MINNETONKA
PUBLIC SCHOOLS

2024-25 Parent and Student Handbook

Minnetonka High School

18301 Highway 7
Minnetonka, MN 55345

Greetings from Minnetonka High School!

Our work at MHS is grounded in three critical words: relationships, engagement, and encouragement. Each staff member is committed to building a strong relationship with students in an engaging environment. At the same time, we work to inspire students to do more than they thought they could. MHS is a school of opportunities for all learners.

I ask each student to excel in the four As: Academics, Arts, Activities, and Athletics all while developing a strong moral compass. New students will quickly learn our two core values: “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. I am proud to watch our students live up to these expectations every day.

Our commitment to building a strong, respectful, and inclusive school community is on-going. We welcome students from all backgrounds and a variety of communities. The fact that we are all Skippers is our common bond. Our ongoing video series, “I am a Skipper," showcases MHS students throughout the year. Please click here to visit the District's Vimeo channel that includes these and all of our videos.

Parents, each year you entrust your child to us. I do not take that responsibility lightly. As a school, we are committed to educating the whole child and providing a positive, safe, fun, and caring community. If you have questions or your child needs assistance, please reach out to your child’s counselor first by phone or email. Likewise, my door is always open and I welcome all feedback.

With thanks for your support,

Jeff Erickson, Principal
jeffrey.erickson@minnetonkaschools.org
952-401-5702

Revised 11-25-2024

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 instill expectations that stimulate extraordinary achievement in the classroom and in life.

Innovate. Inspire. Excel.

OUR CORE VALUES

"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.

FOUR PILLARS OF SUCCESS

to support an outstanding

HIGH SCHOOL EXPERIENCE

BE RESPECTFUL

At MHS, we stand up for respect. That means respecting yourself, others, and standing up for respect in our spaces and in our community.

BE CONNECTED

Relationships are at the core of our work together, and they are a critical element to our success. There are hundreds of opportunities at MHS for students to connect in arts, athletics and activities.

BE PRESENT

MHS has a tremendous amount of opportunities for students to pursue their passion—and to truly experience it all and gain the benefit of these opportunities, students must be fully present and engaged in their learning.

BE PREPARED

We have many resources to support you socially, emotionally and academically. Preparing to access this support prepares students to do and be their best at MHS and beyond.

Quick Reference	
School Hours **School Office Hours** **District Office Hours**	8 a.m.-2:40 p.m. 7 a.m.-3:30 p.m. Monday-Friday, 8:00am-4:30pm
School Phone Number **District Number**	General Information: 952-401-5700 Attendance Office: 952-401-5800 Activities Office: 952-401-5904 Counseling Office: 952-401-5811 Health Office: 952-401-5771 Main Line: 952-401-5700 Main Fax Number: 952-401-5709 Transportation: 952-401-5023 Principal's Office: 952-401-5706 Counseling/Request Student Records: Fax 952-401-5814 (952) 401-5000
District Website **School Website**	https://www.minnetonkaschools.org/ https://www.minnetonkaschools.org/schools/high-school/mhs
District Social Media **School Social Media**	Facebook: https://www.facebook.com/minnetonkaschools Instagram: https://www.instagram.com/mntkaschools/ Principal's Instagram: https://www.instagram.com/tonkahsprincipal/

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BE RESPECTFUL

At MHS, we stand up for respect. That means respecting yourself, others, and standing up for respect in our spaces and in our community.

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. Additional details around student code of conduct can be found in School District Policy 506.

MHS staff refers students to the Behavior Specialist 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.

STUDENT RIGHTS AND RESPONSIBILITIES

Students should understand their responsibilities for proper behavior, as well as their rights to be educated in a safe environment.

LEARNING	
Rights	**Responsibilities**
• Students have the right to receive a comprehensive appropriate education. • Students have the right to attend school in a safe environment that is free from disruptive behavior by others. • Students have the right to make up schoolwork missed during an excused absence. • Students have the right to necessary homebound instruction, as regulated by state guidelines, when absent for an extended period.	• Students are responsible for daily attendance for completing class assignments on time, and for bringing appropriate materials required for class. • Students are responsible to behave in such a manner that does not pose a potential, or actual danger to themselves or others, and that is not disruptive to the learning process of others. • Students are responsible to obtain and complete make-up work assigned for periods of absence. • Students are responsible to obtain and complete assigned work as part of the homebound instructional process.
FREE SPEECH	

Rights	Responsibilities
• 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.	• Students are responsible to follow school regulations regarding time, place, and manner when expressing opinions through published written materials. • Students are to distribute such literature in a manner that is not libelous, obscene, or discriminatory; does not interfere with the rights of others; or disrupt the atmosphere of learning in the school.

FAIR TREATMENT

Rights	Responsibilities
• Students have the right to due process when involved in a violation of district rules. Included is the right to hear the nature of the violation and to give their account of the situation. • Students have the right to be informed of current school policies, rules and regulations that apply to them. • Students have the right to be informed of classroom expectations. Students are responsible to be knowledgeable about and to meet classroom expectations, and evaluation procedures that apply to them. • Students have the right to be treated respectfully by staff and other students. • Students have the right to be free from unreasonable physical contact from teachers and other staff persons.	• Students are responsible to treat all people respectfully and to follow rules and regulations that apply to them. • Students are responsible to be knowledgeable about and to follow school policies, rules, and regulations that apply to them. • Students are responsible to be knowledgeable about and to follow school policies, rules, and regulations that apply to them. • 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. • 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 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.

HARASSMENT

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

EQUAL OPPORTUNITY

Rights	Responsibilities
• 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.	• 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	**Responsibilities**
• 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.	• 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	**Responsibilities**
• 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.	• 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. • Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.

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.

ACADEMIC INTEGRITY

Integrity is essential to excellence in education and is a core value of Minnetonka Public Schools. Assessments and other school work are measures of a student's academic performance, so to ensure an accurate measurement of a student's academic knowledge, it is essential that work submitted is one's own. 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. Therefore, all academic resources, including Artificial Intelligence, must be used ethically, responsibly, and with teacher guidance, to support student learning.

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. Submitting work generated or edited in part or in full using Artificial Intelligence applications, websites, or other forms without citation/attribution and teacher guidance.
7. Unauthorized use of technology during assessments.

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.

	1st OFFENSE	2nd OFFENSE	3rd & ADDITIONAL OFFENSES
Behavior Modification	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 meet with counselor and then the student, along with their parents(s)/guardian, will have a conference with a principal.	Student with their parents(s)/guardian will have a conference with head principal. The student will meet with his/her counselor.. Future assessment/assignments will be adapted to deter future violations of academic integrity.
Consequences	*Failure to complete the ethics study within one week may result result in additional consequences *Detention *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 will meet with their counselor to develop written academic success plan to share with Administration and teacher. . *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. *Academic Integrity behavior contract will be signed with Administration, and/or loss of student privileges (e.g. parking permit, attendance at activities). ***Consequences may be modified according to the severity of the incident.**	*Student will meet with counselor to develop academic success plan. *Student may have a loss of credit for course in which the infraction occurred. *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 *will* be affected. *Other consequences may include, but not limited to: ● Redo the assignment for credit/reduced credit ● Alternate assignment for credit or reduced credit ● Redo the entire unit, including formative and summative assessments ● Receive 50% for assignment ● 0% for assignment ● Earn zero credit for the course and be withdrawn ● 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 the official discipline record. School counselor will be notified.		
Notification	Teacher will contact the parent(s)/guardian(s) and an in-person meeting w/ student will take place with the behavior specialist.	Teacher will contact parent(s)/guardian(s) and an in-person meeting will take place with a principal, student, and family members.	

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.

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.
- Any student identified as throwing food/utensils/objects.
- Food deliveries from services such as door dash, grubhub, uber eats, etc. will not be accepted at MHS.

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.

