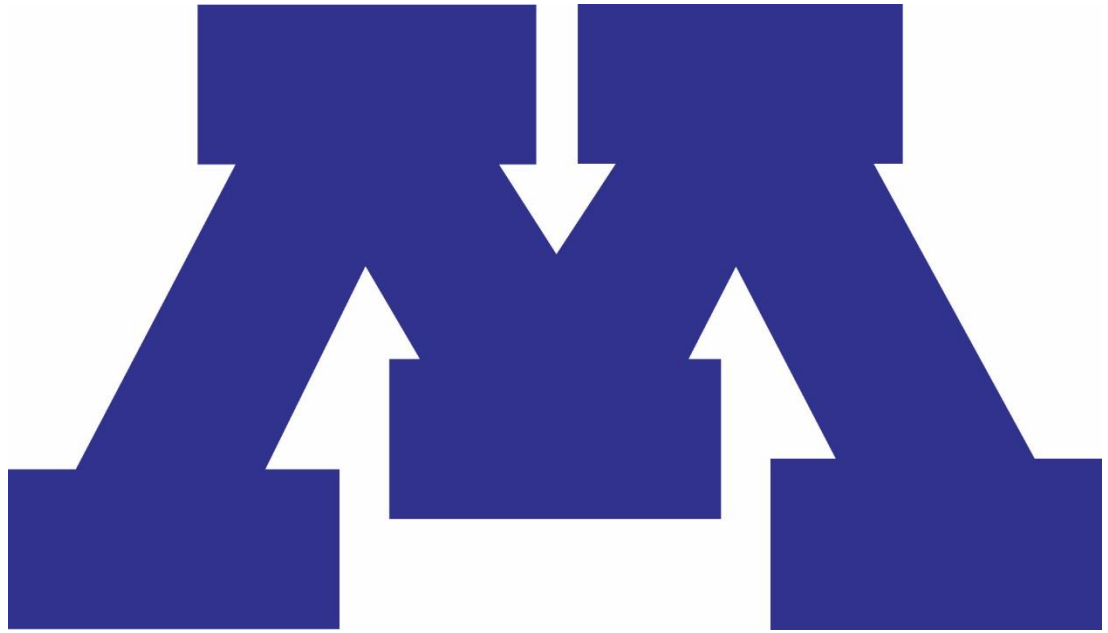


Parent/Student Handbook



Minnetonka Middle School West

6421 Hazeltine Blvd.

Excelsior, MN 55331

Main Office: (952) 401-5300

Attendance Hotline: (952) 401-5310

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Minnetonka Middle School welcomes you! This handbook explains a few things that you will need to know to help make this year successful. Please take time to go over this information. A complete description of student rights and responsibilities is available in the District parent/student handbook, and is available on the District's website.

MMW Daily Schedule

Period	Grade 6		Grade 7		Grade 8	
1	9:15–10:11		9:15–10:11		9:15–10:11	
2	10:15–11:05		10:15–11:05		10:15–11:05	
3	<u>Lunch A</u> 11:09-11:34 <u>Advisory B</u> 11:37-12:04	<u>Advisory A</u> 11:09-11:36 <u>Lunch B</u> 11:39-12:04	11:09–12:04		11:09–12:04	
4	12:08–1:03		12:08–1:03		<u>Lunch A</u> 12:08-12:33 <u>Advisory B</u> 12:36-1:03	<u>Advisory A</u> 12:08-12:35 <u>Lunch B</u> 12:38-1:03
5	1:07–2:02		<u>Lunch A</u> 1:07-1:32 <u>Advisory B</u> 1:35-2:02	<u>Advisory A</u> 1:07-1:34 <u>Lunch B</u> 1:37-2:02	1:07–2:02	
6	2:06–2:56		2:06–2:56		2:06–2:56	
7	3:00–3:55		3:00–3:55		3:00–3:55	

MWW MAST Schedule

WEDNESDAYS

Period	Grade 6		Grade 7		Grade 8	
1	9:15–9:57		9:15–9:57		9:15–9:57	
2	10:01–10:43		10:01–10:43		10:01–10:43	
3	<u>Lunch A</u> 10:47-11:12 <u>Advisory B</u> 11:14-11:39	<u>Advisory A</u> 10:47-11:12 <u>Lunch B</u> 11:14-11:39	10:47–11:39		10:47–11:39	
4	11:43–12:35		11:43–12:35		<u>Lunch A</u> 11:43-12:08 <u>Advisory B</u> 12:10-12:35	<u>Advisory A</u> 11:43-12:08 <u>Lunch B</u> 12:10-12:35
5	12:39–1:31		<u>Lunch A</u> 12:39-1:04 <u>Advisory B</u> 1:06-1:31	<u>Advisory A</u> 12:39-1:04 <u>Lunch B</u> 1:06-1:31	12:39–1:31	
6	1:35–2:17		1:35–2:17		1:35–2:17	
MAST Advisory	2:21–3:04		2:21–3:04		2:21–3:04	
7	3:08–3:55		3:08–3:55		3:08–3:55	

7/21/2021

MWW A/B Schedule

SEPTEMBER				
M	T	W	TH	F
		1	2	3
6	7	8 <i>A</i>	9 <i>B</i>	10 <i>A</i>
13 <i>B</i>	14 <i>A</i>	15 <i>B</i>	16 <i>A</i>	17 <i>B</i>
20 <i>A</i>	21 <i>B</i>	22 <i>A</i>	23 <i>B</i>	24 <i>A</i>
27 <i>B</i>	28 <i>A</i>	29 <i>B</i>	30 <i>A</i>	

OCTOBER				
M	T	W	TH	F
				1 <i>B</i>
4 <i>A</i>	5 <i>B</i>	6 <i>A</i>	7 <i>B</i>	8 <i>A</i>
11 <i>B</i>	12 <i>A</i>	13 <i>B</i>	14 <i>A</i>	15
18 <i>B</i>	19 <i>A</i>	20 <i>B</i>	21	22
25 <i>A</i>	26 <i>B</i>	27 <i>A</i>	28 <i>B</i>	29 <i>A</i>

