# Quick Reference

<table>
<thead>
<tr>
<th>School Hours</th>
<th>8 a.m.-2:40 p.m.</th>
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<tbody>
<tr>
<td>School Office Hours</td>
<td>7 a.m.-3:30 p.m.</td>
</tr>
<tr>
<td>District Office Hours</td>
<td>Monday-Friday, 8:00am-4:30pm</td>
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<table>
<thead>
<tr>
<th>School Phone Number</th>
<th>General Information: 952-401-5700</th>
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<tbody>
<tr>
<td></td>
<td>Attendance Office: 952-401-5800</td>
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<tr>
<td></td>
<td>Counseling Office: 952-401-5811</td>
</tr>
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<td></td>
<td>Main Line: 952-401-5700</td>
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<td></td>
<td>Transportation: 952-401-5023</td>
</tr>
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<td></td>
<td>Counseling/Request Student Records: Fax 952-401-5814</td>
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| District Number       | (952) 401-5000                        |

<table>
<thead>
<tr>
<th>District Website</th>
<th><a href="https://www.minnetonkaschools.org/">https://www.minnetonkaschools.org/</a></th>
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<td>School Website</td>
<td><a href="https://www.minnetonkaschools.org/schools/high-school/mhs">https://www.minnetonkaschools.org/schools/high-school/mhs</a></td>
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</table>

<table>
<thead>
<tr>
<th>District Social Media</th>
<th>Facebook: <a href="https://www.facebook.com/minnetonkaschools">https://www.facebook.com/minnetonkaschools</a></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Instagram: <a href="https://www.instagram.com/mntkaschools/">https://www.instagram.com/mntkaschools/</a></td>
</tr>
</tbody>
</table>

| School Social Media   | Principal’s Instagram: https://www.instagram.com/tonkahsprincipal/ |
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Minnetonka Schools does not discriminate on the basis of race, color, national origin, sex or disability.

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Website Calendar

Find up-to-date event information on the Calendar page of the District website: minnetonkaschools.org/calendar

PDF documents of the Elementary 1-6 Day Calendar and Middle School A/B Day Calendar are also available on the Calendar page of the website.
School Information

DAILY SCHEDULE

Zero Hour: 7:00-7:55 a.m.
First Hour: 8:00-8:55 a.m.
Second Hour: 9:01-10:01 a.m.
Sail Time: 10:01-10:13 a.m.
Third Hour: 10:13-11:08 a.m.

First Lunch
L1 Lunch: 11:08-11:38 a.m.
4C Class: 11:44 a.m.-12:39 p.m.
5C Class: 12:45-1:40 p.m.

Second Lunch
4B Class: 11:14-11:42 a.m.
L2 Lunch: 11:42 a.m.-12:12 p.m.
4B Class: 12:12-12:39 p.m.
5C Class: 12:45-1:40 p.m.

Third Lunch
4A Class: 11:14 a.m.-12:09 p.m.
L3 Lunch: 12:14-12:44 p.m.
5C Class: 12:45-1:40 p.m.

Fourth Lunch
4A Class: 11:14 a.m.-12:09 p.m.
5B Class: 12:15-12:51 p.m.
L4 Lunch: 12:53-1:13 p.m.
5B Class: 1:13-1:40 p.m.

Fifth Lunch
4A Class: 11:14 a.m.-12:09 p.m.
5A Class: 12:15-1:10 p.m.
L5 Lunch: 1:10-1:40 p.m.

Sixth Hour: 1:45-2:40 p.m.

Wednesday MAST Schedule

MAST: 7:55-8:35 a.m.
First Hour: 8:40-9:30 a.m.
Second Hour: 9:36-10:26 a.m.

Third Hour: 10:32-11:22 a.m.

First Lunch
L1 Lunch: 11:22-11:52 a.m.
4C Class: 11:58 a.m.-12:46 p.m.
5C Class: 12:54-1:44 p.m.

Second Lunch
4B Class: 11:28-11:53 a.m.
L2 Lunch: 11:53 a.m.-12:23 p.m.
4B Class: 12:23-12:49 p.m.
5C Class: 12:54-1:44 p.m.

Third Lunch
4A Class: 11:28 a.m.-12:18 p.m.
L3 Lunch: 12:23-12:53 p.m.
5C Class: 12:54-1:44 p.m.

Fourth Lunch
4A Class: 11:28 a.m.-12:18 p.m.
5B Class: 12:24-12:49 p.m.
L4 Lunch: 12:49-1:19 p.m.
5B Class: 1:19-1:44 p.m.

Fifth Lunch
4A Class: 11:28 a.m.-12:18 p.m.
5A Class: 12:24-1:14 p.m.
L5 Lunch: 1:14-1:44 p.m.

Sixth Hour: 1:50-2:40 p.m.

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2-HOUR LATE START
First Hour: 10:00-10:35 a.m.
Second Hour: 10:41-11:16 a.m.
First Lunch
L1 Lunch: 11:16-11:46 a.m.
4C Class: 11:54 a.m.-12:33 p.m.
5C Class: 12:39-1:18 p.m.

Second Lunch
4B Class: 11:22-11:42 a.m.
L2 Lunch: 11:42 a.m.-12:12 p.m.
4B Class: 12:14-12:33 p.m.
5C Class: 12:39-1:18 p.m.

Third Lunch
4A Class: 11:22 a.m.-12:01 p.m.
L3 Lunch: 12:05-12:35 p.m.
5C Class: 12:39-1:18 p.m.

Fourth Lunch
4A Class: 11:22 a.m.-12:01 p.m.
5B Class: 12:07-12:37 p.m.
L4 Lunch: 12:37-12:57 p.m.
5B Class: 12:58-1:18 p.m.

Fifth Lunch
4A Class: 11:27 a.m.-12:01 p.m.
5A Class: 12:07-12:37 p.m.
L5 Lunch: 12:50-1:29 p.m.

Third Hour: 1:26-2:59 p.m.
Sixth Hour: 2:05-2:40 p.m.

2-HOUR EARLY RELEASE
Zero Hour: 7:00-7:55 a.m.
First Hour: 8:00-8:40 a.m.
Second Hour: 8:46-9:22 a.m.
Third Hour: 9:28-10:04 a.m.
Fourth Hour: 10:03-10:46 a.m.
Fifth Hour: 10:52-11:29 a.m.
Sixth Hour: 11:34 a.m.-12:00 p.m.
Lunch: all students 12:00-12:40 p.m.

ACADEMIC SUPPORT CALENDAR
STUDENT SUPPORT RESOURCES

MHS offers a variety of Student Support Resources to meet the needs of all students. Student Support Resources include: School Counselors, College Counselor, Social Workers, the Chemical Health Specialist, and the High Potential Coordinator. Student Support Resources also includes: the School Counselor Office and the College and Career Center.

For schedule questions, plans for the future, or other personal concerns, students are encouraged to make an appointment with their school counselor. Counselors are assigned according to the first letter of the student’s last name. For additional Student Support Resources please visit the school website.

SCHOOL COUNSELORS OFFICE

Make the MHS Counseling Office your first stop for smooth sailing through Minnetonka High School! We provide a personalized and proactive approach, which includes small group and grade-level seminars, as well as individual planning meetings between you and your school counselor.

COUNSELOR WALK-INS

There is a “walk-in” counselor on duty from 7 a.m. to 3 p.m. for students. No appointment necessary. The Walk-in Counselor schedule is posted on the Counseling Office door each week.

STUDENT SUPPORT CONTACTS

MHS Counseling Office: 952-401-5811

CRISIS HOTLINES

Crisis Connection 24 Hour Crisis Phone Line: 612-370-6363

Carver/Scott County Mobile Crisis Services: 952-442-7601

Hennepin County Mobile Crisis Services – Child: 612-348-2233

Suicide Hotline: 612-873-2222 (local)

National Hotline: 1-800-273-8255

THE MINNETONKA HIGH SCHOOL COUNSELING STAFF

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COLLEGE AND CAREER CENTER
The College and Career Center is located next to the Guidance office. The center is available to students and offers information and computer programs on occupations, careers and post-secondary institutions. The College and Career Center is also staffed with knowledgeable volunteers who can assist students with their future plans.

COLLEGE FAIR
As part of the Career and Post-Secondary Planning process, Minnetonka High School is providing a field trip for juniors who wish to attend the College Fair. It is an opportunity for students to access various technical, community, and four-year college and university representatives at one time and place. Students have found this to be a valuable experience in gathering information to start the post-secondary institution selection process. This type of activity is most valuable at the beginning of the junior year. Please refer to the website for the date and more details.

ACADEMICS

GRADING
The primary purpose of grading is to communicate the academic achievement status of students to the students, their families, employers, and post-secondary institutions. Teachers of the same course will apply the grading parameters in the same manner. Students should refer to the grading syllabus for specific grading procedures such as common percentage scale, extra credit, late work, use of the zero, grade calculation, and other topics.

Course grades will reflect the level of the student’s academic achievement. While nonacademic factors may be highly valued and often contribute to a student’s academic achievement, they should be reported separately from an achievement grade. Relying upon these factors, if merged with achievement evidence, can mask important learning problems and contribute to miscommunication about the student’s knowledge.

TYPES OF ASSESSMENT
For grades 9-12, Academic Practice grades will count for a maximum of 15% of the semester grade. Academic Achievement grades will count for a minimum of 85%.

**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, homework, 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 a judgment about a student’s achievement at the end of a sequence of instruction, e.g. final drafts/attempts, tests, exams, assignments, projects, performances.

GRADUATION REQUIREMENTS
Students need to earn 22.5 credits in order to receive a Minnetonka High School diploma. Please click [here](#) for specific information and [here](#) to view the Skipper Log, course catalog.
CALCULATIONS OF GPA

All courses for which the student receives a grade from A to F are included in the Grade Point Average (GPA). Both a Term GPA and Cumulative GPA are calculated. An official transcript is maintained for grades 9-12. Pass grades are not included in the GPA calculation, but do count for graduation credit.

**Cumulative Grade Point Average (GPA):** the student’s numerical average for all courses taken. It is computed by adding the total number of the letter grades’ point values and dividing it by the number of credits completed.

**Term Grade Point Average (GPA):** the student’s numerical average for a given semester. It is computed by adding the total number of the letter grades’ point values and dividing it by the number of courses for a given semester.

PHYSICAL EDUCATION WAIVER

Students can request a waiver of the physical education credits by discussing it with their counselor and obtaining a waiver. If a waiver is approved by the Principal then a student will keep a log of their alternate activity that must be at least 85 hours of rigorous physical activity. You must carry six (6) credits each year throughout your high school career and have no open hours or you will need to complete the regular physical education requirement. The request will be initially approved by the Principal and kept on file until the spring of your senior year, when the School Board will formally approve the waiver in May of your graduation year. Students will not receive academic credit for a physical education waiver.
**GRADES**

*Grade Scales and Weighted Grades*

The following grade point scales are used to assign point values to each letter grade in order to compute the GPA. Advanced Placement (AP) and International Baccalaureate (IB) courses use different, weighted scales to differentiate between AP/IB and regular courses. Each point value represents a semester of academic work. The weighted GPA is used to determine all honors.

<table>
<thead>
<tr>
<th>Standard Scale for all non-AP/IB course</th>
<th>AP/IB Weighted Scale*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*for students who successfully complete the course with a final semester grade of C- or better and take the AP/IB exam(s) with a score of 3 or better (out of 5) on an AP exam, 4 or better (out of 7) on an IB exam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
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<tr>
<td>B</td>
<td>3</td>
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<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
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<tr>
<td>C</td>
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<td>C-</td>
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<td>D+</td>
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<td>D</td>
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<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
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</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>A-</td>
<td>4.7</td>
</tr>
<tr>
<td>B+</td>
<td>4.3</td>
</tr>
<tr>
<td>B</td>
<td>4</td>
</tr>
<tr>
<td>B-</td>
<td>3.7</td>
</tr>
<tr>
<td>C+</td>
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<td>C</td>
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<td>D-</td>
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<tr>
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**Grading Scale**

<table>
<thead>
<tr>
<th>GPA Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92.45-100</td>
<td>A</td>
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<tr>
<td>89.45-92.44</td>
<td>A-</td>
</tr>
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<td>86.45-89.44</td>
<td>B+</td>
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<tr>
<td>82.45-86.44</td>
<td>B</td>
</tr>
<tr>
<td>79.45-82.44</td>
<td>B-</td>
</tr>
<tr>
<td>76.45-79.44</td>
<td>C+</td>
</tr>
<tr>
<td>72.45-76.44</td>
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</tr>
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<td>69.45-72.44</td>
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<tr>
<td>59.45-62.44</td>
<td>D-</td>
</tr>
<tr>
<td>00.0-59.44</td>
<td>F</td>
</tr>
</tbody>
</table>

A, B, C, D, F, P, LOC, NC, NG, I, +, -, are grades used for students at MHS.

P/F = this grade is used in the Pass (credit)/Fail (no credit) option. Students who receive an “F” under the pass/fail option, do fail the class, the F is recorded on their transcript and counts in their GPA.

LOC = No credit is earned due to excessive absences

NC = No Credit is awarded for the class.

NG = No Grade is awarded for the class.

I = Students will receive an “I” if they have not completed their course work in a particular class and have not had sufficient time to complete the work. An “I” that has not been changed to a letter grade (A-F) within 3 weeks after the semester has ended will automatically be changed to an “F”.

T = Test Out. Student has successfully demonstrated knowledge of the curriculum without having to attend the class. Credit is received for the class.

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SCHEDULE CHANGES
All schedule change requests must be completed before the beginning of each semester. No schedule changes will be granted after the start of each semester. The only changes that will be considered after the beginning of the semester are those that address the level of a class (e.g. Spanish 3 versus Spanish 3H). Requests for reasons of teacher preference will not be addressed at any time. Schedule changes should be based on sound educational planning.

Common reasons schedule changes are approved include the following:
1. A different academic level course is needed.
2. Making up a failed course
3. Adding a class to an open period.

Common reasons schedule changes are NOT approved include the following:
1. Teacher preference
2. Sports/Co-Curricular
3. Moving classes to achieve a particular lunch or early release time.
4. Moving classes to achieve same start/end time for parking permit purposes.
5. Work

DROPPING A CLASS
If it becomes necessary to drop a class, students are encouraged to do so as soon as possible after the first week of a course. DROPS FOR SEMESTER CLASSES MUST BE MADE WITHIN THE FIRST FOUR WEEKS OF A COURSE, AND WILL ONLY BE CONSIDERED IF RELATED TO LEVEL CHANGES. Elective courses cannot be changed after the semester begins. To make a level change, students are required to obtain both the current and new teacher’s signatures, as well as indicate the interventions attempted prior to requesting the level change. Any semester class dropped after four weeks will be reflected as an F on the student’s report card and transcripts. Students should discuss this situation with their instructor. Counselor and parental approval is required when dropping a class. Juniors and Seniors will not be allowed to drop a class at any time if the class load goes below the required five (5) classes. Freshmen and Sophomores must carry six (6) classes per semester and may not drop a class.

REPEATING A CLASS
Students who receive an F for a class failed or dropped have the option of retaking the class. If the student then receives a passing grade, the new grade will be recorded. The original F will still REMAIN on the student’s transcript. Both grades will be used in calculating Grade Point Average (GPA).

PASS/FAIL OPTIONS
The PASS/FAIL option may only be initiated by a teacher and requires administrative approval. If a student is taking the course PASS/FAIL, the student must have passing work to receive credit for the course. A student must earn, at a minimum, a grade of D- to receive credit.

Athletes who plan to participate in Division I or Division II college athletics, please note that courses awarded Pass/Fail may NOT be used to satisfy college core-course requirements. A “core course” is defined by the NCAA Bylaw 14.3 as a recognized academic course designed to prepare a student for college level work. Courses that are taught at a level below the regular academic level may not be considered as core courses regardless of course content. Examples of courses that would not be considered “core courses” are: special education courses, remedial courses, and introductory math courses below algebra. Check with the School Counseling Office for additional information.
STUDENT ACADEMIC RECOGNITIONS

GRADUATION HONORS
Throughout the student’s journey at Minnetonka High School, the school will provide a positive and stimulating learning environment in order to inspire a passion to excel in each student. The curricular offerings are designed to encourage students to stretch their minds. The course curriculum will provide the necessary rigor to challenge students to meet the highest of academic standards. The Minnetonka diploma signifies the pursuit of academic excellence. The transcript will reflect a student’s personal achievement and rigorous course selection. As well, both shall recognize and commend the highest level of a student’s academic achievement. To stimulate achievement as measured by its extraordinary expectations, the District will establish an academic honor system.

