MONTEVIDEO HIGH SCHOOL STUDENT/PARENT HANDBOOK 2026-2027

Building the bridges to a successful future for all our students

Home of the Thunder Hawks



MHS Office Hours: 7:30am-4pm
MHS Contact Number: 320-269-6446

Welcome to Montevideo High School, proud home of the Thunderhawks! Every student here is valued, challenged, and empowered through an equitable, high-quality education designed to inspire lifelong learning, build character, and prepare resilient leaders. Our dedicated educators balance rigorous instruction with holistic social-emotional support, partnering closely with families to ensure every learner gains the knowledge, skills, and confidence to reach their fullest potential.

We offer a dynamic array of opportunities, including innovative STEM programs, vibrant arts education, competitive athletics, and diverse extracurricular clubs. Through Advanced Placement (AP) courses, Postsecondary Enrollment Options (PSEO), and our award-winning Medical Careers Academy, students can earn valuable college credits and industry certifications before graduation. Paired with robust Career and Technical Education (CTE) pathways, comprehensive counseling, and strong community partnerships, we ensure every graduate has a clear head start toward higher education, meaningful careers, military service, or other future goals.

We firmly believe our school is strongest when families and our community are actively engaged in the educational journey. We warmly invite you to partner with us through our parent organizations, volunteer opportunities, and school events as we work together to make this year a remarkable journey of growth, discovery, and achievement. Welcome to Montevideo High School, where students are inspired to learn, empowered to lead, and prepared to succeed. Go Thunderhawks!

— Dr. Christine Udarbe, Principal



TABLE OF CONTENTS

SECTION	PAGE(S) *(Click on page number for bookmark)*
I. Foundations & School Identity	6
Montevideo Public Schools Vision and Strategic Plan	6
Montevideo High School Mission Statement	8
School Pride	8
Portrait of a Montevideo Graduate	9
II. Academics & Excellence	9
Academic Eligibility	9
Co-Curricular Eligibility	10
Field Trips	10
Grading	10
Graduation Requirements	10
Graduation Ceremony	11
Homework	11
Homework Help	11
Honor Roll	11
Independent Study	12
Post Secondary Enrollment Options (PSEO)	12

Report Cards	12
Schedule Changes	12
Study Hall Expectations	13
Teacher Access for Student Support	13
Testing	13
Weather-Related E-Learning Days	13
Weather-Related E-Learning Plan	14
III. Campus Life & Daily Logistics	15
Attendance	15
Consequences for Unexcused Absence/Tardiness	16
Out-of-Building Passes	17
Backpacks	17
Bell Schedule	17
Bulletins and Announcements	17
Communications	17
Fees	18
Food Service	19
Fundraising	19
Lockers	19
Lunch	19

Parent-Student-Teacher-Advisory Conferences	19
Parking	19
Solicitations	21
Student Supports	21
Visitors	21
IV. Standards of Conduct & Discipline	22
Positive Behavior	22
Discipline	22
Drug Policy - MHS	23
Electronic Devices	23
Hallway and Bathroom Expectations / Leaving the Classroom	24
High School Dances	24
Removal From Class	24
Student Dress Code	24
Student Substance Abuse	25
Search	26
Under the Influence	27
Tennessen Warning	27
V. Health, Safety, and Emergency Preparedness	27
Asbestos Notification	28

Emergency / Safety Procedures	28
Head Lice Policy	28
Illness	28
Pesticide Application Notice	28
School Closing	29
Suicide Prevention Information	29
VI. Policies and Legal Rights	29
Directory/Public Information	29
Excessive Force	31
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)	31
Parent Right to Know	32
Pledge of Allegiance	33
School District Policies	33

I. FOUNDATIONS & SCHOOL IDENTITY

MONTEVIDEO PUBLIC SCHOOLS VISION AND STRATEGIC PLAN

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.	● 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.	● 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.	● 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.	● 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

We Believe In:

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
8. Expanding educational opportunities through regional cooperation and collaboration
9. Utilizing data to drive decision-making and instructional practices
10. Maintaining fiscal responsibility

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 the 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%
	❖ **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	❖ The annual expense-to-revenue budget will be positive annually.	
	❖ **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	❖ 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	❖ Implement a college and career readiness scope and sequence that meets the Redefining Readiness benchmarks by September, 2025	
School and Community Connection	❖ 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	❖ 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 being 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.