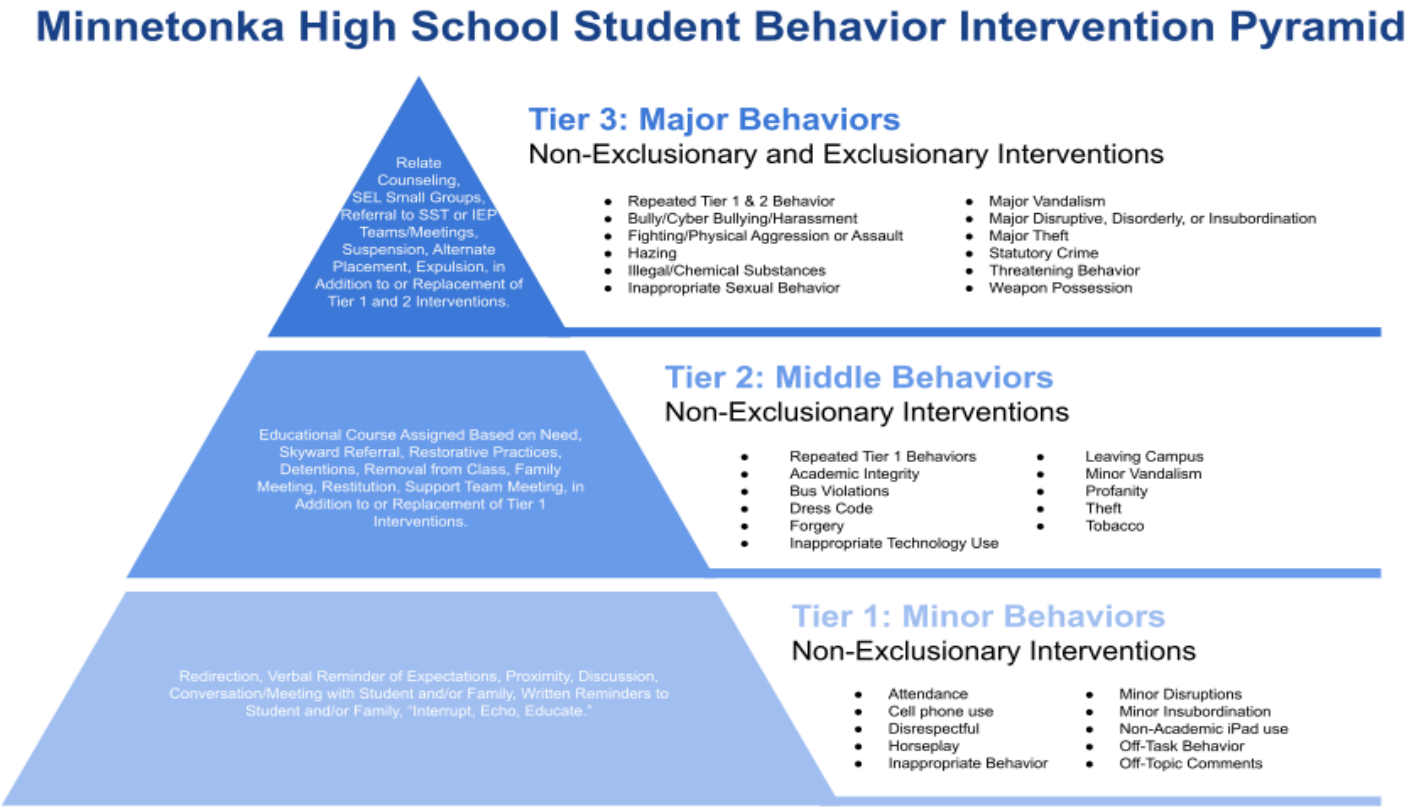
OFF LIMITS

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”, including but not limited to Locker Rooms, Arts Center, Momentum building, Pagel, Fitness Center, and Loft (including collaborative rooms) when a student is not in a specific class that requires the use of those areas. Back hallways, underneath stairwells, and more than one person in a bathroom stall are considered off limit areas Patterns of being in off limit areas or being present when Halo sensors detecting suspicious behavior go off could lead to disciplinary action.

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. If a student is off campus for any reason they must reenter the school through the main or west entrance unless accompanied by a staff member.

CONSEQUENCES FOR ANY OF THESE BEHAVIORS		
1st OFFENSE	2nd OFFENSE	3rd & ADDITIONAL OFFENSES
Conference with the Behavior Specialist, possible detention.	Conference with Behavior Specialist, 1-4 hours of detention.	An administrative meeting will be held with the student to determine the next steps.



*The above-mentioned are general guidelines for consequences. **The administration reserves the right to modify any consequence as needed.** When reasonable suspicion has been established, school district administrators will search a student or their possessions for the safety of the staff and students within the school.

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 Main 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 Main 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).

DETENTION

Detention is strictly supervised time spent by a student outside of regular classroom hours. Detention is served in a

space in the building supervised by staff. Failure to serve the original assignment of detention may result in additional detention hours. Detention hours may be served before school, during lunch, after school, Saturday School (when available), and as an In-School Suspension. **Note:** It is the student's responsibility to ensure they are completing detention hours within 3 days of receiving them.

END OF THE YEAR - DETENTION

Detention hours that have not been completed by the end of the school year may impact future privileges, including parking, in school passes, open periods, use of the dock, attendance of school sponsored dances and open campus lunches for Seniors.

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. A person must not disturb or interrupt the peace and order of a school while in session.
2. A person must not trespass in or on any school by remaining on the school premises after being ordered to leave by a school administrator or teacher.
3. A person who has been ordered to leave school premises must notre-enter those premises without the written permission of an authorized school official.
4. A person must not loiter on any school grounds or in any school building or structure.

INVESTIGATIONS OF CONCERNS OF INAPPROPRIATE BEHAVIOR

It is, and always has been, our commitment to work to ensure that all students feel safe, welcomed and free of any barriers in achieving academic success.

To be clear, hate speech and actions have no place at Minnetonka High School. It is expected that you do your part in making our school welcoming and inclusive to all of our students, regardless of race, sex, religion, ability, national origin, sexual orientation, gender identity or other classifications or characteristics.

The purpose of this document is to provide an overview of the steps MHS takes when there is an allegation of inappropriate behavior.

What are ways that a concern of inappropriate conduct can be brought forward?

Students can report a concern directly to a teacher, counselor, assistant principal or through our TIPS276 confidential reporting tool.

- If you use the confidential reporting tool, you may choose to include your name or to report the issue anonymously. Provided that you share your name, an administrator will follow up directly with you to gather additional information. And, once the matter is brought to a close, the administrator will follow up with the student to provide an update.

What policies may apply?

There are numerous Board policies addressing inappropriate student conduct and comments. Potentially relevant policies include, but are not limited to, the following:

- Policy 506: Student Discipline and Code of Conduct
- Policy 514: Bullying Prohibition Policy
- Policy 526: Student Use of Cellular Phones and Other Personal Electronic Devices
- Policy 427: Harassment and Violence
- Policy 522: Title IX Sex Nondiscrimination
- Policy 542: Civility of Students
- The Parent and Student Handbook

What steps are taken when the District has notice of a complaint?

Some policies contain specific procedural steps to follow, and investigative strategies may vary depending on the nature and circumstances of the complaint. Generally, however, MHS will take the following steps:

1. Once the school has the concern, an administrator will interview the student bringing the complaint to determine the complete facts and details of the allegation. If the complaint is provided anonymously, an administrator will look into the matter as able, given the details available to them.

2. **Connection to the school:** MHS does not have the legal or constitutional authority to regulate all student speech and conduct at all times when students are not at school. But some off-campus speech and conduct does fall within the school's authority—specifically, speech or conduct that has created or will likely create a material disruption at school or that harms or invades the rights of others in our school community. Such circumstances may include, but are not limited to, speech or conduct that constitutes severe bullying or harassment, threats or failure to follow rules regarding schoolwork.

3. Once the administrator has gathered all of the facts from the student reporting the concern, the administrator will interview any potential witnesses, gather any relevant evidence, and interview the student alleged to have engaged in the misconduct. Prior to investigatory interviews, students will be provided with a Tennessen notice, which describes the purpose and intended use of the requested information; what, if any, consequences could arise from responding or choosing not to respond; and who may have access to the information provided. A student accused of an infraction will be provided due process and the opportunity to present information to the administration.

4. Once the investigation is complete, the administration will determine whether the allegations are substantiated and whether the conduct is a violation of District policy.

5. If a policy violation is substantiated, the school will determine appropriate corrective action and consequences, including potential disciplinary action including but not limited to warnings, detention, loss of privileges or activities eligibility, suspension, or expulsion. Consequences will vary depending on the nature and severity of the violation. *As an example, the use of hate speech will generally result in a suspension. The number of days will vary depending on the overall context, severity, intent and impact of the incident*

a. The Minnesota Government Data Practices Act (MGDPA) and the Federal Educational Rights and Privacy Act (FERPA) do not allow the District to release private data about students to other students, parents or community members. This includes disciplinary action or other corrective measures taken by the school.

b. School consequences, regardless of disciplinary action, may include a significant educational component to help educate the student on the impact and harm of the inappropriate behavior, to help ensure that the behavior does not repeat—which is one of the key goals for any consequence.

    i. Please note: This step may take place even if school disciplinary measures are not taken.

6. In each incident, the school will work with the student impacted by the behavior to provide supportive measures and restorative steps to address the impact on the student and to help the student feel safe and secure. When appropriate, and with consent of the impacted student, this could include an opportunity to rebuild the relationship with the student accused of the misconduct. This process is focused on healing and understanding the impact of the harm caused. This process, when used, will be facilitated by an administrator or staff designee.

7. In all cases, the student reporting the concern will be invited to have a final conversation with the administrator to provide closure to the process for that student and to resolve any final questions, to the extent the information can permissibly be provided.

High school years are developmental in nature and our policies, procedures and action are meant to do the following:

1) Address the behavior

2) Educate the student on the impact and harm of the behavior and learn the background of the language or action used/taken

3) Provide the opportunity of restoration with the student impacted with the behavior.

MHS takes student concerns of this nature very seriously, and we want to ensure all complaints are properly reviewed and appropriate action is taken to address them. High school students' brains are still developing, and a key goal of any remedial action is to educate the student and prevent the behavior from recurring.

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 and appearance of students becomes the concern of the school if it causes disruption of the educational program or is offensive or inappropriate to others. Students shall dress in a manner that takes into consideration the educational environment, safety, health and welfare of others and does not contribute to a hostile or intimidating environment. This dress code is applicable to all students and shall be applied equitably regardless of gender/gender identification, sexual orientation, race, religion, ethnicity, cultural observance, body type/size, and personal style

The following dress and appearance items are prohibited: Clothing or accessories that…

- include words or pictures that state, imply, or depict hate speech or other discriminatory language or imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious

affiliation, or any other protected classification.
- represents or promotes hate/threat groups or criminal activity.
- depicts, implies, advertises, or advocates illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other products or activities that are illegal for use by minors.
- depicts or implies pornography, nudity, or sexual acts, or other vulgar or obscene language or images.
- Jewelry that presents a safety hazard to self and/or others.
- Wearing of painted faces, disguises or changes in appearance that limits or prevents the identification of a "student."
- Wearing of items not typical of student dress; including but not limited to capes, flags, wheeled shoes, non-clothing items that may cause safety risk or disruption

INAPPROPRIATE CLOTHING CONSEQUENCES		
1st OFFENSE	2nd OFFENSE	3rd & ADDITIONAL OFFENSES
● Record of offense ● Student is counseled ● Clothing modifications as necessary	● Record of offense ● Student is counseled ● Parent/Guardian notification ● Clothing modifications as necessary	● Record of offense ● Student is counseled ● Parent/Guardian notification ● Clothing modifications as necessary ● Detention or appropriate consequence.

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.

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.

Confidential l Reporting tool - Tips276
- https://www.minnetonkaschools.org/district/about/excellence-and-belonging/reporting

A complete copy of these policies is available on the district website—
https://www.minnetonkaschools.org/district/leadership/board/policy.

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

MAJOR INSUBORDINATION
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.
THREATS
Statement of intent to cause bodily harm, to destroy private or public property, to disrupt the educational process.
PHYSICAL ASSAULT/ABUSE/FIGHTING
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.

VERBAL ASSAULT

Abusive verbal attack upon another student or any school employee.

THEFT

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.