The *Laude* Latin model will be used to recognize academic excellence at the conclusion of a student’s high school career. Students will work to compete against the criterion for academic honors—not each other.

A student’s cumulative weighted GPA at the end of the second semester will be used to determine the level of honor on a student’s high school transcript and for academic recognition at commencement ceremonies.

The following three levels of academic honors will be used:

- **Summa Cum Laude**  “with highest distinction”  Cumulative GPA of 4.000 and above
- **Magna Cum Laude**  “with great distinction”  Cumulative GPA of 3.850 to 3.999
- **Cum Laude**  “with distinction”  Cumulative GPA of 3.667 to 3.849

*In the event that a miscalculation occurs, honors may be awarded after the fact, whereas honors mistakenly awarded will not be retracted.*

ACADEMIC LETTERING
Academic letting is another way in which MHS students can be recognized for outstanding school work. Students eligible for an academic letter must have a Semester GPA of 3.850 or higher both semesters. Freshmen, sophomores and juniors will receive their awards in the fall of the next school year.

HONOR ROLLS
MHS recognizes “A” and “B” honor rolls by semester. Students with a semester GPA of 3.667 or higher are recognized on the “A” honor roll. Students with a GPA of 3.000-3.666 are recognized on the “B” honor roll.

NATIONAL HONOR SOCIETY
The National Honor Society is an organization established for the purpose of creating enthusiasm for high academic achievement stimulating a desire to perform service, promote leadership, and develop character in the students of secondary schools. Membership in local chapters is an honor bestowed upon a student. Junior and senior students who have achieved an accumulated GPA of 3.5 are invited to apply. Membership is selected by a faculty council and is based on outstanding scholarship, character, leadership and service. Once selected, members have a responsibility to continue to demonstrate these qualities. Members in each local chapter are required to attend regular meetings, elect officers, and carry out individual and group service projects.
STUDENT RECOGNITION

We strive to recognize outstanding student achievement at MHS. Students are recognized not only for academic achievement but also for overall school performance and effort. At the end of the first three marking periods, teachers may nominate students from their classes that they feel have shown extra effort in class, a good attitude, personal improvement, creativity, initiative, performance on specific projects, etc. All students who are recognized have their picture taken and displayed in the main showcase in the foyer of the building. Students are also honored at a reception at which they receive a certificate and a pin. Parents/guardians of the recognized students are invited to the reception.
STUDENT LIFE

MISSION OF THE MINNETONKA SCHOOLS
The mission of the Minnetonka School District is to ensure all students envision and pursue their highest aspirations while serving the greater good. In a community that transcends traditional definitions of excellence, we use learning and teaching as tools to value and nurture each person, inspire in everyone a passion to excel with confidence and hope, and instil expectations that stimulate extraordinary achievement in the classroom and in life.


SCHOOL PRIDE
“Do the right thing” and “Represent us well.” These phrases are not merely words; rather, what each student is asked to do. Neither is easy and both require courage. Students are encouraged to take pride in MHS by keeping the building and campus clean and attractive. Recycling containers can be found throughout the building for the disposal of cans, paper and food items.

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance is recited by students and staff at least one time per week according to Minnesota Statute §121A.11. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so and students must respect another person’s right to make that choice.

RESPECTFUL LANGUAGE
At MHS, students are to use language that is respectful to themselves and to others. Inappropriate language includes swearing, sexual innuendo, vulgarity or that which is disrespectful to another person. The use of inappropriate language will result in a warning from staff, with possible additional consequences for severe violations. Students will need to choose and use appropriate vocabulary. Students continuing to use inappropriate language will be subject to the consequences for inappropriate behavior according to the MHS discipline policy.

MINNETONKA ACADEMIC SUCCESS TIME - MAST
Minnetonka Academic Success Time (MAST) runs on Wednesdays from 7:55 to 8:35 a.m. On MAST mornings, 1st period begins at 8:40 a.m. Each remaining period in the day is shortened by six minutes so that school ends at the normal time and buses can follow their regular schedules.

MAST ASSIGNMENTS
Focused, instructional time with teachers. Teachers assign students to MAST sessions based on academic performance with the goal of providing targeted, just-in-time instruction. Students are assigned to MAST for a variety of reasons from missing work, to writing conferences, to preparing for forthcoming assessments. It is not just for students in academic distress, but for any student who might benefit from focused instructional time with their teacher.

If you are assigned to a MAST session, our scheduling system sends the following notifications:

- You and your parent will receive an email from scheduling@minnetonkaschools.org on Tuesday afternoon that includes the subject, teacher, and location of the session.

MAST ATTENDANCE EXPECTATIONS AND NOTIFICATIONS
Student attendance and participation during this instructional time is critical to their academic success. Students are required to follow the same attendance expectations and procedures as regularly scheduled classes. Before
MAST assignments are scheduled, counselors, case managers, and administrators work carefully to resolve scheduling conflicts so that students are assigned to only one MAST session. Assignment to a MAST session takes priority over make-up testing.

Students who are not assigned to a MAST session can either engage in academic work in the school or arrive in time for the 1st period to begin at 8:40 a.m.

**GUIDELINES FOR TARDIES AND ABSENCES**

Students are expected to be in their assigned class at designated times. Being on time to class is essential. Not only are you missing important information, it is a sign of respect towards your teacher and fellow classmates. Students who arrive to class after the second tone sounds are considered tardy. **IMPORTANT:** After several tardies to school, students holding a parking permit, and permit partners, may face a suspension of parking privileges. (Please keep in mind that we can guarantee the buses arrive on time!) Students without permits may face detention. When you arrive more than 7 minutes late to class, it is considered an unexcused absence.

Multiple unexcused or chronic absenteeism may exclude a student from participation in extracurricular activities and athletics. Reports are reviewed regularly by activities and administrative offices.

**SCHOOL AUTHORIZED ABSENCES GUIDELINES**

The student may miss four (4) periods from the same course during a semester due to a school authorized absence (SAA). This only applies to the following types of SAA:

- Field trips
- Interscholastic meets and events
- Student government and related activities
- Verified meeting conducted with school personnel

**After the third SAA, the student will need to appeal to the teacher in order to be out of the class for one of the aforementioned activities.**

**PARKING PERMIT INFORMATION**

Due to limited parking space, all students must have a parking permit to park on the school campus. Permits are available to juniors and seniors who are either resident or open-enrolled and are licensed drivers.

Parking permits will be sold on a yearly basis. For more information see: Parking Permits and refer to the MHS website in order to apply.

**STUDENT DINING**

It is the expectation that all students have the responsibility for cleaning their eating area and leaving the dining room presentable for the other students. Unacceptable dining room behavior will result in a referral to the Student Affairs Office.

The following are expectations, which apply to the Harbor Café and the patio area. All students must adhere to these expectations:

1. Each student is expected to clean up their immediate area.
2. If students choose to sit at a table with a mess on it, those students will become responsible for cleaning up the mess.
3. Each student is expected to deposit their trash in the proper trash and recycling containers.
4. The number of chairs allowed at any one table is limited to ten (10).
5. There will be no throwing of food/beverages/utensils/objects.
STUDENT FEES
Students fees at MHS may include: co-curricular participation fees, uniforms, parking permits, drivers’ training, locks, activity tickets, food service, physical education and athletic equipment, show fees, musical instrument rental, drama, field trips, etc. All fees are handled through the Bursar’s Office located in the Student Union.

STUDENT RECORDS
Certain information about students are considered “public” under state and federal laws and school district policy. Unless parents or students over age 18 give specific instructions to the contrary, schools will give out this information to anyone who requests it. Public information includes: name, address, phone number, date and place of birth, weight and height (for athletes only), dates of attendance, participation in activities, degrees and awards received, and pictures for school-approved publications, newspapers and videotapes. Students and/or parents that do not want this information to be given out must notify the building principals in writing. All other student records are considered private and are open only to parents and to school personnel with a legitimate interest.
PLACES IN THE SCHOOL

PORT (MEDIA CENTER)
The Port is located in the south end of the Student Union area and is open from 7:00 a.m. to 4:00 p.m. The Port includes computers for student use, three student collaboration rooms, a state-of-the-art video broadcast studio, and comfortable seating for students. The Port’s physical library contains current fiction, nonfiction titles, and eBooks. Port staff are your first stop for technology help, iPad support, and research assistance. As academics are of primary importance, socializing and food are not allowed in the Port. A pass from a classroom teacher is required for all students using the Port during the school day. On open periods, passes are not required for Juniors and Seniors.

HEALTH OFFICE
The Health Office is located on the first floor at the end of the Main Hallway. Students who become ill during the school day must report to the Health Office. Students reporting that they spent the period in the lavatory will not be given an excused absence. If it is determined that the student is too ill to remain in school, the Health Para will contact the parent/guardian or designated emergency contact person. Students must have an emergency number on file in the Health Office. Reminder: all medications (prescription and over the counter) must include a note from a physician and parental permission. Students must take all medications in the Health Office.

COMMON AREAS
Common areas at Minnetonka High School offer a place where students may gather for academic reasons or to socialize. Common areas on the first floor are open for informal socialization and dining. All common spaces on the second floor are academic spaces only, and dining is not permitted. Lunch trays are not allowed in any common space. Academic wings are separate from common areas, and are closed to both student dining and informal socialization during all lunch and class times.

THE BOOSTER STORE
The Booster store is located in the Student Union next to the Activities Office. The Booster Store is a place where students can purchase school supplies and MHS apparel. The MHS Booster Club sponsors this store. The Booster Store is open during all lunches.

LOST AND FOUND
Lost items such as cups, water bottles, notebooks, folders, and items of clothing are kept in the hallway leading to classroom 1001C. Valuables (billfolds, watches, jewelry, calculators, keys, etc.) can be claimed through the School Resource Officer. Any items not claimed two weeks after the school year ends will be given to a charitable organization.

TESTING ROOM AND AREAS
Students can report to a testing room to make up tests Monday through Thursday from 7:05 a.m.-3:40 p.m. and on Fridays from 7:00 a.m.-2:40 p.m. Students must present their MHS ID to be issued a test. Please note that MAST mornings tend to be busy in testing rooms; students are encouraged to test at a different time when possible.

- General testing: Starboard (Behind the desk in the Port)
- English testing: Room 2420
- Math testing: Room 1414
- World Language testing: Room 2614

Students who are absent (regardless of absence classification) on an in-class assessment day (i.e. test) need to coordinate with their teacher and it is at the discretion of the teacher to make up the missing assessment.
**WRITING CENTER**
The Writing Center is located in the Student Commons and is available Monday-Friday from 7 a.m.-3:30 p.m. We are staffed by two English teachers and trained student writing coaches. We are available to all MHS students. We will work 1:1 with you on any writing project, at any stage of development, by asking questions, suggesting strategies and helping you clarify your ideas. We work with students on any assignment from any class, as well as college essays and scholarship applications. You can walk-in during zero hour, after school, or over your lunch break or you can sign up for an appointment in advance at our front desk. The Writing Center is a great environment for study or group work. Hang out, schedule a conference, or use the computers and ask questions as you write. If you’re trying to clarify a thesis, integrate or analyze quotations, make inferences, organize or revise, we’re here for you.

**SAFETY AND SECURITY**

**SCHOOL RESOURCE OFFICER**
To help with the safety and security of MHS the Minnetonka Police Department has a School Resource Officer (SRO) on site. The SRO’s office is located near the Main Entrance outside the Main Office. The SRO is available during the school day.

The School Resource Officer’s responsibilities include:
- Taking reports and conducting investigations of alleged criminal conduct which occur on school property or buses;
- Conduct other criminal investigations as assigned;
- Make presentations to students, parents, teachers and administrators;
- Attend school activities as deemed appropriate;
- Be available in the hallways and common areas for informal contacts by students
- Build relationships with staff and students

**MHS CAMPUS**
MHS is a closed campus. During the academic school day, students must be in classrooms, in the student commons area, or resource rooms. All other sections of the school are “off limits” unless the student has a pass from MHS staff. Students may receive the following passes:

1. **HALLWAY PASSES**
   Students in the hallways during class time are required to have a pass. Passes may be issued by classroom teachers, school counselor office, principals’ office, attendance office, Health Office and the Port. Juniors and Seniors who have an open period may be in the student commons area.

2. **OFF-CAMPUS PASSES**
   Students are to remain on campus from the beginning until the end of their school day unless excused by a parent or guardian. Students who are enrolled in alternative programs will receive a permanent pass. Students exiting the building with an off-campus pass should leave the building through the main entrance or the west and be prepared to show their ID upon exit and entry.

3. **SENIOR OFF-CAMPUS LUNCH PASS**
   Only Seniors are allowed off-campus for lunch. They must show a student ID showing lunch privilege. Parents may opt out of permitting their student to leave campus for lunch. If the student abuses the privilege, is placed on an attendance contract, or is otherwise not in good standing academically or behaviorally, the privilege may be revoked. Seniors with off-campus lunch passes should exit and re-enter through the main entrance or west entrance and be prepared to show their ID upon exit and entry.
STUDENT IDS
Students are expected to carry their Student ID while in the building. Student IDs are scanned when a student is entering or exiting the building during school hours. Students who don’t have a Student ID should obtain one from The Port. Students must show their student ID to obtain a test from the testing rooms.

AFTER SCHOOL HOURS ACCESS
After school hours access to MHS will be through the West or Main entrances. Student conduct expectations apply after school and during the school day.

VISITORS
All visitors must sign-in and enter through the main entrance or west entrance. Visitors are required to provide their driver’s license when signing in. While in the building visitors must wear a nametag and sign out when leaving. Visitors are not allowed during school hours without an appointment.

STUDENT VISITORS/GUESTS
Students are not allowed to have visitors in school. Only prospective students are allowed to visit. These students must have a parent or guardian arrange a shadow visit from a Student Ambassador. Parents can contact the Student Life Coordinator to arrange. Student shadows are not allowed during the last two weeks of each semester. All of the student’s teachers must sign off on the pass which must be in the student’s possession on the day of the visit. The visitor must sign in and out through the school counselor office and wear a visitor’s tag. If any one of the above is not followed, the principal’s office has the right to ask the visitor to leave or turn down the visit.

FRIENDLY PRESENCE
Throughout the school day, students will notice adults (parent volunteers) present in the building completing helpful tasks. Students are expected to respond to these adults in the same appropriate, respectful manner in which they would respond to a staff member.

EMERGENCY EVACUATION DRILLS
Emergency evacuation drills are held periodically throughout the school year. Displayed in each room and office in the building are posters of the nearest evacuation routes, take cover and lock down instructions, and appropriate shelter in case of threatening weather. Students are to evacuate, move quickly and quietly out of the building to about 100 feet from the building. Orderly building evacuation is a serious matter and the response to an alarm should always reflect this.

The purpose of our lockdown drills are to practice procedures in the event there is a danger to students and staff from a person or persons, inside or outside of the building. In all lockdown situations, communication will take place via email and/or the PA system.

WEAPONS-FREE ENVIRONMENT
The policy in Minnetonka Schools is to maintain a positive, safe, learning and working environment. According to School Board Policy W-4, all weapons or instruments which have the appearance of a weapon are prohibited within all school environments and the school zone (defined as the grounds of a school or within a distance of 1,000 feet
from school grounds), except for educational purposes as authorized in advance by the school principal or designee. This prohibition applies to school-sponsored activities, such as field trips, wherever they occur.

Weapons are objects or substances that can do physical harm to other persons or be used to inflict self injury. Weapons include but are not limited to: guns, knives, daggers, brass knuckles, arrows, bullets, chains, firecrackers and fireworks, incendiary devices, poisons, razor blades, hand grenades, swords and any object that has been modified to serve as a weapon.

Violation of this policy will result in a police report, confiscation of the weapon or object giving the appearance of a weapon, and disciplinary measures including suspension from school and possible expulsion from school.
COMMUNICATION & ANNOUNCEMENTS

ANNOUNCEMENTS
Announcements will be given over the P.A. system and/or TV by a principal or designee. Morning announcements will appear on the monitors throughout the building and in the Student Commons. Students requesting announcements to be read over the P.A. and/or TV system must be approved by a Principal. Morning announcement forms are available in the Port and must be submitted before 1st period. All announcements must be related to school sponsored events.

STUDENT GENERATED NOTICES/POSTERS
Student generated notices must be pre-approved by administration or a designee. Notices can only be posted in the Commons and Harbor Café. Notices must be of an approved district sponsored activity.

TELEPHONE MESSAGE
Phones are available for student use in the Main Office. The Information Desk will notify students of any emergency messages.

