



**MINNETONKA  
PUBLIC SCHOOLS**

# 2024-25 Parent and Student Handbook

Minnetonka Middle School West

6421 Hazeltine Blvd.  
Excelsior, MN 55331

## Quick Reference

<b>School Hours</b>	9:15 a.m. - 3:55 p.m.
<b>School Office Hours</b>	8:00 a.m. - 4:30 p.m.
<b>District Office Hours</b>	8:00 a.m. - 4:30 p.m.
<b>School Phone Number</b>	Absence: 952-401-5310 Health Office: 952-401-5318 Main Office: 952-401-5300 Guidance/Request Student Records: Fax 952-401-5350
<b>District Number</b>	(952) 401-5000
<b>District Website</b>	<a href="https://www.minnetonkaschools.org/">https://www.minnetonkaschools.org/</a>
<b>School Website</b>	<a href="https://www.minnetonkaschools.org/schools/middle-schools/mmw">https://www.minnetonkaschools.org/schools/middle-schools/mmw</a>
<b>District Social Media</b>	Facebook: <a href="https://www.facebook.com/minnetonkaschools">https://www.facebook.com/minnetonkaschools</a> Instagram: <a href="https://www.instagram.com/mntkaschools/">https://www.instagram.com/mntkaschools/</a>
<b>School Social Media</b>	Facebook: <a href="https://www.facebook.com/MinnetonkaMiddleSchoolWest">https://www.facebook.com/MinnetonkaMiddleSchoolWest</a>

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# Calendar and Schedules

## Website Calendar

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

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

## MMW DAILY SCHEDULE 2024-25

Period	Grade 6		Grade 7		Grade 8	
<b>1</b>	9:15-10:13		9:15-10:13		9:15-10:13	
<b>2</b>	10:17-11:10		10:17-11:10		10:17-11:10	
<b>3</b>	<u>Lunch A</u> 11:14-11:38	<u>Advisory A</u> 11:14-11:40	11:14-12:07		11:14-12:07	
	<u>Advisory B</u> 11:41-12:07	<u>Lunch B</u> 11:43-12:07				
<b>4</b>	12:11-1:04		12:11-1:04		<u>Lunch A</u> 12:11-12:35	<u>Advisory A</u> 12:11-12:37
					<u>Advisory B</u> 12:38-1:04	<u>Lunch B</u> 12:40-1:04
<b>5</b>	1:08-2:01		<u>Lunch A</u> 1:08-1:32	<u>Advisory A</u> 1:08-1:34	1:08-2:01	
			<u>Advisory B</u> 1:35-2:01	<u>Lunch B</u> 1:37-2:01		
<b>6</b>	2:05 – 2:58		2:05 – 2:58		2:05 – 2:58	
<b>7</b>	3:02-3:55		3:02 – 3:55		3:02 – 3:55	

## MMW Mast Schedule

Period	Grade 6	Grade 7	Grade 8
<b>1</b>	9:15–10:00	9:15–10:00	9:15–10:00
<b>2</b>	10:04–10:49	10:04–10:49	10:04–10:49
<b>3</b>	<u>Lunch A</u> 10:53-11:17 <u>Advisory B</u> 11:19-11:43	<u>Advisory A</u> 10:53-11:17 <u>Lunch B</u> 11:19-11:43	10:53–11:43
<b>4</b>	11:47–12:37	11:47–12:37	<u>Lunch A</u> 11:47-12:11 <u>Advisory B</u> 12:13-12:37
<b>5</b>	12:41–1:31	<u>Lunch A</u> 12:41-1:05 <u>Advisory B</u> 1:07-1:31	<u>Advisory A</u> 12:41-1:05 <u>Lunch B</u> 1:07-1:31
<b>6</b>	1:35–2:20	1:35–2:20	1:35–2:20
<b>7</b>	2:24–3:09	2:24–3:09	2:24–3:09
<b>MAST</b>	3:13–3:55	3:13–3:55	3:13–3:55

# MMW A/B Schedule



## Middle School 6-8 A/B Calendar 2024-2025

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 1<sup>st</sup> 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 1<sup>st</sup> Quarter  
 November 8...No School K-12+, Planning and Grading/PLC  
 November 11.....Begin 2<sup>nd</sup> 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 2<sup>nd</sup> Quarter, End of 1<sup>st</sup> Semester  
 January 27 .....No School K-12+, Planning and Grading/PLC  
 January 28 ..... Begin 3<sup>rd</sup> Quarter, Begin 2<sup>nd</sup> 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 3<sup>rd</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> Quarter, End 2<sup>nd</sup> Semester  
 June 11..... Full Day Teacher Workshop