NOVEMBER				
M	T	W	TH	F
1 <i>B</i>	2 <i>A</i>	3 <i>B</i>	4 <i>A</i>	5 <i>B</i>
8 <i>A</i>	9 <i>B</i>	10 <i>A</i>	11 <i>B</i>	12
15 <i>A</i>	16 <i>B</i>	17 <i>A</i>	18 <i>B</i>	19 <i>A</i>
22 <i>B</i>	23 <i>A</i>	24 <i>B</i>	25	26
29 <i>A</i>	30 <i>B</i>			

DECEMBER				
M	T	W	TH	F
		1 <i>A</i>	2 <i>B</i>	3 <i>A</i>
6 <i>B</i>	7 <i>A</i>	8 <i>B</i>	9 <i>A</i>	10 <i>B</i>
13 <i>A</i>	14 <i>B</i>	15 <i>A</i>	16 <i>B</i>	17 <i>A</i>
20 <i>B</i>	21 <i>A</i>	22 <i>B</i>	23	24
27	28	29	30	31

JANUARY				
M	T	W	TH	F
3 <i>A</i>	4 <i>B</i>	5 <i>A</i>	6 <i>B</i>	7 <i>A</i>
10 <i>B</i>	11 <i>A</i>	12 <i>B</i>	13 <i>A</i>	14 <i>B</i>
17	18 <i>A</i>	19 <i>B</i>	20 <i>A</i>	21 <i>B</i>
24	25 <i>A</i>	26 <i>B</i>	27 <i>A</i>	28 <i>B</i>
31 <i>A</i>				



Middle School 6-8 A/B Calendar 2021-2022

August 16-27 New Teacher Workshops (tentative)
 August 31-September 2 Teacher Workshop & Planning (K-12)
 September 6 No School K-12, Labor Day, District Office Closed
 September 7 No School K-12
 September 8 School Begins, Full Day (1-12), Begin 1st Quarter
 September 8-9 Kindergarten Assessments
 September 10 School Begins, Kindergarten
 October 1 2-Hour Early-Release K-12, Teacher Staff Devel
 October 14 P/T Conferences 4-8pm
 October 15 No School K-12, P/T Conferences 8am-4pm
 (4 additional hours will be scheduled by site for P/T conferences the weeks of October 19 and/or October 26)
 October 21-22 No School K-12, Teacher Statewide Meetings
 November 1 2-Hour Late-Start K-12, Professional Learning
 November 11 End of 1st Quarter
 November 12 No School K-12, Planning and Grading/PLC
 November 15 Begin 2nd Quarter
 November 25-26 No School K-12, District Office Closed, Thanksgiving Break
 December 23-31 No School K-12, Winter Break
 December 23-24 District Office Closed
 December 31 District Office Closed, New Year's Day
 January 3 Classes Resume
 January 17 No School K-12/District Office Closed, MLK Jr. Day
 January 21 End of 2nd Quarter, End of 1st Semester
 January 24 No School K-12, Planning and Grading/PLC
 January 25 Begin 3rd Quarter, Begin 2nd Semester
 February 18 2-Hour Early-Release K-12, Professional Learning
 February 21 No School K-12, District Office Closed, Presidents Day
 March 3 P/T Conferences, 4-8pm
 March 4 No School K-12, P/T Conferences 8am-4pm
 (4 additional hours will be scheduled by site for P/T conferences the weeks of March 1 and/or March 8)
 March 25 End 3rd Quarter
 March 28-April 1 No School K-12, Spring Break
 April 4 No School K-12, Planning and Grading/PLC
 April 5 Classes Resume, Begin 4th Quarter
 April 15 No School K-12, District Office Closed
 April 18 2-Hour Late-Start K-12, Teacher Staff Devel
 May 30 No School K-12, District Office Closed, Memorial Day
 June 10 Last Day of School K-12, End 4th Quarter, End 2nd Semester
 June 13 Full Day Teacher Workshop

KEY No School K-12

FEBRUARY				
M	T	W	TH	F
	1 <i>B</i>	2 <i>A</i>	3 <i>B</i>	4 <i>A</i>
7 <i>B</i>	8 <i>A</i>	9 <i>B</i>	10 <i>A</i>	11 <i>B</i>
14 <i>A</i>	15 <i>B</i>	16 <i>A</i>	17 <i>B</i>	18 <i>A</i>
21	22 <i>B</i>	23 <i>A</i>	24 <i>B</i>	25 <i>A</i>
28 <i>B</i>				

MARCH				
M	T	W	TH	F
	1 <i>A</i>	2 <i>B</i>	3 <i>A</i>	4
7 <i>B</i>	8 <i>A</i>	9 <i>B</i>	10 <i>A</i>	11 <i>B</i>
14 <i>A</i>	15 <i>B</i>	16 <i>A</i>	17 <i>B</i>	18 <i>A</i>
21 <i>B</i>	22 <i>A</i>	23 <i>B</i>	24 <i>A</i>	25 <i>B</i>
28	29	30	31	

APRIL				
M	T	W	TH	F
				1
4	5 <i>A</i>	6 <i>B</i>	7 <i>A</i>	8 <i>B</i>
11 <i>A</i>	12 <i>B</i>	13 <i>A</i>	14 <i>B</i>	15
18 <i>A</i>	19 <i>B</i>	20 <i>A</i>	21 <i>B</i>	22 <i>A</i>
25 <i>B</i>	26 <i>A</i>	27 <i>B</i>	28 <i>A</i>	29 <i>B</i>

MAY				
M	T	W	TH	F
2 <i>A</i>	3 <i>B</i>	4 <i>A</i>	5 <i>B</i>	6 <i>A</i>
9 <i>B</i>	10 <i>A</i>	11 <i>B</i>	12 <i>A</i>	13 <i>B</i>
16 <i>A</i>	17 <i>B</i>	18 <i>A</i>	19 <i>B</i>	20 <i>A</i>
23 <i>B</i>	24 <i>A</i>	25 <i>B</i>	26 <i>A</i>	27 <i>B</i>
30	31 <i>A</i>			

JUNE				
M	T	W	TH	F
		1 <i>B</i>	2 <i>A</i>	3 <i>B</i>
6 <i>A</i>	7 <i>B</i>	8 <i>A</i>	9 <i>B</i>	10 <i>A</i>
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