At our school, **you matter**. Montevideo High School is a place where **everyone belongs**. We welcome students of all backgrounds, identities, cultures, abilities, and beliefs. You are valued for who you are, and you deserve to feel safe, respected, and supported here. Differences are not just accepted; they are appreciated. Together, we work to create a community built on kindness, respect, and understanding. We encourage you to be yourself and expect everyone to treat others with empathy and respect as we build a positive school community together.

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 is 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.

PORTRAIT OF A MONTEVIDEO GRADUATE

Building Bridges

- I am an active and responsible community member.
- I am a self-directed lifelong learner.
- I have the academic skills and knowledge to attain my post-high school goals.
- I accept challenges and handle failure through perseverance.
- I can manage workflow.
- I can talk with adults and advocate for myself.

Through partnerships and innovation, Montevideo High School is committed to building bridges to a successful future for all our students.

II. ACADEMICS & EXCELLENCE

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.

Grades will be checked throughout the quarter.

1. The office will generate a list of students with failing grades.
2. The Athletic Director (A.D.) will cross-reference the list of students with failing grades against the list of students involved in extracurricular activities.
3. Students participating in activities who have one or more failing grades will meet with the A.D. and/or the Principal.
4. 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.
5. 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.
    a. 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 the provided work.
6. 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.

7. 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).
8. The following are the dates for grade checks for the school year.

QUARTER 1	**QUARTER 2**	**QUARTER 3**	**QUARTER 4**
Mon, Sept 14, 2026	Mon, Nov 9, 2026	Mon, Jan 25, 2027	Tues, Apr 5, 2027
Mon, Sept 28, 2026 (Mid-Q)	Mon, Nov 23, 2026	Mon, Feb 8, 2027	Mon, Apr 19, 2027
Mon, Oct 12, 2026	Mon, Dec 7, 2026 (Mid-Q)	Mon, Feb 22, 2027 (Mid-Q)	Mon, May 3, 2027 (Mid-Q)
Mon, Oct 26, 2026	Mon, Dec 21, 2026	Mon, Mar 8, 2027	Mon, May 17, 2027
(end Q1 Fri, Nov 6)	Tues, Jan 11, 2027	Tues, Mar 22, 2027	(end Q4 Th, May 27)
(8:30 a.m.)	(end Q2 Fri, Jan 22)	(end Q3 Wed, Mar 24)	(8:30 a.m.)
	(8:30 a.m.)	(8:30 a.m.)	

CO-CURRICULAR ELIGIBILITY

All co-curricular activities are governed by this academic policy. 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.

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.

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	

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:

- **English-** 1 credit per year (4)
- **Social Studies-** 3.5 credits (Civics, American History, Am Govt, World History, Econ, World Geography)
- **Mathematics-** 3 credits (a minimum of Algebra 1.5, Geometry, and Algebra II)
- **Science-** 3 credits (Physical science, Biology I, and an approved chemistry or physics course)
- **Physical Education/Health-** 1 ½ credit
- **Art –** 1 credit

- **Electives** (a minimum of 7.5 credits)

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.

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.

HOMEWORK HELP

All students have access to our homework help program that is offered every Monday and Wednesday afternoon from 3:20 pm to 4:00 pm. 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.

HONOR ROLL

"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

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.

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.

POST SECONDARY ENROLLMENT OPTIONS (PSEO)

Ninth-, 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 eighth, 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.

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.

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 or to select specific teachers will be honored.**

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.

TEACHER ACCESS FOR ACADEMIC SUPPORT

Teachers will have instruction and assignments posted and available by 10:00 a.m. 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; if the teacher is not immediately available, students shall leave a return phone number. Direct phone line 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.

Teachers' 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.

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

WEATHER-RELATED 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 postsecondary 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 five (5) 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 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:

- Logging in to class page(s) on the district's/school's learning management system (LMS).
- Email exchange/text exchange/phone call with teacher.
- Parent verifies attendance; a documentation process is developed and retained by the school as part of the student's attendance record.
- Activity in classes (pages accessed, discussion participation, formative assessments completed).
- 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:

- 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.
- Leverage digital tools students are using as part of their regular instruction (i.e. Schoology, Google Docs, apps).
- Include formative assessment and feedback.
- Provide opportunities for peer interaction.
- Include active instruction by teachers, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.
- Include the option for the class to meet synchronously via Google Meet or Go Guardian.

WEATHER RELATED E-LEARNING PLAN:
Students in the general education setting 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.

Students receiving special education services 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.