**KEY**

■ No School K-12

SEPTEMBER				
M	T	W	TH	F
2	A	B	A	B
9	A	B	A	B
16	B	A	B	A
23	A	B	A	B
30	B			

OCTOBER				
M	T	W	TH	F
	1 A	2 B	3 A	4 B
7	A	B	A	B
14	A	B	A	B
21	B	A	B	A
28	A	B	A	B

NOVEMBER				
M	T	W	TH	F
				1
4	A	B	A	B
11	A	B	A	B
18	B	A	B	A
25	A	B	A	B

DECEMBER				
M	T	W	TH	F
2	A	B	A	B
9	B	A	B	A
16	A	B	A	B
23				
30				

JANUARY				
M	T	W	TH	F
		1	2	3
6	B	A	B	A
13	B	A	B	A
20	A	B	A	B
27	A	B	A	B

FEBRUARY				
M	T	W	TH	F
3	A	B	A	B
10	B	A	B	A
17				
24	A	B	A	B

MARCH				
M	T	W	TH	F
3	B	A	B	A
10	B	A	B	A
17	A	B	A	B
24	B	A	B	A
31				

APRIL				
M	T	W	TH	F
	1	2	3	4
7	A	B	A	B
14	A	B	A	B
21	A	B	A	B
28	B	A	B	A

MAY				
M	T	W	TH	F
			1 A	2 B
5	A	B	A	B
12	B	A	B	A
19	A	B	A	B
26	B	A	B	A

JUNE				
M	T	W	TH	F
2	B	A	B	A
9	A	B	A	B
16				
23				
30				

# 2024-25 District Academic Calendar

[Click to view PDF from District website](#)



## 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 1<sup>st</sup> 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 1<sup>st</sup> Quarter  
 November 8... No School K-12+, Planning and Grading/PLC  
 November 11 ..... Begin 2<sup>nd</sup> 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 2<sup>nd</sup> Quarter, End of 1<sup>st</sup> Semester  
 January 27 ..... No School K-12+, Planning and Grading/PLC  
 January 28 ..... Begin 3<sup>rd</sup> Quarter, Begin 2<sup>nd</sup> 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 3<sup>rd</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> Quarter, End 2<sup>nd</sup> Semester  
 June 11 ..... Full Day Teacher Workshop

AUGUST							FEBRUARY						
s	m	t	w	th	f	s	s	m	t	w	th	f	s
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	31	23	24	25	26	27	28	

SEPTEMBER							MARCH						
s	m	t	w	th	f	s	s	m	t	w	th	f	s
1	2	3	4	5	6	7					6	7	8
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30						23	24	25	26	27	28	29
							30	31					

OCTOBER							APRIL						
s	m	t	w	th	f	s	s	m	t	w	th	f	s
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	31			27	28	29	30			

NOVEMBER							MAY						
s	m	t	w	th	f	s	s	m	t	w	th	f	s
					1	2					1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31

DECEMBER							JUNE						
s	m	t	w	th	f	s	s	m	t	w	th	f	s
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

JANUARY							JULY						
s	m	t	w	th	f	s	s	m	t	w	th	f	s
			1	2	3	4			1	2	3	4	5
5	6	7	8	9	10	11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	20	21	22	23	24	25	26
26	27	28	29	30	31		27	28	29	30	31		

Revision Adopted: March 2024  
 Original Adopted: May 2023

- 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

## Holidays and Observances

Minnetonka Public Schools encompasses a diverse community that celebrates many different religious and cultural holidays. As the District strives to promote our students' and staff members' sense of belonging, it is important to recall the observances people may have. Please be mindful of the days below as these occasions are observed by a meaningful proportion of our community. It is advisable to avoid scheduling important assessments or academic deadlines on these dates or immediately following them when they are on non-school days. Absences around major observances may be greater than normal. Please note that this is not an exhaustive list of all holidays or observances, nor of active religious communities in the Minnetonka Public Schools community.

Date (2024-2025)	Day of Week	Holiday
September 6	Friday	Ganesh Chaturthi
September 16	Monday	Birthday of the Prophet Mohammed (Mawlid)
October 3 and 4	Thursday, Friday	Rosh Hashanah, First Day*/Second Day
October 12	Saturday	Yom Kippur*
October 14	Monday	Indigenous Peoples' Day
October 16-23	Wednesday-Wednesday	Sukkot
October 31	Thursday	Diwali / Deepavali*
November 11	Monday	Veterans Day
November 28	Thursday	Thanksgiving Day
December 25	Wednesday	Christmas Day*
December 26	Thursday	Kwanzaa, First Day
December 26 and January 2	Thursday	First and Last Day of Hanukkah
January 1	Wednesday	New Year's Day/Last Day of Kwanzaa
January 7	Tuesday	Orthodox Christmas*
January 29	Wednesday	Lunar New Year*
March 1	Saturday	First Day of Ramadan*+
March 21-22	Friday-Saturday	Nowruz/Persian New Year
March 26	Wednesday	Lailat al-Qadr
March 31	Monday	Eid al-Fitr*+
April 13, 14, 20	Sun/Mon/Sun	First, Second, and Last Day of Passover*
April 18, 20	Friday/Sunday	Good Friday/Easter (Western Christian and Orthodox)
May 5	Monday	Cinco de Mayo – Battle of Puebla Commemoration
June 1-3	Sunday-Tuesday	Shavuot

