the Montevideo School District, nor live within the school district boundaries may enroll in the Junior Thunder Hawk Care Program if space is available. Students of the district and area residents will be served first. Out of district families are responsible for drop off and pick up arrangements from the program.

Billing and Payment Information

Automatic Payment for child care service is required.

Automatic payment must be set up in the brightwheel app prior to the first day of care. Parents/guardians will be sent an invitation at the time the child's registration is accepted.

Automatic payments that are declined will result in a \$10 fee and we will automatically rerun it up on notification. If rerun is unsuccessful, this will constitute another \$10 fee and the first warning, meaning you are in a probationary state with two weeks to bring your account current while still receiving childcare.

If on the next payment cycle your account is still outstanding and the current payment cycle also declines this will constitute suspension from our program **without childcare** for two weeks.

If on the following cycle, the above still holds true and your account is not in good standing you will lose your spot in Thunderhawk Care to the next person on the waitlist.

The \$10 decline fee applies to ACH and Credit / Debit Card payments.



Questions?

For billing questions or inquiries please contact
Kris Johnson
(320) 269-5026.

NOTE: If you have children in both Little Thunderhawk Care and Junior Thunderhawk Care you will receive two separate invoices and two separate automatic payments will be processed. The accounts cannot be combined.

How do I pay?

Thunder Hawk Care issues invoices bi-weekly (every 2 weeks) on Wednesday for the following 2 weeks of care. Autopayments will process from the account of the parent's choosing bi-weekly on that Friday. You may set up automatic payment by:

ACH (requires bank routing number and account number, no additional fees)

OR

Credit or Debit card (includes a 2.75% processing fee)

LATE PAYMENT NOTICE

- Thunder Hawk Care is a nonprofit, self-supporting organization and needs your prompt payment to meet expenses.
- Accounts in default may be placed with a collection agency. Clients with defaulted accounts incur all costs related to collections, including legal fees.

Billing Policy in Regards to Separate Accounts:

Parents will have one billing account set up with one primary parent responsible. Exceptions are if there is a court order or if you contact us, we can split it 50/50 only, without a court order. Parents will not be allowed to register a child if that child has an outstanding balance with Thunder Hawk Care. There will be no exceptions to this policy unless court ordered. If a child is removed from the program due to non-payment, all children belonging to either parent will not be able to attend Thunder Hawk Care until all bills are current.

Contract Options

Parents need to fill out a registration form and a contract annually. There is a \$15.00 non-refundable annual school year registration fee per child. JTH provides childcare on some of the days school is not in session and closed on Holidays. Non-School days are not included in your contract. Care for all non-school days must be signed up for separately.

Sign-ups will be available 3 weeks in advance of the non-school day to reserve a space for your child. All non-school days will be located at Hawks Nest Early Childhood Education Center. Summer care is contracted separately.

When filling out the school year registration form please follow these guidelines:

1. If you are choosing the “contract” billing option, please choose the days of the week you want to reserve for your child. You are then charged for those days until you withdraw from the contract.
2. If you want to attend on a drop-in basis, you must choose “drop-in” as a billing option. **DO NOT CHECK ANY DAYS OF THE WEEK.** You must call or message 24 hours in advance and receive confirmation to reserve a spot and we do not guarantee space. Once you *reserve* a spot, you are charged even if they do not attend.

Changes to the Contract

If you need to make changes to your contract, please ask a JTH teacher for an Amended Contract. Please use the option to change your contract conservatively. More than four changes to the contract may be considered abusive and your contract may be changed to drop-in. Withdrawal/changes from the contract requires a two-week written notice during the school year.



Withdrawal

To withdraw your child from the program you must let the office know in writing, at least 2 weeks prior to the effective change date. All outstanding balances must be paid in full. If you withdraw from the program you will need to submit a new contract to re-enroll. To continue having access to our program, we recommend changing your contract (which requires a two week notice) and switching to drop-in care.

Winter Weather

If school is cancelled the night before due to inclement weather, Thunder Hawk Care will be open from 7:00 AM – 4:00 PM for families that have contracted for Weather-Related All-Day School Closure Days. Weather-Related All-Day fee: \$28.00/child. Breakfast, Lunch, and Snack are included in the daily rate. If you contract for Weather-Related All-Day Closure Days you will be charged for every weather-related all-day closure whether your child attends or not as our staffing will be based off of these contracted numbers. If you do NOT contract for weather-related all-day closures you will not be charged for the day. If you do NOT contract for weather-related all-day closures and will need care it will be considered drop-in (\$31.00/child) and will be dependent upon space availability. Drop-In space is NOT guaranteed and staffing/ratio requirements will be strictly followed.

Weather Closings

On your contract there is a special section for “Early Release Snow Days.” It gives you the option to state whether your child will attend on “Any early-release snow days,” “Early-release snow days that fall on my regularly contracted days only,” or “No, my child will not attend ANY early-release snow days.” We will follow the checked option and bill accordingly unless we hear otherwise.



Non-School Day hours are usually 5:45am – 5:45pm.

- Non-School Day sign-ups will be available three weeks in advance. It is the parent’s responsibility to sign up.
- One week before the scheduled date the sign-ups will be removed - If your name is on the list, you will be charged.
- If you do not attend JTH regularly you may call the office to sign up. 269-5026 ext. 5104
- All Non-School days will be located at the Hawks Nest Early Childhood Center unless stated otherwise.

Scheduled Early-Release

Thunder Hawk Care is open on regularly scheduled early-release days. If your child(ren) are already scheduled to attend on these days, then it is included in the daily session price. If you are not scheduled to attend, you may call and request drop-in care for that afternoon.

In case of Severe Weather:

The Montevideo School District’s JMC parent communication tool is used to communicate weather related closings and delays. You may also find information on the Montevideo Public Schools Facebook page and the school’s website at www.montevideoschools.org.

Morning Drop-Off and Afternoon Pick-Up:

In order for us to accept legal responsibility for your child, you or an authorized adult (18 years or older) **MUST** sign your child in and out of the program daily. **You must bring your child into the building, we MUST physically see you dropping off your child and picking them up. Dropping a child off in the parking lot is not a legal option for Junior Thunder Hawk Care.** The brightwheel app and QR codes are available to check your child in and out. If the network is down, a paper version will be available. Unauthorized people may not sign your child out. If someone else is picking up your child please let him or her know they must have a picture I.D. in order for us to release them and inform JTH of this change in pick-up by communicating via brightwheel messaging (preferred) or leaving a message at 320-269-5026 ext. 5104.

Unauthorized Pick-Up:

On your registration form you are asked to list people who are unauthorized to pick your child up from the program. This section is for people who have previously had legal custodial rights as a parent or guardian. You must provide JTH with original court documents that restrict this individual from picking up your child.

Late Pick-Up:

Thunder Hawk Care closes at 5:45 PM- we go by our clock! If you cannot pick up your child before 5:45 pm, please make plans for your emergency contact person to pick your child up and let JTH know immediately. If you sign-out after 5:45, a late fee will be charged to your account. There is a charge of \$2.00 per minute/per child late fee for children picked up after 5:45 pm. This will be included on your next billing statement. Thunder Hawk Care reserves the right to end the contracts of families who repeatedly pick up their children after 5:45 pm.



Absence:

Reminder, we are separate from the school so will not know if they were absent from school. Parents are responsible for informing JTH via brightwheel message (preferred) or a message at 320-269-5026 ext. 5104.

This policy is for the safety of your child and the others in our care. If we must spend time searching for your child after school because you have neglected to inform us of an absence, you will be charged a \$5.00 "Finder's Fee."

Drop-In Policy

If you would like your child to drop-in at our program, you must be contracted for drop in AND you must contact JTH 24 hours in advance. If you reserve a drop-in space for your child you will be charged whether you attend or not. You must pay drop in the day of your attendance or in advance.

Discipline Policy

We expect the students to be safe and to be kind. While JTH is separate from the school day, to be consistent we use similar language as the school to communicate our expectations.

Our core values are:

H – Have Respect

A – Act Responsibly

W – Work Hard

K – Keep Safe

We use logical consequences and redirection. Time-outs are used for children who need a quiet space to calm down. If your child exhibits severe behavior he/she will be placed on our severe behavior plan. Three instances of severe behavior may be grounds for dismissal from the program. If your child is removed from our program, this may affect enrollment during the summer or future school years. You will be informed of this decision at the time of removal. The following are considered severe behavior:

- Striking a teacher
- Leaving a supervised area without permission
- Theft
- Hitting/biting/kicking other students
- Constant bullying
- Inappropriate touching of a person's body or belongings
- Excessive inappropriate language
- Any other infraction which jeopardizes the health, safety, or welfare of the students or staff

Thunder Hawk Care is not designed to provide long term 1:1 assistance for students and is not a good fit for every child. JTH maintains a busy and structured environment and students are expected to transition regularly from activity to activity. If a child receives student support in the classroom, has an identified special need, or has a behavior plan developed, it is the parents' responsibility to identify and communicate their child's needs to the program lead prior to the start of care. An individual conference may be necessary before enrollment is considered and as needed if issues arise. There may be instances where JTH is not able to accommodate every student's needs.