MAJOR DISRUPTIONS

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. This includes any violation of school safety and security protocols.

HARASSMENT

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. (See HARASSMENT & VIOLENCE POLICY)

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 has 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. When reasonable suspicion has been established, school district administrators will search a student or their possessions for the safety of the staff and students within the school. 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)
SAFETY AND SECURITY
During the school day, students leaving, entering or opening locked exterior doors for any person creates a security risk to the students and staff of the school. Disciplinary actions will occur for bringing persons into the school that are: • Not currently enrolled as MHS students • Students who are suspended • Not certified Minnetonka school district staff members • Not pre approved by MHS administration into the school.

PHYSICAL ASSAULT/ABUSE/FIGHTING		
1st OFFENSE	2nd OFFENSE	3rd & ADDITIONAL OFFENSES
Suspension 3-5 days Conference with Administration on Reentry Restorative Practices	Suspension 5-10 days Recommendation for homebound of different Educational setting/placement Conference with Administration on Reentry Restorative Practices	Suspension 7-15 days Recommendation for Expulsion

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 (in any form), inhalants, products containing THC,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 may 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.

TOBACCO VIOLATIONS		
1st OFFENSE	2nd OFFENSE	3rd & ADDITIONAL OFFENSES
• Referral to law enforcement • Conference at school with a parent and a principal • Supportive Requirements: The student must also confer with a Chemical Health Specialist, counselor, social worker, or psychologist , who may recommend additional support or education.	• Suspension for 3-6 school days • Referral to law enforcement • Conference at school with a parent and principal • Supportive Requirements: The student must work with a Chemical Health Specialist, counselor, social worker, or psychologist to develop an individual plan that addresses the student's needs.	• Suspension for 7-9 school days • The student must continue working with the chemical health specialist, counselor, social worker, or psychologist in their individual plan and follow any proposed revisions.
CHEMICAL VIOLATIONS		
1st OFFENSE	2nd OFFENSE	3rd & ADDITIONAL OFFENSES
• Suspension for 1-3 school days	• Suspension 3-9 school days	• Suspension for 10 school days

• Law enforcement referral • Conference at school with the student, a parent and a principal • Supportive Requirements: The student must confer with a Chemical Health Specialist, counselor, social worker, or psychologist, for a 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.	• Law enforcement referral • Possible recommendation for expulsion • Conference at school with the student a parent and a principal • Support Requirements: The student must confer with a Chemical Health specialist, counselor, social worker, or psychologist for a 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.	• Law enforcement referral • Conference at school with the student, a parent, and a principal • Recommendation for expulsion. During the time required for the expulsion process, the student will be provided with homebased or some alternative form of instruction.

All violations of the Chemical Use policy are cumulative over a student's enrollment within a school.

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.

TECHNOLOGY ETIQUETTE	SEARCH AND SEIZURE
1. Language appropriate to the school setting is expected. 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. 3. All communications and information accessible via the network should be assumed to be private property. 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.	1. District staff reserves the right to electronically monitor student terminals. 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. 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. 4. Your parents have the right at any time to request to see the contents of files.
SECURITY	DUE PROCESS

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. 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. 3. Any user identified as a security risk will be denied access to the network and may be liable for disciplinary action or prosecution.	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. 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.

CONSEQUENCES FOR VIOLATION OF AGREEMENT	
Consequences for violations to this agreement which result in disruption and damage to the system are as follows:	
1st Offense	2nd Offense
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.	Up to 15 days suspension and a recommendation for expulsion to the superintendent of schools.

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		
1st OFFENSE	2nd OFFENSE	3rd & ADDITIONAL OFFENSES
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.	The second infraction shall result in disciplinary referral to the school office.	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.

Repeated 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 on social media or the Internet, or otherwise electronically transmit images of other individuals taken at school without their expressed consent. Use of cellular phones, cameras or other personal electronic devices is strictly prohibited in locker rooms, restrooms, and other areas in which individuals have an expectation of privacy.

- Policy 526: Student Use of Cellular Phones and Other Personal Electronic Devices
    - Specifically Policy 526b Respect for Privacy Rights
        - Students shall not record, photograph or video other students or school employees on school property, on a school bus or at school-sponsored activities without their knowledge and consent, except for activities considered to be in the public arena (e.g. sporting events, public meetings, academic competitions or public performances). School social events, activities sponsored by student clubs, team building retreats, and activities that take place during the school day are not considered to be in the public arena.
        - Students shall not email, text, post to the internet or social media, or otherwise electronically transmit images of other individuals taken at school without their expressed consent.
        - Recording, photographing, or making a video of others is strictly prohibited in locker rooms, dressing rooms, health offices, and restrooms, where individuals have every expectation of privacy.

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

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.

BE CONNECTED

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.

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

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.

COLLEGE AND CAREER CENTER

The College and Career Center is located next to the Counseling 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.

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, students will be asked to show an open hour HUB pass to use the port.

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 quiet, 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

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 should schedule a testing appointment through the HUB in order to use the testing room - instructions

- 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 when the student will 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.

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 Main 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.

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.

Students requesting to make an announcement on the news show must follow the guidelines listed below:

ALL SUBMISSIONS MUST BE IN BY 5PM THE DAY PRIOR TO AIR

PLEASE SUBMIT ALL ANNOUNCEMENTS VIA GOOGLE FORM WITH THIS LINK: https://goo.gl/2H30dQ

RULES AND GUIDELINES

1. All announcements are limited to 15 SEC and must be an MHS student led club, activity, class or school related activity.
2. You must write out exactly what you will say in the Google form when submitting the announcement. A copy of your script will be provided when you arrive at the studio. Scripts will be reviewed prior to reading them on the Morning Show. When you submit your announcement form – you will be e-mailed a confirmation. Please keep this handy in the event there is a data error.
3. You must state the name of the activity you are representing.
4. There is a limit of 5 people at a time at the podium.
5. Do not touch the mics! They will pick up your voice just fine.
6. Video submissions are limited to 30 SEC and must be submitted 4 days in advance and will be reviewed by the administration. Students are required to email the principal about any proposed video and, as well, should work with the advisor or coach in the planning.
7. If you wish to make one item multiple times, you must submit the form for each day you wish to appear. Announcements submitted more than once may be cut for time.
8. All announcements should be intended for a school wide audience. Internal group messages should be on Schoology. Internal meeting announcements may be made the first three weeks of each semester in order to promote recruiting.
9. Depending upon time constraints on certain days, we may limit the number of announcements to 5 groups any day.

STUDENT GENERATED NOTICES/POSTERS

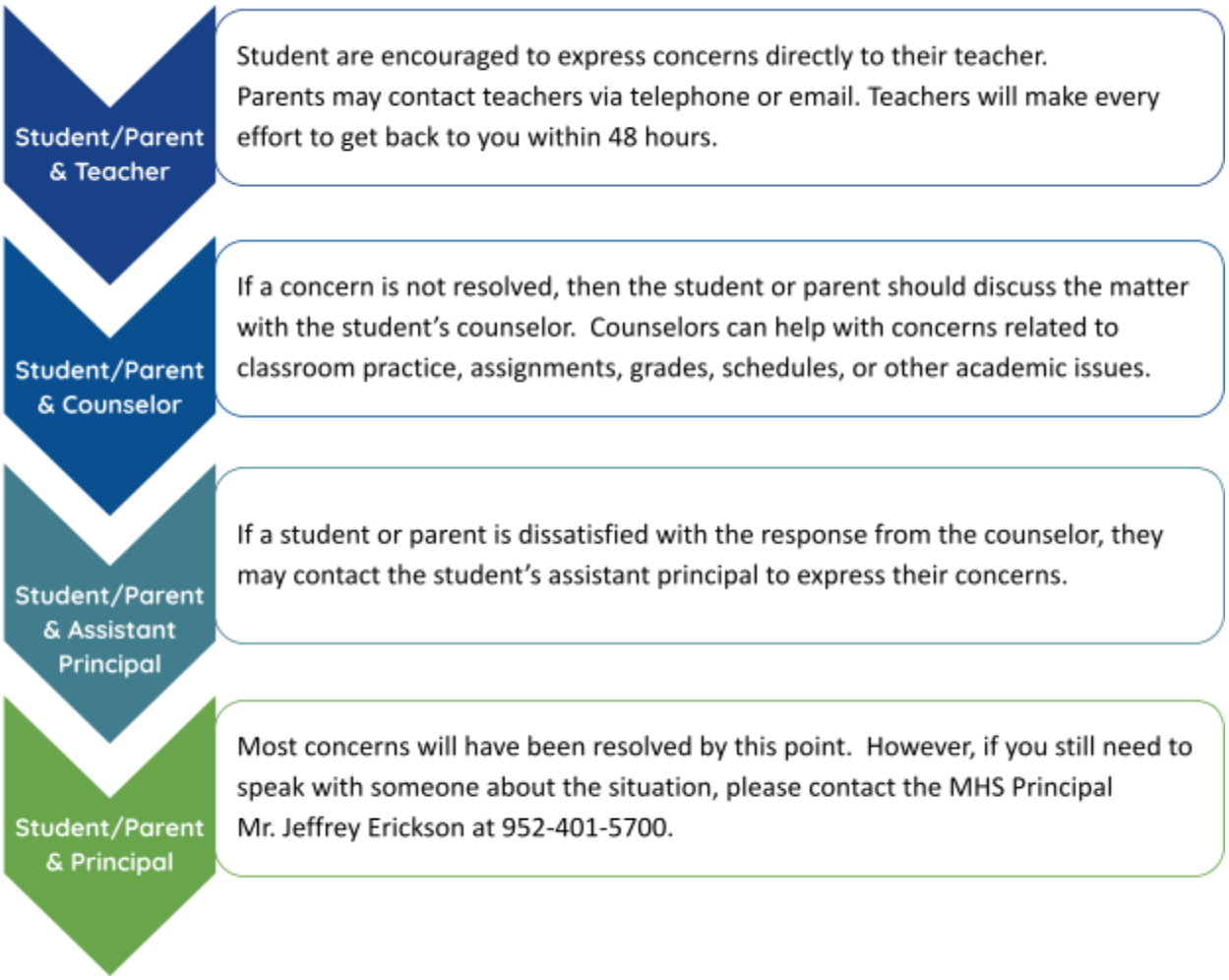
Student generated notices must be pre-approved by administration or a designee. Students should go to the activities office for approval. Notices can only be posted in designated posting areas. Notices must be of an **approved district sponsored** activity.