\* major celebrations/observances

+ estimated date, observationally determined

■ observances on non-school days

# School Information

## How to Speak Like a Skipper

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

Computer adaptive test administered yearly for grades K-8 in math and reading. Results are used to measure student growth from year to year, to identify interventions or support needed and for placement in honors courses. Note: This measure has a ceiling of eleventh grade achievement according to national norms.

### **MCAs**

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

### **STEM**

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

### **TONKA PRIDE**

A district-wide committee of parents dedicated to celebrating our students and our schools. Tonka Pride sells spirit wear at periodic sales throughout the year and has a recognition program.

### **MYMINNETONKA SINGLE SIGN ON**

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

### **SCHOOLGY**

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

### **SKYWARD**

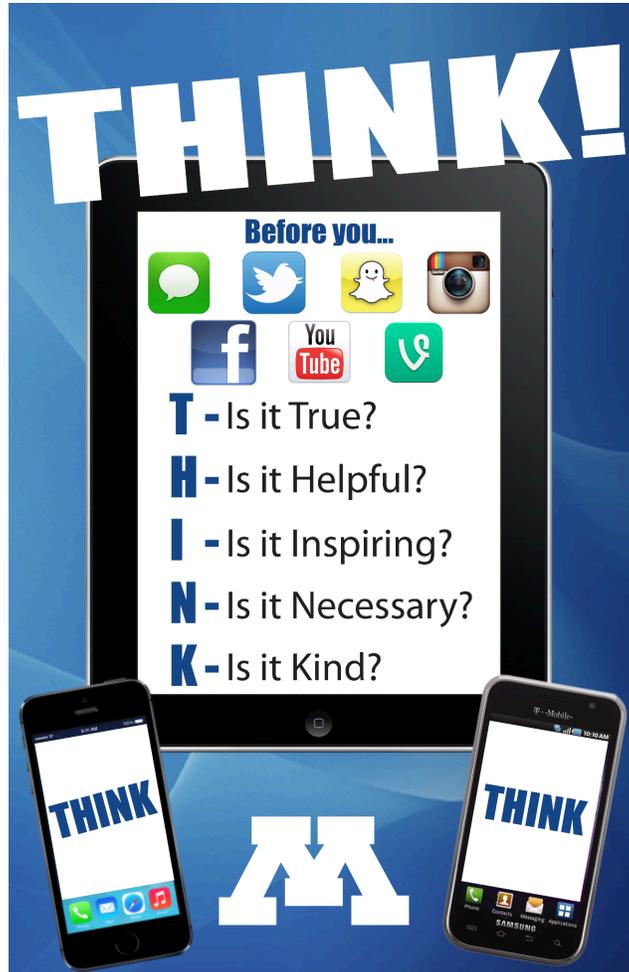
The District's student information system that holds student grades, attendance, lunch accounts, state test scores, and report cards. Parents are mailed log-in information each August. Students are provided their log-in information the first week of school. Parents use Skyward to view final quarter grades,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

### **MAST**

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

## ADVISORY

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



## Before School

### Student Responsibilities

From 8:45 to 9:03 a.m.

- 6<sup>th</sup> grade will enter at door 32E
- 7<sup>th</sup> grade will enter at door 33E
- 8<sup>th</sup> grade will enter at door 2E

From 9:03 to 9:15 a.m.