Children whose limitations create a safety issue of unreasonable risk or harm to themselves, others, or property, may not be accommodated.

The program is designed to offer an environment that provides a positive, safe, and pleasant atmosphere that meets the developmental level of the age group, provides space for socialization and independence, and maximizes the capacity of staff supervision. Those who impede on this environment will be removed from the program.

Policy regarding food

Children will be served an afternoon snack on school days and breakfast, lunch and afternoon snack on non-school days. **Children are encouraged to eat but will be allowed to choose whether they do so or not.** Students are allowed to bring a home packed lunch on non-school days if they choose. If your child has an allergy that prevents them from being able to eat the afternoon snack provided, you are welcome to send a comparable snack for your child, given you can provide written documentation from a physician. No other food from home will be allowed at Thunder Hawk Care.

Afternoon snack will be served upon arrival after school and may not be taken home. Children are welcome to sit down and eat their snack at the table with their classmates if their parents are willing to wait until they are done eating but we will not pack a snack "to go."

****Snacks and meals are included in the session rate****

Homework Table

Although we do not employ teachers or explicitly offer homework help, a quiet space is made available for those students who wish to work on homework independently.



Free Choice

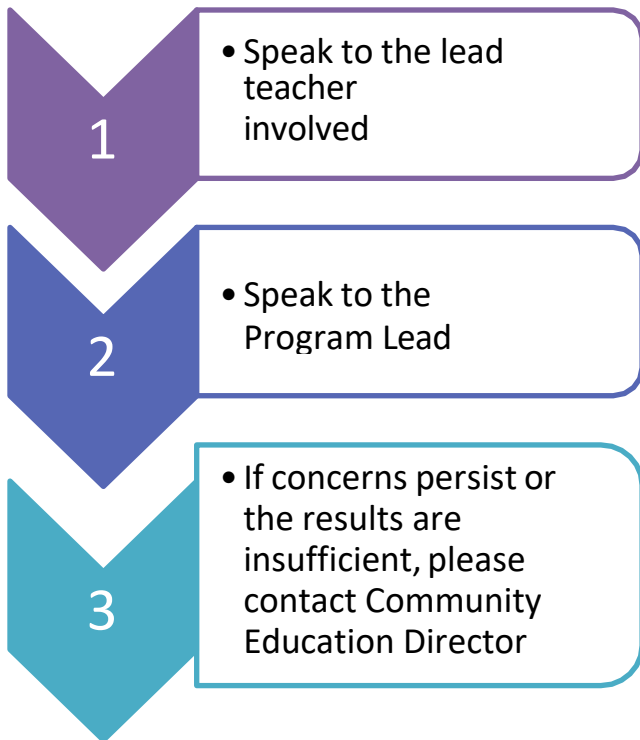
JTH is based on free choice and we like to offer choices to the children as much and as often as possible. Activities may include:

- Free art
- Guided art activity
- Food/cooking activities
- Gym time
- Outdoor group games
- Playground
- Quiet reading
- Computer
- Free play
- Science projects



Suggestions, Concerns & Questions

At JTH we welcome suggestions and are happy to answer any questions. In an effort to address your concerns effectively and efficiently we suggest taking the following steps:



Affirmative Action

It is the practice of the Montevideo School District not to discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, or disability in its educational programs, community education activities or employment policies.



Emergency Contacts

For safety reasons, it is imperative that you provide current contact information on your child's forms. Should any changes occur throughout the school year please inform the Thunder Hawk Care office immediately.



Brightwheel Requirement for families:

Thunder Hawk Care uses the brightwheel app for attendance and to stay connected with parents. **If you are not currently enrolled or signed up for the brightwheel app, please let the program lead know and you will receive an email with directions for registering prior to the start of the program.**

If anyone other than the primary caregivers have been given permission to pick up or drop off, program staff can assist with signing your child(ren) in or out of brightwheel.

Medication

If your child needs to take medication during JTH time please note the details on the registration form. Medications must be in the original packaging. Children may not carry medication at any time. All medication must be stored in the JTH office. The following information is required BEFORE medication is dispersed:

1. Child's name
2. Name of medication
3. Purpose of medication
4. Possible side effects
5. Time to be administered
6. Dosage
7. Termination date for administering medication



Illness Policy

If your child is ill, he/she will be separated from activities to rest under supervision, while you're notified. You are responsible for picking up your child within one hour of being contacted. If we cannot contact you, we will call an emergency contact to pick up your child. We will ask the parent to pick up their child if he/she has a temperature over 100.0, vomits, cannot participate in the daily activities or has a contagious disease. Children who are sick may not attend our program. JTH follows the Montevideo School District's health policy concerning head lice.

Emergency Care

In the event that your child requires emergency care, staff will take the following steps:

1. Administer first aid as needed.
2. Contact parent/guardian. If unavailable we will call an emergency contact.
3. If an emergency vehicle is needed, we will attempt to check with the parent/guardian or emergency contact for instruction for transportation. JTH reserves the right to call 911 without approval in severe cases.
4. If parent/guardian or emergency contact cannot be reached, and it is an extreme emergency situation, staff reserve the right, with assistance of paramedics, to determine if your child be transported by emergency vehicle to the closest hospital. Parents will be responsible for any expenses incurred due to injuries.



Accident Reports

All accidents are reported on an injury/ incident form, and a copy of this form will be sent home with the parent. The district's policy will be followed for recording and reporting accidents. One copy of the report will be sent to the program coordinator and one will be filed at the school office.

Thunder Hawk Care employees are considered mandated reporters and will act in accordance with DHS-7634D.

Maltreatment of Minors Mandated Reporting DHS-7634D-ENG

This policy is for all child care centers certified by the Minnesota Department of Children, Youth, and Families (DCYF).

What to report

- Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to Minnesota Statutes, section 260E.03, and pages 2-5 of this document. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

Who must report

- If you work in a certified program, you are a “mandated reporter” and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your certified program.
- In addition, people who are not mandated reporters may voluntarily report maltreatment.

Where to report

- If you know or suspect that a child is in immediate danger, call 911.
- Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities certified by the Minnesota Department of Children, Youth, and Families Licensing Division, should be made to the DCYF Central Intake line at 651-539-8222.
- Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, in a child foster residence setting, or in a child foster care home, should be reported to the local county social services agency at 320-269-6401 or local law enforcement at 320-269-8808.

When to report

- Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).

Information to report

- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible certification violations. For reports concerning suspected maltreatment occurring within a certified facility, the report should include any actions taken by the facility in response to the incident.

Failure to report

- A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor.
- In addition, a mandated reporter who fails to report serious or recurring maltreatment, may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in Minnesota Statutes, section 245C.03.

Thunder Hawk Care requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Thunder Hawk Care is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Thunder Hawk Care but, is the responsibility of each and every parent or adult who enters the building. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on the property thereafter.

It is
nice to be
important,
but it is more
important
to be **nice.**

Swearing/Cursing

No parent or adult is permitted to curse or use other inappropriate language on program property at any time, whether in the presence of a child or not. Such language is considered offensive and will not be tolerated. If a parent or adult is frustrated or angry they are encouraged to communicate respectfully with staff using non-offensive language.

Physical/Verbal Punishment of Your Child or Other Children

- While Thunder Hawk Care does not support nor condone corporal punishment of children, such acts are not permitted in or on program property. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

- Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Program Lead. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. Although you may be curious as to the outcome or action taken with another student, JTH staff are strictly prohibited from discussing anything about another child with you. All children enrolled in our program have privacy rights. Likewise, you may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

Smoking

For the health of all Thunder Hawk Care employees, children, and associates, smoking and vaping is prohibited anywhere on district property. Parents are prohibited from smoking or vaping in the building, on the grounds, and in the parking lot of Hawks Nest. Parents who are smoking or vaping in their cars must dispose of the cigarette prior to entering the parking lot.



NO SMOKING

Confrontational Interactions

Confrontational Interactions with Employees or Other Parents: While it is understood that parents will not always agree with the employees of Thunder Hawk Care or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

Little Thunder Hawk Care

Early Care & Education Program

*Parent
Handbook
2025-2026*

**Hawks Nest Early
Learning Center
2000 Black Oak Avenue,
Montevideo, MN 56265**



Welcome to the Little Thunder Hawk Care Program! We hope that your child's experience with us is a positive and enriching one! We all share a common goal to provide a safe and rewarding atmosphere in which your child can learn, grow, develop new skills, and create new friendships all while having fun!

Please take the time to familiarize yourself with our policies and procedures. Please do not hesitate to contact us with questions, concerns, or suggestions. We welcome family input!

Our Mission:

Thunder Hawk Care is dedicated to providing a caring and learning environment for children which shall foster their optimal physical, emotional, intellectual, and social growth.

Thunder Hawk Care has been a part of the Montevideo School District for several years. We are continually changing, expanding, and adjusting to meet the needs of our clients, and pride ourselves on our customer service. Our staff members are highly qualified with over 150 collective years of child care experience.