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.



CONFIDENTIAL REPORTING TOOL

The purpose of the TIPS276 reporting tool is for students, staff and community members of the Minnetonka Public School District to report situations and incidents involving:

- harassment
- discrimination
- bullying
- suspicious behavior
- sale or use of drugs
- weapons
- domestic violence

- concerns regarding a student or staff member
- crimes against students, staff or the school district
- any other non-academic issue that does not require immediate assistance.

This reporting tool is not monitored 24/7. For an immediate response to an emergency situation, please call 911 or use one of the following resources:

Crisis Text Line: Text 'HOME' to 741-741

National Suicide Hotline: Call 988 or text 988

Local County Crisis Team: Hennepin county 612-596-1223 or outside of the county call 27-47-47)

Before submitting your concern, first please consider whether your concern could be addressed by a District teacher, counselor, the principal or another administrator who you trust. If so, please contact that person directly. Tips regarding academic issues should be addressed with a teacher or school counselor.

If you have a non-emergency concern but you do not have a trusted adult in the school district to share the concern with and/or you would like to report something confidentially, please use this reporting tool.

Whether your concern is regarding an incident that has already occurred or one that you believe may take place, please submit your concern along with any details you have, so the District can investigate.

Concerns submitted through this reporting tool will be taken seriously. Efforts will be placed on confidentiality, and all concerns will be investigated in a timely manner. (Please note, it is a federal crime to anonymously annoy, abuse, threaten or harass any person via the internet.)

Click here to access the TIPS 276 Confidential Reporting Tool

ACTIVITIES

SCHOOL DANCES

MHS students requesting to bring a guest (non-MHS student) to a school dance must fill out aGuest form on the MHS Web Page (can be found in one of the links of the Student Life section). All guests must be current high school students in grades 9-12 and in good standing in their home district. 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.

BE PRESENT

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 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. The school reserves the right to classify an absence as excused or unexcused based on below classifications, and may request medical documentation for chronic absences.

STUDENT AND PARENT RESPONSIBILITY: It is the student's and parent's responsibility to:

1. ensure student attends all assigned classes and other instructional activities on time each day that school is in session
2. be aware of and follow the correct procedures when student is absent from an assigned class or other instructional activity
3. inform the school of student absences
4. request any missed assignments due to an absence and ensure assigned work is completed due to an absence
5. work cooperatively with the school and the student to resolve any attendance issues that may arise

TEACHER'S RESPONSIBILITY: It is the teacher's responsibility to:

1. take regular attendance and maintain accurate attendance records in each assigned class and other instructional activities
2. be familiar with all procedures governing attendance and apply them uniformly
3. Provide a student who has been absent with missed assignments upon request
4. work cooperatively with the student and parent/guardian to resolve any attendance issues that may arise
5. work cooperatively with the student's parent or guardian when the student's attendance record impacts academic performance

ADMINISTRATOR'S RESPONSIBILITY: It is the administrator's responsibility to:

1. require students to attend all assigned classes and other instructional activities
2. be familiar with statutes, policies and procedures governing attendance and apply them uniformly
3. ensure that teachers properly account for student attendance in a timely manner
4. maintain accurate student attendance records and prepare a list of the previous day's absences

TYPES OF ABSENCES

(PER SEMESTER COURSE)

EXCUSED ABSENCES Limit 10 per semester; beyond 10 excused absences, medical documentation may be required.	UNEXCUSED ABSENCES These count toward the 4/7/10 unexcused policy
• to be considered an excused absence, the student's parent(s) or legal guardian may be asked to verify, in writing, the reason for the student's absence from school • a note from a physician or a licensed mental health professional stating the student cannot attend school may be a valid excuse • personal illness, family emergency or death in the family, medical or dental treatment including telehealth appointments • prearranged college visits • religious instructions not to exceed three hours any week and major religious holidays in accordance with Minn. Stat. 120A.22 • legal matters including court appearances • active duty in the military • other activities as approved by the school, including prearranged	• truancy • an absence by a student which was not approved by the parent and /or school district • any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures family trips/vacations for which no prior arrangement have been made with the school • absences resulting from accumulated unexcused tardies. • 10 or more unexcused absences will result in the student being dropped from the course, the parent/guardian will be notified, and the student will receive a loss of credit (withdrawal will appear on the transcript).

family vacations • suspensions will be considered an excused absence and students will be permitted to make-up work	

SCHOOL AUTHORIZED ABSENCES

Note: These DO NOT count toward 10-absence policy.

- Field trips
- Participation in interscholastic meets and events
- Participation in school-sponsored musical or athletic competitions
- Student government and related activities
- Verified meeting conducted with school personnel
- School sponsored testing (AP, IB, STAMP, etc.)

ATTENDANCE INTERVENTIONS AND CONSEQUENCES

UNEXCUSED ABSENCES

4 WATCH	7 WARNING	10 DROP
AFTER 4 UNEXCUSED ABSENCES: • Meeting with an assistant principal or designee and student to discuss their chronic absences and establish an understanding that upon the 10th unexcused absence the student will receive a "W" for the course. • Phone call home and electronic notification informing parent/ guardian(s).	AFTER 7 UNEXCUSED ABSENCES: • Meeting with an assistant principal or designee, parent/guardian(s), and student to discuss their chronic absences and establish an understanding that upon the 10th unexcused absence the student will receive a "W" for the course.	AFTER 10 UNEXCUSED ABSENCES: • Student will be dropped from the course and will receive a "W" for the course. • Student assigned to mandatory study hall period.
• Loss of student privileges (hall passes, parking, lunch pass, activities, etc.)	• Loss of student privileges (hall passes, parking, lunch pass, activities, etc.) • Student ineligible for Activities/Athletics until 1 week without an Unexcused absence.	• Loss of student privileges (hall passes, parking, lunch pass, activities, etc.) • Student ineligible for Activities/Athletics until 1 week without an Unexcused absence.

(Per semester course)

Each <u>UNEXCUSED ABSENCE</u>

- Automated phone call home and electronic notification informing parent(s).
- Potential loss of student privileges (hall passes, parking, lunch pass, activities, etc.)
- An attendance intervention meeting may be held to determine what supports the student needs in order to attend classes.
    - Led by Assistant Principal, Achievement Specialist, counselor, case manager, social worker, psychologist, or other staff member.

EXCUSED ABSENCES

Students with excessive excused absences can anticipate that they will meet with an assistant principal, or designee, to discuss attendance issues and its impact on their academic performance. Students absent 10 class periods from a credit course during one semester may no longer be able to have absences excused without medical documentation.

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.

15 DAY DROP

According to Minnesota State Statute 126C.05, "*a pupil, regardless of age, who has been absent from school for 15 consecutive school days during the regular school year…without receiving instruction in the home or hospital shall be dropped from the roll and classified as withdrawn.*" Students at Minnetonka High School who have reached 15 consecutive days of absence, regardless of type of absence unless prior notice and approval has been granted by school Administration, will be withdrawn from enrollment in Minnetonka High School.

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 class starts are considered tardy. **IMPORTANT**: After several tardies or unexcused absences, parking permits, hall passes, or other privileges may be limited or suspended. Students without permits may face detention or loss of privileges. 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.*

ANCHOR TIME

Anchor Time is a designated academic support time, 25 minutes added to a class period three times per week, designed to meet the academic needs of students during the school day. The class period to which Anchor Time is

attached rotates over a 2 week period based on the schedule below (and linked here). The A/B week calendar is linked here.

MHS DAILY SCHEDULE

ANCHOR TIME

Week A

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PERIOD 1	8:00-8:55 a.m.	8:00-8:50 a.m. **Anchor Time: 8:50-9:20 a.m.**	8:00-8:50 a.m.	8:00-8:50 a.m.	8:00-8:55 a.m.
PERIOD 2	9:00-10:00 a.m.	9:25-10:20 a.m.	8:55-9:50 a.m.	8:55-9:50 a.m.	9:00-10:00 a.m.
PERIOD 3	10:05-11:00 a.m.	10:25-11:15 a.m.	9:55-10:45 a.m. **Anchor Time: 10:45-11:15 a.m.**	9:55-10:45 a.m.	10:05-11:00 a.m.
PERIOD 4	4A: 11:05 a.m.-Noon *Lunch 3: Noon-12:40 p.m.* 4B: 11:05-11:32 a.m. *Lunch 2: 11:32 a.m.-12:12 p.m.* 4B: 12:12-12:40p.m. *Lunch 1: 11:00-11:40 a.m.* 4C: 11:45-12:40 p.m.	4A: 11:20 a.m.-12:10 p.m. *Lunch 3 12:10-12:50 p.m.* 4B: 11:20-11:45 a.m. *Lunch 2: 11:45 a.m.-12:25 p.m.* 4B: 12:25-12:50 p.m. *Lunch 1: 11:15-11:55 a.m.* 4C: noon-12:50 p.m.	4A: 11:20 a.m.-12:10 p.m. *Lunch 3: 12:10-12:50 p.m.* 4B: 11:20-11:45 a.m. *Lunch 2: 11:45 a.m.-12:25 p.m.* 4B: 12:25-12:50 p.m. *Lunch 1: 11:15-11:55 a.m.* 4C: noon-12:50 p.m.	4A: 10:50-11:40 a.m. *Lunch 3: 11:40 a.m.-12:20 p.m.* 4B: 10:50-11:15 a.m. *Lunch 2: 11:15-11:55 a.m.* 4B: 11:55 a.m.-12:20 p.m. *Lunch 1: 10:45-11:25 a.m.* 4C: 11:30 a.m.-12:20 p.m.	4A: 11:05 a.m.-Noon *Lunch 3: Noon-12:40 p.m.* 4B: 11:05-11:32 a.m. *Lunch 2: 11:32 a.m.-12:12 p.m.* 4B: 12:12-12:40p.m. *Lunch 1: 11:00-11:40 a.m.* 4C: 11:45-12:40 p.m.
PERIOD 5	12:45-1:40 p.m.	12:55-1:45 p.m.	12:55-1:45 p.m.	12:25-1:15 p.m. **Anchor Time 1:15-1:45 p.m.**	12:45-1:40 p.m.
PERIOD 6	1:45-2:40 p.m.	1:50-2:40 p.m.	1:50-2:40 p.m.	1:50-2:40 p.m.	1:45-2:40 p.m.