2021-22 District Calendar



21-22 CALENDAR

August 16-27 New Teacher Workshops (tentative)
 August 31-September 2 ... Teacher Workshop & Planning (K-12)
 September 6 ... No School K-12, Labor Day, District Office Closed
 September 7 No School K-12
 September 8 ... School Begins, Full Day (1-12), Begin 1st Quarter
 September 8-9 Kindergarten Assessments
 September 10 School Begins, Kindergarten
 October 1 ... 2-Hour Early-Release K-12, Teacher Staff Development
 October 14 P/T Conferences 4-8pm
 October 15 ... No School K-12, P/T Conferences 8am-4pm
 (4 additional hours will be scheduled by site for P/T conferences
 the weeks of October 11 and/or October 19)
 October 21-22 ... No School K-12, Teacher Statewide Meetings
 November 1 ... 2-Hour Late-Start K-12, Professional Learning
 November 11 End of 1st Quarter
 November 12 ... No School K-12, Planning and Grading/PLC
 November 15 Begin 2nd Quarter
 November 25-26 ... No School K-12, District Office Closed
 Thanksgiving Break
 December 23-31 No School K-12, Winter Break
 December 23-24 District Office Closed
 December 31 District Office Closed, New Year's Day Observance
 January 3 Classes Resume
 January 17 ... No School K-12/District Office Closed, MLK Jr. Day
 January 21 End of 2nd Quarter, End of 1st Semester
 January 24 ... No School K-12, Planning and Grading/PLC
 January 25 Begin 3rd Quarter, Begin 2nd Semester
 February 18 ... 2-Hour Early-Release K-12, Professional Learning
 February 21 ... No School K-12, District Office Closed,
 Presidents Day
 March 3 P/T Conferences, 4-8pm
 March 4 ... No School K-12, P/T Conferences 8am-4pm
 (4 additional hours will be scheduled by site for P/T conferences
 the weeks of February 28)
 March 25 End 3rd Quarter
 March 28-April 1 No School K-12, Spring Break
 April 4 ... No School K-12, Planning and Grading/PLC
 April 5 Classes Resume, Begin 4th Quarter
 April 15 No School K-12, District Office Closed
 April 18 ... 2-Hour Late-Start K-12, Teacher Staff Devel
 May 30 ... No School K-12, District Office Closed, Memorial Day
 June 10 Last Day of School K-12, End 4th Quarter,
 End 2nd Semester
 June 13 Full Day Teacher Workshop

AUGUST s m t w th f s 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							FEBRUARY s m t w th f s 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28						
SEPTEMBER s m t w th f s 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							MARCH s m t w th f s 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
OCTOBER s m t w th f s 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							APRIL s m t w th f s 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
NOVEMBER s m t w th f s 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							MAY s m t w th f s 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
DECEMBER s m t w th f s 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							JUNE s m t w th f s 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
JANUARY s m t w th f s 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							JULY s m t w th f s 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						

	First/last day of school; New Quarter Begins		All district offices and schools closed
	First day of school for Kindergarten		No school for staff and students - School Closed
	Parent/Teacher Conferences after school		No School K-12, Planning and Grading/PLC
	No school for students - Parent/Teacher Conferences		2-Hour Late-Start or Early-Release Day

Adopted: April 2020

How to Speak Like a Skipper

NWEA (a.k.a. Measures of Academic Progress of MAP)

Computer adaptive test administered yearly for grades K-8 in math and reading. Results are used to measure student growth from year to year, to identify interventions or support needed and for placement in honors courses. Note: This measure has a ceiling of eleventh grade achievement according to national norms. Many Minnetonka students reach the ceiling of this test in sixth or seventh grade and growth measures may be less reliable beyond tenth grade achievement levels.

MCAs

Minnesota Comprehensive assessments, administered in spring of each year, grades 3-11. MCAs measure achievement in reading, math, writing and science. Used for school accountability and to indicate if students are on track to pass state required high school graduation tests (MCS-GRAD) in reading, math and writing.

STEM

Science Technology Engineering Math-interdisciplinary courses designed to inspire greater interest in fields in which the United States has a shortage of workers.

TONKA PRIDE

A district-wide committee of parents dedicated to celebrating our students and our schools. Tonka Pride sells spirit wear online at www.tonkapridegear.com and has a recognition program.

MYMINNETONKA SINGLE SIGN ON

MyMinnetonka Single Sign On (MY SSO) allows you to access your web-based applications from any internet connection using our district network login and password. You will need to enter your individual credentials for each application one time to initiate MY SSO.

SCHOOLGY

The District's web-based learner management tool that provides teacher classroom webpages, interactive study tools personalized to the class and a document repository for classroom assignments, notes and resources. This is the best source of information regarding what happens in a class as well as the students current level of performance in a class. Students use their computer ID and password to access classroom information anytime, anywhere. Schoology provides formative and summative grades throughout the quarter.

SKYWARD

The District's student information system that holds student grades, attendance, lunch accounts, state test scores, and report cards. Parents are mailed log-in information each August. Students are provided their log-in information the first week of school. Parents use Skyward to view final quarter grads, attendance and eating habits, and notify the school of absences.

MAST

Minnetonka Academic Success Time (MAST) is or name for a modified schedule, every Wednesday, that allows time in the afternoon for students to do homework, make up a test, meet with teachers or paraprofessionals for academic assistance, visit a counselor, etc.

ADVISORY

Advisory is a 25-minute period in the day where students are provided an opportunity for academic check-in and social engagement. Students will be assigned an Advisor that is one of the licensed staff members in the school and may, or may not, be one of the student's classroom teachers. During Advisory, students have weekly conferences with the Advisor regarding the current progress in classes, participate in team-building activities, read, work on homework and take part in a variety of other activities throughout the school year.

STUDY ISLAND

Study Island is a web-based instructional tool used to practice and assess student growth in reading, math and eighth grade science. This program utilizes rigorous academic content that is both fun and engaging for middle school students. Study Island is easy to use and available through your student's MY SSO.