COMMUNICATION PROTOCOL
In order to promote positive and direct communication that addresses concerns efficiently and effectively, we ask students and parents to follow our communication protocol. Minnetonka High School staff are committed to the success of all our students and will work diligently to resolve concerns, maintain confidentiality, and return communication in a timely manner.
Student are encouraged to express concerns directly to their teacher. Parents may contact teachers via telephone or email. Teachers will make every effort to get back to you within 48 hours.

If a concern is not resolved, then the student or parent should discuss the matter with the student’s counselor. Counselors can help with concerns related to classroom practice, assignments, grades, schedules, or other academic issues.

If a student or parent is dissatisfied with the response from the counselor, they may contact the student’s assistant principal to express their concerns.

Most concerns will have been resolved by this point. However, if you still need to speak with someone about the situation, please contact the MHS Principal Mr. Jeffrey Erickson at 952-401-5700.
ACTIVITIES

SCHOOL DANCES
MHS students requesting to bring a guest (non-MHS student) to a school dance must fill out a dance form and return to Main Office. All guests must be under age 21, and in good standing at their home district. Students who are not attending school must have parent information completed on dance form. MHS students needing approval to attend another school dance or activity must hand in the form provided by the other school at least 48 hours in advance to the Main Office for a principal approval.

CO-CURRICULAR ACTIVITIES
While recognizing the priority of the academic programs, the staff values the participation in co-curricular activities. Involvement in co-curricular contributes to students overall development and academic success. Co-curricular opportunities at MHS include a balance of activities in the following categories:

- Athletic activities
- Enrichment activities
- Intramurals
- Clubs

Participation in co-curricular activity programs at MHS requires students meet certain academic, attendance and behavior standards, which will be explained in detail by each advisor or coach. For information on the co-curricular programs or the addition of new programs contact the Activities Director.

LAKE CONFERENCE SPORTSMANSHIP
Mission Statement: The Lake Conference is to promote and recognize excellence by providing quality experiences for students in programs of academics, arts, athletics, and activities.

Basic Fundamentals of Human Respect, Sportsmanship & Acts of Good Conduct:

- Know, understand, and appreciate the rules of the contest.
- Show respect for the officials, players, and fans regardless of school affiliation or ethnic, racial, or religious background.
- Maintain self-control at all times.
- Be in the appropriate spectator area.
- Consequences will be issued for violations of the above guidelines.
- Students are subject to the MSHSL rules and regulations.
STUDENT AFFAIRS OFFICE

STUDENT DISCIPLINE POLICY AND CODE OF CONDUCT

The purpose of this handbook is to ensure that students are aware of and comply with the school district’s expectations for student conduct. The Minnetonka High School Discipline Policy consists of guidelines and procedures developed and supported by students, parents, teachers, administrators, and the Board of Education to encourage appropriate actions of staff and students so that a positive teaching-learning environment can be maintained. Certain conduct has been determined to be unacceptable and will be subject to the high school discipline policy. At the discretion of the principal, the referral may be shared with the School Resource Officer for review of a possible criminal violation. Students must participate in investigatory matters that arise out of school activities.

MHS staff refers students to the Student Affairs Office when students display inappropriate behavior(s) that do not respond to staff interventions or which require immediate dismissal from class, hallways, or the student commons area.

REMOVAL FROM CLASS

It is critical that every effort be made to keep students in the classroom so that their potential for learning is maximized. A student is removed from class and sent to the Student Affairs Office when the student’s behavior significantly interferes with the educational process, poses a danger to self or others, or threatens, damages or destroys public or private property. Behaviors that result in referrals to the Student Affairs Office may result in removal from class for the remainder of that class period (the student may be removed for a longer period of time at the discretion of school administration).

REASONABLE FORCE

According to Minnesota Statutes and other laws: “A teacher, school employee, school bus driver or other agent of a district may use reasonable force” (Minnesota Statute §121A.582).

IMPROPER CONDUCT

The following is the Minnetonka City Ordinance regarding disorderly conduct:

“1045.040. Improper Conduct Affecting Schools.”

1. No person shall disturb or interrupt the peace and order of a school while in session.
2. No person shall trespass in or on any school by remaining on the school premises after being ordered to leave by a school administrator or teacher.
3. No person who has been ordered to leave school premises shall re-enter those premises without the written permission of an authorized school official.
4. No person shall loiter on any school grounds or in any school building or structure.

SENIOR PRIVILEGES

Seniors may have open lunch, which allows them to leave campus for their lunch period. Parents may choose to opt their students out of this privilege. Upperclassmen may have an open period in their schedule if: they are on track to graduate with credits; do not have repeated unexcused absences or tardies.

DETENTION

Detention is strictly supervised time spent by a student outside of regular classroom hours. Detention is served in the Student Affairs Office. Failure to serve original assignment of detention may result in a block detention of 3 hours to be completed in one sitting, In-School Suspension (Student Affairs Office), or in Saturday School. Note: It is the student’s responsibility to ensure they are receiving electronic notifications and they are checking these
notifications daily to ensure timely response to detention, and other notifications.

**END OF THE YEAR - DETENTION**
Detention hours that have not been completed by the end of the school year will be served during the summer, and may impact future privileges, including parking and open periods.

**STUDENT RIGHTS AND RESPONSIBILITIES**

### LEARNING

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>• Students have the right to receive a comprehensive appropriate education</td>
<td>• Students are responsible for daily attendance for completing class assignments on time, and for bringing appropriate materials required for class.</td>
</tr>
<tr>
<td>• Students have the right to attend school in a safe environment that is free from disruptive behavior by others.</td>
<td>• 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.</td>
</tr>
<tr>
<td>• Students have the right to make up schoolwork missed during an excused absence.</td>
<td>• Students are responsible to obtain and complete make-up work assigned for periods of absence.</td>
</tr>
<tr>
<td>• Students have the right to necessary homebound instruction, as regulated by state guidelines, when absent for an extended period.</td>
<td>• Students are responsible to obtain and complete assigned work as part of the homebound instructional process.</td>
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### FREE SPEECH

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>• Students have the right to free speech so long as such speech does not violate the rights of others or disrupt or undermine the educational processes of the school.</td>
<td>• Students are responsible to follow school regulations regarding time, place, and manner when expressing opinions through published written materials.</td>
</tr>
<tr>
<td>• Students are responsible 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.</td>
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### FAIR TREATMENT

<table>
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<tr>
<th>Rights</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>• 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.</td>
<td>• Students are responsible to treat all people respectfully and to follow rules and regulations that apply to them.</td>
</tr>
<tr>
<td>• Students have the right to be informed of current school policies, rules and regulations that apply to them.</td>
<td>• Students are responsible to be knowledgeable about and to follow school policies, rules, and regulations that apply to them.</td>
</tr>
<tr>
<td>• Students have the right to be informed of classroom expectations. Students are responsible to be knowledgeable about and to meet classroom expectations, and evaluation procedures that apply to them.</td>
<td>• 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 responsibility.</td>
</tr>
<tr>
<td>• Students have the right to be treated respectfully by staff and other students.</td>
<td>• Students have the responsibility to refrain from using force or physical contact for the purposes of inflicting physical and emotional harm on another.</td>
</tr>
<tr>
<td>• Students have the right to be free from unreasonable physical contact from teachers and other staff persons.</td>
<td>• Students have the responsibility to respect the space and freedom of those around them. Students also have the responsibility to not engage in conduct that threatens to injure themselves, other persons, or property.</td>
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</table>

### HARASSMENT
### Rights
- 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.
- Students have the right to be free from child or sexual abuse. As those matters involve criminal behavior, they must be reported to the proper authorities according to state law. Matters involving other criminal behavior must also be reported to the proper authorities.

### Responsibilities
- 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 the building principal.
- Students have the responsibility to inform school personnel when a discussion of personal matters is to be confidential. Matters of abuse or illegal activity should be reported to school personnel.

### NONDISCRIMINATION

#### Rights
- Students have the right to be free from discrimination based upon race, color, creed, sex, religion, national origin, marital status, sexual orientation, status with regard to public assistance, or disability.

#### Responsibilities
- Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to building principals.

### EQUAL OPPORTUNITY

#### Rights
- Students have the right to equal opportunity to participate in all school activities and school education programs for which they are eligible, within legal limits.

#### Responsibilities
- Students are responsible to follow the rules and regulations of the school-sponsored activity in which they or others participate. Students are not to discourage the participation of other students.

### STUDENT GOVERNMENT

#### Rights
- Students have the opportunity to participate in student government. The purpose of the existence of student government is to represent, and to be responsive, to the needs of all students.

#### Responsibilities
- Student government representatives have the responsibility to communicate with the student body, faculty, and administration, and to be aware of and comply with any policies of the school district that may affect.

### PRIVACY

#### Rights
- Students generally have the right to privacy in their persons and personal property when engaging, participating or pursuing curricular activities on a school location.
- Students have the opportunity to utilize school lockers, desks, and other designated area 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.

#### Responsibilities
- Students are responsible to refrain from bringing onto school property or to school-sponsored events any item or materials that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students of other people.
- Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.
DRESS CODE AND SCHOOL ATTIRE

The Minnetonka Public Schools encourage students to take pride in their attire at school as outlined in School Board Policy 504. The dress of students becomes the concern of the school if it causes a disruption to the educational program or is offensive or inappropriate to others. Students should dress in a manner that takes into consideration the educational environment, safety, health, and welfare of others.

Hats should be removed when entering the classroom. Exceptions will be made for religious and medical reasons. This limitation does not apply at the high school in the hallways, commons area, and cafeteria.

The following dress and appearance items are prohibited:

- Clothing that includes words or pictures that are: obscene, vulgar, sexually explicit, 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.
- Clothing and other items or appearance in a manner that represents and/or promotes threat/hate groups, gangs, or violence.
- Jewelry that presents a safety hazard to self and/or others.
- Hats/caps in class. Exceptions will be made for religious and medical reasons. This limitation does not apply at the high school in the hallways, commons area and cafeteria.
- Wearing of painted faces, disguises or changes in appearance that limits or prevents the identification of a “student.”

<table>
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<tr>
<th>INAPPROPRIATE CLOTHING CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st OFFENSE</td>
</tr>
<tr>
<td>• Record of offense</td>
</tr>
<tr>
<td>• T-shirt to cover or change</td>
</tr>
<tr>
<td>• Parent is notified</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>2nd OFFENSE</td>
</tr>
<tr>
<td>• Record of offense</td>
</tr>
<tr>
<td>• Phone call home</td>
</tr>
<tr>
<td>• T-shirt to cover, change, or sent home</td>
</tr>
<tr>
<td>• Counselor is notified.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>3rd &amp; ADDITIONAL OFFENSES</td>
</tr>
<tr>
<td>• Record of offense</td>
</tr>
<tr>
<td>• Detention is assigned</td>
</tr>
<tr>
<td>• T-shirt to cover, change, or sent home</td>
</tr>
</tbody>
</table>

After the third offense within one school year, the behavior will be considered insubordination. When situations arise that are not specifically covered in this policy, the building administrator(s) will interpret the situation in light of the spirit and/or intent of this policy.
STUDENT LOCKERS
MHS freshman are assigned a locker for use at MHS during the school year. The Office of Student Affairs assigns lockers and locker location to students. 10th - 12th grade students wishing to request a locker should contact the Office of Student Affairs to do so.

STUDENT LOCKER FEES
Students are assessed a $5.00 fee to replace a lost or broken lock. District 276 does not assume responsibility for lost, stolen or damaged property. Please remember:

- Do not share lockers with another person.
- Lock your locker!
- Do not give locker combination to another student.
- Do not leave money and/or valuables in your locker.
- Report theft to the School Resource Officer.

STATE LAW REGARDING LOCKER SEARCHES
According to Minnesota Statute §121A.72, “School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students.”

“School authorities, for any reason, may conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.”

BUS TRANSPORTATION
The Minnetonka Public School system provides bus transportation to and from school. Riding the school bus is a privilege, not a right. Students not complying with the following bus rules may be denied bus privileges. If a student wishes to take a different bus or get off at a different stop than usual, he/she must have a BUS PASS from the Information Desk. Students must bring a note from home signed by a parent/guardian explaining the situation.

BUS RULES
- Be on time. Keep the bus on schedule.
- 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, chemicals, weapons, or hazardous objects on the bus.
- Speak and act courteously.
- Help to keep your bus clean and safe.

CONSEQUENCES FOR MISBEHAVIOR ON THE BUS
Upon receipt of a Bus Misbehavior Report, the principal or designee will meet with the student and determine whether further action should be taken. Student may lose bus privileges for up to the remainder of the school year.
PARKING PERMITS
Minnetonka High School parking permits are the property of the school district. At no time does the school district relinquish its exclusive control of these parking permits provided for the convenience of students.

APPLYING FOR PARKING PERMIT
1. Students must present a valid driver’s license upon submitting an application. A Learner’s Permit is not a valid license.
2. Students can only submit one permit application per year.
3. If a permit is lost or stolen, students will be charged a replacement fee.
4. Students are responsible for knowing and following all parking rules and regulations.
5. Only one permit will be issued per application. Students must remember to move the permit from vehicle to vehicle.
6. Freshmen and sophomores cannot purchase nor be in possession of parking permits. If found to be in possession of a parking permit, the consequences will be such that you will be subject to a fine and lose all your parking privileges for the subsequent semester in which you are eligible for a parking permit.
7. Please note that your partner’s actions (i.e. tardies, attendance, behavior) may impact your parking permit.
8. Permit will not be granted based on enrollment status.
9. PSEO: Students enrolled in PSEO are eligible for an individual permit depending on their schedule. Proof of program verification (e.g. a school-issued schedule, PSEO fee statement, etc.) must be presented at the time the permit application is submitted.

ONE DAY PARKING PERMITS
One-day parking permits are available for purchase via the district webstore. All day permit parking will be in Dome (lower) lot ONLY. Daily permits must be purchased online via the webstore by 7:45 AM the day of use. Online ticket sales begin Friday for the upcoming week. There are limited spaces available for one-day permits and they are expected to be used for special circumstances (e.g. appointments) during the school day. Daily permits are not a substitute for a parking permit. Students are limited to 2 per week. Students must have a permit purchased PRIOR to parking in the lot.

PARKING PERMIT RULES
All violations are cumulative (i.e., failing to stop at the stop sign is one violation, failing to display the permit is a second violation, failing to stop again, is a third violation, etc.) There are fines assessed to the student for each violation. Please consult the MHS website for the list of fines. Failure to pay a fine will result in the loss of parking privileges. Students parking without a permit, as well, will be assessed a fine.

1. The following violations will result in a fine or permit revocation: significant number of tardies and/or unexcused absences, unserved detention hours or Saturday School, failure to display permit, revoked permit, illegal/improper parking, exhibition driving/speeding, failure to stop, going the wrong way on a one way, unidentified vehicle on school property.
2. A parking permit is required for all student vehicles on campus during the school day. The permit must be displayed and suspended from the rearview mirror with the printed side facing forward or on the dashboard face up and visible from the outside.
3. Students must park their vehicles in a designated student lot. Parking is not allowed in any of the designated staff parking lots including the front circle, the east lot, and any other staff spaces. Unauthorized vehicles in staff areas will be issued a stickered parking violation and constitutes the consequences for parking permit violations.
4. The Arts Center parking lot has two parts, one part is for the city and the other part is for MHS. The city portion is for visitors doing business in the Arts Center. MHS portion is assigned to staff. If you park in the Arts Center, you will be issued a stickered parking violation and constitutes the consequences for parking permit violations.
5. The Pagel Center parking lot is monitored by the Pagel Center staff. Students are not allowed to park in this lot unless you have been granted a Pagel Parking Permit.
6. Students are responsible for all towing and related charges.
7. Permits are not transferable even for one day.
8. The on-campus speed limit is 10 miles per hour. 2
9. Students must observe all parking signs and traffic control signs.
10. Drivers must follow the instructions of the staff and parking lot attendants.
11. All parking violations are assigned to the permit not to an individual. Permits can be revoked due to parking rule violations.
12. Students park at their own risk. District 276 is not responsible for stolen and/or damaged vehicles or property.
13. Motorcycles must be parked on the concrete near the stoplights/bicycle racks. Motorcycles parked anywhere else will be issued a stickered parking violation and constitutes the consequences for parking permit violations.
14. Possession of an altered/forged or stolen permit will be considered theft of school property and may result in Saturday school, out of school suspension, a fine and/or loss of parking privileges. A 2nd violation may result in additional consequences, including another suspension, fine and loss of parking privileges for the year.
15. School personnel, for reasonable suspicion or probable cause, may conduct a search of the vehicle parked on campus.