Week B

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PERIOD 1	8:00-8:55 a.m.	8:00-8:50 a.m.	8:00-8:50 a.m.	8:00-8:50 a.m.	8:00-8:55 a.m.
PERIOD 2	9:00-10:00 a.m.	8:55-9:50 a.m. **Anchor Time: 9:50-10:20 a.m.**	8:55-9:50 a.m.	8:55-9:50 a.m.	9:00-10:00 a.m.
PERIOD 3	10:05-11:00 a.m.	10:25-11:15 a.m.	9:55-10:45 a.m.	9:55-10:45 a.m.	10:05-11:00 a.m.
PERIOD 4	4A: 11:05 a.m.-Noon *Lunch 3: Noon-12:40 p.m.* 4B: 11:05-11:32 a.m. *Lunch 2: 11:32 a.m.-12:12 p.m.* 4B: 12:12-12:40p.m. *Lunch 1: 11:00-11:40 a.m.* 4C: 11:45-12:40 p.m.	4A: 11:20 a.m.-12:10 p.m. *Lunch 3: 12:10-12:50 p.m.* 4B: 11:20-11:45 a.m. *Lunch 2: 11:45 a.m.-12:25 p.m.* 4B: 12:25-12:50 p.m. *Lunch 1: 11:15-11:55 a.m.* 4C: noon-12:50 p.m.	4A: 10:50-11:40 a.m. *Lunch 3: 12:10-12:50 p.m.* 4B: 10:50-11:15 a.m. *Lunch 2: 11:15-11:55 a.m.* 4B: 11:55 a.m.-12:20 p.m. *Lunch 1: 10:45-11:25 a.m.* 4C: 11:30 a.m.-12:20 p.m. **Anchor Time: 12:20-12:50 p.m.**	4A: 10:50-11:40 a.m. *Lunch 3: 11:40 a.m.-12:20 p.m.* 4B: 10:50-11:15 a.m. *Lunch 2: 11:15-11:55 a.m.* 4B: 11:55 a.m.-12:20 p.m. *Lunch 1: 10:45-11:25 a.m.* 4C: 11:30 a.m.-12:20 p.m.	4A: 11:05 a.m.-Noon *Lunch 3: Noon-12:40 p.m.* 4B: 11:05-11:32 a.m. *Lunch 2: 11:32 a.m.-12:12 p.m.* 4B: 12:12-12:40p.m. *Lunch 1: 11:00-11:40 a.m.* 4C: 11:45-12:40 p.m.
PERIOD 5	12:45-1:40 p.m.	12:55-1:45 p.m.	12:55-1:45 p.m.	12:25-1:15 p.m.	12:45-1:40 p.m.
PERIOD 6	1:45-2:40 p.m.	1:50-2:40 p.m.	1:50-2:40 p.m.	1:20-2:10 p.m. **Anchor Time 2:10-2:40 p.m.**	1:45-2:40 p.m.

ANCHOR TIME ASSIGNMENTS

If you are assigned to an Anchor Time session, our scheduling system sends the following notifications:
You and your parent/guardian will receive an email from TheHubscheduling@minnetonkaschools.org the afternoon before a session students are required to attend. on Tuesday afternoon that includes the subject, teacher, and location of the session. Students not assigned to session, are expected to remain in their scheduled class for the additional time and may work independently or collaboratively on formative or summative work.

ANCHOR TIME STUDENT EXPECTATIONS

- Check for emails daily for anchor time passes and use The Hub to request into a session as needed.
- Students who do not receive an assignment to a session will be present in the scheduled period and use the time to study, complete formative or summative work, study individually or collaborate with classmates.
- When requested by a teacher, arrive promptly to the classroom indicated on your Anchor Time pass

ANCHOR TIME 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 Anchor Time assignments are scheduled, counselors, case managers, and administrators work carefully to resolve scheduling conflicts so that students are assigned to only one session.

Students who are not assigned to an Anchor Time session outside of their scheduled class, are to remain in their classroom. They can work individually or in small groups on assignments.

BE PREPARED

Website Calendar

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

2024-25 District Academic Calendar

Click to view PDF from District website

MINNETONKA PUBLIC SCHOOLS

24-25 CALENDAR

August 12-23 ..... New Teacher Workshops (tentative)
August 26 ..... Staff Professional Learning
August 27-29 ..... Teacher Workshop & Planning (K-12+)
September 2 ... No School K-12, Labor Day, District Office Closed
September 3...School Begins, Full Day (1-12+) Begin 1st Quarter
September 3-4 ..... Kindergarten Assessments
September 5 ..... School Begins, Kindergarten
October 10 ..... P/T Conferences 4-8pm
October 11 ..... No School K-12+, P/T Conferences 8am-4pm (4 additional hours will be scheduled by site for P/T conferences the weeks of October 7 and/or October 14)
October 17-18... No School K-12+, Teacher Statewide Meetings
November 1 ..... No School K-12+, Professional Learning
November 7 ..... End of 1st Quarter
November 8 ..No School K-12+, Planning and Grading/PLC
November 11 ..... Begin 2nd Quarter
November 27 ..... No School K-12+
November 28-29 ..... No School K-12+, District Office Closed Thanksgiving Break
December 23-Jan 3 ..... No School K-12+, Winter Break
December 24-25 ..... District Office Closed
January 1 ....District Office Closed, New Year's Day Observed
January 6 ..... No School K-12+, Professional Learning
January 7 ..... Classes Resume
January 20 ... No School K-12+/District Office Closed, MLK Jr. Day
January 24 ..... End of 2nd Quarter, End of 1st Semester
January 27 ..... No School K-12+, Planning and Grading/PLC
January 28 ..... Begin 3rd Quarter, Begin 2nd Semester
February 17 ..... No School K-12+, District Office Closed, Presidents Day
March 6 ..... P/T Conferences, 4-8pm
March 7 ..... No School K-12+, P/T Conferences 8am-4pm (4 additional hours will be scheduled by site for P/T conferences the weeks of March 3 and/or March 10)
March 28 ..... End 3rd Quarter
March 31-April 4 ..... No School K-12+, Spring Break
April 7 ..... No School K-12, Planning and Grading/PLC
April 8 ..... Classes Resume, Begin 4th Quarter
April 18 ..... No School K-12+, District Office Closed
May 26...No School K-12+, District Office Closed, Memorial Day
June 10 ..... Last Day of School K-12+, 2-Hour Early-Release, End 4th Quarter, End 2nd Semester
June 11 ..... Full Day Teacher Workshop

Revision Adopted: March 2024
Original Adopted: May 2023

AUGUST

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JULY

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KEY

- First/last day of school; New Quarter Begins
- First day of school for Kindergarten
- Parent/Teacher Conferences after school
- No school for students - Parent/Teacher Conferences
- Religious or cultural observance that may impact student learning (see Page 2)
- All district offices and schools closed
- No school for staff and students - School Closed
- No School K-12+, Planning and Grading/PLC
- 12+ The + after Grade 12 refers to students in the S.A.I.L. Transition Program

DAILY SCHEDULE

MHS DAILY SCHEDULE

ANCHOR TIME

Week A

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PERIOD 1	8:00-8:55 a.m.	8:00-8:50 a.m. **Anchor Time: 8:50-9:20 a.m.**	8:00-8:50 a.m.	8:00-8:50 a.m.	8:00-8:55 a.m.
PERIOD 2	9:00-10:00 a.m.	9:25-10:20 a.m.	8:55-9:50 a.m.	8:55-9:50 a.m.	9:00-10:00 a.m.
PERIOD 3	10:05-11:00 a.m.	10:25-11:15 a.m.	9:55-10:45 a.m. **Anchor Time: 10:45-11:15 a.m.**	9:55-10:45 a.m.	10:05-11:00 a.m.
PERIOD 4	4A: 11:05 a.m.-Noon *Lunch 3: Noon-12:40 p.m.* 4B: 11:05-11:32 a.m. *Lunch 2: 11:32 a.m.-12:12 p.m.* 4B: 12:12-12:40p.m. *Lunch 1: 11:00-11:40 a.m.* 4C: 11:45-12:40 p.m.	4A: 11:20 a.m.-12:10 p.m. *Lunch 3 12:10-12:50 p.m.* 4B: 11:20-11:45 a.m. *Lunch 2: 11:45 a.m.-12:25 p.m.* 4B: 12:25-12:50 p.m. *Lunch 1: 11:15-11:55 a.m.* 4C: noon-12:50 p.m.	4A: 11:20 a.m.-12:10 p.m. *Lunch 3: 12:10-12:50 p.m.* 4B: 11:20-11:45 a.m. *Lunch 2: 11:45 a.m.-12:25 p.m.* 4B: 12:25-12:50 p.m. *Lunch 1: 11:15-11:55 a.m.* 4C: noon-12:50 p.m.	4A: 10:50-11:40 a.m. *Lunch 3: 11:40 a.m.-12:20 p.m.* 4B: 10:50-11:15 a.m. *Lunch 2: 11:15-11:55 a.m.* 4B: 11:55 a.m.-12:20 p.m. *Lunch 1: 10:45-11:25 a.m.* 4C: 11:30 a.m.-12:20 p.m.	4A: 11:05 a.m.-Noon *Lunch 3: Noon-12:40 p.m.* 4B: 11:05-11:32 a.m. *Lunch 2: 11:32 a.m.-12:12 p.m.* 4B: 12:12-12:40p.m. *Lunch 1: 11:00-11:40 a.m.* 4C: 11:45-12:40 p.m.
PERIOD 5	12:45-1:40 p.m.	12:55-1:45 p.m.	12:55-1:45 p.m.	12:25-1:15 p.m. **Anchor Time 1:15-1:45 p.m.**	12:45-1:40 p.m.
PERIOD 6	1:45-2:40 p.m.	1:50-2:40 p.m.	1:50-2:40 p.m.	1:50-2:40 p.m.	1:45-2:40 p.m.