Thunder Hawk Care seeks to provide a quality program where:

- ★ The atmosphere is comfortable, relaxed, happy, and busy.
- ★ Individual differences are respected, valued, and encouraged.
- ★ There is a balanced offering of age-appropriate activities.
- ★ Kids have many opportunities to choose their own activities.
- ★ Transitions between activities are smooth and unregimented.
- ★ There are clear and consistently enforced ground rules for safety.
- ★ Staff are flexible and responsive to unusual circumstances.
- ★ The environment provides opportunities for privacy, sustained projects, quiet activities, active play, construction and art.
- ★ The environment and activities create a program that reflects the interests, talents, values and personalities of the kids and their families.

MN DHS Licensing/Certification Information

The Little Thunder Hawk Care Infant & Toddler programs are licensed (#1084101) by the Minnesota Department of Human Services (651-431-6500). The Preschool classrooms are certified (#1090840) by the Minnesota Department of Human Services. The Junior Thunder Hawk School Age Program is certified (#1089106) by the Minnesota Department of Human Services.

Service Capacity: We are currently licensed to serve up to 33 children at a time in the infant and toddler classrooms, 12 infants, 21 toddlers. The preschool capacity is 20 per classroom. The maximum child:staff ratio is 10:1 for preschool groups, 7:1 for toddlers and 4:1 for infants.

Age Limits: Little Thunder Hawk Care is licensed to provide child care and early education services to children six weeks through 33 months of age in the infant and toddler classrooms. Preschool classrooms provide child care and preschool education services to children 33 months until they start kindergarten.



General Information

Program Location

Hawks Nest Early Education Center
2000 Black Oak Ave
Montevideo, MN 56265

Contact Information

Hawks Nest Early Education Center: **320-269-5026**
Registration & Billing Office: ext. 5134
Alexis Mulder: ext. 5129
Hawks Nest ECC Fax: 320-269-6107
Infant Classroom: ext. 5128
Toddler Classroom: ext. 5113
Early Preschool Classroom: ext. 5112
Pre-Kindergarten Classroom: ext. 5122
LTH Summer PreK Classroom: ext. 5139

Operational Schedule

Thunder Hawk Care is open five days per week, Monday through Friday. Hours of operation are 5:45 a.m. through 5:45 p.m. *You may not sign in before 5:45 am and if you sign out after 5:45 pm, it will result in a late fee.* The center is closed on the following holidays: Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas Day, New Years Day. If the holiday falls on a Sunday, the center will be closed on the following Monday. If the holiday falls on a Tuesday or Thursday, the program will be closed the Monday prior or the Friday after. Additionally, the program is closed on the following days: Christmas Eve, New Year's Eve, the week (5 days) prior to the start of the new school year, and the 3 days that follow the end of the school year in the spring. You are not billed for these days.

To support our staff's professional development, Thunder Hawk Care will always be closed for the Kids First Conference, this conference typically falls on the first Friday and Saturday in March. As licensed and certified child care settings, Little and Junior Thunder Hawk Care employees are required to complete 20 and 12 hours of training each year to remain compliant. These training hours need to be in very specific areas as set by the State of Minnesota. Not only are these requirements of our license/certification, they directly translate into premier care for your child(ren.) It is a challenge to find in-person training opportunities in our rural area that are also outside of our staff's normal work day. We are fortunate that the Kids First Conference will be held each year in south central Minnesota!

Parking/ Drop-Off/ Pick-Up

Please park in the front parking lot on the north side of Hawks Nest Early Education Center and use the front door for drop off, and park in the South parking lot using the back door for pick up. You will need to ring the buzzer located to the right of the doors. A staff member will confirm your identity before unlocking the doors for you to enter. Upon entering the building you will be required to sign your child(ren) in, or out of the program using the Brightwheel Childcare App. You must bring your child into the building, we MUST physically see you dropping off your child.

Contract & Registration Information

Registration

All children must be registered in order to participate in the Little Thunder Hawk Care Program.

Registration begins August 1st, 2025 for currently enrolled families and will be done entirely online.

Children must be registered by August 15th, 2025 to guarantee a spot. At that time if space is available we will contact families on the waitlist.

A \$25.00 non-refundable annual registration fee per child will be charged to your first week's billing, at the beginning of the school year.

Online Contract & Registration

Registration and Contracting for the Little Thunder Hawk Care program will be entirely online. Families will be required to fill out ONE Contract/Registration form for **each child** enrolled in the program. The link to register and contract for the program will be emailed directly to currently enrolled families. Payment for the annual registration fee will not be collected at the time of registration, but instead will be added to your first week's billing.

Registration Requirements

- Complete Contract & Registration Form (you must fill out one per child)
- Account paid in full and in good standing
- [Immunization Record](#) or Notarized Non-Medical Immunization Exemption (on back of immunization record) (We need 1 on file from initial enrollment and we can attach updated immunization printouts as they occur)
- [Healthcare Summary](#) (we need 1 on file at time of enrollment, and we require a new one annually)
- (1 per family required each year)

Withdrawal

Withdrawal from the program requires a two-week written notice. You will be charged according to your contract for the duration of the two week notice regardless of attendance.

Fees, Billing & Payments

****New Rates: - Pricing/Contracting:** The weekly rate will not change unless the program is closed or a vacation credit is utilized, in which case the weekly rate will be prorated.

- **Infant Care & Early Education Program** (6 weeks – 15 mo.)
 - Contracted Week: \$210.00/Week per child
- **Toddler Care & Early Education Program** (16 - 33 mo.)
 - Contracted Week: \$195.00/Week per child
- **Early Preschool Program** (33 mo. - 4 years)
 - Contracted Week: \$185.00/Week per child
 - Additional \$10.00/week if **not** potty trained (Toddler Rate)
- **Pre-Kindergarten Program** (4 - 5 years - year prior to start of Kindergarten)
 - Contracted Week: \$185.00/Week per child

Billing

Billing will be issued bi-weekly, it is 2 week pre-pay. Billing is paperless and will be emailed to families.

Payment

Parents are welcome to pay weekly, bi-weekly, or monthly, but the payment must be made in advance of services rendered. Thunder Hawk Care issues invoices bi-weekly (every 2 weeks) on Wednesday for the following 2 weeks of care. Autopayments will process from the account of the parent's choosing bi-weekly on that Friday. You may set up automatic payment by:

ACH (requires bank routing number and account number, no additional fees)

OR

Credit or Debit card (includes a 2.75% processing fee)

Payment for Little Thunder Hawks & Junior Thunder Hawks may not be combined and will be billed and must be paid, separately.

As a reminder, autopay is now required. Accounts set up with ACH autopay are processed with no additional fee to you. Accounts set up with a debit or credit card, will have an added 2.75% processing fee with the transaction.

Another reminder of our billing policy is recapped below;

*Families who have recurring suspensions or failed payments, may be at risk for earlier termination and/or suspension without care.

Late Payment Notice

Thunder Hawk Care is a nonprofit, self-supporting organization and needs your prompt payments to meet expenses. Accounts in default may be placed with a collection agency. Clients with defaulted accounts incur all costs related to collections, including legal fees.

Automatic Payment for child care service is required.

Automatic payment must be set up in the brightwheel prior to the first day of care. Parents/guardians will be sent an invitation at the time the child's registration is accepted.

Automatic payments that are declined will result in a \$10 fee and we will automatically rerun it up on notification. If rerun is unsuccessful, this will constitute another \$10 fee and the first warning, meaning you are in a probationary state with two weeks to bring your account current while still receiving childcare.

If on the next payment cycle your account is still outstanding and the current payment cycle also declines this will constitute suspension from our program **without childcare** for two weeks.

If on the following cycle, the above still holds true and your account is not in good standing you will lose your spot in Thunderhawk Care to the next person on the waitlist.

The \$10 decline fee applies to ACH and Credit / Debit Card payments.

THIS IS WHAT TO EXPECT:

Current billing cycle: If you still have a balance on your account, you will receive a two week warning with care still provided.

Billing cycle two weeks from first past due cycle: Suspended from our program without care.

Billing cycle four weeks from first past due cycle: You will lose your spot in Thunder Hawk Care to the next person on the waitlist.

Pathways

The State of Minnesota is committed to ensuring all children enter kindergarten ready to succeed, no matter their race or ZIP code, by increasing access to high-quality early childhood programs. Early Learning Scholarships of up to \$15,000 are available for children who are **6 weeks-5 years old** and whose family meets priority.* Please see below for more information-

[Pathways Application](#)

[Pathways Flyer](#)

Two Payer Families

By default, your child/children have one account. The account (and any balance due on the account) follows the child registered. The person who registered the child/children is considered the owner of the account. Anyone can make a payment on the childcare account. If you would like to request different arrangements or if you are in need of two separate accounts please contact the office at 320-269-5026. Ext. 5134

Financial Assistance

Financial Assistance is available through Chippewa, Yellow Medicine, and Lac Qui Parle Counties. Clients must provide a written verification from the financial agency prior to use of the program. Ultimately, the client is still responsible for all child care expenses incurred.

Finder's Fee

If your child will not be attending Thunder Hawk Care on a given day you are required to call and notify the classroom by 8:00 am. Your account is charged a \$5.00 Finder's Fee for the first time we need to locate your child. This fee increases by \$5 each time we need to locate your child. Children may be dismissed from Thunder Hawk Care if there are five Finder's Fees recorded on your account.