III. CAMPUS LIFE & DAILY LOGISTICS

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 believe 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 and who 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 is 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 tardies 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 barriers. 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 ensuring 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.

- **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.
- **Unexcused Tardiness** If a student has an unexcused tardy for class, the following consequences will be assigned.
- **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.

BACKPACKS

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

BELL SCHEDULE

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

Period 1: 8:10 - 8:58
Period 2: 9:02 - 9:50
Advisory: 9:54 - 10:20
Period 3: 10:24 - 11:12
Period 4: 11:16 - 12:04
Period 5A: 12:08 - 12:32
Period 5B: 12:36 - 1:00
Period 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.)

BULLETINS AND ANNOUNCEMENTS

Announcements are read during Homeroom. 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 office secretary. All posters must advertise school-sponsored events and must be approved by the administration. School Board Policy Code 505.

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 approximately 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.

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.

Students will not be called out of class to receive phone messages except in the event of an emergency.

Messages 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.

Messages 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.

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 the High School Office.

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.

FUNDRAISING

All fundraising activities must be school-sponsored and approved by the advisor of the club/organization and the Principal or the Athletic Director, as appropriate based on the specific activity and fundraising purpose.

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. 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.**

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 badges that are to be used to receive lunch. Lost IDs can be replaced for $5. Students should see the High School Office for lost or damaged ID badges.

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

PARENT-STUDENT-TEACHER/ADVISORY CONFERENCES

All students are assigned an advisor and will attend advisory for 14 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.

PARKING

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

All licensed student drivers must register their vehicle with the office. This is a simple form and is free. Once the form is complete, the student will receive a parking pass to display in their windshield.

- The student parking lot is south of the gym, C-Building.
- Motor bikes and motor scooters may park in the designated areas next to the gym doors on the sidewalk.
- Bicycles are to be parked in the bicycle racks at the northeast corner of C-Building.
- Drivers are responsible for parking in marked spaces, even when ice and snow partially cover the markings
- Cars parked illegally will be towed away at the owner's expense.
- 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.
- Cars parked in school district lots may be subject to a search for probable cause.

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:

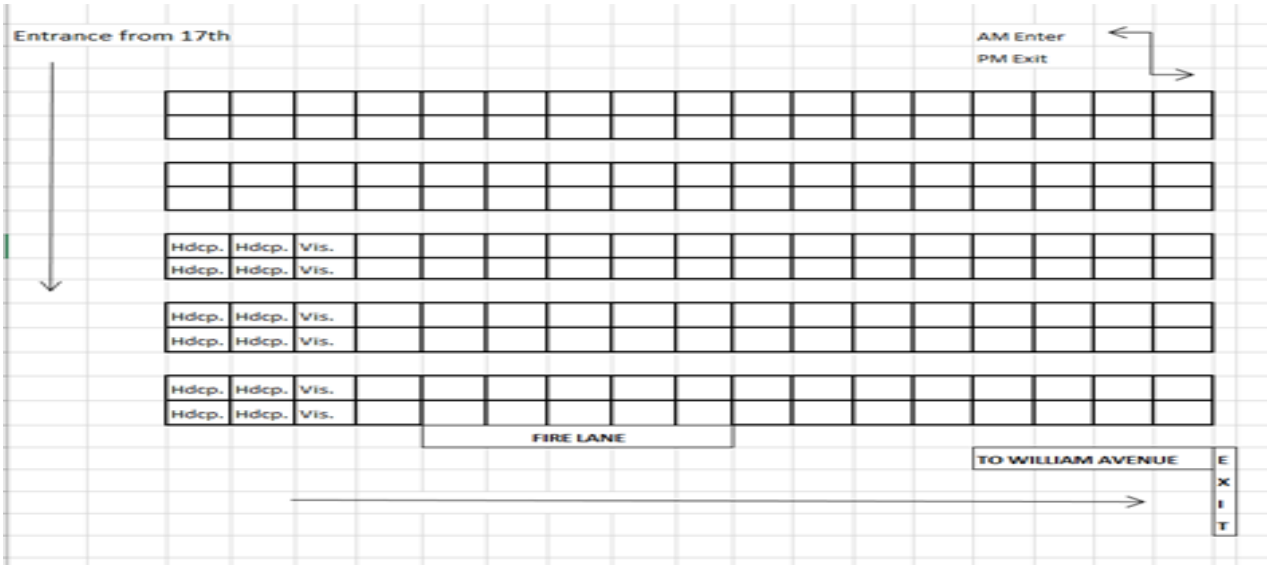
The school parking lot contains approximately 9 marked rows of 17 parking spaces each. Additional space is available on the east side of the lot. At the northwest corner of the parking lot are four places designated **for handicapped parking only.** To the south of this, there are 4 places reserved **for 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)

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.**

MHS Parking Diagram:



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:

- First violation – warning
- Second violation—two (2) hours detention
- Third violation – five (5) hours detention
- Fourth violation – student will be banned from using the school parking

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.