Week B

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PERIOD 1	8:00-8:55 a.m.	8:00-8:50 a.m.	8:00-8:50 a.m.	8:00-8:50 a.m.	8:00-8:55 a.m.
PERIOD 2	9:00-10:00 a.m.	8:55-9:50 a.m. **Anchor Time: 9:50-10:20 a.m.**	8:55-9:50 a.m.	8:55-9:50 a.m.	9:00-10:00 a.m.
PERIOD 3	10:05-11:00 a.m.	10:25-11:15 a.m.	9:55-10:45 a.m.	9:55-10:45 a.m.	10:05-11:00 a.m.
PERIOD 4	4A: 11:05 a.m.-Noon *Lunch 3: Noon-12:40 p.m.* 4B: 11:05-11:32 a.m. *Lunch 2: 11:32 a.m.-12:12 p.m.* 4B: 12:12-12:40p.m. *Lunch 1: 11:00-11:40 a.m.* 4C: 11:45-12:40 p.m.	4A: 11:20 a.m.-12:10 p.m. *Lunch 3: 12:10-12:50 p.m.* 4B: 11:20-11:45 a.m. *Lunch 2: 11:45 a.m.-12:25 p.m.* 4B: 12:25-12:50 p.m. *Lunch 1: 11:15-11:55 a.m.* 4C: noon-12:50 p.m.	4A: 10:50-11:40 a.m. *Lunch 3: 12:10-12:50 p.m.* 4B: 10:50-11:15 a.m. *Lunch 2: 11:15-11:55 a.m.* 4B: 11:55 a.m.-12:20 p.m. *Lunch 1: 10:45-11:25 a.m.* 4C: 11:30 a.m.-12:20 p.m. **Anchor Time: 12:20-12:50 p.m.**	4A: 10:50-11:40 a.m. *Lunch 3: 11:40 a.m.-12:20 p.m.* 4B: 10:50-11:15 a.m. *Lunch 2: 11:15-11:55 a.m.* 4B: 11:55 a.m.-12:20 p.m. *Lunch 1: 10:45-11:25 a.m.* 4C: 11:30 a.m.-12:20 p.m.	4A: 11:05 a.m.-Noon *Lunch 3: Noon-12:40 p.m.* 4B: 11:05-11:32 a.m. *Lunch 2: 11:32 a.m.-12:12 p.m.* 4B: 12:12-12:40p.m. *Lunch 1: 11:00-11:40 a.m.* 4C: 11:45-12:40 p.m.
PERIOD 5	12:45-1:40 p.m.	12:55-1:45 p.m.	12:55-1:45 p.m.	12:25-1:15 p.m.	12:45-1:40 p.m.
PERIOD 6	1:45-2:40 p.m.	1:50-2:40 p.m.	1:50-2:40 p.m.	1:20-2:10 p.m. **Anchor Time 2:10-2:40 p.m.**	1:45-2:40 p.m.

A/B week calendar is linked here

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.

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. Students in the class of 2028 and later need 23.5 credits. 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. Cumulative GPA begins when a student enters 9th grade.

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.

TRANSCRIPTS, TRANSFER GRADES, AND CREDITS

Grades and credits earned after Grade 8 from an outside accredited institution, including PSEO and other transfer credits, will be reported on a student's MHS transcript. **All** grades and credits will be recorded as they appear on the outside institution's official transcript, unless the grading/credit scale does not follow an A-F letter grade system, or award .5 credit for a semester course and 1.0 credit for a year course. In such cases, administration will

determine the grade and credit that best reflects the student's progress. Examples include international, online, and homeschool transfer grades. Additional documentation may be requested per MN statute 120A.24. https://www.revisor.mn.gov/statutes/cite/120A.24

College credit that is earned by taking external exams will not appear on the MHS transcript. Students are responsible for obtaining and managing their own college transcript that corresponds to this course.

Transfer grades will be weighted in the GPA calculation if they meet criteria for weighting per Minnetonka School Board Policy #626: Secondary Grading and Reporting Pupil Achievement.

MHS Transcripts: UMTYMP

Grades and credits earned after Grade 8 through the University of Minnesota's UMTYMP program will be reported on a student's MHS transcript as they appear on the U of M's official transcript. This is the actual grade earned in the course. UMPTYMP courses, Calculus I and higher, will be weighted in the student's GPA per Minnetonka School Board Policy, *#626: Secondary Grading and Reporting Pupil Achievement*.

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. The basis for giving additional weighting to some courses shall be the determined rigor of each respective course to be weighted relative to other non-weighted courses in the high school curriculum.

International Baccalaureate (IB) and Advanced Placement (AP) courses use different, weighted scales to differentiate between IB/AP and regular courses. **All Advanced Placement and International Baccalaureate courses shall be weighted +1.0 if the student earns a C- or higher in the course OR the student successfully achieves a "3" or higher on an Advanced Placement assessment or a "4" or higher on an International Baccalaureate assessment.**

For courses that are beyond the rigor of AP and IB, students must earn a C- or higher in the course OR achieve a C- or higher on the end-of-course exam to receive grade-weight status.

Other courses considered for weighting must meet similar standards of academic rigor and have a comparable end-of-course examination as the International Baccalaureate (IB) and Advanced Placement (AP) courses have. If the course is accepted for dual enrollment, the college end-of-course exam will satisfy this requirement.

Courses offered outside of Minnetonka High School may be considered for grade weighting on a case by case basis. To be considered, a student taking the course outside of Minnetonka High School must submit a syllabus and

curriculum materials and provide such other evidence as required in order to make a proper assessment. The criteria for a grade to be weighted are that the course must be of a college level rigor in a core academic subject matter, and content must significantly exceed the Minnesota content standard.

Grading Scale		
92.45-100	=	A
89.45-92.44	=	A-
86.45-89.44	=	B+
82.45-86.44	=	B
79.45-82.44	=	B-
76.45-79.44	=	C+
72.45-76.44	=	C
69.45-72.44	=	C-
66.45-69.44	=	D+
62.45-66.44	=	D
59.45-62.44	=	D-
00.0-59.44	=	F

Standard Scale *(for all non-AP/IB Courses)*	**IB/AP Weighted Scale** *(for students successfully completing the course with a C- or higher)*	**IB/AP Weighted Scale** *(for students successfully achieving a "3" or higher on an AP exam or a "4" or higher on an IB exam)*
A = 4.0	**A = 5.0**	**A = 5.0**
A- = 3.7	**A- = 4.7**	**A- = 4.7**
B+ = 3.3	**B+ = 4.3**	**B+ = 4.3**
B = 3.0	**B = 4.0**	**B = 4.0**
B- = 2.7	**B- = 3.7**	**B- = 3.7**
C+ = 2.3	**C+ = 3.3**	**C+ = 3.3**
C = 2.0	**C = 3.0**	**C = 3.0**
C- = 1.7	**C- = 2.7**	**C- = 2.7**
D+ = 1.3	**D+ = 1.3**	**D+ = 2.3**
D = 1.0	**D = 1.0**	**D = 2.0**

D- = 0.7	**D- = 0.7**	**D- = 1.7**
F = 0.0	**F = 0.0**	**F = 1.0**

A, B, C, D, F, P, NC, NG, I, +, -, AU, W-A, NW 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.

AU = Audit Course. No credit is earned.

W-A = Withdrawal due to excessive absences. No credit is earned.

NW = Never Withdrew/Stopped Attending PSEO Course. No credit is earned.

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.

*****Please note that the weighting of grades will be determined by the policy that was in effect at the time that the student was enrolled in the course. Prior to the 2024-2025 school year, that meant that students in AP/IB courses that wanted a weighted grade were required to:***

- ***earn a final grade in the course of C- ;***

AND

- ***earn a score of 3 (out of 5) on the AP exam or 4 (out of 7) on the IB exam.***

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. *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 (level change)
2. Fill a mIssing a graduation requirement
3. Adding a class to an open period.
4. Dropping a non-required course for students with a full course load (6 courses) to obtain 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 the same start/end time for parking permit purposes.
5. Work

LEVEL CHANGES

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). **LEVEL CHANGES FOR SEMESTER CLASSES MUST BE MADE WITHIN THE FIRST FOUR WEEKS OF A COURSE.**

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 meet with their teacher about the level change. If the change is determined necessary, the teacher will give the student a signed form to return to their counselor with the 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. Ninth Grade Students and Tenth Grade Students 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 in courses taken at MHS. Ninth Grade Students, Tenth Grade Students 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 for courses taken at MHS are recognized on the "A" honor roll. Students with a GPA of 3.000-3.666 for courses taken at MHS 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 a Cumulative 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, i.e. items not reflected on the transcript. 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.

SAFETY AND SECURITY

SCHOOL RESOURCE OFFICER

To help with the safety and security of MHS the Minnetonka Police Department has 2 School Resource Officers (SROs) on site. The SRO's office is located near the Main Entrance outside the Main Office. The SROs are 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. A closed campus means that MHS students may only leave and enter through the Main and the West entrances, with the exception of the East side doors at bus drop off and bus pick up, the South doors if schedule indicates that a student has/had class in Pagel or Momentum. This also means that students do not have the authority to allow entry into our school building(s) before, during, or after the school day.

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", including but not limited to Locker Rooms, Arts Center, Momentum building, Pagel, Fitness Center, and Loft (including collaborative rooms) when a student is not in a specific class that requires the use of those areas. Back hallways, underneath stairwells, and more than one person in a bathroom stall are considered off limit areas. Being in "off limits" areas is considered a security risk, as is unexpected behavior, like having multiple people in a single stall in the restroom or a single person restroom, being in the restroom when the HALO sensor goes off multiple times in one or more days creating a pattern of concern, etc. 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. The passes will be through an automated system (Hub) on the students iPads. 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 for a school approved absence. 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 and pass 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 and pass from the Hub. 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 and pass upon exit and entry.