Late Fees

Thunder Hawk Care closes at 5:45 pm. If your child is signed out after 5:45 pm, late pick-up fees will be applied to your account. A \$2.00 per minute/per family late fee will be assessed to your account for children picked up after 5:45 pm. This will be included on your next billing statement. Thunder Hawk Care reserves the right to end the contracts of families who repeatedly pick up their children after 5:45 pm. We understand that there are emergencies and at times it becomes difficult to be at the site by 5:45 pm. Please do your very best to have alternate caregivers available if you are unable to pick up your child on time.

Additional Fees

Thunder Hawk Care does NOT supply diapers, wipes, or ointment for children. Parents are required to keep a full supply at the center. We highly recommend keeping a supply in the classroom and having a back-up supply in your child's locker. Staff members will inform you if your supply is running low via daily reports/Brightwheel. If you fail to provide diapers, wipes, ointment, extra clothes or any miscellaneous supplies you will be charged \$2.00 per missing item used from our personal supply. If you have failed to supply materials at Thunder Hawk Care on multiple occasions, your child will not be allowed to attend or will be sent home. Thunder Hawk Care does not provide a sheet or blanket for rest time, failure to provide may result in a \$2.00 fee per item-per day, if we have to use from our supply.

Drop-Off, Absences, & Pick-Up

Attendance Policy

Parents are responsible for informing Thunder Hawk Care if their child will be absent. We are expecting your child and we will be concerned if we do not hear from you. If a child will not be attending on a scheduled day the parent is expected to inform the classroom teacher via the Brightwheel app, or by leaving a message on their classroom phone. Failure to notify your child's classroom of an absence will result in a \$5.00 Finner's Fee.

Morning Drop-Off and Afternoon Pick-Up

In order for us to accept legal responsibility for your child, you or an authorized adult (18 years or older) MUST sign your child in and out of the program daily. This is done via the Brightwheel Childcare App. This must be done by an adult. This policy is designed to protect your child. Unauthorized people may not sign your child out. Parents are responsible for informing Thunder Hawk Care if their child will be absent, we are expecting your child. If a child will not be attending on a scheduled day the parent is expected to inform the classroom teacher either in writing, via e-mail, Brightwheel, or by leaving a message on their classroom phone. Failure to notify your child's classroom of an absence will result in a \$5.00 Finner's Fee. If picking up your child please let him or her know they must have a picture I.D. in order for us to release them, and inform Thunder Hawk Care of this change in pick-up by notifying a program/classroom Lead directly (and receiving confirmation).

Authorized Pick-Ups

The safety and security of all children at Thunder Hawk Care is of primary importance. At the time of enrollment, Thunder Hawk Care must be provided with the names and phone numbers of people authorized to pick up your child. You can add to these names by contacting your child's lead staff directly. Please inform us in advance with written notice if anyone else will be picking up your child.

Unauthorized Pick-Up

On your registration form you are asked to list people who are unauthorized to pick your child up from the program. This section is intended solely for individuals with restraining orders or individuals who have had their custodial rights temporarily or permanently revoked. Documentation and/or a copy of the Court Order is required. Thunder Hawk Care will not release your child to anyone not listed in the parent/guardian or emergency contact/authorized pick-up sections. You must provide Thunder Hawk Care with original court documents that restrict this individual from picking up your child.

Late Pick-Up

Thunder Hawk Care closes at 5:45 PM- we go by our clock! If you cannot pick up your child before 5:45 please make plans for your emergency contact person to pick your child up and let LTH know immediately. If you sign-out after 5:45, a late fee will be charged to your account. Thunder Hawk Care reserves the right to end the contracts of families who repeatedly pick up their children after 5:45 pm.

Parking

Please park in the parking lot in front of Hawks Nest Early Education Center and use the front doors for drop off, and use the back doors anytime after 4:00. You will need to ring the buzzer located to the right of the doors. A staff member will confirm your identity before unlocking the doors for you to enter.

Transportation

Thunder Hawk Care does not transport children to and from the center. Parents/guardians must make arrangements for the child's transportation. School buses do stop at the center before and after school. Little Thunder Hawk Care is unable to accept children being transported by bus, we must have someone physically be responsible for dropping and picking up our students.

Brightwheel: Childcare App Requirement for families

Thunder Hawk Care will use them for attendance and to stay connected with parents. Parents will use the app to sign their children in, and out of the program daily and will be able to access lesson plans and menus. If anyone other than the primary caregivers will be picking up or dropping off there is no need to worry - program staff can assist with signing your child in or out on our tablets in the classroom. This handy youtube video will walk you step by step through the sign-up process [Brightwheel: Parent Sign-up](#). You can download their mobile app in the [Apple](#) and [Google Play](#) app stores

Vacation/Absence Credit

Each child is allotted two weeks (10 days) of vacation/illness/personal time off, without charge during the contracting year (September-August). The absence credit days accrue at the following rate: one week (5 days) of vacation/absent days for the months of September (or the first day of school, whichever comes first) – February (1st half), and one week for the months of March – August (or the last day of summer programming) (2nd half). Unused absence credit days will carry-over from the first half to the second half, but will start completely over at the beginning of every school/contracting year.

Vacation/absence credits are not transferable from one child to another.

In order to use a vacation/absence credit the child must be absent from the program for an entire day and the classroom must be notified of the absence before 8am.

This form may be submitted in advance or after the absence but your account will not be credited until the form is received. [Thunder Hawk Care Vacation/Sick Request Form 2025-2026](#)

What You Need To Bring

On your child's first day:

- A labeled extra (complete) change of clothing (or 2!) that can be kept at the center.
- Small blanket for rest time. (you may also bring a small pillow if needed)
- Appropriate outdoor wear (labeled).
- Sunscreen or Bug Spray if necessary (labeled).
- Water Bottle
- Diapers/Pull-Ups/Wipes/Ointment if needed.

Label Everything!

All of the children's personal belongings should be labeled with the child's name so its ownership can be readily identified!

- Boots
- Snow Pants
- Jacket
- Hat
- Mittens/Gloves
- Scarf
- Extra sets of clothing
- Blanket/Pillow/Sheet
- Water Bottle

Laundry

Parents will be asked to take their child's bedding home for laundering on a weekly basis. It is very important that you remember to return the bedding to the center on your next day of attendance!

Toys from Home

Children may bring in a small, soft toy to nap with. Parents should not allow their child to bring toys into the center- conflicts can result and the security of personal property may become a problem.

Rental/Replacement Fee

Because of the wide range of activities, staff recommends that children be dressed in washable, comfortable clothing when in the center. The center will provide smocks or aprons for paint or water activities but we cannot guarantee that clothing will not get stained. Tennis or laced shoes are preferred footwear as they are safer than sandals or flip-flops for outside play and climbing. Parents are asked to provide an extra set of clothing for their child that can be utilized in the event of a spill or toilet accident. After 3 instances of having to borrow clothes from Thunder Hawk Care, a \$5.00 rental fee will be assessed to your account. If the item is not returned, a \$10.00 replacement fee will be assessed. Please return our clothing! If we do not have spare clothes available the parent will be called to pick up their child.

Meals & Snacks

Meals for ages 1 (12 months) and up:

Two meals (breakfast, lunch) and one snack (afternoon) are served each day. Meal and snack menus are planned on a monthly basis and available in the Brightwheel app or school district website. All meals and snacks are prepared by school district food service personnel. Each meal provides 1/3 of the child's daily nutritional needs as specified by USDA. Nutritious, wholesome foods are served at all meal and snack times. Snack is included in your daily contracted rate. Lunch may be brought from home or families may utilize the school lunch program. The State has granted free Breakfast and Lunch for K-12, families will not be charged for these meals. We encourage families to fill out the Application for Benefits Form found within the enrollment links, this form will be issued each year and you may qualify for other benefits within the district.

Meal Times- during the school year

Breakfast: 8:15 – 8:45 AM

Lunch: 11:00 AM – 11:30 AM

PM Snack: 2:00 – 3:00 PM

Birthday Treats

Children are welcome to bring store-purchased or bakery-made treats to share on their birthday. Parents are asked to notify the teacher in advance if the child will be bringing in a treat. Parents are welcome to join their child for lunch on the child's birthday. Parents are asked to notify the teacher at least one day in advance if they will be coming in to dine.

Allergy/Special Diet Needs

If a child requires a special diet, the parent must provide a written physician's order that identifies the needed modifications and the duration of the diet. If the child has a food allergy, the parent must provide written physician confirmation of the allergy.

For menus, payment options, application for educational benefits (free/reduced price meals), special diet statements/requests, etc. please visit the [FOOD SERVICE](#) section of the district website.

At Thunder Hawk Care we do NOT limit food or drinks to only be given at certain times, nor will we limit the amount of food or beverage below the state meal pattern requirements. We will maintain the same food and snack schedule during training. We will never withhold water from a child who is thirsty.

Afternoon Snack

Afternoon snack may not be taken home. Children are welcome to sit down and eat their snack at the table with their classmates if their parents are willing to wait until they are done eating but we cannot pack a snack "to go."