Transition Protocols

Before School	
Teacher Responsibilities	Student Responsibilities
<ul style="list-style-type: none"> Teachers will be in the classroom starting at 9:00 a.m. 	<p>FROM 8:45 TO 9:00 A.M.</p> <ul style="list-style-type: none"> 6th grade will enter at door 32E 7th grade will enter at door 33E 8th grade will enter at door 2E <p>FROM 9:00 TO 9:15 A.M.</p> <ul style="list-style-type: none"> Students can enter at any door Maintain social distancing protocol by following the stickers on the floor and continue to wear your mask Use the restroom and/or refill water bottles Proceed to your first period class, stay in a single file line in the hallways when possible Do not congregate in the hallways or common areas
During School	
<ul style="list-style-type: none"> Remind students to continue to wear their masks and keep social distancing when possible in the hallways Use positive reinforcement and redirection to assist students to follow health and safety guidelines Encourage students to use hand sanitizer or wash hands 	<ul style="list-style-type: none"> Maintain social distancing protocol by following the stickers on the floor and continue to wear your mask Use the restroom and/or refill water bottles Proceed to your next period class, stay in single file line in the hallways when possible Do not congregate in the hallways or common areas Teachers and supervisory paras will be in the halls to guide students
After School	
<ul style="list-style-type: none"> Remind students to continue to wear their masks and keep social distancing when in the hallways Have students prepared to exit your classroom at their designated times: <ul style="list-style-type: none"> First Group: Walkers Second Group: Parent Pick-Up Third Group: Bus group #1 Fourth Group: Bus group #2 Encourage students to use hand sanitizer or wash hands 	<ul style="list-style-type: none"> Be prepared to exit the class when the teacher dismisses your group: <ul style="list-style-type: none"> First Group: Walkers Second Group: Parent Pick-Up Third Group: Bus group #1 Fourth Group: Bus group #2 Maintain social distancing protocol when possible by following the stickers on the floor and continue to wear your mask Proceed to your bus or parent/guardian pick up, stay in a single file line in the hallways when possible Do not congregate in the hallways or common areas If riding the bus, keep your mask on

MMW Mask Policy and Discipline Process

All students and staff in the Minnetonka School District are required to wear a face mask while riding the bus and at school or school sponsored events. ([Policy #810- COVID 19 Face Covering Policy](#)). Exceptions for special populations and those with health circumstances may be made with an alternative plan with regards to District Policy #810.

	1 st Offense	2 nd Offense	3 rd Offense	4 th & additional offenses
Behavior modification	Verbal Redirection	Verbal Redirection and Teacher Counseling	Conference with Administrator or Administrative Designee and Student	Conference with Administration, Teacher, Parents, Student
Consequences	Warning	Warning, written documentation	Consequences may include, but not limited to, behavior contract, and/or loss of student privileges, suspension/removal from school property *Consequences may be modified according to the severity of the incident.	Consequences may include, but not limited to, behavior contract, and/or loss of student privileges, suspension/removal from school property, or required to attend e-learning *Consequences may be modified according to the severity of the incident.
Documentation	Teacher Record	Record of offense in Skyward	Offense will be recorded as an official discipline record in Skyward	
Notification	None	E-mail/phone call to parent	Counselor or administration will have a phone call/conference with the parent/guardian and student	Counselor or administration will have a conference with the parent/guardian and student

Student Rights and Responsibilities

Rights	Responsibilities
LEARNING	
Students have the right to receive an appropriate education.	Students are responsible for daily attendance, for completing class assignments on time, and for bringing appropriate materials required for class.
Students have the right to attend school in a safe environment that is free from disruptive behavior by others.	Students are responsible to behave in such a manner that does not pose a potential or actual danger to themselves or others, and that is not disruptive to the learning process of others.
Students have the right to make up schoolwork missed during an excused absence.	Students are responsible to obtain and complete make-up work assigned for the period of absence.
FAIR TREATMENT	
Students have the right to due process when involved in a violation of district rules. Included is the right to hear the nature of the violation and to give their account of the situation.	Students are responsible to treat all persons respectfully and to follow rules and regulations that apply to them.
Students have the right to be informed of classroom expectations.	Students are responsible to be knowledgeable about and to follow the school policies, rules and regulations that apply to them.
Students have the right to be treated respectfully by staff and other students.	Students are responsible to treat others, including other students and staff, in a respectful manner. Students are also expected to treat the property of others and the District responsibly.
FREE SPEECH	
Students have the right to free speech so long as such speech does not violate the rights of others or disrupt or undermine the education processes of the school. For the complete District Policy, visit: http://www.minnetonkaschools.org/uploaded/Documents/Policy/427.pdf	Students are responsible to follow school regulations regarding time, place and manner when expressing opinions through published written materials. Students are to distribute such literature in a manner that is not libelous, obscene or discriminatory; does not interfere with the rights of others; or disrupt the atmosphere of learning in the school.
HARASSMENT	
Students have the right to be free from any form of harassment arising out of the physical or verbal conduct of other students, school staff or others. For the complete District Policy, visit: http://www.minnetonkaschools.org/uploaded/Documents/Policy/427.pdf	Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced, or of which they are aware. Such reports should be made to a guidance counselor or a building principal.
NONDISCRIMINATION	
Students have the right to be free from discrimination based upon race, color, creed, sex, religion, national origin, marital status, sexual orientation, or status with regard to public assistance or disability.	Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to a building principal.
PRIVACY	
Students have the opportunity to use school lockers and other designated areas for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district, and that such areas may be searched for any reasons at any time, without permission, consent or requirement of a search warrant.	Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.

Discipline Guidelines and Procedures

The district's policies are available on the district website:
<http://www.minnetonkaschools.org/district/leadership/board/policy>

Restitution

Restitution is a philosophy that helps people become self-directed and self-disciplined. This is a process that emphasizes each person being in control of the choices he or she makes, rather than adults controlling students.

The major focus of restitution needs to be on "restituting" the self; the offender restores himself/herself back to the person he or she wants to be. The goal is to have students become self-managers with staff members guiding them to the right decisions and outcomes. Ideally, students' behavior choices come from intrinsic, rather than extrinsic motivation.

At MMW, our goal through appropriate discussion and questioning is to create the conditions and relationships needed for students to strengthen themselves and make the right decisions. Mistakes happen and one of the best ways to learn from them is to make restitution for them. Part of the restitution philosophy is that making up for a mistake is what strengthens people.