4. **VANTAGE PASS**
   Students attending class at Vantage East or Vantage West during the school day will have a sticker on their ID or a pass in the Hub system that they are required to show when leaving campus to go to VANTAGE. Students 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.

OUTSIDE DELIVERIES

Food deliveries from services such as door dash, grubhub, uber eats, etc. will not be accepted at MHS at any door.

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.

Students that do not ride the bus after school and are not in an extracurricular activity or meeting with a teacher and/or staff member after school need to wait in the West Entrance lobby for their ride. Students not in this area will be required to be picked up by 3:00pm.

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.

STUDENT LOCKERS

MHS ninth graders are assigned a locker for use at MHS during the school year. The Main Office (room 1003) assigns lockers and locker location to students. 10th - 12th grade students wishing to request a locker should contact the Main Office (Room 1003).

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 your 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. Students 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:** Senior students enrolled in PSEO (in-person) 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 (DAILY LOT PASS)

One-day parking passes are available for purchase via the district webstore. All day Daily Pass parking will be by Einer Stadium (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 at noon for the upcoming week. There are limited spaces available for one-day passes and they are expected to be used for special circumstances (e.g. appointments) during the school day. Daily passes are not a substitute for a parking permit. Students are limited to 2 per week. Students must have a Daily Pass 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 or that have their permit suspended, could be assessed fines and/or subject to the guidelines of non permitted drivers using the parking lot.

1. Students must notify Student Resources of any new license plate or new vehicle information *within* 5 days of getting a different vehicle or license plate.
2. If you or your carpool partner is tardy 10 or more days, your shared parking permit may be suspended or revoked. All persons on the Permit will be unable to park on campus.
3. If you or your carpool partner has multiple unexcused absences for any class period, the parking Permit may be suspended or revoked for an extended period of time for all the students on the Permit.
4. If the Permit is lost or misplaced, you may purchase a replacement permit for $50.
5. Permits are not transferable even for one day
6. Permits sold to a student are for use by that student only. All students involved in the purchase and subsequent resale of a permit or using a permit that does not belong to them will be disciplined.
7. Forgery of permits may result in a police citation, loss of parking privileges and/or suspension.
8. If multiple cars from the same carpool are found on campus on the same day, at the same time, consequences for all drivers in the carpool can occur, including parking tickets and suspension of the parking permit for all members of the carpool.

9. The following violations will result in a fine or permit revocation: significant number of tardies and/or unexcused absences, unserved detention hours, 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, .
10. 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.
11. If a student receives 4 parking violations, they will be assigned a Detention, and an email is sent to parents. Subsequent violations could result in the Parking Permit being suspended or revoked.
12. 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 constitute the consequences for parking permit violations.
13. 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. The MHS portion is assigned to staff. If you park in the Arts Center, you will be issued a stickered parking violation and constitute the consequences for parking permit violations.
14. 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.
15. Students are responsible for all towing and related charges.
16. The on-campus speed limit is l0 miles per hour.
17. Students must observe all parking signs and traffic control signs.
18. Drivers must follow the instructions of the staff and parking lot attendants.
19. All parking violations are assigned to the permit not to an individual. Permits can be revoked due to parking rule violations.
20. Students park at their own risk. District 276 is not responsible for stolen and/or damaged vehicles or property.
21. Motorcycles must be parked on the concrete near Pagel/bicycle racks or by door 38W. Motorcycles parked anywhere else will be issued a stickered parking violation and constitutes the consequences for parking permit violations.
22. Possession of an altered/forged or stolen permit will be considered theft of school property and may result in detention, 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.
23. School personnel, for reasonable suspicion or probable cause, may conduct a search of the vehicle parked on campus.

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.

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 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 school 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 Resources

Parenting with Purpose has been an annual speaker series facilitated by a committee made up of parents and District staff. This year, the program will add some new components. 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.

Skippers 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 Skippers Booster Club website.

District Communication

District Website

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

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 Reporting Tool

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 at a moment's notice. In an emergency situation, such as a school closing, a message will go out to the primary phone number we have for you in our database. 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.

Livestreaming and Cable TV

School Board meetings and some District events are available on-demand via streaming video. School Board Meetings are livestreamed. 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.

Complaint Process

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, such a conversation, 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. The District's Complaint Policy (Policy 103) may be read in full on the Minnetonka Schools website Policy page.

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. As of May 2023, the Minnesota state legislature has updated the definition of public directory information to include: student's name, weight and height (for athletes only), dates of attendance, participation in activities, degrees and awards received, pictures for school-approved uses and parent name.

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, 2024. 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. Additional information on these technologies as well as an inventory of our curriculum, testing, and assessment tools, software and related privacy policies can be found on the District website.

Interactive Classrooms (In-person and online)

Classrooms are equipped with interactive technologies, such as:

- Overhead sound field solutions
- 1:1 iPads
- Interactive or HD displays
- Schoology or Seesaw learning management software
- 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 or guardians.

If at any time a 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 and guardians can reach out to the Family Helpdesk at family.helpdesk@minnetonkaschools.org or at 952-401-5123.

Acceptable Use of Electronic Technology

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 systems.

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 in grades 4-12 bring their device home daily, and students in grades K-3 bring their

iPad home on occasion. 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 for grades K-12 is available as part of the District's 1:1 iPad program. 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 5-12 will receive a Minnetonka e-mail address to use for communicating and collaborating with teachers and classmates. This account also allows access to some 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. 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 have children/grandchildren, we all interact with technology that is changing how we learn and communicate on a daily basis. We all 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.

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 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 increase their 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

As a school system we continue to learn how to most effectively assess learning and thereby improve our teaching practices to help all students learn. As a result of this, how we grade and report learning to students and families continues to evolve.

Most assessment is “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 an assessment is to have an ongoing interplay with instruction, so all students can maximize their learning. This reflects a different belief than “norm-referenced” tests that are based on a bell curve which compares students to each other, and most students are average. In Minnetonka, we inspire all children to excel, often exceeding their own expectations.

Graduation Requirements

High school students who entered high school in 2023-24 or earlier need 22.5 credits to graduate. Students who entered high school in 2024-25 or after will need 23.5 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 in 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 ongoing 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 provides the high-quality curriculum aligned with 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 academically advanced and/or intellectually gifted. Through a variety of programs—each thoughtfully designed to extend specific learning strengths—we provide students additional challenge in the areas that allow them to stretch and flourish.

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

Intellectually Gifted Programming

Children with significantly advanced abilities to problem-solve and synthesize knowledge, and who demonstrate high levels of divergent, critical, logical and abstract thinking, benefit from specialized gifted programming. 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 and Navigator programs at the elementary, and the Seminar program at the middle level, are designed to challenge and support intellectually gifted learners in both cognitive and affective domains.

Academically Advanced Programming

When children demonstrate exceptional performance in one or more academic areas, they may need additional learning opportunities beyond the regular curriculum to grow. Exceptional performance includes working well beyond grade level and possessing and/or applying knowledge in transformative, complex ways. Math Extension, Reading Extension, Independent Investigations and Project Think are all programs that serve academically advanced students at the elementary level. Honors and accelerated courses meet the needs of academically advanced middle school students. Minnetonka High School offers an unparalleled array of

challenging academic choices so that students can maximize their high school experience, pursue their passions and prepare for college and career.

Opportunities for advanced academics 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 Student Support Services, 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 952-401-6800. School Board Policy #541, Tutoring of Students, 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 may 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. It was last administered in 2022 so the next time it will be administered is in 2025.

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

The Minnetonka Public School District is committed to providing a safe and healthy environment for each employee, student, parent and visitor to our buildings. These guidelines identify and explain the practices and protocols to help ensure that the District has a safe and healthy learning environment and helps mitigate transmission of communicable diseases and illness in our school communities during the 2023-2024 school year. In addition to the handbook information provided below, families may visit the District website Health and Safety Guidelines webpage for more details.

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 or email the attendance line 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 may 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 higher. 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.

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 prescription medications at the end of the school year as controlled prescription 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

Vaccines Required by Age								
Grade	**DTaP/DT** diphtheria tetanus, pertussis (whooping cough)	**Polio**	**MMR** measles, mumps, rubella	**Hib** Haemo-philus, influenza, type B	**Hepatitis A**	**Hepatitis B**	**Varicella** (chicken pox)	**Mening-ococcal**
Preschool	✔✔✔✔	✔✔✔	✔	✔	✔	✔✔✔	✔	
Kindergarten	✔✔✔✔ ✔ 5th shot not needed if 4th was after age 4	✔✔✔ ✔ 4th polio not needed if 3rd was after age 4	✔✔			✔✔✔	✔✔	
1st through 6th Grade	At least ✔✔✔ Tetanus and diphtheria containing doses	At least ✔✔✔	✔✔			✔✔✔	✔✔	
7th through 12th grade	✔ Tdap at age 11-12 years	At least ✔✔✔	✔✔			✔✔✔	✔✔	✔✔ First at age 11-12 years/2nd at age 16

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 signed 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 will be notified of 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. The information listed below is also found on the District website: https://www.minnetonkaschools.org/district/departments/nutrition

Breakfast and Lunch Menus

Breakfast and lunch menus are planned in advance and can be accessed from the District website at: https://family.titank12.com/menu/T7UFXN. Each menu item also includes allergy information and carbohydrate counts.

Nutrition Requirements

Our free Breakfast meals are part of the USDA School Breakfast Program (SBP). Menus are planned according to SBP requirements. With each meal consisting on of at least 2 servings of a whole grain rich product or 1 grain serving and 1 protein serving, a fruit serving, and 8 ounces of milk. We choose items for daily menus that will be easy for the student to pick up when they arrive at school and eat in their classroom.

Our free Lunch meals are part of the USDA 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 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.

Meal Account Payments

Each student has an individual meal account that is automatically created when the student registers at Minnetonka. Advance payment is required and is added to the individual student's account in real time. Nutrition Services is cashless. Online payments can be made through your parent/guardian MySSO account through Skyward Family Access. Milk comes with each meal, but it is not free if you bring your meal from home. Students bringing a home lunch to school may buy milk as an a la carte purchase. All a la carte purchases require money in your student's meal account.