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) [found online](#) at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Curriculum Information

Programming

At Little Thunder Hawk Care our goal is to provide a secure child and parent centered environment where all children, parents and their families feel welcomed and valued. Children participate in a program of educationally challenging activities and supportive personal interactions planned to foster their social, physical, emotional and intellectual development. All staff are responsible for working with children, parents, their important family members, and other staff members in the spirit of collaboration and dedication.

Our education philosophy is that young children develop and learn best when they have opportunities to:

- Observe and be part of respectful, supportive and friendly adult-child and child-child interactions
- Engage in the experimenting, exploring, creating, discovering and idea-sharing which are all part of the children's activities adults describe as 'child's play'
- Make choices and become involved in activities that are personally and developmentally right for them

Curriculum

Little Thunder Hawk Care uses "Creative Curriculum" in our infant-preschool rooms. More information about our curriculum can be found at <http://teachingstrategies.com>

Services for Children with Special Needs

Thunder Hawk Care does provide service to children with special needs, granted we can adequately meet the needs of the individual child. When a child with a diagnosed special need is admitted into the center, staff shall develop an Individual Care Plan to meet the child's individual needs. The plan shall be developed in a joint effort with the child's parents, local school district personnel, and medical or health personnel involved in the child's diagnosis or treatment. The plan shall be coordinated with the child's individual education plan (IEP) as developed by the school district or medical personnel.

Outdoor Play

The children go outside each day if weather permits – fresh air promotes good health. A light jacket and cap or hooded sweatshirt is recommended in the fall and spring. In the winter, the children go outside if the air and wind-chill temperature are above 0°F. A warm jacket, snow pants or snowsuit, cap, mittens and snow boots are necessary in the winter. During seasons of changing weather, parents are encouraged to keep a set of warm and cold weather clothing on hand in the child's locker so that children can be dressed comfortably in the event of weather change during the day.

Pets

Thunder Hawk Care does not have any pets that permanently live in our classrooms. Permission may be requested from parents before any animal is brought into the classroom for show-and-tell or educational purposes to ensure that children with allergies are kept safe and away at all times.

At Thunder Hawk Care you can expect the following:

- Free Play
- Music & Movement
- Circle Time
- Story Time
- Block Play
- Manipulative Play
- Quiet Reading
- Sensory Play
- Art & Science Exploration
- Outdoor Play
- & Daily Teacher-Led Activities!

Toilet Training Policies and Procedures

Underwear/Training Policy

At Thunder Hawk Care we will not put children into underwear until they have been completely accident free in our program for two full weeks. If your child is not potty trained by 3 and ½ we may not be able to accommodate the child's needs and enrollment may be terminated.

Naptime Training

Thunder Hawk Care requires diapers/pull-ups for rest time until the child has slept through rest time for one full month without an accident. Sometimes children "nap-train" right away when they are "awake-time" trained. Most children are not able to do this and it may be many months or sometimes years before they are nap-trained.

What Children Should Wear During Training

- Children should wear easy on and off pants during training. We prefer sweat pant like bottoms until they are physically capable of doing snaps and buttons on their own. Please don't send them in anything that requires us to remove the top to get to the bottom. We do not allow overalls, union suits, one-piece jammies, or shirts with snaps at the crotch. Belts and suspenders are never allowed in the program for safety reasons.
- Diapers and pull-ups are okay for training. We do not use pull-ups until the child is at the one week mark without accidents. We do not allow cloth diapers or underwear with plastic pants. If you have had great success at home we can do the training with the underwear and a pull-up over the underwear during the training. If the child has regular accidents in the underwear staff members will switch them back to regular diapers and try again at another time.

Prohibited Actions

- Thunder Hawk Care will not put children on a "potty schedule" where they go every half hour or hour. This is very time consuming with little to no benefit. From experience we have seen this cause many problems with children not being able to hold much urine and having to frequently use the potty further along down the line. This makes children unable to go on our walks because they are not capable of lasting very long without having to come back to use the potty. This would result in our entire day centering around the potty which isn't realistic in our setting nor is it the goal of our early education program.
- At Thunder Hawk Care we do NOT limit food or drinks to only be given at certain times, nor will we limit the amount of food or beverage below the state meal pattern requirements. We will maintain the same food and snack schedule during training. We will never withhold water from a child who is thirsty.

- We do not clean out poopy underwear. We will bag urine soaked underwear and return it to the parent at the end of the day but we will not do this with soiled underwear. We must dispose of that immediately into the garbage. We don't do laundry of any soaked or soiled clothes. They are bagged, placed in the child's locker, and returned to the parents at pick-up time.

When a Child is ready to Potty Train Thunder Hawk Care staff will:

1. Start reading potty books and talking about going potty in the big girl or big boy potty during changing.
2. have them sit on the potty during our natural transition times (before and after meals, before and after naps, and diaper changes)
3. practice with them getting their pants up and down on their own and hand washing.
4. supervise them and watch for signs that they have to go or are going and get them off to the potty.
5. keep close communication with the parents about any indicators suggesting the child is ready.

Toilet Training Policies and Procedures Cont.

Thunder Hawk Care definition of a “potty trained” child:

A potty trained child is a child who can do the following:

1. Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words “I have to go potty” BEFORE they have to go.
2. Be able to pull down their underwear and pants and get them back up without assistance.
3. Be able to wipe themselves after using the toilet.
4. Be able to get off the potty by themselves.
5. Be able to wash and dry your hands.
6. Be able to go directly back to the room without directions.
7. Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the bathroom.

Children who are ready to train have the ability to perceive events that are going to happen before they happen. Because we cannot allow children to go in and out of the room to freely use the potty they MUST learn they have to tell us so that we can accompany them into the room and supervise them. At Thunder Hawk Care we are prohibited by state regulations to allow children to go to the bathroom unaccompanied. As a result, children need to learn that they must tell an adult they have to go BEFORE they have to go. We do not accept signs that the child has to go or nonverbal behavior. Children must be able to say the words “I have to go potty”. At Thunder Hawk Care we will not put children into underwear until they have been completely accident free in our program for two full weeks. If your child is not potty trained by 3 and ½ we may not be able to accommodate the child's needs and enrollment may be terminated.

Some things we do at Little Thunder Hawk Care to get kids ready to potty train:

- 1) We start reading potty books and talking about going potty in the big girl or big boy potty during changing.
- 2) We have them sit on the potty during our natural transition times (before and after meals, before and after naps, and diaper changes)
- 3) We practice with them getting their pants up and down on their own and hand washing.
- 4) We will supervise them and watch for signs that they have to go or are going and get them off to the potty.
- 5) We keep close communication with the parents about any indicators suggesting the child is ready.

Some things we do not do at Little Thunder Hawk Care:

- We do not put kids on a “potty schedule” where they go every half hour or hour. This is very time consuming with little to no benefit. From experience we have seen this cause many problems with children not being

able to hold much urine and having to constantly go to the potty further along down the line. They can't go on our walks because they can't make it very long without having to come back to potty. This would result in our entire day centering around the potty which isn't realistic in this setting nor is it the goal of our early education program.

- We do NOT limit food or drinks to only be given at certain times, nor will we limit the amount of food or beverage below the state meal pattern requirements. We will maintain the same food and snack schedule during training. We will never withhold water from a child who is thirsty.
- We do not clean out poopy underwear. We will bag urine soaked underwear and return it to the parent at the end of the day but we will not do this with soiled underwear. We must dispose of that immediately into the garbage. We don't do laundry of any soaked or soiled clothes. They are bagged, placed in the child's locker, and returned to the parents at pick-up time.

Some helpful hints to help you at home:

There are some easy daily things you can do at home that will really help your child's progression. Some of these may sound silly but trust us... they REALLY work.

- 1) Be cheery about the potty! A happy experience each time they are on the potty will translate into quick training at home.
- 2) If there are two adults in the house, have each adult "ask" the other adult if he/she can go to the potty at least four or five times a day. Your child seeing and hearing you "ask" if you can go will get the idea in their head that they need to do that too.
- 3) Praise the child on success for every step of the process but do not overdo it. You don't want them trying to do the potty thing fifty times a day to get your attention or get rewarded. A "way to go" or a "thumbs up" and big smile will let them know you are proud. We use the phrase "you go potty like the BIG boys/girls do!" They love the idea of being BIG.
- 4) Bribery can be a good thing. Use stickers or small treats (like gummies, jelly beans, teddy grahams) ONLY after potty success. Have the child give the same treat to everyone around him that can have the treat. Passing a treat for his success will make the child happier than getting the treat himself. Every person receiving the prize says "Good job little buddy... you go potty like the big boys do."
- 5) Let the child in the bathroom with you when you are going potty. This is really important for the same sex parent. Let them see how it works and you wash up afterwards.
- 6) Don't let them play with toilet paper. If they are infatuated with toilet paper give them a couple of generic cheapo rolls to play around with in the house to get it out of their system.
- 7) No punishment or consternation for accidents. Just talk to them about them needing to ask to go to the potty next time. We say "next time you will go potty like the BIG boys do... okay?"
- 8) If you see them mid-way trying to poop or pee scurry them off to the potty to finish up.
- 9) Give your child 3 or 4 minutes to get the job done. It shouldn't take more than a few minutes. Don't let it turn into an attention seeking time where the child gets you one-on-one with them. It's only about going potty. If they don't go in a reasonable time tell them it's time to get off and we will try again another time.
- 10) Don't allow potty time to be a stall tactic to avoid doing something the child doesn't want to do. We see this here at toy pick up and nap time. Some kids will claim they have to go potty to avoid having to lay down for rest time. If you see a pattern of avoidance have the child go potty a little bit before you want them to do whatever they are avoiding so it doesn't interfere.
- 11) We do not and cannot allow any toys or books during the training time. This can backfire for the family and definitely cause trouble using the potty at school. Potty time will quickly turn into one-on-one attention and play time for the child. After a child has been trained for a few months you can add a book (at home) for them to look at if they are having a hard time going poop.