STUDENT SUPPORTS

Montevideo Public Schools is proud to partner with the Bring It Home Backpack Program, a non-profit organization providing a free weekly supply of nutritious meals and snacks to ensure students have food over weekends and extended breaks. Bags are distributed at school before each break, and any child enrolled in Montevideo Public Schools, ALC, or ELC is eligible to participate. To enroll, please complete and return one enrollment form (below) per family to your school office; a new form must be submitted each school year. Once signed up, your children will automatically receive food bags each week until you choose to opt out. Please remind your children not to open their bags until they get home. All program information remains strictly confidential.

Enrollment form (English)

Enrollment form (Spanish)

Additionally, free personal hygiene items are available to any student in need. Students can discreetly pick up these supplies in B Building at either the Student Center or the Health Office.

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.

IV. STANDARDS OF CONDUCT & DISCIPLINE

POSITIVE BEHAVIOR

To ensure a safe and positive learning environment, all students and staff are expected to demonstrate and model HAWK PRIDE at all times.

HAWK PRIDE

H - HAVE RESPECT
A - ACT RESPONSIBLY
W - WORK HARD
K - KEEP SAFE

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 require them 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, recommendation to the MRVED ALC independent study program, or expulsion. Consequences will depend on the level of misbehavior. The administration will involve a parent(s) or guardian(s) in an out-of-classroom placement.

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.

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 to 8:00 am. 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 schoolwork 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.

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.

ELECTRONIC DEVICES

Cell phones, headphones, earphones, e-readers, Meta glasses, 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 their 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, Meta glasses, and smartwatches 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

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.

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.

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.

STUDENT DRESS CODE

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 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, is 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.

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 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.

A. 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.

B. 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.

C. 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.

D. 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 4 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, and Yellow Medicine).

E. 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 that would disrupt the educational process, result in discipline problems, threaten the safety of persons or property, or involve 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, and 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.

F. 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.

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).

V. HEALTH, SAFETY, AND EMERGENCY PREPAREDNESS

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 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.

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 be blinking in an active threat lockdown. Normally lockdown drills are completed within five minutes.

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

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.

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.

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.

SCHOOL CLOSING

Parents are advised to listen for 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 and 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

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

VI. POLICIES AND LEGAL RIGHTS

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 year 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. 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

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.

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 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 District 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

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.

PLEDGE OF ALLEGIANCE

The 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.

SCHOOL DISTRICT POLICIES

**All School District Policies can be found on the school webpage at www.montevideoschools.org	
ACCEPTABLE USE OF TECHNOLOGY POLICY FOR STUDENTS, EMPLOYEES, AND PUBLIC USERS POLICY	Link
ASBESTOS NOTIFICATION*	Link
BULLYING PROHIBITION POLICY*	Link
CELL PHONE POLICY	Link
EMPLOYMENT AND SERVICES CRIMINAL HISTORY BACKGROUND CHECKS NOTICE TO PARENTS AND GUARDIANS*	Link
HARASSMENT POLICY*	Link
HAZING PROHIBITION POLICY*	Link
MINNESOTA STATE HIGH SCHOOL LEAGUE ELIGIBILITY POLICY	Link
PARENT RIGHT TO KNOW*	Link
PESTICIDE APPLICATION NOTICE *	Link
PEST MANAGEMENT PLAN	Link
REDUCING LEAD IN DRINKING WATER PLAN	Link
SCHOOL WEAPONS POLICY	Link
STUDENT DISCIPLINE POLICY*	Link
STUDENT MEDICATION POLICY	Link
STUDENT RECORDS*	Link

STUDENT SEX NONDISCRIMINATION POLICY*	Link
STUDENT SURVEYS*	Link
STUDENT TRANSPORTATION SAFETY POLICY*	Link
TOBACCO-FREE ENVIRONMENT POLICY*	Link
UNPAID MEAL CHARGES POLICY	Link