Using Meal Accounts

When students come to the cashier, they will enter their Keypad Number and state their name. Keypad Numbers are assigned when your student registers to attend the Minnetonka Public School District. K-5 students will be provided in their classroom with a barcode card and lanyard that the cashier will scan. These cards are to stay in the classroom to be used each day at lunch. The cashier will charge the account based on what the student has on their lunch tray. All students must have a minimum of ½ cup of a fruit or vegetable on their tray in order to qualify

for a free breakfast or lunch meal. If you have questions about your student's account balance, please contact the Nutrition Services Department at 952-401-5034. Your student's breakfast and lunch purchases, Keypad Number and balance information can also be accessed through your Skyward Family Access account. Please check your student's purchases and balance regularly as we require any discrepancies to be reported to us within 30 days.

Meal Account Balances

An automated email will be sent to the parent/guardian when the account reaches $15 or less. This will be a daily reminder until the account balance is $15.01 or more. If you would like to turn off your balance reminders, please visit: https://www.minnetonkaschools.org/district/nutrition/faq. You can find the information under "Low Balance Alerts."

A La Carte Purchases

Students can use their accounts to purchase a la carte items at the Middle Schools and High School. At the Elementary Schools, student a la carte purchases are restricted to extra milk and water. Third through fifth grade students may also purchase an extra entrée. Students must have money in their account in order to make a la carte purchases.

Account Balance Transfers or Refunds

Any money left in the account at the end of the year will be left in the system for the next school year. If you need a refund or transfer, please visit: https://www.minnetonkaschools.org/district/nutrition/faq. There is a separate link for refunds and transfers. Once you make your selection, you will be directed to complete a short google form for your request. Please allow up to two weeks for your request to be completed.

Free and Reduced-Price Meals Benefits

Although all USDA School Breakfast and Lunch meals will be free for all students, you may still receive other benefits if you qualify financially for Free or Reduced-price meals through the Educational Benefits program. The families must either have one or more children who receive MFIP, SNAP, or FDPIR benefits; have a foster child; or have a household income within certain federal guidelines. More information can be found at https://www.minnetonkaschools.org/Free-Reduced or by calling the department office at 952-401-5034.

Meal Program Information

For additional information about our meal programs 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 & Emotional Support Staff

Each school has a social worker and/or psychologist who offers a number of support services.

Social & Emotional Support Staff:

- 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 College and Career Center at Minnetonka High School serves all students and district residents, playing a vital role in supporting the Guidance Department by guiding students toward their post-secondary goals. Each year, the Center hosts visits from representatives of multiple colleges, providing valuable opportunities for students to gather information and engage directly with college admissions professionals. Please visit the College and Career Center webpage for more information and specific details. The Center is open Monday through Friday from 7:45 a.m. to 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 a 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 that 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.minnetonkaschools.org/district/partners/tonka-cares

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., 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 8th 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

For the 2024-2025 school year, students **may not** ride on buses other than the ones they are assigned, due to increased bus ridership and the capacity of our buses.

Busing Information Mailed in Late-August

Busing information, including bus numbers, bus stop location, pickup times and approximate 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. Families will always be notified via email and/or text message 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 primarily through the District's website and mass-communications system. This system enables direct communication with every family in the District through email and phone virtually simultaneously about our decisions regarding evolving weather conditions or other emergencies.

The District's mass communications system is very effective, but we need your help in maintaining accurate phone numbers. Please make sure the information listed for you in Skyward (which you can find through MY SSO on the District's website) is accurate and current. If you would like to receive text messages in the event of a school closing, delay or emergency, please add a cell phone number in the third phone field in Skyward. Note that our platform cannot dial extensions.

The District will continue to use media messages to complement the phone calls, emails and texts. Radio station WCCO-AM and television channels WCCO-TV, KSTP-TV, FOX9-TV, and KARE 11-TV will run our announcements. Details about the District's closing procedures and

communications may be found online: https://www.minnetonkaschools.org/district/departments/news/emergency-closing. These messages are shared each year in early November. Note that procedures from the previous school year are subject to change.

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.

Voluntary Student Accident Insurance

An accident insurance plan is being made available to all students of the Minnetonka School District. The plan is offered because Minnetonka Public Schools does not provide any type of health or accident insurance coverage for injuries sustained by your child at school. Participation in the plan is optional and should be based on your evaluation of your individual insurance needs.

The student accident insurance plan is offered and provided by Student Assurance Services, Inc. of Stillwater, Minnesota. Please carefully review the information on the enrollment form, which is linked here. Physical copies of the form are available in the Minnetonka High School Activities Office, 18301 Highway 7, Minnetonka, MN 55345.

You will find an explanation of coverage, a list of policy exclusions, and information on the enrollment process. This plan will provide benefits for medical expenses incurred because of an accident. It is important to understand the scope of coverage you are purchasing prior to enrollment. Enrollment forms are in the Activities Office at the high school.

If you do not feel your current health and accident insurance coverage is adequate or you do not have insurance, we encourage you to review the student accident insurance program.

Please follow the instructions below to complete the application or visit the website, www.sas-mn.com

1. Print name(s), address, and other information clearly.
2. Make checks payable to – STUDENT ASSURANCE SERVICES, INC. or complete the credit card payment form.
3. Print student's name on the face of the check.
4. Detach and retain the summary of coverage and send envelope to:
   Student Assurance Services, Inc.
   PO Box 196
   Stillwater, MN 55082-0196
5. Coverage will become effective at 12:01 a.m. following the date the envelope containing the enrollment form and premium is postmarked by the U. S. Post Office but not prior to August 1, 2024. Do not send your envelope back to the school.

All questions regarding the coverage, processing of claims, enrollment, etc. should be directed to Student Assurance Services, Inc. at (651) 439-7098.

District Annual Notices

Religious and Cultural Observances Accommodation Notice

The District will make reasonable efforts to accommodate students to be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony. Requests should be made directly to the principal.

McKinney-Vento Notice: Education of Homeless Children and Youth

McKinney-Vento Act
The McKinney-Vento Act defines homeless children and youth as children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
- living in emergency or transitional shelters
- abandoned in hospitals
- living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless because the children are living in circumstances described above

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the School District provides the following assurances to parents and guardians of homeless children and youth and unaccompanied homeless youth:

- The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.
- Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.
- Immediate enrollment and transportation to the school of origin. “School of origin” means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.

- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact Christine Breen, Executive Director of Student Support Services and homeless liaison for the District, at 952-401-5036 or Christine.Breen@minnetonkaschools.org for additional information about the rights and services described above.

Asbestos Notice

In accordance with the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA) Asbestos Containing Materials (ACM) in Schools Rule (40 CFR Part 763, Subpart E) and Minnesota Department of Health (MDH) rules and regulations, Minnetonka Public Schools monitors all ACM within its District buildings and performs periodic surveillance and re-inspections to ensure that the materials are maintained in good condition. If ACM are to be disturbed by renovation activities or if a response action is required, appropriate precautions and/or abatement methods as defined in the federal and state regulations are implemented and followed.

For further information about the District's Asbestos Management Plans please contact Jim McCann at 952-401-5038.

Integrated Pesticide Management

Pesticide Notice All Minnesota schools are required to inform parents/guardians and school employees that they may request to be notified prior to pesticide application on school property. Pesticides include chemicals which are used to control insects, weeds, rodents or other pests as defined by the law (M.S. 123B.575, Subd. 9).

In order to provide the required information, schools must maintain a list of parents/guardians and school employees who request notification. Schools must also provide information about individual pesticide applications upon request, including the name of the pesticide product, and the time and location of the planned application. An estimated schedule of pesticide applications is available for review or copying at the school office.

Pesticides and non-chemical treatments may be used in combination in and around schools for a variety of reasons, including the control of pests which have the potential to bite, sting, spread disease, cause asthma, and/or trigger an allergic reaction. Pesticides may also be used to prevent or control damage to materials within the school building or the or to the school building itself, or to control pests or weeds that are seen as a nuisance.

The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. Children may be more susceptible to pesticides than adults due to their smaller size and rapid growth and development. Also, their playful behavior may expose them to more pesticide residue.

To limit the potential pesticide exposure, this school follows safety regulations to ensure pesticides are applied properly. All pesticide products, which are used in and around school buildings, are required to be registered with the Minnesota Department of Agriculture and the U.S. Environmental Protection Agency. In addition, school employees and certified and licensed applicators are required by state and federal law to comply with all requirements of the pesticide label, including building sites, application rates, re-entry intervals, posting, use of personal protective equipment, use restrictions, and disposal on the product label.

To be notified individually about pesticide applications, please contact Jim McCann at 952-401-5038

Indoor Air Quality Management Plan

As an additional requirement by the Department of Education, Minnetonka Public Schools has developed and implemented an Indoor Air Quality Management Plan that addresses indoor air quality issues throughout the District. Walkthroughs and inspections of the buildings are performed annually to detect current problems and prevent future problems from occurring. Information is also available from the Minnesota Department of Health at http://www.health.state.mn.us/divs/eh/indoorair/schools/index.html

If you have any questions or concerns regarding indoor air quality, please contact the Jim McCann at 952-401-5038

Lead-in-Water Management Plan

Minnetonka Public Schools has historically conducted, and continues to conduct, Lead in Drinking Water testing per the Minnesota Department of Health's "Reducing Lead in Drinking Water: A Technical Guidance for Minnesota's School and Childcare Facilities" recommendations. Any Public interested in discussing the district Lead in Drinking Water program or results, please contact Jim McCann at 952-401-5038

District Policies

Please be familiar with all District policies. Summaries of frequently referenced student policies are listed below. Policies are updated periodically by the School Board. To read all of the current 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, Policy #502

The School Board believes that regular attendance is directly related to success in academic work, benefits students socially and provides opportunities for important communications between teachers and students. It establishes regular habits of dependability important to the future of the student. This policy also recognizes that school attendance is a joint responsibility to be shared with the student, parent(s) or guardian, and supported by the teachers and administration. This policy encourages regular school attendance and punctuality so that learning can take place.

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, 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.

- Form: Disciplinary Appeal Process

Electronic Technologies Acceptable Use Policy, Policy # 524
The purpose of this policy is to set forth guidelines for access, to 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).