- Students can enter at any of the above doors
- Use the restroom and/or refill water bottles
- Proceed to your first period class, walk on the right side in the hallways when possible
- Do not congregate in the hallways or common areas

## During School

- Follow the provided expectations throughout the school
- Use the restroom and/or refill water bottles
- Proceed to your next period class, walk on the right side of the hallways when possible
- Do not congregate in the hallways or common areas
- Teachers and supervisory paras will be in the halls to guide students

## After School

- Be prepared to exit the class when your group or bus is dismissed:
- Proceed to your bus or parent/guardian pick up, walk on the right side of the hallways when possible
- Do not congregate in the hallways or common areas
- If riding the bus, board your bus immediately
- Use crosswalks and follow the direction of staff supporting the end of day procedures

## Student Rights and Responsibilities

Rights	Responsibilities
<b>LEARNING</b>	
Students have the right to receive an appropriate education.	Students are responsible for daily attendance, for completing class assignments on time, and for bringing appropriate materials required for class.
Students have the right to attend school in a safe environment that is free from disruptive behavior by others.	Students are responsible to behave in such a manner that does not pose a potential or actual danger to themselves or others, and that is not disruptive to the learning process of others.
Students have the right to make up schoolwork missed during an excused absence.	Students are responsible to obtain and complete make-up work assigned for the period of absence.
<b>FAIR TREATMENT</b>	
Students have the right to due process when involved in a violation of district rules. Included is the right to hear the nature of the violation and to give their account of the situation.	Students are responsible to treat all persons respectfully and to follow rules and regulations that apply to them.
Students have the right to be informed of classroom expectations.	Students are responsible to be knowledgeable about and to follow the school policies, rules, and regulations that apply to them.
Students have the right to be treated respectfully by staff and other students.	Students are responsible to treat others, including other students and staff, in a respectful manner. Students are also expected to treat the property of others and the District responsibly.
<b>FREE SPEECH</b>	
Students have the right to free speech so long as such speech does not violate the rights of others or disrupt or undermine the education processes of the school. For the complete District Policy, visit: <a href="http://www.minnetonkaschools.org/uploaded/Documents/Policy/427.pdf">http://www.minnetonkaschools.org/uploaded/Documents/Policy/427.pdf</a>	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.
<b>HARASSMENT</b>	
Students have the right to be free from any form of harassment arising out of the physical or verbal conduct of other students, school staff or others. For the complete District Policy, visit: <a href="http://www.minnetonkaschools.org/uploaded/Documents/Policy/427.pdf">http://www.minnetonkaschools.org/uploaded/Documents/Policy/427.pdf</a>	Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual, and verbal harassment, intimidation, and/or abuse that they have experienced, or of which they are aware. Such reports should be made to a guidance counselor or a building principal.
<b>NONDISCRIMINATION</b>	
Students have the right to be free from discrimination based upon race, color, creed, sex, religion, national origin, marital status, sexual orientation, or status with regard to public assistance or disability.	Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to a building principal.
<b>PRIVACY</b>	

Students have the opportunity to use school lockers and other designated areas for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district, and that such areas may be searched for any reasons at any time, without permission, consent or requirement of a search warrant.	Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.
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## Discipline Guidelines and Procedures

The district's policies are available on the district website:

<http://www.minnetonkaschools.org/district/leadership/board/policy>

### Restorative

Restorative practice is a philosophy that helps people become self-disciplined and reflective. This is a process that emphasizes each person being in control of their choices and learning from their mistakes by restoring their relationship with whomever was negatively impacted by their actions.

The major focus of restorative needs to be on “restoring” the self and repairing their relationship with the opposing individual. The goal is to have students become self-managers with staff members guiding them to the right decisions and outcomes.

At MMW, our goal through appropriate discussion and questioning is to create the conditions and relationships needed for students to strengthen themselves and make the right decisions. Mistakes happen and one of the best ways to learn from them is to reflect upon and take responsibility for our actions. Part of the restorative philosophy is that repairing a mistake is a powerful learning opportunity.

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

### Student Support Room Procedures

The Student Support Room (SSR) is a space for students who need a supported, quiet learning environment. Quiet lunch, student breaks, and detention will take place in the designated Student Support room.

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

- Students will be sent to Student Support with a pass, or the staff member will call or email before the student arrives. It will be assumed that the teacher has already provided multiple in-classroom interventions and the student will be staying for the rest of the class period. If that is not the case, it will be noted by the staff member.
- Students sent to SSR will be expected to complete a reflection form. The completed form will be reviewed by a staff member. As part of our restorative practices, the student will be expected to share their reflection with the teacher prior to returning to class.
- Students will be assigned seats and are expected to maintain a quiet environment.
- Further processing of situations may occur with a staff member.

**“Do the Right Thing!” Rules on Bullying:**

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

To view the entire District Policy #514, visit:

<https://resources.finalsite.net/images/v1696632669/minnetonka/ohjunezbzhjasiocj9bam/514BullyingProhibition.pdf>

## **Cellphone and Other Personal Electronic Devices (PED) Guidelines and Procedures**

**Guidelines for Students regarding Personal Electronic Devices (PED):**

1. PED includes cell phones, earbuds/headphones, laptops, smartwatches, audio recorders, etc.
2. PEDs are to be completely out of sight from 9:15 a.m. to 3:55 p.m. PEDs must be stored in a student locker or backpack. Exceptions may include using earbuds/headphones for instructional purposes at staff discretion.
3. Families can contact students at any time by calling the main office at 952-401-5300.