12) Keep attention and interaction during potty time to a bare minimum. If your child is generally “goofing” around during the time he/she is sitting on the potty then turn away from them and keep the eye contact down. Keep the atmosphere calm and focused.

13) We train boys sitting down first. We switch them to standing up when they are tall enough to reach over the seat and adept enough to aim.

14) Be careful of public automatic flushing toilets. The noise of the flushing can scare them. If you bring a little post it note with you when you go out you can put it over the sensor so the toilet doesn't automatically flush right when your child gets off of it.

15) Have fun. Stay cool. It will all work out!

Please do not expect the same performance here as at home:

We have witnessed both ends of the spectrum with childrens' ability to be “trained” here and not at home and vice versa. We've had children who have been successful at home and are unable to do it here for a number of reasons:

1) Children are not trained at home to tell their parents they have to go **BEFORE** they have to go, but rather are allowed free access unsupervised to the bathroom in their home. Again, here they must tell us **BEFORE**. They can't leave the play area without an adult and go into the bathroom without supervision.

2) There are many more distractions here with a larger group of children, toys, and bustling activities.

3) They need one-on-one attention throughout the day in order to keep up with the toileting. Here we have multi-level aged children (ranging from 16 months – almost 3) who have various needs and supervision requirements. We cannot focus solely on one child but must divide our attention with all the kids. This is another reason your child must tell us he/she has to go. They need to bring it to **OUR** attention. We can't focus only on them to pick up cues, sign language, or specific behaviors to tell us it is time.

4) At home, parents are putting the child on the potty in small time increments. We cannot and do not do this here so the child will wet themselves many times throughout the day if this is being done at home.

5) Some parents over exaggerate and sometimes purposely deceive the program staff into believing the child is completely trained at home so they can avoid bringing diapers. There is also an element of the parent population who believe that early training is a sign of giftedness and want their children to be advanced. Potty training has nothing to do with giftedness regardless of the age of training.

We have also had children who are successful here but not at home. This can happen if:

1) The child is “on the go” a lot in the evenings and weekends making it difficult for the parent to do toileting practice at home.

2) Children are with different caregivers on the weekend who don't continue practicing.

3) Parents want the training to be done at day care during the day and use diapers and pull-ups at home at night and on the weekends.

Nap & Rest Time

Infant Sleep Procedures

1. Each infant is allowed to follow his/her individual sleep pattern. A child who has slept or rested quietly for 30 minutes will not be required to remain in a crib.

- Cribs/rest area will be located in a quiet area of the classroom that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child.

2. Infants are placed to sleep on their backs in a crib. (Infants sleeping on their stomachs are at a higher risk of death from S.I.D.S. - Sudden Infant Death Syndrome.)

3. Cribs meet current safety requirements, including:

- Cribs are sturdy and in good repair (with no sharp edges, points, unsealed rough surfaces, splinters, peeling paint, cracks, or missing/broken parts).

- Sides and end panels are constructed with vertical slats that are no more than 2 3/8 inches apart.
 - Mattresses are firm, snug fitting, intact, and waterproof.
4. Crib sheets fit mattresses snugly, but do not cause mattresses to curl up at corners.
5. Cribs do not contain bumper pads, pillows, soft toys, cushions or thick blankets. If a blanket is used on a sleeping infant over the age of 12 months, it is:
- a thin, "receiving"-type blanket,
 - placed no higher than infant's chest, and
 - tucked in at the sides and bottom of the mattress.
6. Infants do not sleep in car seats, swings or infant seats. Any child who arrives at the center asleep in a car seat, or who falls asleep in a swing or infant seat, is immediately moved to a crib. If an infant falls asleep before being placed in a crib, staff must move the infant to a crib as soon as practicable.
7. Any alternate sleep position must be specified in writing by the parent/guardian and the child's health care provider on the appropriate forms. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or the center has a signed statement from the parent indicating that the infant regularly rolls over at home.
8. Placing a swaddled infant down to sleep is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently. The only exception is with a written consent of a parent or guardian, a staff member may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle.
9. Cribs are spaced so that there is an adequate walkway between. Cribs are spaced so that there are clear aisles and unimpeded access for adults.
10. Nothing is stored above or below the cribs.
11. Crib wheels are locked in order to prevent accidental movement.
12. Evacuation Cribs:
1. While all cribs have wheels and are mobile, Thunder Hawk Care has 3 specifically designed evacuation cribs (max. 4 infants per crib).
 2. Evacuation cribs have:
 - Wheels - preferably 4 inches or larger - capable of crossing terrain on evacuation route;
 - a reinforced bottom
 3. A clear pathway is kept between evacuation cribs and emergency exits at all times.

Toddler & Preschool

All toddlers and preschoolers will lay down to rest on a cot after noon lunch. The length of rest time depends on the child's needs. If the child is not sleeping after the initial 30 minutes of rest time, s/he may get up and play at quiet activities within the room until rest time is over. Rest time occurs in a quiet area that is physically separated within the room from children who are engaged in an activity that will disrupt a napping or resting child. Cots are placed directly on the floor and are not stacked when in use. The cots are spread throughout the room while keeping clear aisles for safety and unimpeded access for both adults and children. Cots are disinfected after each use

Bedding:

Parents are required to supply separate bedding for each child. Bedding will be sent home to be washed weekly and when soiled or wet.

If needed, staff will sit or lie next to children, rub their backs and comfort them to help them fall asleep.

Behavior Management

Thunder Hawk Care is not designed to provide long term 1:1 assistance for students. If a child receives student support in the classroom, has an identified special need, or has a behavior plan developed, it is the parents' responsibility to identify their child's needs on the appropriate forms. An individual conference may be necessary before enrollment is considered.

Discipline Policy

We expect the students to be safe and to be kind. We use logical consequences and redirection, and we follow the policy of "above the line" and "below the line" behavior. "Time-outs" or "breaks" are used for children who need a quiet space to calm down.

If your child exhibits **severe behavior** he/she will be placed on our severe behavior plan. Three instances of severe behavior may be grounds for dismissal from the program. If your child is removed from our program, this may affect enrollment during the following summer/school year. You will be informed of this decision at the time of removal.

The following are considered severe behavior:

1. Striking a teacher
2. Leaving the area without permission
3. Theft
4. Hitting/biting/kicking other students
5. Constant bullying
6. Inappropriate touching of a person's body or belongings
7. Excessive inappropriate language
8. Any other infraction which jeopardizes the health, safety, or welfare of the students or staff

Children whose limitations create a safety issue of unreasonable risk or harm to themselves, others, or property, may not be accommodated

The program is designed to offer an environment that provides a positive, safe, and pleasant atmosphere that meets the developmental level of the age group, provides space for socialization and independence, and maximizes the capacity of staff supervision.

Three instances of a severe behavior, after the behavior plan has been implemented, may be grounds for dismissal from the program. Thunder Hawk Care is not designed to provide short-long term 1:1 support, thus changing the dynamics of the program. Thunder Hawk Care reserves the right to terminate a contract to best fit the health and safety of our students and staff.

Behavior Guidance

Thunder Hawk Care staff guide children's behavior by providing a positive model of acceptable behavior. Children are taught to use positive and constructive communication to resolve conflict.

If a child's behavior becomes disruptive, threatening, or destructive, staff shall:

1. Intervene to protect the child and others involved;
2. Restore order without loss to the child's self-esteem;
3. Attempt to positively re-engage the child in the activity or re-direct him/her to a different activity.

If the child continues the threatening or disruptive behavior, staff shall:

1. Help the child to understand the problem with the behavior;
2. Explain the immediate and related consequences of continued misbehavior (loss of turn, time away, etc);
3. Attempt to re-engage or re-direct the child to another activity.

If the child continues to exhibit unacceptable behavior, staff shall observe and record the behavior and:

1. Remove the child from the area or activity;
2. Have the child take time away to regain self-control and display positive behavior.

No child shall be subjected to corporal or psychological abuse by center staff. No child shall be handled roughly, subjected to emotional abuse, punished for lapses in toilet training, or have food, light, or warmth withheld as punishment. No child shall be physically restrained other than staff physically holding a child when containment is necessary to protect the child or others from harm.