ACADEMIC INTEGRITY

Integrity is essential to excellence in education and life more generally. Assessments and other school work are measures of a student’s academic performance. Honesty is required to ensure an accurate measurement of a student’s academic knowledge. Each assessment must be evaluated on what the student knows or can do in order for the student and his/her family to have a clear and accurate accounting of the student’s mastery of the course objectives. When a student chooses to violate the academic integrity policy, it is a behavior infraction. As a result, the teacher will find an alternative way to assess the student’s knowledge. It is at this point that all parties—parents, teachers, administrators, and the student—work to identify the root cause of the behavior and to help the student learn from the experience in a caring, consistent, and instructive way.

CLASSIFICATIONS & DEFINITIONS

As a guiding principle, academic dishonesty includes, but is not limited to, cheating on school assessments (formative or summative), plagiarism or collusion. Additional classifications may be added at any time.

Examples include, but are not limited to the following:
1. Copying or sharing academic work.
2. Asking or letting your project partner do your fair portion of the work.
3. Sharing test questions and/or answers concerning what is on a test with other students either verbally or electronically (e.g., text messages, iPods, earphones, calculators with memory systems, PDAs, Bluetooth technology.)
4. Looking on another’s test/quiz or allowing another to copy a test/quiz.
5. Submitting another’s work as your own with or without the other person’s knowledge (i.e., plagiarism).
6. Working with others on an assignment that is intended to be done individually.

Cheating: Using dishonest methods to gain an advantage – Webster’s New International Dictionary
Collusion: A secret agreement or cooperation especially for an illegal or deceitful purpose – Webster’s New International Dictionary
Plagiarism: To steal or purloin and pass off as one’s own the ideas, words, artistic production of another; to use, without credit, the ideas, expressions or productions of another. – Webster’s New International Dictionary
**CONSEQUENCES FOR VIOLATIONS OF ACADEMIC INTEGRITY**

Acts of academic dishonesty are subject to Minnesota State High School League (MSHSL) Student Code of Conduct Rules. Offenses are cumulative for all courses over the high school academic career. Administration will use the following grid to establish the consequence for offenses. If the student already has three offenses during his/her academic career, the administration will use the consequences in the 3rd offense category as a guide and may increase them significantly.

<table>
<thead>
<tr>
<th>Behavior Modification</th>
<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
<th>3rd &amp; ADDITIONAL OFFENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Behavior</strong></td>
<td><strong>Modification</strong></td>
<td><strong>Consequences</strong></td>
<td><strong>Consequences</strong></td>
</tr>
</tbody>
</table>
|                       | Student will have a conference with school administration. In addition, the student will complete a required reflection/ethics study within one week and before alternative assessment can be completed. Recommendation to review reflection with counselor. | *Student will be assigned Saturday school.*  
*Activities Director notified and student’s status in honor organizations, athletics (considered a violation of the MSHSL Rules), Student Government and/or other similar organizations may be affected. | *Consequences may be modified according to the severity of the incident.* |
|                       |                       | *Student may be suspended from school.*  
*Student may be assigned community service.*  
*Other consequences may include, but not limited to, behavior contract, and/or loss of student privileges (e.g. parking permit, attendance at activities). | *Consequences may be modified according to the severity of the incident.* |
|                       |                       | *Consequences may be modified according to the severity of the incident.* | |
| **Consequences**      | Student with his/her parents(s)/guardian will have a conference with a principal. It may be necessary for the student to meet with his/her counselor. | *Student may be suspended from school.*  
*Student will meet with counselor to develop academic success plan.*  
*Activities Director notified and student’s status in honor organizations, athletics (considered a violation of the MSHSL Rules), Student Government and/or other similar organizations may be affected. | *Consequences may be modified according to the severity of the incident.* |
|                       |                       | *Student may be assigned community service.*  
*Other consequences may include, but not limited to, behavior contract, and/or loss of student privileges (e.g. parking permit, attendance at activities). | |
|                       |                       | *Consequences may be modified according to the severity of the incident.* | |

**Documentation**  
The offense will be recorded in official discipline record. School counselor will be notified.

**Notification**  
Teacher will contact parent(s)/guardian(s) and in-person meeting w/ student will take place with school administration.

Teacher will contact parent(s)/guardian(s) and in-person meeting will take place with principal.

Teacher will contact parent(s)/guardian(s) and in-person meeting will take place with principal.

**Evaluation of assessment**  
Students in violation of the policy have to complete the alternate assessment within a period of time set by the teacher and administrator. The administration will determine the amount of credit to be earned. Failure to complete the assessment within the required timeframe will result in a score of 0.

*Administration may increase the level of consequences based on the facts and the violations of other policies as warranted.*
ATTENDANCE

It is the responsibility of the Minnetonka Public Schools to the community that all school members will work to challenge and support students in the pursuit of their highest levels of academic and personal achievement. Recognizing the strong relationship between regular attendance for each class and high academic achievement, the District will establish a clear attendance system. Such system will promote this relationship and hold students accountable for regular attendance. It is essential that Minnetonka High School students and their families take responsibility for knowing and following the Attendance Policy. The school reserves the right to classify an absence, and may request medical documentation.

RESPONSIBILITIES OF EACH STUDENT:
1. Attend all classes on a daily basis. Students must remain in the classrooms for the entire period. If students leave class without permission, or leave class early, they will be marked Unexcused Absent.
2. Monitor the total number of absences in each course. Report any errors to the teacher of the course within 2 days of absence. After which, the absence will remain unexcused.
3. Monitor the total number of school authorized absences. When more than four class periods of a specific course are missed during a semester, the student will appeal to the teacher to be out of class for any subsequent school authorized activities.
4. Ensure that a parent or guardian submits the absence through Skyward or the attendance office prior to, or within 24 hours after an absence.
5. Monitor electronic notifications regarding attendance, missed class periods and detention hours. It is the student’s responsibility to ensure they are receiving iPad notifications and they are checking daily to ensure timely response to attendance and other notifications.
6. Attend every class that is considered to be his/her “official” and “current” schedule. Students should not discontinue attendance to a class if he/she anticipates changing or dropping that class. Until the class is officially dropped and the counselor has provided a new “official” schedule, students are expected to attend each of the classes on their schedule. Failure to do so will constitute an unexcused absence.
7. Report, when ill, to the Health Office.
8. Follow all building check-in and check-out procedures.
9. Contact teacher to arrange make-up work.
10. Communicate with a teacher when approaching the limit of school authorized absences.
11. Complete detention for unexcused absences within one week of missed class.
12. Ensure that your attendance is accurate and confer with the teacher if any adjustments need to be made.
### TYPES OF ABSENCES
(Per Semester Course)

<table>
<thead>
<tr>
<th>EXCUSED ABSENCES</th>
<th>Note: These count toward 10-absence policy.</th>
<th>UNEXCUSED ABSENCES</th>
<th>Note: These count toward 10-absence (combined) AND toward the 4 unexcused policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>● College visits (on/off campus)</td>
<td></td>
<td>● Any absence in which a student and/or parent fails to comply with MHS reporting attendance procedures</td>
<td></td>
</tr>
<tr>
<td>● Driver’s license examination --not the permit test.</td>
<td></td>
<td>● Work at home</td>
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<tr>
<td>● Family emergency</td>
<td></td>
<td>● Work at a business (except a school-sponsored work release program)</td>
<td></td>
</tr>
<tr>
<td>● Illness (medical documentation may be required)</td>
<td></td>
<td>● Non-prearranged family vacations</td>
<td></td>
</tr>
<tr>
<td>● Visit to the nurse’s office</td>
<td></td>
<td>● Missed bus</td>
<td></td>
</tr>
<tr>
<td>● Pre-arranged excused absences for student participation in non-school competition and performance activities</td>
<td></td>
<td>● Overslept</td>
<td></td>
</tr>
<tr>
<td>● Pre-arranged family vacations</td>
<td></td>
<td>● Truancy/Skipping school</td>
<td></td>
</tr>
<tr>
<td>● Professional appointments that cannot be scheduled outside of the school day</td>
<td></td>
<td>● Missing class to *study or work on homework, a test, or any other schoolwork, whether in school or out. *This includes studying for AP and IB testing.</td>
<td></td>
</tr>
<tr>
<td>● Spectators at state/regional competitions: student spectators must have parent/guardian approval and follow all attendance policies.</td>
<td></td>
<td>● Other non-school authorized excuses</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOOL AUTHORIZED ABSENCES</th>
<th>Note: These DO NOT count toward maximum 10-absence policy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Chronic Illness, with medical documentation</td>
<td></td>
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<tr>
<td>● Court-ordered appearances.</td>
<td></td>
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<tr>
<td>● Death in the student’s immediate family or of a close friend or relative.</td>
<td></td>
</tr>
<tr>
<td>● Field trips</td>
<td></td>
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<tr>
<td>● Interscholastic meets and events</td>
<td></td>
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<tr>
<td>● School sponsored musical or athletic competitions</td>
<td></td>
</tr>
<tr>
<td>● Religious holidays and/or instruction (up to three hours per week)</td>
<td></td>
</tr>
<tr>
<td>● Illness in student’s immediate family (documentation required by medical personnel)</td>
<td></td>
</tr>
<tr>
<td>● Suspension</td>
<td></td>
</tr>
<tr>
<td>● Student government and related activities</td>
<td></td>
</tr>
<tr>
<td>● Verified meeting conducted with school personnel</td>
<td></td>
</tr>
<tr>
<td>● School sponsored testing (AP, IB, STAMP, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
## ABSENCES INTERVENTIONS AND CONSEQUENCES

### UNEXCUSED ABSENCES

Students with excessive unexcused absences can anticipate that they will meet with an assistant principal, or designee, to discuss the attendance issues. Students that incur three unexcused absences will be placed on an attendance contract. Students absent (unexcused) four class periods from a credit course during one semester and have been placed on an attendance contract prior to the 4th absence will be dropped from the course and will not receive credit for the course.

(Per semester course)

1st & 2nd UNEXCUSED ABSENCE
- Automated phone call home and electronic notification informing parent(s)
- Referral to detention room; 1 hour of detention assigned
- Potential loss of student privileges (parking, lunch pass, activities)

3rd UNEXCUSED ABSENCE
- Student Intervention Meeting—Parents, Student, Principal or designee, and school counselor will meet to sign an attendance contract expressing the understanding that upon the 4th unexcused absence the student will receive a LOC for the course.
- Automated phone call home and electronic notification informing parent(s)
- An automated letter sent home informing parents
- Referral to detention room and conversation with staff about absence; 1 hr of detention assigned
- Potential loss of student privileges (parking, lunch pass, activities)

4th UNEXCUSED ABSENCE
- Student may be dropped from the course and will have a LOC for the course.

** A student may appeal a LOC within 5 days of absence. The student will remain in the course until the decision is made.

### EXCUSED & UNEXCUSED ABSENCES

Students with excessive excused or unexcused absences can anticipate that they will meet with an assistant principal to discuss attendance issues and its impact on their academic performance. Students that incur nine excused/unexcused absences will be placed on an attendance contract. Students absent 10 class periods from a credit course during one semester and have been placed on an attendance contract prior to the 10th absence may be dropped from the course and will not receive credit for the course. Students have the right to appeal any LOC decision.

(Per semester course)

6th EXCUSED/UNEXCUSED ABSENCE COMBINATION
- An automated letter is sent home informing parents.

9th EXCUSED/UNEXCUSED ABSENCE COMBINATION
- Meeting with an assistant principal or designee with the student to sign an attendance contract expressing the understanding that upon the 10th excused/unexcused absence the student will receive a LOC for the course. A copy of the contract is sent to the parent(s)

10th EXCUSED/UNEXCUSED ABSENCE COMBINATION
- Student will be dropped from the course* and will have a LOC for the course.

** A student may appeal a LOC within 5 days of 10th absence. The student will remain in the course until the decision is made.

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**HABITUALLY TRUANT**

A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days or for one or more class periods on seven school days. A school district attendance officer shall refer a habitual truant child and the child's parent(s) or legal guardian to appropriate services and procedures, under Minnesota Statute §260A.03. The school truancy coordinator will work with students with attendance issues.

**APPEALS FOR LOSS OF CREDIT (LOC)**

The Student Support Team (SST) will review the appeal and make a decision. A student wishing to appeal must complete the attendance appeal form and visit student affairs with supporting documentation no later than five school days following the notification of a loss of credit from a course. The student should continue in the course until the outcome of the appeal is determined.
## PROHIBITED BEHAVIORS

### MINOR DISRUPTION
Acts in a classroom, other school settings and at school sponsored events which disrupt the education rights of others such as noise, using inappropriate gestures or manners, or bothering others with unnecessary remarks or physical contact.

### INAPPROPRIATE BEHAVIOR/MINOR INSUBORDINATION
- Actions or language out-of-place in a school environment: abusive language, cursing, sexually explicit language, possession of obscene material.
- Inappropriate behavior/language in the hallway or classroom
- Disobedience, disrespect, continued inappropriate behavior such as bringing food or drink to class or excessive tardies.
- Toys, and other nuisance objects such as laser pens, games, squirt guns, water balloons, hacky sacks, etc. are not permitted in school and will be confiscated by MHS staff and not returned. Possession of these objects may also be subject to the MHS discipline policy.
- Language that is discriminatory in nature.

### MINOR VANDALISM
A willful and malicious or thoughtless destruction or damage to public or private property, real or personal, amounting to less than $50.00.

### FORGERY
Affixing the signatures of parents or school personnel to documents, notes, or forms in order to circumvent school rules and requirements. Allowing another unauthorized person to alter or falsely sign documents, notes, or forms in order to circumvent school rules and/or requirements. Forgery also includes telephone misrepresentation.

### OFF LIMITS
Present in a school area designated by personnel as not available to student use.

### OFF CAMPUS
Absent from assigned school building, school grounds, or school scheduled events without permission of school personnel. Once a student comes on campus, he/she may not leave during the school day without permission.

### CONSEQUENCES FOR ANY OF THESE BEHAVIORS

<table>
<thead>
<tr>
<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
<th>3rd &amp; ADDITIONAL OFFENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference with Student Affairs staff, possible detention.</td>
<td>Conference with Student Affairs staff, 1-4 hours of detention.</td>
<td>An administrative meeting will be held with the student to determine the next steps.</td>
</tr>
</tbody>
</table>

*The above-mentioned are general guidelines for consequences. The administration reserves the right to modify any consequence as needed.*
SUSPENSIONS
A principal authorizes suspensions as a consequence to serious infractions of school rules or an accumulation of the same infraction. A student who has been suspended from school has lost the privilege of being at MHS for the period of the suspension, including all MHS activities and events, either on or off campus.

Students who have committed violations may be suspended to home from one to fifteen days, depending on the severity of the offense. In addition, if a student breaks the rules and refuses to accept in-school discipline, the student is remanded to the home for a specific period of time. A parent-student-principal readmission conference may be necessary for reinstatement to school.

Behavior that interferes with or disrupts the educational process, poses a danger or potential danger, or threatens public or private property, is unacceptable and will not be tolerated in the school setting.

General Guidelines for Suspensions:
- Infractions will result in a 1-15 day suspension.
- If a recommendation is made to the Superintendent for expulsion, an additional five (5) days may be added to the suspension period.
- At the discretion of the school administration, the infraction may be shared with the School Resource Officer to review for possible criminal violation(s).

### INFRACTIONS RESULTING IN AN OUT OF SCHOOL SUSPENSION BETWEEN 1 TO 10 DAYS

<table>
<thead>
<tr>
<th>MAJOR INSUBORDINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to carry out reasonable instructions of one in authority, willful defiance, repeated tardiness, unexcused absences, insulting and/or abusive language or acts, refusal to identify oneself.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THREATS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of intent to cause bodily harm, to destroy private or public property, to disrupt the educational process.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHYSICAL ASSAULT/ABUSE/FIGHTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>An abusive physical attack upon another. Forceful, physical contact, including but not limited to fighting, kicking, shoving, pushing, striking or laying of hands upon another.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>VERBAL ASSAULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abusive verbal attack upon another student or any school employee.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THEFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taking objects, materials, or possessions that rightfully belong to another or to the school district without permission of the proper owner or proper school authority.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAJOR DISRUPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acts or actions in the school building, on school grounds, in school assigned vehicles, or at school activities wherever they may be held, which result in confusion, disorganization, or a safety hazard,.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HARASSMENT</th>
</tr>
</thead>
</table>

Any verbal or physical abuse or act of aggression, including but not limited to behavior that: creates an intimidating, hostile, or offensive academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or otherwise adversely affects an individual’s academic opportunities.  