**Cellphone and other PED infraction procedures:**

- **First Infraction:** An employee shall direct the student to turn off the device and request that the student store the device in the main office for the remainder of the school day. The student may pick their device up at the end of the day. A record of infraction will be entered into Skyward.
- **Second Infraction:** An employee shall direct the student to turn off the device and request that the student store the device in the main office for the remainder of the school day. The student may pick their device up at the end of the day. The student will be warned that the next infraction will result in the holding of the phone for parent pick-up and the termination of the right to possess a cellular phone or any electronic device at school for a period of 45 school days. A record of infraction will be entered into Skyward. The parent or guardian of the student will be notified via email.
- **Third Infraction:** An employee shall direct the student to turn off the device and request that the student store the device in the main office for the remainder of the school day. The student will meet with a building administrator and be notified that their PED will be banned for 45 school days. As a result, the student's parent or guardian must pick-up the device or choose to keep the device in the school safe for an extended period of time (up to 45 school days). The parent or guardian of the student will be notified via phone by an administrator. A record of infraction will be entered into Skyward.
- **Repeated or Severe Infraction:** Any violation of this policy may also, at a principal's discretion, result in additional disciplinary action.
- **Note:** If PEDs are brought to school, they must be stored in the student's locker or backpack, and not be visible in the classroom environment. The school is not responsible for personal items lost or stolen.

To view the entire District Policy #526, visit:

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

## **Academic Integrity/Dishonesty**

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.

If a student violates 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.

As a guiding principle, academic integrity includes, but is not limited to, cheating on school assessments (formative or summative), plagiarism, misuse of artificial intelligence (AI), or collusion.

Examples include, but are not limited to the following:

1. Copying homework or allowing someone to copy your homework.
2. Looking at another's test/quiz or allowing another to copy a test/quiz.
3. Plagiarism.
4. Use of Artificial Intelligence (AI) to complete assignments, assessments, etc.
5. Reporting to another student what is on a test or quiz, either verbally or electronically and including specific questions and/or answers.
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.

Students who engage in academically dishonest behavior will receive a documented discipline report, parents/guardians will be contacted, and will meet with the appropriate individual based on the severity of the infraction. The purpose of this meeting is to identify the reasons behind the dishonesty, help the student learn from the situation, and develop a plan to make things right and handle the situation differently in the future. Additional consequences may be assigned as appropriate.

## **Student Dress and Appearance Guidelines and Procedures**

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.

The Minnetonka Public Schools encourage students to take pride in their attire at school. The dress and appearance of students becomes the concern of the school if it causes disruption of the educational program, 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.

To view the entire District Policy #504 (Student Dress and Appearance Code), including procedures and consequences, [click here](#).

## **MAST: Minnetonka Academic Support Time!**

MAST occurs on Wednesday's from 3:13 p.m. to 3:55 p.m. Students can use their MAST time to complete homework, make up assessments, meet with teachers or paraprofessionals for academic assistance, or meet with their counselor. Students are expected to make a plan to fully utilize this time in a productive and purposeful manner.

## **Student Help Morning**

Student Help Mornings take place every Tuesday from 8:20-9:03 a.m. Student Help Mornings are an opportunity for students to connect with their teachers and complete classroom work, take an assessment, or ask their teachers questions. Passes are not needed on Student Help Mornings. Students must remain in the classroom until 9:03, even if they are finished with their work.

## **Study Lunch**

It is each student's responsibility to stay current with all academic assignments. During Advisory, advisors will review student grades, and support students to create a plan for missing work. If a student continues to struggle and doesn't complete required work, the counselor will assign the student to study lunch. Study lunch runs for one week cycles. Every week, students are assigned to study lunch per teacher/counselor request. Once all missing work is complete, students may have the opportunity to exit study lunch. Study lunch occurs during the students lunch and advisory period. If an Immersion student is assigned to study lunch, they will work during lunch time (only). A staff member works with students assigned to study lunch and provides the additional support needed to assist students. MMW is committed to each student's optimum academic growth. Staying current on all assignments and learning activities is essential to meet this goal. If students fall behind, additional support will be provided to ensure student success.

# Attendance Guidelines and Procedures

## Excerpts from District Policy #502:

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

## Student's Responsibilities

It is the student's responsibility to:

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

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

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

Note: Excused absences due to vacation and personal reasons beyond 5 days per school year, should be shared with administration to ensure student work completion and instructional consistency,

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

1. Class "cuts" or "skips".
2. Leaving school premises without authorization from the attendance office or the principals' offices.
3. If a student misses a regularly scheduled bus (that was running on time), and does not make a concerted effort to find transportation to school, the absence will be considered unexcused.
4. Other absences not authorized by the school or parent/guardian.