- Mistakes are viewed as opportunities to teach and to learn.
- There are natural consequences for choices.
- Fair is not always equal.
- Cooperation and agreement are better than enforcement and coercion.

Student Support Procedures

Staff may assign students to Student Support based on classroom discipline procedures. It is the intention of the school that Student Support will be a quiet place where students are sent to reflect upon their behavior.

- Students will be sent to Student Support with a pass, or the staff member will call or e-mail before the student arrives. It will be assumed that the student will be staying for the rest of the class period. If that is not the case, it will be noted by the staff member.
- If the student will be present for more than 10 minutes, they may be asked to fill out a reflection form. The completed form will be reviewed by a staff member.
- Students will be assigned seats and are expected to maintain a quiet environment.
- Phone calls from Student Support are not allowed in order to keep student status confidential and to keep the class environment as quiet as possible.
- Teachers may also assign a student to Student Support for test taking, make-up work or for short time-outs.
- Quiet lunch, detention and timeouts will take place in the designated Student Support room.
- Further processing of situations may occur with a staff member.

"Do the Right Thing!" Rules on Bullying:

- We will not bully others.
- We will help students who are bullied.
- We will make it a point to include students who are easily left out.
- If we know somebody is being bullied, we will tell an MMW staff member and an adult at home.

To view the entire District Policy #514, visit:
<http://www.minnetonkaschools.org/uploaded/Documents/Policy/514.pdf>

Cellphone and Other Personal Electronic Devices (PED)

Guidelines and Procedures

Guidelines for Students regarding Personal Electronic Devices (PED):

1. PED includes cell phones, laptops, watches with input capability, audio recorder, etc.
2. PED are to be completely out of sight from 9:15 a.m. to 3:55 p.m. If a PED is not stored in a student locker, the device is to be in a backpack.

Cellphone and other PED infraction procedures:

- **First Infraction:** An employee shall direct the student to turn off the device. The employee shall then take the device from the student and turn it in to the school office where the student may retrieve it at the end of the school day. A Record of Offense will be entered into Skyward.
- **Second Infraction:** The device will be taken from the student and turned in to the school office. A Record of Offense will be entered into Skyward. The parent or guardian of the student will be notified. The student will be warned that the next infraction will result in the termination of the right to possess a cellular phone or any electronic device at school for a period of 45 school days.
- **Third Infraction:** The device will be taken from the student and turned in to the school office. A Record of Offense will be entered into Skyward. The parent or guardian of the student will be notified. The right to possess a cellular phone or any electronic device at school will be terminated for a period of 45 school days.
- **Repeated or Severe Infraction:** Any violation of this policy may also, at a principal's discretion, result in additional disciplinary action.
- **Note:** if PEDs are brought to school, it is recommended that the item(s) be stored in the student's locker or backpack, and not be present in the classroom environment, unless specifically allowed by a staff member. The school is not responsible for personal items lost or stolen.

To view the entire District Policy #526, visit:

<http://www.minnetonkaschools.org/uploaded/Documents/Policy/526.pdf>

Dress Code Guidelines and Procedures

The Minnetonka School District recognizes schools as a place of learning where dress of students should be appropriate for a quality school environment. Modesty is appropriate. MMW encourages students to take pride in their attire at school. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of others. Please remember that the primary purpose for a students is to be at school to learn. The guidelines apply while the student is in school and/or at school sponsored activities and events held at or away from school.

The expectations are:

- Getting dressed to come to school is not necessarily the same as getting dressed to hang out with friends.
- Clothing should cover midriff, chest and undergarments.
- Clothing that includes words or pictures that are obscene, vulgar, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors is prohibited.
- Hats, caps, bandanas, scarves, hoods and other head attire are not allowed from 9:15 a.m. to 3:55 p.m. Exceptions will be made for special theme days, or if headwear is necessary for health or religious reasons.
- Masks or grooming that limits or prevents the identification of a student are not allowed.
- Outdoor coats should not be worn during the school day. Please store all outerwear items in locker during the full school day.
- Clothing should not need to be adjusted to fit dress code guidelines.
- Shoulder straps on shirts/tops, such as tank tops, needs to be sufficient to cover undergarments and fully cover the upper body.

Dress Code Violation Procedures:

- 1st Incident – record of offense in Skyward, school issued t-shirt to cover or change of clothes.
- 2nd Incident - record of offense in Skyward, school issued t-shirt to cover or change of clothes. The parent or guardian of the student will be notified.
- 3rd Incident - record of offense in Skyward, school issued t-shirt to cover or change of clothes, detention will be assigned.

After the third offense within one semester, the student behavior will be considered insubordination.

To view the entire District Policy #504 (Student Dress and Grooming Code), visit:
<http://www.minnetonkaschools.org/uploaded/Documents/Policy/504.pdf>

MAST: Minnetonka Academic Support Time!

This year, MAST will occur on Wednesday's from 2:00 to 2:45 p.m. Students can use their MAST time to complete homework, makeup missing work/quizzes/tests, receive academic support from various teachers, etc. Students may be invited to a specific teacher's virtual. Students are expected to make a plan to fully utilize this work time so student work is accomplished. Ultimately, the time is used to get work done and/or study for an upcoming test!

Student Help Morning

Student Help Mornings are an opportunity for students to connect with their teachers and students are encouraged to come in to complete classroom work, take a quiz or test or ask their teachers questions. On Student Help Mornings, typically every Tuesday and every other Thursday, students are to be in classrooms working with teachers. Passes are not needed on Student Help Mornings. There is a warning bell that will ring at 8:47. The 8:47 warning bell serves as a reminder to students and staff that no students are permitted in the hallways, starting at 8:50. At 8:50 another bell will ring. At this time, students must remain in the classroom, even if they are finished with their work. The hallways are to be completely clear from 8:50 to 9:00.