**BULLYING**

*Bullying* means repeated intimidating, threatening, abusive, or harming conduct that is objectively offensive and materially and substantially interferes with a student’s educational opportunities, performance, or ability to participate in school activities or receive school benefits, services, or privileges. Including, but not limited to, conduct by a student against another student that harms the student, damages a student’s property, places a student in fear, or creates a hostile educational environment. The term, *bullying*, specifically includes cyber-bullying.

Cyber-bullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on or at: school premises, district property, school functions or activities, school transportation, or school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

**HAZING**

Committing an act against a student or coercing a student into committing an act that creates risk of personal harm in order to be initiated or affiliated with any student organization or activity that may or may not be officially recognized by the school. Hazing is any activity that risks or affects mental or physical health, including physical brutality such as whipping or beating; activities such as sleep deprivation or weather exposure; consumption of alcohol, drugs, tobacco or other substance; intimidation or threats of ostracism, mental stress, embarrassment, shame, humiliation; or any illegal activity. Students may not participate with each other or with others to plan, direct, encourage, aid or engage in hazing. Apparent permission or consent to be hazed does not lessen the prohibition. At no time will hazing of any kind be tolerated at MHS. This includes initiations.

**STATUTORY CRIME**

Acts of conduct in violation of criminal codes of Minnesota or the United States or violations of municipal or county ordinances that take place on school property or school sponsored events may be subject to restitution.

**MAJOR VANDALISM**

A willful and malicious destruction or damage of public or private property, real or personal, over $50.

**ACCUMULATION OF DISRUPTIONS**

Commission of a series of major or minor infractions prohibited by this policy.

**POSSESSION OF WEAPON**

Possession of a weapon or instrument which have the appearance of a weapon, may result in suspension of 5 - 15 days. Possession refers to having a weapon on one’s person or on school property. A police referral will be made and expulsion may be recommended in cases of students possessing the following: all firearms, ammunition, explosives and knives. School authorities will confiscate all other items deemed inappropriate. (See WEAPONS-FREE ENVIRONMENT)

**DISRUPTION IN SCHOOL CAFETERIA**

Any student identified as throwing food/utensils/objects will be suspended.
RECOMMENDATION FOR EXPULSION EXPLANATION

The recommendation to expel will be forwarded by the Superintendent to the School Board unless an alternative plan is worked out. That is, the Superintendent or designee will offer to meet with the student and parent in a conference to determine whether to proceed with expulsion or by mutual agreement to implement an alternative instructional program off the high school campus for a period not to exceed 12 months. If agreement on the alternative program is reached, the recommendation to expel will be tabled. At the end of the alternative instructional period and prior to return to normal campus activities, the student and parent must participate in a conference with the high school principal or assistant principal. After the third, if a future violation occurs, the recommendation to expel for the rest of the school year will be removed from the table and be forwarded to the School Board for immediate action.

CHEMICAL USE POLICY

The Minnetonka School Board is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and visitors. The School Board recognizes the significant problems created by chemical use and abuse in society. Tobacco or other chemical use by students is wrong and harmful. The School Board believes that public schools have an important role in education, intervention and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in maintaining a safe and healthy environment for students, staff, and visitors by prohibiting the use, abuse, possession, sale, or transfer of any chemicals. The School Board is concerned about the health of its employees and also recognizes the importance of adult role modeling for students during formative years. Therefore, the School Board shall enforce a chemically-free environment.

DEFINITIONS:

Chemicals shall be defined as all tobacco products (pipes, cigarettes, all forms of electronic cigarettes and any accompanying cartridges or pieces, and liquid nicotine, cigars, cigarette papers, chewing tobacco), alcoholic beverages, and other intoxicating liquor, any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, inhalants, or other controlled substance, as defined by state and federal law. Abuse of a prescription drug without a physician’s prescription, over-the-counter (OTC) drugs, and facsimile drugs, as well as, possession of drug paraphernalia constitute violations of this policy.

Drug Paraphernalia shall be defined as having in possession instruments or equipment, which can be used to inhale, ingest, or cause drugs to be introduced into one’s body.

Those found in possession of selling, distributing, and/or under the influence of mind-altering chemicals or in the possession of drug paraphernalia will be suspended from school. The school defines under the influence as detectable consumption. This includes violations in or on school property, 24 hours per day, or away from school property while participating in, or attending, school-sponsored activity and/or on school buses and stops.

The police will be called at the time of the suspension and all paraphernalia and substances will be turned over to them and the incident will be recorded. Parents will be called and asked to come to school immediately to remove the student. If the student is incapable of transporting himself/herself and/or if the parents cannot come to school or refuse to come to school, transportation to detox will be arranged.
Support Requirements: The student will participate in a series of smoking cessation class sessions or a series of sanctioned counseling sessions addressing tobacco use issues. A written certificate of completion must be presented to the Chemical Program staff.

Supportive Requirements: The student will participate in an online course on vaping called “Know the Truth”. The student must also confer with the Chemical Health Specialist to address individual support plan needs.

Support Requirements: Student must meet with chemical health staff for screening interview and if warranted, participate in a chemical dependency evaluation and follow the resulting recommendations. This must be completed or scheduled prior to the school reentry conference. Failure to comply with this or the chemical health screening or assessment recommendations may result in further disciplinary action.

HARASSMENT AND VIOLENCE POLICY
It is the policy of the Minnetonka Public Schools to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence.

VIOLATIONS
Violations of the sexual, racial, and religious harassment or violence policy may include but not limited to:

1. Sexual Harassment may include but is not limited to unwelcome: verbal harassment or abuse, pressure for sexual activity; sexually motivated or inappropriate patting, pinching or physical contact; sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats.

2. Religious, Racial Harassment may include but not limited to physical abuse or verbal conduct (i.e. teasing, joking, or making derogatory or dehumanizing remarks) related to an individual’s race or religion.

3. Sexual Violence—a physical act of aggression or force or the threat thereof which involves the touching of another’s intimate parts, or forcing a person to touch any person’s intimate parts including the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. It may include, but is not limited to: touching, patting, grabbing, or pinching another person’s intimate parts, whether that person is of the same sex or the opposite sex; coercing, forcing or attempting to coerce or force the touching on anyone’s intimate parts; coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or threatening to force or coerce sexual acts, including the touching
of intimate parts or intercourse, on another.

4. **Racial, Religious Violence**—a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or religion

5. **Assault**—an act done with intent to cause fear in another of immediate bodily harm or death; the intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat.

**REPORTING ANY TYPE OF HARASSMENT**

Students are to report any violations of these policies immediately to any teacher, any building principal, or a school counselor or social worker.

A complete copy of these policies is available on the district website—[www.minnetonkaschools.org](http://www.minnetonkaschools.org).
TECHNOLOGY USE

EDUCATIONAL PURPOSE & PRIVILEGES
1. The Internet is available as a media resource; you may access only those resources which pertain to the mission of Minnetonka High School. Games and chat rooms will be considered unauthorized access.
2. Your search for information must meet the curriculum guidelines and educational goal for your project.
3. Transmission, installation, or downloading of materials in violation of copyright laws is prohibited. You are not allowed to plagiarize works that are found on the Internet.
4. All web pages posted by students on the district web server must comply with the district Web Page Guidelines.
5. Threatening or harassing material or transmissions, material which contains language or graphics inappropriate for school use, or vandalism of equipment used for transmission of data is not allowed.
6. Use of another organization’s network or computing resources must comply with the rules appropriate for that network.
   You will not attempt to gain unauthorized access to the District system or to any other computer system through the district system, or go beyond authorized access.
7. Software, text files, graphics, and other information available via the Internet may not be downloaded without permission of your instructor. Data must be saved to your personal folder or your data disk (if allowed). Printing may be restricted.
8. Your use of the Internet connection should not disrupt the use of the network by other users.
9. iPads should be used for educational purposes only, and under the direction of a teacher.
10. The use of technology (such as iPads, school computers, etc.) is a privilege, not a right, and inappropriate use will result in cancellation of privileges.
11. To receive access, you must be part of a discussion and training with a staff member regarding proper use of the Internet connection.

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<th>TECHNOLOGY ETIQUETTE</th>
<th>SEARCH AND SEIZURE</th>
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<td>1. Language appropriate to the school setting is expected.</td>
<td>1. District staff reserves the right to electronically monitor student terminals.</td>
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<td>2. Personal addresses or phone numbers of students, staff, or friends should not be revealed over the Internet. Use the school address and phone numbers.</td>
<td>2. You should expect only limited privacy in the contents of your personal files on the district system. The situation is similar to the rights you have in the privacy of your locker.</td>
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<td>3. All communications and information accessible via the network should be assumed to be private property.</td>
<td>3. Routine maintenance and monitoring of the network may lead to discovery that you have violated this policy, the Minnetonka Discipline Policy, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy.</td>
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<td>4. Users are prohibited from doing anything which would degrade the performance of the School District’s computers or communication equipment, including but not limited to deliberately crashing a computer or the computer network.</td>
<td>4. Your parents have the right at any time to request to see the contents of files.</td>
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<th>SECURITY</th>
<th>DUE PROCESS</th>
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<td>1. You are responsible for your account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to anyone.</td>
<td>1. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.</td>
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<tr>
<td>2. The fact that you can perform a particular action does not imply that you should take that action. If you identify a security problem in the building or district networks, notify the system administrator, through the media center, at once.</td>
<td>2. In the event that you have violated this policy, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.</td>
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<tr>
<td>3. Any user identified as a security risk will be denied access to the network and may be liable for disciplinary action or prosecution.</td>
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**CONSEQUENCES FOR VIOLATION OF AGREEMENT**

Consequences for violations to this agreement which result in disruption and damage to the system are as follows:

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<td>Consequences may range from detention time to 1-5 days suspension, loss of computer access at school and loss of all classes, which require computer access.</td>
<td>Up to 15 days suspension and a recommendation for expulsion to the superintendent of schools.</td>
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**ELECTRONIC COMMUNICATION DEVICES**

Minnetonka High School holds high expectations for student behavior, academic integrity and responsible use of personal electronic devices. Students who possess or use such devices at school must do so with the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

Personal electronic devices are to be turned off and kept out of sight during instructional time, unless authorized by the teacher. In the case of medical necessity or emergency, a student should speak with a school principal to receive advanced permission for cell phone use during the school day.

**CONSEQUENCES FOR USE OF CELL PHONES OR ELECTRONIC DEVICES**

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<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
<th>3rd &amp; ADDITIONAL OFFENSE</th>
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<td>An employee shall direct the student to put away the device. Standard disciplinary consequences for disrupting the educational environment apply and may include a conference with the teacher and/or referral to the school office.</td>
<td>The second infraction shall result in disciplinary referral to the school office.</td>
<td>The third infraction shall result in a conference with the principal, a behavior contract, and notification of the parent. The behavioral contract may include loss of privileges to possess a cellular phone or electronic device at school for a set period of time.</td>
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**Repeat or Severe Infraction:** Any violation of this policy may also, at the principal's discretion, result in additional disciplinary action.

**RIGHT TO PRIVACY**

Students shall not use cell phones, digital cameras or any other device to photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent. Students shall not email, post to the Internet, or other otherwise electronically transmit images of other individuals taken at school without their expressed written consent. Use of cellular phones, cameras or other personal electronic devices is strictly prohibited in locker rooms and restrooms. For more specific information regarding the District policy on student use of cell phones and other personal electronic devices, visit the District Web site at [https://www.minnetonkaschools.org/uploaded/Documents/Policy/526.pdf](https://www.minnetonkaschools.org/uploaded/Documents/Policy/526.pdf)
ITEMS NOT COVERED

It would be impossible to address in this handbook every situation that could arise during the school year and its related extracurricular/enrichment activities. The administration will develop and implement additional procedures and policies that they see necessary in operating the school.

At the discretion of a principal, all of the above infractions may be shared with the School Resource Officer for review for possible criminal violation(s).

LIMITATION OF LIABILITY

Minnetonka Public Schools make no guarantee that the functions of the services provided by or through the district system will be error-free or without defect. Minnetonka Public Schools will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Minnetonka Public Schools will not be responsible for financial obligations arising through the unauthorized use of the system.

For the complete list of policies, please refer to the district’s website at www.minnetonkaschools.org.

Minnetonka Schools does not discriminate on the basis of race, color, national origin, sex or disability.
District Information

Community Engagement Opportunities

Minnetonka Public Schools encourages District families and residents to be engaged in the school community. Several opportunities are listed below; please reach out to communications@minnetonkaschools.org with any questions or ideas about community engagement.

Minnetonka Community Education

Minnetonka Community Education (MCE) supports the educational, social and recreational needs of the community by serving children ages birth to five, youth and adults throughout Minnetonka School District and surrounding communities. MCE believes in lifelong learning for all people, birth through adulthood and partnerships that support and strengthen the community, schools and families.

MCE puts on many classes and programs in addition to annual events such as the Firecracker Run, Tour de Tonka, Fall de Tonka, Tonka Youth Triathlon and more. Visit the Minnetonka Community Ed website to learn more and get involved.

Celebration of Excellence

The Celebration of Excellence is an annual awards program celebrating the outstanding contributions of District teachers, staff and volunteers. Nominations open in February of each year, and the awards program is held in May. Learn more on the Celebration of Excellence website.

Tonka Serves and Celebration of Service

Tonka Serves is a program that exists to inspire students to understand and serve the greater good, in alignment with the Minnetonka School Board’s vision. Students and families can get involved with volunteer opportunities and more by visiting the Tonka Serves website.

The Annual Celebration of Service honors Minnetonka students, parents and community members who have earned a Bronze, Silver or Gold President’s Volunteer Service Award. In addition, Minnetonka High School students who received a Varsity Letter in Community Service during the last year are recognized. The awards program is held each year in November. Learn more on the Celebration of Service website.

Parenting with Purpose Speakers Series

Parenting with Purpose is an annual speaker series facilitated by a committee made up of parents and District staff. For details, visit the Parenting with Purpose website.
Tonka Pride

Tonka Pride is an all-volunteer, community-led, school-supported initiative to celebrate pride in our kids and our schools. As part of this effort, Tonka Pride hosts regular spirit wear sales in the fall, winter and spring.

Tonka Pride focuses on Pre-K through 8th grade, staff, families and communities of the Minnetonka School District, including Chanhassen, Deephaven, Eden Prairie, Excelsior, Greenwood, Minnetonka, Shorewood, Tonka Bay, Victoria and Woodland.

Learn more and get involved by visiting the Tonka Pride website.

Skipper Booster Club

A strong co-curricular program encourages self esteem and teaches self discipline, leadership and teamwork. The Skippers Booster Club supports all Minnetonka High School co-curricular activities, both athletic and enrichment, through generous membership donations. Every gift, regardless of size, makes a difference! The Booster Club also has a Booster Club store with spirit wear and other gear for sale.

Learn more and get involved by visiting the Skipper Booster Club website.
District Communication

District Website
The District website is a primary source of timely information at www.minnetonkaschools.org.

COVID-19 Response Plan and Details
Throughout the COVID-19 pandemic, Minnetonka Schools will provide regular communication to all families and staff. Visit the COVID Response Plan website for the most up-to-date information, to view the COVID dashboard and to see archived messages.

Single Sign-On (SSO)
SSO (Single Sign-On) allows access to District-provided, web-based applications from any internet connection using a District network login and password. All students, parents and staff have a district login for SSO. A link to the SSO login page is on the school district website's homepage: www.minnetonkaschools.org.

Skyward Family Access
Skyward Family Access is the District’s primary student information system. Parents and students have access to Skyward through their SSO login. Skyward contains family contact information, grades, test scores, food service information, student schedules and attendance. Parent email and phone numbers in Skyward are used for official school communications. Please keep all contact information current in Skyward Family Access.

Seesaw & Schoology
Our learning management systems, Seesaw (grades K-3) and Schoology (grades 4-12), are web-based interfaces that provide parents and students access to classroom e-learning resources, announcements, homework and newsletters. You can access these systems by logging into SSO from the Minnetonka Schools website homepage.

Email Accounts
A parent email address is required to access Skyward Family Access and all District communication systems. Be sure to maintain a current email address. Parents may update their email addresses for the District by logging into Skyward and clicking Account Info or by emailing family.helpdesk@minnetonkaschools.org.

E-newsletters
District and individual school electronic newsletters are distributed via email and include announcements, updates, school closing information, School Board decisions and more. All
parent emails stored in Skyward are automatically subscribed to receive district-wide e-newsletters. Be sure your email address is current in Skyward Family Access. If you have questions about why you are not receiving District communications through email, contact the Family Helpdesk at family.helpdesk@minnetonkaschools.org.