To view the entire District Policy #502 (Student Attendance and Truancy), visit:

<http://www.minnetonkaschools.org/uploaded/Documents/Policy/502.pdf>

## MMW Attendance Guidelines

<b>Tardies: Period 1 only (documented every quarter)</b>	
3 unexcused tardies	Student Disciplinary Report (SDR) will be communicated to parent/guardian, information/documentation only. A staff member will meet with the student and discuss a plan for the child to be on time to school.
Next unexcused tardy	A staff member will meet with the child and a quiet lunch or detention will be assigned on the fourth tardy. Plan will be revisited and adjusted, if needed.
Each unexcused tardy	Student Disciplinary Report (SDR) will be communicated to parent/guardian and detention will be assigned. Plan will be revisited and adjusted, if needed.
Excused Tardies	Parents must contact the attendance office to report an excused tardy (see excused absence list above). Excused tardies due to personal/family reasons are limited to 5 tardies per school year
<b>Tardies/Missed Class Time: Periods 2-7</b>	
All unexcused tardies	Classroom teacher will take attendance each hour and record unexcused tardies.
Excessive tardies	After the 3rd unexcused tardy, the teacher will complete a tardy concern form. A staff member will meet with the child and a quiet lunch or detention will be assigned on the fourth tardy..
Early Dismissal from School	Similar to excused tardies, parents must contact the attendance office to report an excused early dismissal from school (see excused absence list above).
<b>Unexcused Absences: 6 Periods = 1 Day</b>	
3 days unexcused	Counselor will mail mandatory three-day principal's letter to parent/guardian
4-6 days unexcused	Counselor will attempt to contact parent/guardian via phone call, e-mail, meeting or home visit
7 days unexcused	Counselor will submit a Be@School or truancy referral to Hennepin or Carver County
12 days unexcused	Counselor will submit a STAR (School Team Attendance Review) Referral to Hennepin or Carver County
17 days unexcused	Counselor will submit an Educational Neglect Report to Child Protection Service
Note: Truancy can only be filed on students with unexcused absences.	
<b>Note: After more than seven days of absence due to illness, a letter requesting medical documentation for future absences beyond ten days will be sent to the parent/guardian. If a medical note is not provided, the absence is coded as unexcused.</b>	

## MMW Attendance Procedures

<b>Tardies</b>	
Period 1 (9:15 a.m. or later.)	<p>After 9:15, all students entering the building must sign-in through the attendance office and will receive a pass to class.</p> <p>If the parent/guardian has left a phone message, e-mail message, or has not made contact with the Attendance Office, the parent/guardian must escort the student to the Attendance Office and sign them in.</p>
<b>Leaving School Early</b>	
All Periods	<p>There are two ways for parents to request that their student be released from school before the end of the day.</p> <ol style="list-style-type: none"> <li>1. The parent/guardian enters the request into Skyward. Students must sign-out at the Attendance Office before they leave the building at the requested release time.</li> <li>2. The parent/guardian has the student bring a signed and dated note to the attendance office on the morning of the early release. Students must sign-out at the Attendance Office before they leave the building at the requested release time.</li> </ol> <p>Parents should enter early dismissals in Skyward. MMW does not accept phone calls, phone messages or e-mail messages for early dismissal.</p> <p>If the parent/guardian has left a phone message, e-mail message, or has not made contact with the Attendance Office, the parent/guardian must come into the building to sign-out the student in the Attendance Office.</p> <p>Students will remain in class until a parent/guardian has arrived or until the designated time entered in Skyward. Students will exit the building via the Attendance Office.</p> <p>Students will <b>only</b> be released to a parent/guardian or an individual listed as an Emergency Contact within Skyward.</p> <p><b>Note: Individuals on the Emergency Contact List and any other designated persons that are not a parent/guardian will be required to show a valid photo I.D. in order for the student to be released to them.</b></p>
<b>Absences: All Periods</b>	
Full Day Absences	<p>Parents/guardians must do one of the following for an excused absence: enter absence in Skyward, leave a voicemail on the Attendance Hotline (952-401-5310) or send a signed note.</p>

## Other Rules and Guidelines

### Items Not Allowed at School

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

- Items such as weapons, water guns, knives, lighters, matches and laser pens will be confiscated. MMW will follow district policy regarding these items in accordance with policies 501 and 506, linked here: <https://www.minnetonkaschools.org/uploaded/Documents/Policy/501.pdf> and <https://www.minnetonkaschools.org/uploaded/Documents/Policy/506.pdf>. Students will review any incidents with a staff member.
- Cell phones, earbuds/headphones, laptops, smartwatches, audio recorders, etc. are not allowed during the school day. See the [Personal Electronic Device guidelines](#) earlier in this document.
- Skateboards, longboards or hoverboards are not allowed to be used at school or on the bus.
- Following Minnesota Statute 169.222, students who are not yet 15 will not be permitted to ride an e-bike on school grounds.