Communication & Parent Involvement

Suggestions, Concerns, Questions

At Thunder Hawk Care we welcome any suggestions you may have and are happy to answer any questions. In an effort to address your concerns effectively and efficiently we suggest taking the following steps:

1. Speak to the Teacher or Program Staff Involved
2. Speak to a Program Lead
3. If concerns persist or the results are insufficient, please contact the Child Care Coordinators.

Emergency Contacts

For safety reasons, it is imperative that you provide current information on your child's forms. Should any changes occur throughout the school year or summer please inform the Thunder Hawk Care office or Lead Staff immediately.

Brightwheel: Childcare App Requirement for families

Thunder Hawk Care will use the Brightwheel app for attendance and to stay connected with parents. If you are not currently enrolled or signed up for the Brightwheel engagement app, you will receive an email with directions for registering. Once signed up, you'll be able to receive photos, videos, messages, and updates about your child's daily activities. Anytime your child is dropped off or picked up, you'll know. Parents will use the app to sign their children in, and out of the program daily and will be able to access lesson plans and menus. If anyone other than the primary caregivers will be picking up or dropping off there is no need to worry - program staff can assist with signing your child in or out.

Grievance Procedure

In the event that a parent or authorized representative of an enrolled child wishes to express a grievance in regard to a center /employee policy or practice, the parent or representative may report such a grievance, in writing, to the Thunder Hawk Care coordinator or building principal. (A listing of current school board members is available on the district's website.) The Coordinator or Principal shall acknowledge receipt of the grievance, in writing, within three working days of its receipt. The coordinator or principal shall respond with a description of intended or completed corrective action within 10 days of receipt of the grievance. Decisions of the coordinator or principal may be appealed to the school board.

If the parent or authorized representative feels the grievance has been unsatisfactorily resolved, the person may report the grievance to the Minnesota Department of Human Services, Division of Licensing at 651-431-6500.

Parent Involvement & Conferences

Center staff can do a better job of caring for children if they work together with and communicate with parents on a frequent basis. We encourage parents to talk with staff about their child on a daily basis. Staff shall continually monitor each child's intellectual, physical, social and emotional development. Status reports are maintained for each child and are conveyed to parents during annual parent/teacher conferences.

Fundraising Requirements

Thunder Hawk Care relies on income from tuition, donations, city funding, grants, and fundraisers to keep our program operating at a break-even level. Thunder Hawk Care relies on fundraisers and donations to offset our operating costs. Our goal is to keep tuition rates reasonable so that families from all aspects of the economy can afford quality child care and preschool services for their children. Without fundraising, we would have to make up that portion of revenue by increasing tuition rates. Thunder Hawk Care typically partakes in 2-3 fundraisers each year. Every family is required to participate in these fundraisers. Fundraiser "Opt-Out" options will be available for families that would rather donate money directly than participate in the fundraiser. More information regarding the type and timing of each fundraiser will be given directly to parents as the time gets closer.

Infant & Toddler Program Extras

Infant Meal Program

Thunder Hawk Care provides nutritious, wholesome foods at all meal and snack times. For infants 11 months and younger, meals and snacks are included in your daily contracted rate. Thunder Hawk Care offers a combination of Gerber brand and store brand (Parent's Choice or Up&Up) formula, cereal, soft foods and finger foods. Parents may choose to opt out of our food program and provide their own food for meals and snacks. A form for declining the food program is available in the classroom. For more information on the infant meal program please speak to the coordinator or classroom teachers directly. Thunder Hawk Care uses Nuk and Dr. Brown brand bottles and nipples – parents are welcome to supply their own if they wish.

What do Parents Need to Supply?

Infants

- Breast milk, if necessary
- Bottles & nipples, if necessary- We supply Dr.Brown, MAM, Tommee Tippee, Simply Nuk, & Avent bottles/bottle nipples.
- Diapers
- Wipes
- Ointment
- 2 sets of extra clothes (labeled)
- Pacifier, if necessary

Toddlers

- Blanket for rest time
- Small stuffed toy for comfort
- Diapers/Pull Ups
- Wipes
- Ointment
- 2 sets of extra clothes (labeled)

Thunder Hawk Care does NOT supply diapers, wipes, or ointment for children. Parents are required to keep a full supply at the center. We highly recommend keeping a supply in the classroom and having a back-up supply in your child's locker. Staff members will inform you if your supply is running low via the daily reports. If a child does not have diapering supplies at Thunder Hawk Care, they will not be allowed to attend or will be sent home. Due to health and safety concerns, if your child is potty training, you must supply pull-ups or training pants unless there is an agreed-upon plan between the parent and lead teacher.

Rest Time

Infants: Infants will be placed for rest in a crib on their back. Blankets are not allowed in the crib until a child is 12 months of age.

Toddlers: Toddlers will lie down for rest time after lunch on a cot. No child will be forced to sleep but will be encouraged to rest quietly.

Optional Forms for Infant Families:

- Parental Consent for Swaddling an Infant
- Infant Less Than 6 Months of Age Regularly Rolling Over
- Physician Directive for Alternative Infant Sleep Position

Biting: Thunder Hawk Care acknowledges biting as an age appropriate behavior until the age of three. After age three, biting is considered a "Severe Behavior", please see page 17 for more information on Behavior Management." We will always do our best to prevent biting, but unfortunately this is an age appropriate behavior for the Toddler age group.

Medication, Illness, & Emergency

Medication

If the parent requests that staff administer medication or preventive treatment (sunscreen, insect repellent, etc.) to a child while s/he is in the program, the parent or guardian must:

1. Fill out and sign a Medication Authorization Form;
2. Provide written instructions from a licensed physician or dentist for the administration of each prescription medication. An original medicine container with the child's name and current prescription information on the label may constitute instructions. Non-prescription medicine, sunscreens, or insect repellents shall be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist;
3. Provide a supply of the medicine in its original container. The container must have an original, legible label stating the child's name, the physician's name, the name of the medication, and the dosage to be given, the dosage schedule, and the expiration date.

All medication will be kept in locked containers out of the reach of children. Thunder Hawk Care will use a generic Walmart sunscreen if you fail to provide.

Reminder: We ask that you apply sunscreen each morning (come Summer or as weather permits), prior to drop off.

Medical Emergency

In case of a medical emergency Thunder Hawk Staff will call 911 and request medical care from Chippewa County Montevideo Hospital.

Illness Policy

For the protection of all children, the program cannot accept or keep a child who is displaying any of the following conditions:

1. a contagious illness or condition that has not had sufficient treatment to reduce the health risk to others;
2. chicken pox until the lesions are crusted over and the child is no longer infectious;
3. has vomited two or more times in the previous 24 hours;
4. has had three or more abnormally loose bowel movements within the previous 24 hours;
5. has contagious conjunctivitis (pink eye) or pus draining from the eye;
6. has a bacterial or strep infection or impetigo and has not completed 24 hours of antimicrobial therapy;
7. is unusually tired or has unexplained lethargy;
8. has lice, ringworm, or scabies that is untreated;
9. has a 99.9°F fever or higher temperature of undiagnosed origin before fever-reducing medication is given or when accompanied by behavior changes or other indications of illness;
10. has an undiagnosed rash or a rash that may be attributable to a contagious illness or condition;
11. has significant respiratory distress, uncontrolled coughing, wheezing, or difficulty breathing;
12. is not able to participate in program activities with reasonable comfort or displays persistent irritability or crying;
13. requires more care than staff can provide without compromising the health and safety of other children in care.

A child must be free of fever or diarrhea for 24 hours without fever-reducing medication before returning to the school and can no longer be in the contagious stage of a communicable disease. A doctor's note is required for a child to return in cases of undiagnosed rashes, skin lesions, running eyes, and other potentially communicable diseases. Thunder Hawk Care can request a written note from a physician declaring that a child is safe to return to child care at any time they feel it is necessary for the health and safety of the child and other children in the program.

Thunder Hawk Care uses a Baunn ear thermometer, if your child displays a fever with our thermometer, you must follow our fever policy. Thunder Hawk Care is able to administer Tylenol for pain reliever, but not as a fever reducer.

If your child is ill, he/she will be separated from activities to rest under supervision, while you're notified. The parent will be called and asked to pick up the child within one hour of being contacted. If a parent cannot be reached, we will call an emergency contact to pick up the child. A sick child will be supervised until s/he is picked up.

Medication, Illness, & Emergency, Cont.

Contagious Conditions

If a child is diagnosed as having a contagious disease or condition, the parent/guardian is required to inform the program of the diagnosis within 24 hours of diagnosis so that a notice of possible exposure to illness or contagious condition can be posted to alert other parents.

Conditions to be reported include: ringworm, scabies, pink eye, impetigo, lice, measles, chickenpox, Strep infections, etc.

Emergency Care

In the event that your child requires emergency care, staff will take the following steps:

1. Administer first aid as needed.
2. Contact parent/guardian. If unavailable we will call an emergency contact.
3. If an emergency vehicle is needed, we will attempt to check with the parent/guardian or emergency contact for instruction for transportation. JTH reserves the right to call 911 without approval in severe cases.
4. If parent/guardian or emergency contact cannot be reached, and it is an extreme emergency situation, staff reserve the right, with assistance of paramedics, to determine if your child can be transported by emergency vehicle to the closest hospital. Parents will be responsible for any expenses incurred due to injuries.
5. Staff members are not authorized to transport students in their vehicles.