Let’s Talk: A Web-based Customer Service Portal

The District’s Let’s Talk module is open for all community members to submit questions, suggestions or compliments to the District. Your message will be shared with the appropriate staff person.

TIPS276

TIPS276 is an online tool where bullying, discrimination or other concerning incidents may be reported. Reports may be made anonymously. TIPS276 is located on the District website at minnetonkaschools.org/TIPS276, as well as within the Let’s Talk feature on the website.

School News Postcard

The School News Postcard is mailed to all District families and District residents periodically during the year, informing families and the public about school information, opportunities and updates.

Annual Report and District Calendar of Events

The Annual Report comes out in the fall and details the previous year’s student achievements, test scores and District financial situation. The District’s wall calendar is distributed in August. It contains no-school days, early release and late-start dates, and individual school events. All families and District residents receive the Annual Report. All parents are sent an email in the spring asking if they would like a copy of the next school year’s wall calendar.

Minnetonka Community Education

Minnetonka Community Education (MCE) provides lifelong learning opportunities for all district residents from birth to senior citizens. It offers a preschool and ECFE program, as well as a before and after school childcare program called Explorers.

An MCE activities catalog filled with all of the courses and classes offered for all ages is published in the fall, winter and spring and are available in print and online.

MCE also puts on a number of events throughout the year, such as Tour de Tonka and the Firecracker Run.

Visit minnetonkacommunityed.org to learn more about MCE and all that it offers.
Notifications: Phone, Voice and Text

The District’s mass-messaging voice and email system enables principals and administrators to send emails or recorded messages to all parents in a moment’s notice. In an emergency situation, such as a school closing, a message will go out to every phone number we have for you in our database—attempting your home, work and/or cell phone numbers. You will also receive an email copy of the message.

To receive text messages in addition to voice and email messages: Log in to MySSO and choose Skyward Family Access. Click on 'My Account' in the upper right corner of the screen. To access the phone fields, click in the third phone number field. Choose 'cell' from the choices, and then enter your cell phone number. Click 'Save'. (It is okay for your cell phone number to be listed more than once in your profile, if it is also your primary number). Please keep your contact information current in Skyward Family Access. Updates can be made by emailing family.helpdesk@minnetonkaschools.org.

Video Streaming and Cable TV

School Board meetings and some District events are available on-demand via streaming video. School Board Meetings are live-streamed. They are also recorded and archived on the School Board Meeting page of the District website the day after the meeting.

School Board meetings are rebroadcast via a cable provider. Please click here to view the broadcast schedule.

To Discuss Concerns

When you have thoughts or concerns related to our schools, we recommend that you talk to the District staff person closest to the situation, which is usually a teacher, coach or advisor, who can best resolve the matter, as respectful two-way communications, often leads to satisfactory resolution. If satisfactory resolution does not occur at the first level, please contact your school principal or the administrative department head. If resolution is still not complete, please contact the District Service Center at 952-401-5000 or click on "Let’s Talk" on the District website.

Student Directory Information

Student directory information is considered “public” under state law. Unless parents give specific instructions to the contrary, schools must release directory information to anyone who requests it. Public directory information includes: student’s name, addresses, phone number, weight and height (for athletes only), dates of attendance, participation in activities, degrees and awards received, pictures for school-approved uses, parent name, addresses and phone numbers.

If you do not wish this information to be given out, please send written notification to Restrict Directory Data, Student Accounting, Minnetonka Schools, 5621 County Rd 101, Minnetonka
55345, by October 1 of the current school year. If written notification is received after that date, Student Accounting will work with families to update information, as quickly as possible.

Release of Student Data to Military Recruiters

Federal law requires high schools to provide military recruiting officers access to public directory data and the names, addresses and home telephone number of high school students. Parents have a right to refuse release of this data. Two notifications are required to do so. 1) Send written notification to Restrict Directory Data and 2) send written notice to Refuse Release to Military Recruiters to the High School Principal no later than October 1, 2021. If written notification is received after that date, Student Accounting will work with families to update information as quickly as possible.

Private Information

Student records, except directory information, are considered private. These records are only open to parents and to school personnel with a legitimate interest. All material prepared or gathered by school personnel is open to parents. Principals will help parents any time they wish to examine their child’s confidential record file. On request, the principal or another staff member will explain any part of the record.

If an individual disagrees with information in the file, they may seek to amend records. Please review Policy #515 on the Policy section of the District website or call 952-401-5014 for specific procedures to amend records. Concerns about privacy of student records should be directed to the District’s data practices compliance officer at 5621 County Road 101, Minnetonka, MN 55345, telephone, 952-401-5014, or a parent may file a complaint with the U. S. Department of Education.
Electronic Technologies

Minnetonka Schools has a robust educational technology environment that supports student learning. All of our students benefit from technology tools that are integrated into the learning environment.

Interactive Classrooms (In-person and online)
Classrooms are equipped with interactive technologies, such as:

- Sound Field Solutions
- 1:1 iPads
- SMART Boards
- Schoology
- Additional software tools

Passwords and Logins
All students and staff are assigned log-in credentials to access District resources. Credentials are distributed to students at school. Students are responsible for maintaining the confidentiality and security of their credentials and should not share them with anyone besides parents.

If at any time a staff member or student feels another person knows their password, they should change their password immediately. Students should see their media specialist if passwords are lost or forgotten. Parents can reach out to the Family Helpdesk at family.helpdesk@minnetonkaschools.org or at 952-401-5123.

Acceptable Use of Electronic Technologies
The Minnetonka School District provides use of electronic technologies to enhance student learning. All electronic technologies must be used in support of the educational program of the District. Access to electronic technologies may be revoked at any time for inappropriate use. To ensure appropriate technology use, the District maintains filtering and security protocols in compliance with state and federal laws; however, students bear responsibility for acceptable use of the Internet and electronic technologies. Students are advised that District personnel may monitor use of and content stored on District electronic technologies.

The Electronic Technologies Acceptable Use Policy (Policy #524) sets forth guidelines for student access and use of District electronic technologies.

1:1 iPad Program
In Minnetonka, we use technology as an accelerator of learning. All students in Kindergarten through 12th grade are issued an iPad for educational use as part of our 1:1 iPad program. Students bring their device home daily. The program uses digital curriculum materials, student collaboration tools, and individualized instruction in all subject areas with the goal of enhancing
student learning. Information for students and parents involved in the program may be found below.

Optional iPad insurance is available as part of the District’s 1:1 iPad program. Insurance is elective. Insurance will cover the full calendar year, including summer. The annual cost for iPad insurance is $40 per iPad per year. The insurance program offers complete coverage for the first instance of accidental damage. For more information, see minnetonkaschools.org/district/programs/ipad/insurance.

Access more information about school iPads at: https://www.minnetonkaschools.org/district/programs/ipad

Student Email

Email communication is a standard practice for almost every career, profession and post-secondary pursuit. Students must learn to communicate electronically – including attending to e-mail messages, writing e-mail messages and collaborating electronically on projects. Minnetonka Public Schools students in grades 3-12 will receive a Minnetonka e-mail address to use for communicating and collaborating with teachers and classmates. This account also allows access to web-based learning tools which require an email address.

Minnetonka Public Schools uses Google Apps for Education, a non-commercial, secure, filtered, and archived suite of tools for schools. Minnetonka student e-mail accounts will be issued through Gmail and not contain a student's name, just an ID number, such as 123456@mtka.org.

District provided email addresses have a direct relationship to school and are subject to all school policies (including Acceptable Use and Code of Conduct policies), even if sent between students outside the school day or for purposes unrelated to school. Students should always use their email appropriately and never send anything that they wouldn't be comfortable with a teacher, a principal or a parent reading.
Digital Health & Wellness

Maintaining a Healthy Balance with Technology

Whether you work directly with students or you have children/grandchildren, we all interact with technology that is changing how we learn and communicate on a daily basis. We play an important role in helping students learn to manage their own use of technology independently and appropriately as we learn to do this ourselves. Digital Health and Wellness is an important discussion to revisit frequently with children from elementary school through high school. Digital Health and Wellness is an important discussion to revisit frequently with children from elementary school through high school.

In accordance with the District’s Electronic Technologies Acceptable Use Policy (#524), outside of school, parents bear responsibility for the same guidance of internet use as they exercise with information sources such as television, telephones, radio, movies and other media. Parents are responsible for monitoring their student’s use of the District’s educational technologies, including school-issued email accounts, iPads and the internet if the student is accessing the District’s electronic technologies from home or through other remote location(s).

Visit the Digital Health & Wellness page of the District website for more resources, videos and tips for developing healthy technology and media use. The website includes information about monitoring and limiting screen time, setting technology expectations and more.

Filter Access

All Minnetonka School iPads have built-in filtering software blocking access to inappropriate sites regardless of whether the device is at school or off campus. This built-in filter overrides any filtering you may have at home. Many home routers do allow for time limits to be set for network traffic, so parents may choose to do this. Parents can set up additional site blocking, such as blocking YouTube if desired. Read more and find resources on the Digital Health & Wellness page.
Educational Program

Differentiation
Students learn in different ways and at different paces, therefore, Minnetonka teachers address all those variables in their classrooms. Differentiation allows students to work at their own level of readiness and to apply the approaches that best enable learning. As a result, students are more engaged and retain much more of the material taught in class. School Board Policy #612, Differentiation, is available at minnetonkaschools.org/policies, along with all District policies.

English Language Learner Program
The English Learner (EL) program serves students who:

a. First spoke a language other than English, come from homes where a language other than English is usually spoken or do not use English as a primary language; and
b. Need to acquire English skills in order to fully participate in classes taught in English.

If you think your child requires EL services, please contact the EL department chair at 952-401-5637.

Grading and Curriculum
In the last decade, we’ve learned a great deal about how to assess learning and thereby improve our teaching practices to help all students learn. As a result of those changes in assessment and improved curricular standards, we have made adjustments in how we grade and report learning to parents and students.

Assessment has become more criterion-based, which assesses students’ knowledge and skills in relation to locally identified learning targets, what students need to learn and be able to do. The intent of the assessment is to have an ongoing interplay with instruction, so all students can be successful learners. This reflects a different belief than “norm-referenced” tests that were based on a bell curve, where most students are average, a few are strong learners and a few are not capable learners. In Minnetonka, we inspire all children to excel, often exceeding their own expectations.

Graduation Requirements
High school students need 22.5 credits to graduate. For the specific requirements, see School Board Policy #613, Graduation Requirements.
NWEA Testing
Students in grades K-8 participate in NWEA assessments. These tests measure what students already know in math and reading and what a student still needs to learn, to better assist teachers in targeting instruction to the student's learning level. Students have one round of testing in the fall and another round of testing in the spring to assess their individual academic growth during the year.

Language Immersion
Minnetonka offers elementary education taught in English or is a Language Immersion option at each of our elementary schools. Mandarin Chinese language is offered at Excelsior and Scenic Heights; Spanish language is offered at Clear Springs, Deephaven, Groveland and Minnewashta. Both languages are offered at both middle schools with a commitment to language development through high school. The Immersion Program is designed for English speaking children to develop fluency in a second language during their elementary years, when children naturally acquire language skills.

The curriculum follows the high-quality curriculum used in traditional English classes. All elementary students participate in several cultural events throughout the school year. Learn more about the Language Immersion program.

Advanced Learning Program
Minnetonka’s Advanced Learning programs are designed to meet the needs of learners who may be intellectually gifted, academically advanced or both! By having a variety of programs—each thoughtfully designed to extend specific learning strengths—we provide additional programming for students in the areas that allow them to grow and flourish.

For more information about Advanced Learning, please contact Diane Rundquist at 952-401-5100 or diane.rundquist@minnetonkaschools.org

Intellectually Gifted Learners
Children with unique intellectual ability as demonstrated through significantly advanced abilities to problem solve and synthesize knowledge and high levels of divergent, critical, logical, and abstract thinking. These learners have IQ scores two standard deviations or more above the norm and are capable of high performance on reasoning tasks when compared to others of similar age, experience and environment. The Wings program at the elementary, and HP Seminar at the middle level, are designed to serve gifted learners, both intellectually and affectively.

Academically Advanced Learners
Children who demonstrate exceptional performance in one or more academic areas. Exceptional performance includes working well beyond grade level and possessing and/or applying knowledge in transformative, complex ways. Academic Extension, Academic
Enrichment, Independent Investigations and PROJECTthink are all programs that serve academically talented students at the elementary level. Honors and accelerated courses meet the needs of academically talented middle school students. Minnetonka High School offers an unparalleled array of academic choices so that students can maximize their high school experience, pursue their passions and prepare for college and career.

Opportunities for academic extensions are available at all schools, through in-school experiences or after-school academic clubs and activities. Many students have the opportunity to participate in regional, state and national academic competitions.

Special Education Services
Minnetonka Public Schools is committed to providing an education that appropriately meets the needs of each student. For some students, supportive educational assistance is needed through special education programs and services. The Special Education Department provides a comprehensive special education program that adheres to the federal regulations included within the Individuals with Disabilities Education Act and to the Minnesota state requirements.

If you have any questions regarding your student's progress and special education services you should contact your student's classroom teacher or case manager. For further information about education services, referral, eligibility and parents' rights you can refer to the District's website, or contact the Executive Director of Special Education, Christine Breen, at 952-401-5036.

Tutoring
Minnetonka Schools recognize that tutoring of students can be helpful to student achievement. Tonka Tutoring offers one-on-one coaching for all levels and all subjects at below-market prices. For more information call 952-401-6835. School Board Policy #541, Tutoring, details the guidelines for paid tutoring.

Homebound Instruction
If a student is unable to attend regular classes at the normal school site because of illness, injury, or placement in some type of treatment facility, the student can be defined as a homebound student. To ensure that the student continues to make educational progress in their individual curriculum, a licensed instructor provides homebound instruction as soon as practical. School Board Policy #540, Homebound Instruction, provides instructional guidelines and parameters.

Chemical-free Environment
Minnetonka Schools are dedicated to providing a healthy, comfortable and productive environment for students, staff and visitors. Minnetonka Schools enforce a chemical-free environment. The use, abuse, possession, sale or transfer of tobacco or any chemicals by students, staff or visitors is prohibited on all school grounds.
Minnesota Student Survey

The Minnesota Student Survey is a state-led survey that measures different types of youth behavior on a local, county and statewide basis. Individual, identifiable student data is not tracked in this survey. It asks questions to estimate the likelihood that a given group will engage in unhealthy behavior, such as using alcohol, tobacco or taking sexual risks. Minnetonka administers this state-led survey to students in grades 5, 8, 9 and 11 every three years.

State Assessment Tests

The MCA State Assessment Tests measure student progress toward the state’s academic standards in reading, math and science. For more information about state assessment testing, please visit our website.

- Specific testing dates can be accessed at:
  https://www.minnetonkaschools.org/district/departments/testing-and-assessment

State Testing Days

If a student is ill or absent on a state testing date, the test may be administered on the make-up date. All Minnesota schools are held accountable for a high participation rate on state tests. Please do not schedule vacation, doctor or dental appointments on state testing dates. We appreciate your cooperation.
Health Regulations and Procedures

School Health Office

Parents and/or guardians and the child’s medical providers are responsible for the care of an ill student. School health service staff provide support to families in their responsibility of caring for their children. The school health offices are staffed all student days by a health paraprofessional with licensed school nurse support in the building or on-call in the District.

The health paraprofessional:
- attends to children who become ill or injured at school.
- contacts parents of sick children.
- administers certain prescribed medications.
- provides first aid in emergencies.
- assists with health screenings, students with chronic health issues, record keeping and, in the elementary schools, attendance.

Licensed school nurses:
- perform health assessments,
- provide consultation and referral services,
- provide health counseling and health education,
- prepare individual health plans,
- delegate and supervise medication administration,
- monitor student health status,
- perform health care procedures as needed, and
- assist with health prevention and promotion activities.

Parents are requested to call the elementary health office and secondary attendance lines when their child is tardy, ill or will not be at school for other reasons.

Infectious Diseases

Infectious diseases are caused by viruses, bacteria, fungi or parasites and can be spread from one individual to another. Parents will be notified when a communicable illness has been identified in their child’s classroom; this will include a list of symptoms and other pertinent information. Please encourage good hygiene and regular hand washing at home.

Parents may be asked to pick up their child from school under the following circumstances:
- The child has a fever of 100 degrees F or above.
- The child is vomiting and/or has diarrhea.
- The child has a rash that may be disease related.
- The child does not feel well enough to return to the classroom.
Parents should not send their child to school if they:

1. have a fever of 100 degrees or more. The student should stay home for 24 hours after the temperature returns to normal without fever-reducing medication.
2. have vomited or had diarrhea. The student should stay home until 24 hours after the last episode.
3. have a rash that may be disease-related or from an unknown cause.