### Care and Use of School Property

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

### Public Displays of Affection

Public displays of affection are prohibited.

### Before School Supervision

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

### Bicycle Safety

Students are to obey all traffic regulations when riding to and from school. Highways 7, 41 and the entrance to MMW are very busy with vehicle traffic. Bike riders accept inherent risk if they choose to ride bikes to and from school. In compliance with state law, students 14 years or younger may not ride/have Electronic Bikes (eBikes) on MMW property. MMW accepts no responsibility for bike safety and security. Students are to park bikes in the designated area near the cafeteria (next to the basketball court). Students are responsible for their own bike locks. Students should walk their bike on the sidewalks when buses are present.

### **After School Expectations**

All students are expected to immediately transition to the end of day dismissal procedures. After visiting their lockers, if needed, students should report directly to their after school plan: school activity, school athletic activity, riding the bus, meeting their prearranged ride in the parking lot, or retrieve their bicycle to leave the campus or leave on foot. All students are expected to work with school staff to safely cross at crosswalks and get on buses. Once a student exits the building, the expectation is that they are leaving school grounds, and students will not be allowed to loiter on school grounds and will not be allowed to re-enter the building. All buses depart by approximately 4:05 p.m. If students are in the building after 4:05, they must be under the direct supervision of a teacher, coach or other staff member. All hallways must be clear. All remaining students will be escorted to Bright Watch in the Media Center to await parent pick-up. After-school activities end at 5:30 p.m. and all students should be picked up and all doors will be locked. Students will not be able to re-enter the building during evening hours.

### **Bus Safety Expectations**

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

- Be on time to help keep the bus on schedule.
- Carry a bus pass and show it to the driver when boarding the bus.
- Board and depart from the bus correctly.
- Follow the driver's instructions.
- Remain seated for the entire bus ride.
- Do not endanger yourself or others.
- Do not bring food, beverages, animals, tobacco, chemical or hazardous objects on the bus.
- Speak and act courteously.
- Help keep the bus clean and safe.
- When using a personal electronic device, it must be used in a responsible manner (use earbuds when sound is present).

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

### **Bus Pass (to ride a different bus)**

Per District guidelines, students may not ride on a bus to which they are not assigned.

### **School Counseling**

We provide support to students with their academic performance, peer relationships, and/or personal life. Students are encouraged to make an appointment with their counselor via a Schoology message or in the School Counseling office.

### **Identification Cards**

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

### **Lockers**

All students will be assigned a hallway locker and combination. Students use lockers before and/or after school. Lockers should be locked at all times to safeguard belongings. Under no circumstances should locker combinations be shared, including with close friends. Students are not allowed to enter other student's lockers, or to share lockers with other students. The school will assume no responsibility for the

loss of property. All possessions should be marked so they can be identified if they are lost. Jackets, gloves, band instruments and glasses should be labeled. Lockers should be kept neat and clean at all times. Students may decorate their lockers with magnetized locker accessories that do not deface the surface of the locker. The school reserves the right to inspect the contents of lockers and to remove anything that violates school rules and/or the law of reasonable suspicion exists indicating that the locker contains prohibited items. If a locker malfunctions or it can be opened without the use of the lock, it must be reported to staff in the Student Support Room, so assistance may be arranged.

Backpacks are encouraged to be used throughout the school day.

### **Decorating Lockers**

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

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

### **Lost and Found**

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

### **Nutrition Services Account**

Each student has an individual account that supports their nutrition purchases. While each student is provided a breakfast and lunch meal, students may also opt to purchase a la carte items, including second helpings. Online payments can be made by logging into your MySSO account, clicking on Skyward and locating the food service tab.

Even though one Breakfast and Lunch meal will be offered free to students each school day, completing the [Application for Educational Benefits](#) may qualify your family for other discounts such as:

- Bus Transportation Fee(s) waived
- Reduced internet fees
- Reduced ACT/AP/IB Testing Fees
- Discounted cell phone rates through your provider

Our District benefits from your eligibility too! We encourage you to apply for [Educational Benefits](#) if you think you might qualify.

Additional information about lunch menus and pricing can be found on the Minnetonka Nutritional Services website: <https://www.minnetonkaschools.org/district/departments/nutrition>.