Study Lunch

It is each student's responsibility to stay current with all academic assignments. Every Monday during Advisory, advisors will review student grades and support students to create a plan for missing work. If a student continues to struggle and doesn't complete required work, the counselor will assign the student to study lunch. Study lunch runs for one week (Tuesday – Monday). Students are able to work their way out of study lunch early if all missing work is completed. Study lunch occurs during the students lunch and advisory period. If an immersion student is assigned to study lunch, he/she will work during lunch time. A staff member works with students assigned to study lunch and provides the additional support needed to assist students. MMW feels strongly that it is important for students to keep up on their academics. If students fall behind, additional support will be provided to ensure students are successful.

Attendance Guidelines and Procedures

Excerpts from Policy #502:

We believe that regular attendance in school and being in class on time are important factors in determining a student's success in academic work, including success in meeting state and local requirements for graduation. Students who attend school consistently and are on time develop better socially, establish better communication with their teachers, acquire important lifetime habits such as dependability, self-sufficiency and responsibility and have more success academically.

Student's Responsibilities

It is the student's responsibility to:

- 1. attend all assigned classes and other instructional activities on time every day that school is in session;*
- 2. be aware of and follow the correct procedures when absent from an assigned class or other instructional activity;*
- 3. request any missed assignments due to an absence; and complete assigned work in a timely manner.*

Excused Absences: *These include family authorized absences and school authorized absences. The following reasons shall be sufficient to constitute excused absences:*

- 1. Family authorized excused absences:*
 - a. Personal illness*
 - b. Family emergency or death in the family*
 - c. Medical or dental treatment*
 - d. Prearranged college visits*
 - e. Religious instruction not to exceed three hours any week and major religious holidays*
 - f. Legal matters including court appearances*
 - g. Other activities as approved by the school*
- 2. School authorized excused absences*
 - a. Approved field trips*
 - b. Interscholastic athletic and fine arts competitions and events*
 - c. Student recognition/awards ceremonies*
 - d. Suspension from class or school*
 - e. Other activities as approved by the school*

Note: Excused absences due to Vacation and Personal Family reasons, are limited to 5 days per school year.

Unexcused Absences: *These are absences which are not authorized by the parent or guardian or the school. The following absences are examples of absences which will not be excused:*

- 1. Class "cuts" or "skips".*
- 2. Leaving school premises without authorization from the attendance office or the principals' offices.*
- 3. Family trips/vacations for which **NO PRIOR** arrangements have been made with the school.*
- 4. Other absences not authorized by the school or parent/guardian.*

To view the entire District Policy #502 (Student Attendance and Truancy), visit:
<http://www.minnetonkaschools.org/uploaded/Documents/Policy/502.pdf>

MMW Attendance Guidelines

Tardies: Period 1 only (documented every quarter)	
3 unexcused tardies	A Record of Offense will be communicated to parent/guardian, information/documentation only Staff member will meet with student
Next unexcused tardy	Detention will be assigned
Each unexcused tardy	A Record of Offense will be communicated to parent/guardian and detention will be assigned

Tardies: Periods 2-7	
All unexcused tardies	Classroom teacher will record and enforce
Excessive tardies	A consequence (quiet lunch/detention) may be assigned with excessive tardiness
Unexcused Absences: 6 Periods = 1 Day	
3 days unexcused	Counselor will mail mandatory three-day principal's letter to parent/guardian
4-6 days unexcused	Counselor will attempt to contact parent/guardian via phone call, e-mail, meeting or home visit
7 days unexcused	Counselor will submit a PGM (Parent Group Meeting) referral to Hennepin or Carver County
10 days unexcused	Counselor will submit a STAR (School Team Attendance Review) Referral to Hennepin or Carver County
16 days unexcused	Counselor will submit an Educational Neglect Report to Child Protection Service
Note: Truancy can only be filed on students with unexcused absences.	
Note: After more than seven days of absence due to illness, a letter requesting medical documentation for future absences beyond ten days will be sent to the parent/guardian. If a medical note is not provided, the absence is coded as unexcused.	

MMW Attendance Procedures	
Tardies	
Period 1 (9:15 a.m. to 9:25 a.m.)	If a student has a note or the tardy has been entered into Skyward to excuse a Period 1 tardy, they will need to sign-in at the attendance office. All other students should report directly to their Period 1 class. Student will be marked tardy if the tardiness is not excused.
Late to School (9:25 a.m. or later)	If a student has a signed note from their parent/guardian, or the tardy has been entered into Skyward to excuse a late arrival, they will need to sign-in at the attendance office and receive a pass to class. If the parent/guardian has left a phone message, e-mail message, or has not made contact with the Attendance Office, the parent/guardian must escort the student to the Attendance Office and sign them in. The student will receive a pass to class.
Leaving School Early	
All Periods	Students will need to turn in a signed note from their parent/guardian before Period 1 in the bin as they exit the cafeteria (outside the main office) or the parent/guardian must enter the request into Skyward. Students must sign-out at the Attendance Office before they leave the building. If the parent/guardian has left a phone message, e-mail message, or has not made contact with the Attendance Office, the parent/guardian must sign-out the student in the Attendance Office. Please note that students will only be released to a parent/guardian or an individual listed as an Emergency Contact within Skyward. Note: All Parents/Guardians, individuals on the Emergency Contact List and any other designated persons will be required to show a valid photo I.D. in order for the student to be released to them.
Absences: All Periods	
All Periods	Parent/guardians must do one of the following for an excused absence: enter absence in Skyward, leave a voicemail on the Attendance Hotline (952-401-5310) or send a signed note.
Note: Excused absences due to Vacation and Personal Family reasons, are limited to 5 school days per year.	

Other Rules and Guidelines

Items Not Allowed in School

Students are expected to only bring appropriate items to school. Therefore, items that can be harmful to others or interfere with the learning process are not allowed, including:

- Items such as weapons, water guns, knives, lighters, matches and laser pens will be confiscated. Student will review any incidents with a staff member.
- Cell phones, headphones, electronic games, etc. are not allowed during instructional time.
- Skateboards, longboards or hoverboards are not allowed to be used at school or on the bus.

Care and Use of School Property

Each year students use thousands of dollars' worth of school equipment, books and supplies in the instructional process. It is expected that students will use the equipment and supplies responsibly with a minimum of wear occurring. Students are expected to respect the building and its furnishings and not deface school property. This includes "kicking open" lockers, which is prohibited. In the event that a student abuses school property, they will be charged for the damage(s) or loss(es). A staff member will review with the student and a bill will be mailed directly to the parent/guardian.