Accident Reports

All accidents are reported on an injury/incident form via Brightwheel, a paper form may be used if necessary.

Tornado

In the event of a tornado or threatening weather, the children will be sheltered in the program's designated sheltering area inside the building.

Fire/Evacuation

In the event of a fire or emergency evacuation, the children will be escorted by staff to Hope Reformed Church

Lockdown

When any building in the Montevideo School District goes into a lockdown (which can happen for numerous reasons), all exterior doors in all of the schools are automatically locked. There are three levels of lockdown- "Code Red," "Teach-On," and "Code Yellow." When a school is in lockdown, no matter the reason (even a drill), families will not be able to enter or leave the building. Near the main school entrance is a blue light that will flash whenever the doors are automatically locked. If you see these lights flashing please return to your vehicle. Lockdown drills are practiced regularly. During a drill, the doors will be locked and the blue light will flash. Lockdown drills are typically completed within five minutes.

Maltreatment of Minors Mandated Reporting

If a Thunder Hawk Care employee knows or has reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years they are legally required or mandated to immediately make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (320) 269-6401 or local law enforcement at (320) 269- 8808.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited

Thunder Hawk Care shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Maltreatment of Minors Mandated Reporting, Cont.

Internal Review

When the program has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the program will complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.

The internal review will include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary & Secondary Position to Ensure Internal Reviews are Completed

The internal review will be completed by the program coordinator. If this individual is involved in the alleged or suspected maltreatment, the Community Education Program Administrator will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

Thunder Hawk Care will provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). Thunder Hawk Care will document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14. The mandated reporting policy will be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

Parent Code of Conduct

Thunder Hawk Care requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Thunder Hawk Care is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Thunder Hawk Care but, is the responsibility of each and every parent or adult who enters the building. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on the property thereafter.

Swearing/Cursing

No parent or adult is permitted to curse or use other inappropriate language on program property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

Physical/Verbal Punishment of Your Child or Other Children

While Thunder Hawk Care does not necessarily support nor condone corporal punishment of children, such acts are not permitted in or on program property. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Program Coordinator. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or coordinator's attention. At that point, the teacher and/or coordinator will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Program Coordinator are strictly prohibited from discussing anything about another child with you. All children enrolled in our program have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

Smoking

For the health of all Thunder Hawk Care employees, children, and associates, smoking is prohibited anywhere on district property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Hawks Nest Early Education Center. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

Confrontational Interactions

Confrontational Interactions with Employees or Other Parents: While it is understood that parents will not always agree with the employees of Thunder Hawk Care or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

Threats of any kind, whether directed towards employees, children, or other parents of the program, will not be tolerated. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the program will not assume the risk of a second chance. Parents must be responsible for and in control of their behavior at all times.

Resources for Parents



www.parentaware.org- Have you heard of Parent Aware?

The Parent Aware website is full of valuable resources for parents including:

- Parent Toolkit to help families find the right place for their child.
- Food and Nutrition programs
- Low-Income support
- Child Care Scholarships
- Covering health care expenses
- Housing assistance
- Paying for care and education
- Additional resources can be located here, check out ParentAware.org



www.HelpMeGrowMN.org

Visit the Help Me Grow website for videos and checklists that show what babies, toddlers and preschoolers typically do at different ages. Download the infographic, and read parenting tips to help your child develop and grow. If you have concerns about your child's development, contact your child's teacher, health care provider, or check helpmegrowmn.org for more information!



Fun, affordable, family classes for: Babies, Toddlers & Preschool Children
Where to find us: www.montevideoschools.org

Visit us on Facebook:

<http://facebook.com/MonteECFE>

<http://facebook.com/MontevideoCommunityEd>

<http://facebook.com/Montevideoschools>

Twitter: @Montevideo129

Early Childhood Special Education (ECSE)

Provides help for children (birth through 5 years old) with special needs. Families with concerns about their child can contact the ECSE department at Sanford or call us at 320-269-5026.



Woodland Centers provides comprehensive mental health services that meet a variety of community needs, from helping those who face serious and persistent mental illness, to counseling families on a range of issues.

Woodland Centers 24-Hour Crisis Toll-Free Hotline:
1-800-992-1716

Chippewa County Family Services

320-269-6401

- Adult Services
- Chemical Abuse/Dependency Services
- Children & Family Services
- Day Care Services
- Foster Care Services
- Developmental Disability Services
- Mental Health Services
- Physical Disabilities Services
- Financial Services



About - Help Me Connect (state.mn.us)

Help me grow provides resources on infants and young child development, and what to do when there are concerns.

Superintendent Entry Plan

Dr. Jamie Skjeveland

Position: Superintendent

School District: Montevideo School District

Date: July 1, 2025

Vision

Students are first, from cradle to career.

Mission:

Empowering all learners to achieve their potential by providing an exemplary education rooted in innovation, partnerships, and accountability.

Priorities:

- High student achievement.
 - Safe, efficient, and appropriate facilities for our staff and students.
 - Promote innovation.
 - Fiscal responsibility.
 - School and community connections.
 - Provide unique learning opportunities for students using state-of-the-art technology that prepares them to achieve their individual dreams.
 - Hire and retain outstanding employees.
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Phase 1: Pre-Entry (Prior to July 1, 2025)

Objectives:

- Gather initial information and insights about the district.
- Establish key relationships with the school board, district leaders, and other stakeholders.

Actions:

1. **Review District Documents:** Study prior goals, budgets, academic performance reports, and other key documents to understand the current state of the district.
2. **Meet with School Board Members:** Conduct one-on-one meetings to understand the priorities, concerns, and expectations.
3. **Connect with Key District Leaders:** Initiate contact with principals, office staff, and union leaders to build rapport and understand their perspectives.
4. **Community Engagement:** Reach out to community leaders, parents, and local organizations to introduce myself and begin forging relationships.

Timeline:

- On the first day that I move to Montevideo, these activities begin.
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Phase 2: Listening and Learning (Months 1-3)

Objectives:

- Build relationships with stakeholders.
- Conduct a thorough assessment of district strengths and areas for growth.
- Establish a clear understanding of community expectations and values.

Actions:

1. **School Visits:** Visit the schools in the district to observe operations, meet staff and students, and gather firsthand information.
2. **Listening Sessions:** Host (and attend) meetings with teachers, staff, parents, students, and community members to hear their thoughts and concerns.
3. **Data Review:** Analyze student performance data, financial reports, and operational metrics to identify trends and gaps.
4. **Establish Communication Channels:** Study the current communication channels to determine what has worked in the past and potential areas for improvement.
5. **Develop an Entry Report:** Prepare a report summarizing findings from the listening and learning phase, highlighting key themes and potential action areas.

Timeline:

- Months 1-3.
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Phase 3: Strategic Planning and Action (Months 4-6)

Objectives:

- Work collaboratively with the school board to determine the need to operationalize the mission.

Actions:

1. **Highlight Wins:** Highlight and celebrate the many great things happening in the Montevideo School District!
2. **Budget Alignment:** Ensure the district budget aligns with strategic priorities, addressing areas needing additional resources or efficiency improvements.

Timeline:

- Months 4-6.

Phase 4: Monitoring and Adjusting (Months 6-12)

Objectives:

- Ensure that the fundamental mission of the school district is being operationalized.
- Monitor progress and make adjustments as necessary.

Actions:

1. **Regular Progress Reviews:** Hold quarterly reviews with the school board and leadership team to assess progress, make adjustments, and celebrate successes.
2. **Ongoing Stakeholder Engagement:** Continue engaging with the community, staff, and students through periodic meetings and communication methods that have proven effective in the past.
3. **Feedback Loop:** Establish mechanisms for collecting feedback on the school district operations, allowing for real-time adjustments.

Timeline:

- Months 6-12.
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Phase 5: Reflection and Future Planning (End of Year 1)

Objectives:

- Reflect on progress made during the first year.
- Celebrate successes and address ongoing challenges.
- Plan for the future with a focus on sustaining improvements.

Actions:

1. **Year-End Report:** Prepare a comprehensive report highlighting achievements, lessons learned, and areas for continued focus.
2. **Celebrate Successes:** Recognize and celebrate the accomplishments of students, staff, and the community.
3. **Future Planning:** Begin the process of reviewing the mission, based on year-one reflections, and setting goals for the next phase of school district improvement.

Timeline:

- End of Year 1.

Communication Plan:

- **Weekly Updates:** Arrange to have weekly updates to staff to keep them informed.
- **Monthly Board Meetings:** Provide the school board with monthly progress reports.
- **Social Media:** Utilize social media platforms to engage with the community and showcase district achievements.
- **Annual State of the District Address:** Hold an annual public address to share progress, challenges, and future plans.

Conclusion:

This entry plan serves as a roadmap for my first year as superintendent. It reflects my commitment to listening, learning, and leading with transparency and collaboration.