Management of head lice is primarily the responsibility of parents. The school follows Minnesota Department of Health/ Hennepin County Health Department guidelines to assist in the management/control in the school setting.

COVID-19 Protocols and Safe Learning Plan for 2021-22

The Minnetonka Public School District is committed to providing a safe and healthy environment for each employee, student, parent and visitor to our buildings. This Safe Learning Plan identifies and explains the practices and protocols to help ensure that the District has a safe and healthy learning environment and helps mitigate transmission of COVID-19 in our school communities during the 2021-22 school year.

All staff, students, families and visitors, as allowed, are expected to comply with and follow the established guidelines and protocols in this plan for the health and safety of our community. Site leaders and supervisors are expected to ensure compliance with these provisions and support employees, as needed.

To view all COVID-19 protocols and read the full Safe Learning Plan, visit the District’s COVID-19 Response Plan page:

Prescription Medications

If your child requires a prescription medication, it is best to ask the doctor to schedule the administration times outside of school hours so children can take the medication at home. If your child must take medication at school, it is kept in the Health Office and must be given to the student by the health paraprofessional or licensed school nurse. (See information below on inhalers.) Authorization forms are available in each school health office.

Parents are asked to provide:

1. The physician or licensed provider’s authorization and directions for administration at school;
2. Parent permission for the medication to be administered at school;
3. The medication in its original prescription container from the pharmacist or physician (please ask the pharmacist to provide a separate school prescription container).
If you have visited an urgent care clinic or hospital emergency room and medication has been prescribed, please have the attending physician give written authorization for the medication to be given at school. Parents are requested to pick up medications at the end of the school year as medications will not be sent home with students. Parents will be asked to pick up all unused or expired medications. Medications that are not picked up will be disposed of per Minnesota State Statute.

Over-the-Counter Medications

Over-the-Counter (OTC) medications require the same parental authorization and original, labeled bottle as prescriptive medications. They must be administered in a manner consistent with the instructions on the label. The licensed school nurse may request to receive further information about the medication prior to administration of the substance. Parents are asked to give OTC medications, vitamins and other non-prescriptive agents during off-school hours. All medications should be discussed with the licensed school nurse in the building. All students must keep prescription and non-prescription medications in the school health office. Exceptions to this requirement for secondary students are: non-prescription pain relievers, prescription asthma medications self-administered with an inhaler, prescription epinephrine self-administered with a non-syringe injector and medications specified in an IEP, Section 504 plan or individual health plan.

Minnesota law allows students to carry and use their inhalers/epipens if the licensed medication prescriber, parents and licensed school nurse agree the student has demonstrated appropriate knowledge and administration of the inhaler/epipen. A licensed medication prescriber’s signed order for the medication and parent signature must be on file in the school health office; this must include a statement to self-carry. Most elementary students need an adult to supervise their inhaler/epipen use to ensure adequate administration, frequency, technique, prescribed usage and safety. Parents are asked to provide an extra inhaler/epipen to store in the health office in case the students’ is left at home or lost. Students carrying these medications have the responsibility to use correctly and only for themselves. Students are asked to report to the health office if they use inhalers more than once during the school day. Students MUST report to the health office immediately if they use epipens. To read Policy #516, Student Medication, visit the Policies page of the District website.

Minnesota law allows, but does not require, school districts to maintain and administer epinephrine to a student or other individual who is determined to be having a severe allergic reaction, regardless of whether the student or other individual has a prescription for an auto-injector. Epipens will be available during school hours. To read Policy #517, Recognition and Treatment of Anaphylaxis in the School Setting, visit the Policies page of the District website.
## Immunizations

<table>
<thead>
<tr>
<th>Grade</th>
<th>DTaP/DT diphtheria, tetanus, pertussis (whooping cough)</th>
<th>Polio</th>
<th>MMR measles, mumps, rubella</th>
<th>Hib Haemophilus, influenza, type B</th>
<th>Hepatitis A</th>
<th>Hepatitis B</th>
<th>Varicella (chicken pox)</th>
<th>Meningococcal</th>
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<td>Preschool</td>
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<td>5th shot not needed if 4th was after age 4</td>
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<td>4th polio not needed if 3rd was after age 4</td>
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<tr>
<td>1st through 6th Grade</td>
<td>At least ✔ ✔ ✔ ✔ Tetanus and diphtheria containing doses</td>
<td>✔ ✔</td>
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<tr>
<td>7th through 12th grade</td>
<td>✔ Tdap at age 11-12 years</td>
<td>✔ ✔</td>
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Minnetonka Schools participate in the No Shots, No School initiative to ensure all students are properly immunized, unless a parent requests an exemption for medical reasons or conscientiously held beliefs. Minnesota Law requires that every child attending school be immunized against diphtheria, tetanus, whooping cough, polio, Hepatitis B, varicella (chicken pox), measles, mumps and rubella (German measles), and meningococcal (see chart above). Students who are entering school for the first time must have their immunization record on file in the school Health Office before starting school. If a student has previously enrolled in another school, parents must present immunization records or exemption documentation (signed by a licensed provider if medically indicated and notarized if a non-medical exemption) before that student enters the District. Forms are available from any school and at the District Service Center. Please contact the health paraprofessional or licensed school nurse if you have questions or concerns regarding these immunizations.

No student shall be required to receive an immunization that is contrary to the conscientiously held beliefs of the parent or guardian. An exemption statement must be on file in the health office and signed by a certified notary and parent or guardian. Students with specific health conditions may have a medical exemption by their physician.
UNLESS THE PROTECTION LISTED ABOVE IS OBTAINED, OR A LEGAL EXEMPTION IS SIGNED, YOUR CHILD WILL BE EXCLUDED FROM FURTHER ATTENDANCE IN SCHOOL. We regret the necessity of taking such action, however state law requires that these immunization records or exemption forms be completed and on file for continued school attendance. Parents and guardians are notified of necessary changes in the immunization requirements and asked to provide the needed information prior to deadline dates.

Emergency Contact Information

At the beginning of the school year, you will need to go into Skyward Family Access (accessible through your SSO) to update the emergency contact information. It is necessary that we have your phone numbers as well as the phone numbers of two additional friends, neighbors or family members who can be contacted in case your child needs emergency medical help. Home and work numbers must be included. Please be sure your emergency contact listed in Skyward Family Access knows that the school may contact them and they are willing to pick your child up from school if you are unavailable. It also helps if your family member, friend or neighbor is easily reachable when you are not.

Please immediately update any changes to your child’s emergency information during the school year.
Nutrition Services

Nutritious school meals are a vital link to the physical and intellectual fitness of students. Minnetonka’s Nutrition Services program provides students and staff with quality food and service in a pleasing environment and at an affordable price.

Lunch Menus

Lunch menus are planned in advance and can be accessed from the District website at: https://minnetonka.nutrislice.com/menu. Each menu also includes ingredient lists, allergy information, carbohydrate counts, and current prices for students.

Nutrition Requirements

Minnetonka Nutrition Services participates in the National School Lunch Program (NSLP). Menus are planned according to NSLP requirements, with each meal consisting of two ounces of meat or meat alternate, two or more servings of different fruits and vegetables, one to two servings of grain or bread and 8 ounces of milk. Choices of entrees are offered at each level to try to meet the food preferences of students. Lunches must meet 1/3 of the calories and RDA for key nutrients (protein, iron, calcium, vitamin A, vitamin C) based on age and grade group. They must also meet the Dietary Guidelines for Americans recommendations for percentage of calories from fat (no more than 30%) and saturated fat (no more than 10%) for each day’s menu.

Paying Lunch Accounts

Each student has an individual lunch account. Advance payment is required and is credited to the individual student’s account. The most convenient way to pay is by credit card through the Nutrition Services website, located on the District website www.minnetonkaschools.org. You can also send checks to the cafeteria with your student. Separate checks payable to Minnetonka Nutrition Services must be sent for each student. Be sure to write the first and last name of each student in the memo section of the check and their Lunch Keypad Number. Payments can be placed in a deposit box, located near the kitchen or handed directly to the cashier at the school.

Note: Due to the COVID-19 pandemic, Minnetonka Public Schools is participating in a USDA program that allows us to provide free school lunch for all students for the 2021-2022 school year. Items such as milk for home lunches and second entrees will continue to be à la carte purchases and require funds in your child’s lunch account in order to be purchased.

Spending Lunch Accounts

When students come to the cashier, they will enter their Lunch Keypad Number (assigned when your child registers to attend the Minnetonka Public School District) and state their name. The school office, the Food Service Manager, and the cashiers will have a list of Lunch Keypad Numbers numbers in the event the student forgets the number. If you have questions about your student’s lunch account balance, please contact the cashier in your student’s school between 10
a.m. and 11 a.m. or the Nutrition Services Department at 952-401-5034 between 7:45 a.m. and 3 p.m. Your child’s lunch purchases, Lunch Keypad Number and balance information can also be accessed through your Skyward Family Access account.

Lunch Account Balances
When a student’s account is running low, the cashier will inform the student that it is time to add money to the account. At the elementary level, their hand may be stamped or a reminder note will be sent home. At all school levels, an automated email will be sent to parents when the account is getting low or reaches zero.

Minnetonka High School
Students can use their accounts to purchase lunch and a la carte items from all areas in the Harbor Café. They will be told their remaining balance after each transaction. Students are encouraged to prepay into their accounts to make the lines go faster. Students must have money in their account in order to make a la carte purchases.

Account Balances
Any money left in the account at the end of the year will be left in the system for the next school year. A family moving out of the district should call 952-401-5034 for a refund.

Free and Reduced Price Lunch
Free or reduced price lunches are available to students whose families meet certain requirements. The families must either have one or more children who receive MFIP, Food Stamp, or FDPIR benefits; have a foster child; or have a household income within certain federal guidelines.

Note: Due to the COVID-19 pandemic, Minnetonka Public Schools is participating in a USDA program that allows us to provide free school lunch for all students for the 2021-2022 school year. Items such as milk for home lunches and second entrees will continue to be a la carte purchases and require funds in your child’s lunch account in order to be purchased.

Lunch Information
For additional information about our lunch program and help with diet restrictions or allergies please visit: https://www.minnetonkaschools.org/district/departments/nutrition
Support Services

Counseling and Guidance Program
The Minnetonka Public Schools guidance program focuses on proactive planning and personalization for students. The system provides the type of proactive post-high school planning usually found at high-performing private schools. The goal is for students to know their counselor as the first stop for academic advising, social concerns, and post-high school planning. A specialist in post-high school planning and post-secondary institutions is on staff. Several small group counseling seminars on a wide variety of topics are also available to students in addition to one-on-one meetings.

Counselors provide assistance to students in the areas of:

- Educational planning, including college selection and application
- Academic assessment
- Career development
- Post high school planning
- Personal/social development (support and counseling)
- Communication and consultation with staff and parents regarding individual needs
- Referral to appropriate in-school and/or community resources
- Maintenance and processing student records and applications

Social Workers
Each school has a social worker who offers a number of support services.

The social worker:

- Provides crisis intervention;
- Helps students access mental health services;
- Facilitates groups for social-emotional issues;
- Coordinates crisis intervention teams;
- Assists families in understanding a child’s emotional needs.

College and Career Center Program and Resources
The Minnetonka High School Career Center serves all Minnetonka students and is open to district residents. Supporting the Guidance Department, College and Career Center volunteers help students access and utilize post secondary and career information. Resource materials include college catalogs, videos and computer programs. Representatives from numerous colleges visit the College and Career Center. Visit the College and Career Center for specific dates and details. The Center's hours are Monday-Thursday 7:45 a.m.-3 p.m.
Chemical Health

The Minnetonka High School chemical health counselor:

- Provides information, referral and support to students and families;
- Facilitates student discussion groups on making healthy choices;
- Facilitates student support groups;
- Provides training to staff on chemical health issues;
- Supports efforts to impact community approaches to chemical use;
- Helps implement school policies and procedures with administration to reinforce safe and chemical free environments.

Section 504 of the Rehabilitation Act of 1973

The Minnetonka Public School District does not discriminate against any student on the basis of their disability and allows equal access to and participation in its programs and activities. The District also does not discriminate against anyone because they are associated with someone who is disabled. A student may be eligible for services under the provisions of Section 504 if they have a physical or mental impairment that substantially limits one or more major life activities, including learning. It is the District’s responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need specially designed instructional or physical accommodations so those students may receive free appropriate public education. Additional information, including contact information for the 504 Coordinator at each school, is available on the District website.

Well-being Website

The Minnetonka Schools Well-being website was created for our parents and school community as a tool to provide information and connections in the area of student academic, social, emotional and behavioral well-being. The included resources provide an overview of student well-being and outline our school processes for accessing supports within the district and from the wide variety of community agencies out there which can provide additional supports. On the Well-being website, viewers are introduced to the many school staff who are trained and available to assist in planning for your student’s well-being.

Tonka CARES

Tonka CARES is a diverse community collaborative that provides a platform for healthy youth development in our community. The organization seeks to promote mental health, substance use prevention, early intervention, and recovery among Minnetonka youth. Tonka CARES serves as a hub for resources in our community. For more information and to get connected, visit https://www.tonkacares.org/
Minnetonka Family Collaborative

The Minnetonka Family Collaborative was established in 2005 to help build a healthy community for the children and youth who attend the Minnetonka Public School District. Minnetonka Family Collaborative partners gather throughout the school year to share information regarding programs, community resources, and look for opportunities to support families and other opportunities to help improve the community. It fosters collaborative processes and brings the perspectives, information and resources of various partners and constituencies to create solutions to service gaps, service coordination and unmet needs of families in the community.

To learn more about the collaborative’s projects and activities, visit https://www.minnetonkaschools.org/district/partners/family-collaborative
Transportation

Along with First Student, Inc. and Minnetonka Transportation, Inc., we welcome all community members to play a part in keeping our school buses safe and student-friendly. Each and every one of us is a member of the school bus safety team. We can all make an important difference in the safety of students as they board, ride and exit school buses.

Transportation Fee

Minnetonka Public Schools assess a transportation fee for bus service for all public and private school students who live within two miles of the school they attend. The fee was implemented in 2005 to help offset budget deficits created by flat state funding for several years. The fee is $100 per student, with a cap of $250 per family. For more information, go to www.minnetonkaschools.org/transportation

Bus Safety Rules

Safety at bus stops and on the school bus depends on the cooperation and responsible behavior of every student. Please discuss the following safety rules with your child. During the first week of school, bus drivers will emphasize these points with their riders:

- Be on time to help keep the bus on schedule.
- Board and depart from the bus correctly.
- Follow the bus driver’s instructions.
- Remain seated.
- Do not endanger yourself or others.
- Do not bring animals, food, beverages, tobacco, chemicals or hazardous objects on the bus.
- Speak and act courteously.
- Help keep your bus clean and safe.

Students who do not follow the safety rules will be reported to the principal. Parents are asked to reinforce the fact that riding the bus is a privilege reserved for students who respect the rules and are courteous to others.

Cameras & GPS on Buses Monitor Behavior

A sign inside each Minnetonka School District bus indicates the presence of a video camera. Video cameras allow school administrators and bus company management to monitor student behavior. All buses are also equipped with Global Positioning Systems (GPS), which allows for school officials to monitor transportation routes. Please direct questions or concerns regarding the use of video cameras or GPS on buses to the District’s Transportation Office at 952-401-5023.
A Cooperative Effort

It is the right of each student to be treated in a reasonable and respectful manner whether in school or on the school bus. When disruptions occur on the school bus, they are usually related to student misbehavior. Issues may arise as a result of the actions of a single student, the interaction among several students or the interaction between students and their driver. We would like to deal with these misbehavior issues before they reach the level of harassment. As a rule, school bus drivers correct or report misbehaviors as soon as possible after they are observed. However, there may be times when behavior related problems occur which are unpleasant for a student, but not readily evident to a driver. Please do not hesitate to report, or encourage your child to report, incidents of harassment which may not have come to our attention through everyday communication. As a part of your school transportation team, we are committed to the goal of providing a safe and pleasant ride for all students on a daily basis. Your cooperation is always appreciated in helping us achieve this goal.

Getting On and Off the Bus

Parents are encouraged to review with their children the following suggested procedures for getting on and off school buses.