Public Displays of Affection

Public displays of affection are prohibited.

Before School Supervision

The school's cafeteria is supervised starting at 8:00 a.m. each school day. Students must be registered for Morning Drop Off via Activities Registration. It is a place where students may study and socialize before school. Once a student is dropped off in the morning on our campus, the student must stay on campus inside the building. Students are prohibited from leaving the campus once they have been dropped off. A Speedway or Caribou stop needs to take place before the drop-off. If there are any repeated or severe behavior concerns when a student is dropped off early, that student may lose the privilege to be on campus before the buses arrive.

On Tuesday mornings and some designated Thursday mornings from 8:20-9:05 a.m., teachers are available on a drop-in basis for students to receive additional help. Many times, this is when students take a quiz or test from an absence, or ask questions about assignments or assessments. Students are to be in a classroom working with a teacher at all times during the provided help time. Students are expected to be working with teachers during the time before school, rather than walking the halls or "hanging out" near lockers.

Bicycle Safety

Students are to obey all traffic regulations when riding to and from school. Highways 7, 41 and the entrance to MMW are very busy with vehicle traffic. Bike riders accept inherent risk if they choose to ride bikes to and from school. MMW accepts no responsibility for bike safety and security. Students are to park bikes in the designated area near the cafeteria (next to the basketball court). Students are responsible for their own bike locks. After school, students riding bikes will be allowed to leave after the buses have left school property. Please walk your bike on sidewalks when buses are present.

After School Expectations

After the last bell rings at 3:55 p.m. all students are expected to immediately transition to the end of day model. Students should go to their lockers, if needed, and then report directly to after school activities, after school athletics, or exit the building promptly to get on their bus, meet their pre-arranged ride in the parking lot, retrieve their bicycle to leave the campus or leave on foot. All students are expected to work with school staff to safely cross at crosswalks and get on buses. Once a student exits the building, the expectation is that they are leaving school grounds, and students will not be allowed to loiter on school grounds and will not be allowed to re-enter the building. All buses depart by 4:05 p.m. If students are in the building after 4:05, they must be under the direct supervision of a teacher, coach or other staff member. All hallways must be clear. At

4:05 p.m. all remaining students will be escorted to Bright Watch in the Media Center to await parent pick-up. After-school activities end at 5:30 p.m. and all students should be picked up and all doors will be locked. Students will not be able to re-enter the building during evening hours.

Bus Safety Expectations

When riding a school bus, students are expected to do the following:

- Be on time to help keep the bus on schedule.
- Carry a bus pass and show it to the driver when boarding the bus.
- Board and depart from the bus correctly.
- Follow the driver's instructions.
- Remain seated.
- Do not endanger yourself or others.
- Do not bring food, beverages, animals, tobacco, chemical or hazardous objects on the bus.
- Speak and act courteously.
- Help keep the bus clean and safe.

Transportation to and from school is a student privilege. Adhering to transportation safety rules is a requirement that goes along with the privilege of riding the bus. Safety depends upon the cooperative effort of all students, bus drivers, parents and school personnel.

Bus Pass (to ride a different bus)

Per District guidelines for the 2021-2022 school year, students may not ride on a bus to which they are not assigned.

Guidance

We provide support to students with their academic performance, peer relationships, and/or personal life. Students are encouraged to make an appointment in the Guidance Office with their counselor or the school social worker.

Identification Cards

Each student will be issued an ID card that includes a picture and other identification data. Students should carry the ID card with them at all times at school and school activities. Students must have their card to check out materials (i.e. textbooks, novels for class) from the Media Center. If the ID card is lost, a replacement card may be ordered in the Media Center for \$2.00.

Lockers

All students will be assigned a hallway locker and combination in mid-September. Lockers should be locked at all times to safeguard belongings. Under no circumstances should locker combinations be shared, including with close friends. Students are not allowed to enter other student's lockers, or to share lockers with other students. The school will assume no responsibility for the loss of property. All possessions should be marked so they can be identified if they are lost. Jackets, gloves, band instruments and glasses should be labeled. Lockers should be kept neat and clean at all times. Students may decorate their lockers with magnetized locker accessories that do not deface the surface of the locker. The school reserves the right to inspect the contents of lockers and to remove anything that violates school rules and/or the law of reasonable suspicion exists indicating that the locker contains prohibited items. If a locker malfunctions or it can be opened without the use of the lock, it must be reported to Student Support, so assistance may be arranged. Kicking open lockers is prohibited and may result in an SDR for damage to school property.

Decorating Lockers

Decorating lockers – It is wonderful if a student(s) want to decorate a friend's locker to recognize their friend's birthday. However, it is important to follow a few expectations in this area:

- You must get permission from a supervisory para in the cafeteria before school.
- Magnets need to be used to secure items to the face of the locker. Please, no tape, as it leaves residue on the lockers and is difficult to remove.
- Balloons are not permitted on lockers or within lockers. Please, no balloons.

- Birthday signs/decorations need to be removed from the locker by the end of the school day.

Lost and Found

There are several “Lost and Found” areas in the building: the physical education area, the Student Support Room, the Cafeteria and the Main Office. Jewelry, money, wallets, purses, cellular phones and other valuable items should be turned in and claimed in the main office. If an item has been left on a bus, call the bus company directly: First Student Bus Company, 952-470-5366.

Nutrition Services – Lunch Account

Each student has an individual account to pay for their meals. Parents/Guardians pre-pay into this account which functions as the student’s “food bank account.” There are two main ways to pay. You may give a check written out to “Minnetonka Nutrition Services” to a cashier before school or at lunch. Be sure to write the student name and the student lunch key pad number in the memo line. The second and preferred method is a credit card payment made through Skyward. During breakfast, lunch, and for snacks students can access the account by entering an assigned personal key pad number when they check out. For the 2021-2022 school year lunches will be free of charge (per the FDA), but students will need a lunch account for second helpings and a la carte items.

Recycling

Students are expected to recycle and compost organics as well as clean up after themselves in the lunchroom: pick up items off the floor and table, put garbage in garbage cans, return trays to the dish room and wipe up spills with a dish cloth from the dish room. If the spill is large enough that a mop is needed, students should ask a lunchroom supervisory paraprofessional for assistance.