### **Recycling**

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

### **Hall Passes**

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

### **Posting of Signs**

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

### **Visitors – Students**

In general, student visitors are not allowed at MMW.

## **Grading , GPA and Reporting Clarification**

### **Uniform Grading Scale**

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

92.45-100= A

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

86.45-89.44 = B+

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

79.45-82.44 = B-

76.45-79.44 = C+

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

69.45-72.44 = C-

66.45-69.44 = D+

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

59.45-62.44 = D-

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

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

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

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

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

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

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

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

- **Formative Assessments (Academic Practice):** work conducted when a student is still learning the material. It is an assessment that is designed to provide direction for both students and teachers. For the students, the adjustment may mean reviewing, additional practice, or

confirmation that they are ready to move forward. For the teachers, it may mean changing instructional strategies, providing additional practice, or being ready to move forward. (e.g. teacher observation, quizzes, rough drafts, peer editing, or notebook checks).

- **Summative Assessments (Academic Achievement):** work conducted when a student has had adequate instruction and practice to be responsible for the material. It is designed to provide information to be used in making judgment about a student's achievement at the end of a sequence of instruction, e.g. final drafts/attempts, tests, exams, assignments, projects, performances.

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

### **Grade 6**

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

### **Grades 7 and 8**

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

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

For the complete policy, please see the link below:

<https://resources.finalseite.net/images/v1709936728/minnetonka/qb9eeo3epzee6huxhcmt/626SecondaryGradingandReportingPupilAchievement.pdf>

### **Reassessments**

- All students will have the opportunity to redo an assessment if they fulfill the reassessment preparation criteria that is established by the teacher. Specific reassessment criteria are determined by the teacher.

### **GPA Calculation**

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

## **Student Recognition Programs**

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



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

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

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

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

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

### President’s Volunteer Service Award



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

Recognizing and honoring volunteers sets a standard for service to others. It encourages a sustained commitment to civic participation and inspires others to make volunteering a central part of their lives. The President’s Volunteer Service Award recognizes individuals, families, and groups that have achieved a certain standard – measured by the number of hours served over a 12-month period or cumulative hours earned over the course of a lifetime.

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

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

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

<https://presidentalserviceawards.gov/>

# 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](mailto: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](http://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](http://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](http://www.minnetonkaschools.org) 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](mailto: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](mailto: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](http://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](http://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](mailto: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](mailto: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](https://www.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](http://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](mailto: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](http://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](mailto: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](http://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](mailto: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 and Truancy, Policy #502](#)

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

### [Attendance for Minnetonka High School, Policy #503](#)

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

### [Bullying Prohibition, Policy #514](#)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The Minnetonka School District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the District and the rights and welfare of its students and is within the control of the District in its normal operations, the District intends to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the District in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

### [Student Chemical Use, Policy #547](#)

The purpose of this policy is to assist the District in maintaining a safe and healthy environment for students, staff, and visitors by prohibiting the use, abuse, possession, sale, or transfer of any

chemicals on District property or at District events. Therefore, the Board supports the enforcement of a chemically-free environment and the periodic assessment of the District's efforts to support it.

### **[Civility of Students, 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).

## Student Rights and Responsibilities

### Introduction

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

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

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

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

Please review the entire Students Rights and Responsibilities handbook with your student. Helping our students understand their responsibilities for proper behavior, as well as their rights to be educated in a safe environment, is important to us all. Thank you for your continued interest and support as we all prepare our children for the future.

## Learning

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

## 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 are responsible to treat all persons respectfully and to follow rules and regulations that apply to them.
Students have the right to be informed of current 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 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 are responsible to treat others, including other students and staff, in a respectful manner. Students are also expected to treat the property of others and the District responsibly.
Students have the right to be free from	Students have the responsibility to refrain

corporal punishment by staff.	from using force or physical contact for the purposes of inflicting physical and emotional harm on another.
Students have the right to be free from unreasonable physical contact from teachers and other staff persons.	Students have the responsibility to respect the space and freedom of those around them. Students also have the responsibility to not engage in conduct that threatens to injure themselves, other persons, or property.

### Free Speech

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 may distribute such literature as long as it is free of obscenity, discrimination and defamation; does not interfere with the rights of others; or disrupt the atmosphere of learning in the school.

### 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 are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are encouraged 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 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 asked 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.

### 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 them.

### 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 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 have the opportunity to utilize school lockers, desks, and other designated areas for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district, and that such areas may be searched for any reasons, at any time, without permission, consent, or requirement of a search warrant.	Students are responsible for keeping their lockers, desks, and other designated areas for storing appropriate items of personal property free of any items that are illegal or that are prohibited under school rules and district policies.

## Nondiscrimination

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