Getting onto the Bus

- Arrive at the bus stop five minutes ahead of the scheduled bus arrival time. Stand back from the edge of the roadway or on the sidewalk while waiting for the bus. Be reasonably quiet to avoid disturbing others.
- Stay out of the street so you do not become a traffic hazard to people driving past the stop. The bus stop area is not a playground.
- Don’t be a litterbug. You are a guest at the bus stop area, and it is a privilege for you to use the area.
- Line up three to five feet from the edge of the road in single file.
- Do not approach the bus until it has stopped moving and the door is open. Wait for the bus driver to signal you to board the bus.
- If the bus stop is on the opposite side of the street, wait until the bus has stopped and the red light warning system has been activated. The bus driver will signal you to cross the street. Look both ways before crossing.
- Board the bus in single file. Use the handrails. Go directly to your seat and stay seated.

Getting off of the Bus

- Wait for the bus to stop before standing. Use the handrail, take one step at a time, do not push or shove and go directly to the school or home.
- Students who must cross the road should line up 10 feet in front of the bus and look up at the bus driver and wait for his hand signal to cross the street. When crossing the street, look both ways. Remember to move away from the bus after exiting.
Student Safety

Students in Kindergarten through 10th grade must be certified for riding the school bus. During the first six weeks of school, students will receive the safety training required for certification. To highlight these activities, the state of Minnesota has designated the first week of every school year as School Bus Safety Week.

Student training includes classroom instruction and practical training on a school bus. Upon completing the training, a student shall be able to demonstrate specific knowledge and skills, including:

- Transportation by a school bus is a privilege, not a right
- Understanding of the District’s policies for student conduct and school bus safety
- Appropriate conduct while on the bus
- The danger zones surrounding the school bus
- Procedures for safely boarding and leaving a school bus
- Procedures for safe vehicle lane crossing
- School bus evacuation and other emergency procedures
- Pedestrian and bicycling safety procedures

Where safety is concerned, it is a privilege and not a right for a student to ride the school bus. To ensure that safety is a primary factor in school transportation, the policy defines the responsibilities of students, parents/guardians, school principals and bus drivers.

Safety: Student Riders

Students who have demonstrated that they possess the required knowledge and skills for riding a school vehicle, and who continue to demonstrate the same, will be granted the privilege of riding on those vehicles. Students who have not initially demonstrated, or who at any time discontinue to demonstrate these competencies, shall have their school vehicle riding privileges revoked in accordance with District procedures.

Safety: Parent/Guardians

The adults who are legal parents or guardians of students are, under Minnesota state law, responsible for transporting their children to and from school and school-related activities in the event that those children are unable or unwilling to demonstrate the required competencies for riding school vehicles. Parents/guardians also are responsible for the safety of their children at the neighborhood bus stop, and for getting their children to and from the nearest bus stop in the event that a school vehicle cannot be scheduled to travel any closer to their home.

Safety: School Principals

Principals and designated building staff are responsible for the training and certification of students for competencies in riding school vehicles, bicycling and pedestrian traffic activities. The principal will suspend the privilege of riding school vehicles for students who have not
received certification and for students who persist in misbehaving during the course of the school year.

Safety: School Bus Drivers
Professional school bus drivers are responsible for demonstrating the skills and knowledge prescribed in Minnesota statute and District contract specifications.

Pass Needed to Ride A Different Bus

9/30/21 Note: Currently, due to the COVID-19 pandemic, students may not ride on buses other than the ones they are assigned.

Any student who wants to ride a different bus or get off at a different stop from their assigned one must bring a note from a parent in advance. The note must contain the following information to help ensure student safety:
1. The date
2. Student's full name
3. Exact destination (Bus Stop)
4. Parent's signature
5. Parent's daytime phone number

The school office staff will write a bus pass which the student must give to the bus driver. Without the bus pass, the student will not be allowed to get on a different bus or get off the bus at a different stop. Bus drivers work hard to keep track of which students belong on each bus in an effort to transport students safely.

Busing Information Mailed in Late-August

Busing information, including bus numbers, bus stop location, pickup times and return times, will be mailed to each student’s home in late-August.

If you find an error on your bus pass, please contact the Transportation Department at 952-401-5023 or transportation@minnetonkaschools.org.

Buses will run on the initially established routes for at least the first full week of school. Changes in a few routes are possible after the first week to accommodate new families in the District and to correct any problems. Students will always be notified in advance of any changes in their bus routes or pickup times. This often means a delay of a few days before a requested change can take effect.

MyStop Bus Tracking
MyStop is a web-based application available for all Minnetonka parents whose students ride the bus to access through a smartphone, tablet or computer to view the current location of the bus.
and the estimated time of arrival. It allows you to see what time the bus will be at your child's stop. It is powered by GPS transmission from the bus every one to two minutes.

Learn more about the app and view instructions to download on the MyStop webpage of the District website.

Weather Emergencies

School closing because of severe weather or other emergencies will be announced on radio station WCCO-AM (830 on the dial), KARE-TV (Channel 11), KSTP-TV (Channel 5), and on the District's website https://www.minnetonkaschools.org/. If schools must be closed early, buses will follow regular return routes. Please discuss with your child what to do in the event that school is dismissed early and no one is home when they arrive. Read the Superintendent's Emergency Closing Procedures, located on the Publications page of the District website, for more about emergency closing and communication. These messages are shared each year in early November. Note that procedures from the previous school year are subject to change.
District Policies

Please be familiar with all District policies. Summaries of frequently referenced student policies are listed below.

To read all District policies in full, visit https://www.minnetonkaschools.org/policies

Assessment of Student Achievement, Policy #618
The purpose of this policy is to establish understanding and communications to connect student assessment, testing, curriculum and instruction.

Attendance and Truancy, Policy #502
This policy recognizes that school attendance is the responsibility of the student and parent/guardian, supported by the teachers and administration. Therefore, the purpose of this policy is to encourage regular school attendance and punctuality so that learning can take place. It is intended to be positive and not punitive, and all measures taken will be in the students’ best interest. This policy will assist families and school personnel in making attendance decisions.

Attendance for Minnetonka High School, Policy #503
It is the responsibility of the Minnetonka Public Schools to the community that all school members will work to challenge and support students in the pursuit of their highest levels of academic and personal achievement. Recognizing the strong relationship between regular attendance for each class and high academic achievement, the District will establish a clear attendance system. Such a system will promote this relationship and hold students accountable for regular attendance. It is essential that Minnetonka High School students and their families take responsibility for knowing and following the Attendance Policy.

Bullying Prohibition, Policy #514
A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student’s ability to learn and/or a teacher’s ability to educate students in a safe environment. The Minnetonka School District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the District and the rights and welfare of its students and is within the control of the District in its normal operations, the District intends to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the District in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.
**Student Chemical Use, Policy #547**
The purpose of this policy is to assist the District in maintaining a safe and healthy environment for students, staff, and visitors by prohibiting the use, abuse, possession, sale, or transfer of any chemicals on District property or at District events. Therefore, the Board supports the enforcement of a chemically-free environment and the periodic assessment of the District’s efforts to support it.

**Civility of Students, School Board Policy #542**
A positive and stimulating learning environment is critical to student success. The culture of the Minnetonka School District will demonstrate support and caring for all members of our community. The purpose of this policy, in accordance with the law and accepted rules of a civil society, is to maintain a learning environment which is legal, ethical and non-abusive.

**Co-curricular Activities Program, Policy #510**
Since its inception, the Minnetonka School District has been proud to provide a truly comprehensive education. Recognizing academic instruction and achievement as the heart of our mission, the Minnetonka School District also insists on and supports those activities that reinforce the academic pursuits of the students we serve. Co-curricular activities are essential for delivering a world-class education. Opportunities not found in the traditional classroom enhance the students' experience today, as well as prepare them for life's challenges ahead. A variety of co-curricular activities, both competitive and non-competitive, play an important role in the academic, social, physical, and emotional development of students by nurturing the following: perseverance, self-discipline, ethical behavior, ability to work with others, leadership qualities, an understanding of the importance of physical health and fitness, goal-setting and follow-through skills, positive self-image, the experience of competition.

**Discipline and Code of Conduct, Policy #506**
The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

**Electronic Technologies Acceptable Use Policy, Policy # 524**
The purpose of this policy is to set forth guidelines for access, as well as to acceptable and safe use of the District's electronic technologies. Electronic technologies include but are not limited to network systems and components, computers and peripherals, printers, telephones, network systems and components, and the applications they support and/or access.

**Harassment and Violence, Policy #427**
The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.
Protection and Privacy of Pupil Records, Policy #515
The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

Student Dress and Appearance Code, Policy #504
The Minnetonka School District respects students' rights to express themselves in the way they dress and expects students to respect the school community and fellow students by dressing appropriately for a K-12 learning environment.

Student Use of Cellular Phones, Digital Imaging Devices and Other Personal Electronic Devices, Policy #526
The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones, digital picture/video cameras and/or camera phones, personal digital assistants (PDAs), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images.

Tutoring, Policy #541
Minnetonka Schools recognize that tutoring of students can be helpful to student achievement, as a supplement to the expectations of the District as described in the District’s Vision.

Unsafe Behavior of Students, Policy #543
A positive and stimulating learning environment is critical to student success. The culture of the Minnetonka School District will demonstrate support and caring for all members of our community. The purpose of this policy is to ensure to the greatest extent possible, that all students in the Minnetonka Public Schools shall be provided with safe and secure schools and a safe and orderly environment conducive to learning.

Visitors to Schools and Sites, Policy #903
The purpose of this policy is to inform the school community and the general public of the position of the School Board regarding visitors to school buildings and other school property.

Weapons Policy, Policy #501
It is the policy of Minnetonka Public Schools ("School District") to maintain a positive, safe learning and working environment.

Website & Intranet Policy, Policy #525
The purpose for this policy is to authorize the establishment of a District Website and intranet system and to set policy for the acceptable use of the District Website and intranet system. This policy complements the District’s Computer Network and Internet Acceptable Use policy.
**Wellness, Policy #533**
The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being and ability to learn by supporting healthy eating, physical activity, and social and emotional health. The Minnetonka School District is committed to enhancing the development of lifelong wellness practices through active partnership with parents and community.

**Homework, Policy #621**
The primary purpose of this policy is to communicate a message to students, teachers and parents about the value and benefits of homework.

**Peace Officer, Policy #532**
The purpose of this policy is to describe the appropriate use of Peace Officers and Crisis Teams to remove, if necessary, a student from Minnetonka school property. This would include the removal of a student with an Individualized Education Plan (IEP).
Student Rights and Responsibilities

Introduction
Students, staff and parents all share in the responsibility of maintaining a safe and respectful learning environment. Appropriate behavior is a critical component in this safe and respectful environment and is also a strong indicator of student success. When a student engages in inappropriate behavior, staff members will work with the student to address the behavior. Possible interventions include education, restitution, mediation, counseling, parental meeting, time-out, loss of privileges, detention, or referral to the principal’s office.

Any student who engages in any inappropriate behavior shall be disciplined in accordance with District and building discipline policies and the Minnesota Pupil Fair Dismissal Act. District and building policy applies to school buildings, school grounds, and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, or any other vehicles approved for school-related purposes, the area of entrance or departure from school premises or events and all school related functions. District and building policies also apply to any student whose conduct at any time or in any place interferes with or obstructs the mission, beliefs or operation of the school district or the safety or welfare of the students, other students or employees. See Discipline and Code of Conduct, School Board Policy #506.

Some behaviors may be so serious as to call for dismissal, suspension, exclusion or expulsion. These consequences are reserved for significant violation of school rules or an accumulation of a specific violation. These behaviors, which interfere and/or disrupt the educational process, pose a danger or potential danger, or threaten public and/or private property, are unacceptable, and will not be tolerated in the school setting. Behaviors of this type include, but are not limited to chemical use, major insubordination, verbal/physical assault, abuse/fighting, theft, major disruptions, statutory crime, and possession of a weapon, vandalism and possession/use of drug paraphernalia.

Students who have committed these violations may be suspended from one to ten days depending on the severity of the offense. If a recommendation is made to the Superintendent for expulsion, an additional five days may be added to the suspension period. A parent-student-principal readmission conference may be necessary for reinstatement to school. At the discretion of a principal, the violation may be shared with the School Resource Officer for review for possible criminal referral.

Students who are currently identified as disabled under IDEA or Section 504 are subject to the same rules and discipline policies as nondisabled students unless educational plans require otherwise. The consequences for misbehavior by students with disabilities are also subject to the applicable state and federal law.
Please review the entire Students Rights and Responsibilities handbook with your student. Helping our students understand their responsibilities for proper behavior, as well as their rights to be educated in a safe environment, is important to us all. Thank you for your continued interest and support as we all prepare our children for tomorrow.

<table>
<thead>
<tr>
<th>Learning</th>
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<tr>
<td><strong>Rights</strong></td>
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<tr>
<td>Students have the right to receive a comprehensive appropriate education.</td>
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<tr>
<td>Students have the right to attend school in a safe environment that is free from disruptive behavior by others.</td>
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<td>Students have the right to make up schoolwork missed during an excused absence.</td>
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<td>Students have the right to necessary homebound instruction, as regulated by state guidelines, when absent for an extended period.</td>
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<th>Fair Treatment</th>
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<tr>
<td><strong>Rights</strong></td>
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<tr>
<td>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.</td>
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<tr>
<td>Students have the right to be informed of current school policies, rules and regulations that apply to them.</td>
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<tr>
<td>Students have the right to be informed of classroom expectations.</td>
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</table>
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.

Students have the right to be free from corporal punishment by staff.

Students have the responsibility to refrain from using force or physical contact for the purposes of inflicting physical and emotional harm on another.

Students have the right to be free from unreasonable physical contact from teachers and other staff persons.

Students have the responsibility to respect the space and freedom of those around them. Students also have the responsibility to not engage in conduct that threatens to injure themselves, other persons, or property.

**Free Speech**

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
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<tr>
<td>Students have the right to free speech so long as such speech does not</td>
<td>Students are responsible to follow school regulations regarding time, place, and</td>
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<tr>
<td>violate the rights of others or disrupt or undermine the educational</td>
<td>manner when expressing opinions through published written materials. Students may</td>
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<td>processes of the school.</td>
<td>distribute such literature as long as it is free of obscenity, discrimination and</td>
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<td>defamation; does not interfere with the rights of others; or disrupt the atmosphere</td>
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<td>of learning in the school.</td>
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**Harassment**

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<tr>
<td>Students have the right to be free from any form of harassment arising</td>
<td>Students are responsible for maintaining an environment free from harassment,</td>
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<td>out of the physical or verbal conduct of other students, school staff,</td>
<td>intimidation and abuse. Students are also responsible to report incidents of</td>
</tr>
<tr>
<td>or others.</td>
<td>physical, sexual, and verbal harassment, intimidation, and/or abuse that they</td>
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<td></td>
<td>have experienced, or of which they are aware. Such reports should be made to</td>
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<td></td>
<td>the building principal.</td>
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<tr>
<td>Students have the right to be free from child or sexual abuse. As</td>
<td>Students have the responsibility to inform school personnel when a discussion of</td>
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<tr>
<td>those matters involve criminal behavior, they must be reported to the</td>
<td>personal matters is to be confidential. Matters of abuse or illegal activity</td>
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<tr>
<td>proper authorities according to state law.</td>
<td>should be reported</td>
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Matters involving other criminal behavior must also be reported to the proper authorities.

to school personnel.

Equal Opportunity

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<tr>
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<tbody>
<tr>
<td>Students have the right to equal opportunity to participate in all school activities and school education programs for which they are eligible, within legal limits.</td>
<td>Students are responsible to follow the rules and regulations of the school-sponsored activity in which they or others participate. Students are not to discourage the participation of other students.</td>
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</table>

Student Government

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<thead>
<tr>
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<tbody>
<tr>
<td>Students have the opportunity to participate in student government. The purpose of the existence of student government is to represent, and to be responsive, to the needs of all students.</td>
<td>Student government representatives have the responsibility to communicate with the student body, faculty, and administration, and to be aware of and comply with any policies of the school district that may affect them.</td>
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Privacy

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<tr>
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<tbody>
<tr>
<td>Students generally have the right to privacy in their persons and personal property when engaging, participating or pursuing curricular activities on a school location.</td>
<td>Students are responsible to refrain from bringing onto school property or to school-sponsored events any item or materials that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other people.</td>
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Students have the opportunity to utilize school lockers, desks, 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. |
## Nondiscrimination

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<tr>
<td>Students have the right to be free from discrimination based upon race, color, creed, sex, gender, religion, national origin, marital status, sexual orientation, status with regard to public assistance, or disability.</td>
<td>Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to building principals.</td>
</tr>
</tbody>
</table>