Hall Passes

Students are not to be in the halls during class periods. If it is necessary to leave the classroom, students will need permission from their teacher and have a hall pass.

Posting of Signs

Students need prior approval from the Main Office or from the advisor of an activity to hang signs inside and outside of the building. Unless specifically exempted, no sign should be posted for more than one week. Signs may not be posted on windows.

Visitors – Students

In general, student visitors are not allowed at MMW.

Grading , GPA and Reporting Clarification

Uniform Grading Scale

In order to calculate grades, the following 100 point scale is used to assign grades. In turn, the letter symbols give a description of the student's academic achievement.

92.45-100= A

89.45-92.44 = A- Exemplary work *(90-100% Mastery of Subject Goals)*

86.45-89.44 = B+

82.45-86.44 = B Proficient/Thorough work *(80-89% Mastery of Subject Goals)*

79.45-82.44 = B-

76.45-79.44 = C+

72.45-76.44 = C Acceptable work *(70-79% Mastery of Subject Goals)*

69.45-72.44 = C-

66.45-69.44 = D+

62.45-66.44 = D Mediocre work *(60-69% Mastery of Subject Goals)*

59.45-62.44 = D-

00.0-59.44 = F Unacceptable work *(less than 59% Mastery of Subject Goals)*

The primary purpose of grading is to communicate the academic achievement status of students to the students and their families. Additional purposes for grading include:

- Providing information that the student can use for self-evaluation.
- Providing information that teachers can use to modify planning and instruction.

Course grades will reflect the level of the student's academic achievement. The grading and reporting system must:

- Reflect academic achievement.
- Contain meaningful feedback.
- Be honest, fair, transparent, credible, useful and user friendly.

The grade is also intended to serve as an open communication link between the school and home. It will provide all parties with awareness of their student's work and an understanding of how the grade reflects their student's achievement. It is also to:

- Communicate information to parties in a clear and timely manner.
- Reflect high expectations of all students across all courses and programs.
- Be developmentally appropriate for all students.

The two types of assessment that may be included in a grade are:

- **Formative Assessments (Academic Practice):** work conducted when a student is still learning the material. It is an assessment that is designed to provide direction for both students and teachers. For the students, the adjustment may mean reviewing, additional practice, or confirmation that they are ready to move forward. For the teachers, it may mean changing instructional strategies, providing additional practice, or being ready to move forward. (e.g. teacher observation, quizzes, rough drafts, peer editing, or notebook checks).
- **Summative Assessments (Academic Achievement):** work conducted when a student has had adequate instruction and practice to be responsible for the material. It is designed to provide information to be used in making judgment about a student's achievement at the end of a

sequence of instruction, e.g. final drafts/attempts, tests, exams, assignments, projects, performances.

The grade for a course can be calculated solely based on summative assessments or it may be calculated based on a combination of summative and formative assessments.

Grade 6

Academic Practice grades will count for a *maximum* of 30% of the grade. Academic Achievement grades will count for a *minimum* of 70%.

Grades 7 and 8

Academic Practice grades will count for a *maximum* of 20% of the grade. Academic Achievement grades will count for a *minimum* of 80%.

Significant effort shall be taken to hold students accountable for completing the work. A zero will be used as the last resort if the student chooses to make no effort to complete an assessment.

For the complete policy, please see the link below:

<https://www.minnetonkaschools.org/uploaded/Documents/Policy/626.pdf>

Reassessments

- All students will have the opportunity to redo an assessment if they fulfill the reassessment preparation criteria that is established by the teacher
- Reassessment scores may include a maximum 10% reduction

GPA Calculation

Student grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Your grade point average may range from 0.0 to a 4.0. An everyday class is 1.0 credits and an every other day class is worth .50 credits (PE, Music, Skills) per year. Students earning a GPA of 3.0 or higher each quarter will be recognized on the MMW Honor Roll.

Student Recognition Programs

President's Award for Educational Excellence (Middle School Level)



The President's Education Awards Program, sponsored by the U.S. Department of Education, in partnership with the National School Principals Association, was developed to help principals recognize and honor those students who have achieved high academic goals by their hard work and dedication to learning. Participation in the program grows each year with 57,000 schools and nearly four million students receiving these esteemed awards last year.

Students who are eligible for the President's Award for Education Excellence receive certificates signed by the President, the U.S. Secretary of Education and the school principal, and a lapel pin, inscribed with the Presidential Seal, to accompany the certificate.

Criteria for Selection: To be eligible for the President's Award for Educational Excellence, students must meet the requirements in Category A and Category B:

- A. Grade Point Average: Students are to earn a grade point average of 80 or higher on a 100 point scale or a 3.5 on a 4.0 scale. The middle school cumulative grade point average includes grade 6 through the end of the first semester of grade 8.
- B. Test Scores: Students must demonstrate high achievement (90th percentile or higher) on one or more Achievement Test(s) in reading or mathematics.

The school principal has final authority to determine which students receive this award.

President's Volunteer Service Award



The President's Council on Service and Civic Participation created the President's Volunteer Service Award program as a way to thank and honor Americans who, by their demonstrated commitment and example, inspire others to engage in service.

Recognizing and honoring volunteers sets a standard for service to others. It encourages a sustained commitment to civic participation and inspires others to make volunteering a central part of their lives. The President's Volunteer Service Award recognizes individuals, families, and groups that have achieved a certain standard – measured by

the number of hours served over a 12-month period or cumulative hours earned over the course of a lifetime.

Award Criteria: Any student or adult may receive Presidential recognition for volunteer hours earned over a 12-month period or over the course of a lifetime at home or abroad. The following are the eligibility requirements for Middle School Students.

Level of Service	Required Hours
Bronze Level	50 to 74 hours
Silver Level	75 to 99 hours
Gold Level	100 hours or more

Award recipients receive an official President's Volunteer Service Award pin package, a personalized certificate of achievement package, a note of congratulations from the President of the United States and a letter from the President's Council on Service and Civic Participation. For more details, visit:

<http://www.presidentialserviceawards.gov/>