



# **DAKOTA HILLS**

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## **MIDDLE • SCHOOL**

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### **2023-2024 Calendar & Handbook**

[dhms.district196.org](http://dhms.district196.org) • 651-683-6800

Welcome To

## Dakota Hills Middle School For the School Year 2023-2024

**DHMS Homepage: [dhms.district196.org](http://dhms.district196.org)**

Dear Parent(s),

This calendar-student/parent information handbook has been published for you and your family's convenience. We hope that this booklet will help you become more familiar with your school and its procedures. We recommend that you take special notice of the final section of the handbook entitled "Helping Your Child Succeed In Middle School." We feel strongly about these concepts and hope we can work together in helping your child grow and develop in a learning environment that is positive and fulfilling.

The program at Dakota Hills Middle School is designed to promote the intellectual, social and emotional growth of young adolescents. Each student is encouraged to take advantage of the wide variety of curricular and co-curricular opportunities available. The staff is committed to helping every student develop his or her talents and explore new areas of interest. This is an exciting time in a young person's life and the staff at Dakota Hills is excited about the opportunity we have in helping our students reach their potential.

We will be communicating with you throughout the year, and, at the same time, we encourage parental input and involvement. Parents are always welcome at Dakota Hills. We invite you to call, email, or drop by school anytime. Please let us know if you have questions or if we can be of service to you. You can reach staff and administration at (651) 683-6800.

Best Wishes,

Dakota Hills Middle School  
Staff and Administration

# Curriculum

## GRADE 6

6 period day

1. Reading & Writing (every day, full year)
2. Minnesota Studies (every day, full year)
3. Mathematics (every day, full year)
4. Earth Science (every day, full year)
5. Literacy (every-other day, full year)
6. Phy. Ed./Health (every-other day, full year)
7. Art AND Family & Consumer Science AND Tech Education (12 weeks of each. every-other day)
8. General Music OR Choir OR Band (every-other day, full year)

## GRADE 7

6 period day

1. English (every day, full year)
2. American Studies (every day, full year)
3. Mathematics (every day, full year)
4. Life Science (every day, full year)
5. Communications (every-other day, full year)
6. Phy. Ed./Health (every-other day, full year)
7. Elective #1 (options include full-year band, choir, French or Spanish OR trimester options in FACS, Tech Ed. and Art options)
8. Elective #2: same options as for Elective #1

## GRADE 8

6 period day

1. English (every day, full year)
2. American Studies (every day, full year)
3. Mathematics (every day, full year)
4. Physical Science (every day, full year)
5. Communications (every-other day, full year)
6. Phy. Ed./Health (every-other day, full year)
7. Elective #1 (options include full-year band, choir, French or Spanish OR trimester options in FACS, Tech Ed. and Art options)
8. Elective #2: same options as for Elective #1

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H  
M  
S

**Nickname**  
Wildcats

**Colors**  
Royal Blue, Kelly Green

# Philosophy and Mission Statement

*"Educating our students to reach their full potential"*

The mission of our middle schools is to nurture adolescents to become responsible, thoughtful citizens for life in an increasingly inter-dependent global society by creating environments in which students are challenged to achieve, explore, to create, to make decisions and to actively participate in and be accountable for their learning.

The middle school provides an environment that allows transition for the students as they move from elementary into the high school years. Middle school education builds upon skills acquired in previous learning experiences and provides an opportunity to explore new areas of interest that will give direction for future choices.

Middle school students are emerging adolescents who are experiencing profound changes in the intellectual, physical, social and emotional areas of their lives. These changes call for a unique learning environment where students can mature, achieve success and be challenged at their own developmental rate.

Intellectually, middle school students are maturing in their thinking and need stimulating activities that develop their problem solving and critical thinking abilities.

Physically, middle school students need to understand and to accept the changes in their bodies while assuming responsibility for their own well being.

Socially, middle school students must be provided an environment where they can positively interact with peers and adults.

Emotionally, students are seeking their identity. Positive self-esteem, the need for recognition and the need for success in both academic and social situations are imperative.

## **MISSION STATEMENT – INSTRUCTION**

Approaches to learning emphasize inquiry, exploration, practical application and cooperative learning. Learning opportunities are presented through a variety of instructional methods and are differentiated to reach varied ability levels. Instruction in the middle school places emphasis on the continued acquisition of basic skills and higher order thinking skills and acknowledges the impact of out-of-school activities on classroom learning. Learning activities begin in areas familiar to the learner and lead to new areas of interest.

## **MISSION STATEMENT – DECISION MAKING**

The school program is one in which students learn to accept responsibility for their actions and their own learning as they grow and mature. Students receive instruction in the process of decision making through experiences in classrooms and cocurricular activities. Reinforcement, direction and guidance are provided through the practice of participatory decision making.

## **MISSION STATEMENT – STUDENT GROWTH**

The middle school emphasizes positive intellectual, physical, social and emotional growth experiences. The staff is committed to working with the early adolescent. A strong Advisor/Advisee program, a variety of student support services and a wide range of cocurricular activities are offered to enhance student growth. Achievement in all areas will be encouraged and accomplishments are appropriately recognized.

## **MISSION STATEMENT – HOME-SCHOOL RELATIONS**

It is understood that a home-school partnership exists among students, parents, staff and the community. Communication between home and school is necessary for each student's success and learning. This communication is accomplished through a variety of methods, including student led conferences, on-line access to grades, email, voicemail, and the school's Listserv.

## **MISSION STATEMENT – EVALUATION**

Elements which comprise an effective middle school are assessed on a regular basis. Student academic and social progress is reported systematically. Evaluation examines the learning process, student achievement data, and the attainment of educational outcomes.

# Second Step: School Climate and Student Development Support Program

## Lifelong Learning

Second Step social-emotional learning (SEL) programs empower preschoolers, teens, and all ages in between to build skills for success. This cohesive family of research-based programs that work together to provide SEL throughout students' developmental stages, and in both classroom and out-of-school time settings.

## Mindset & Goals

Students learn how to develop a growth mindset and apply research-based goal-setting strategies to their social and academic lives.

## Recognizing Bullying & Harassment

Students learn how to recognize bullying and harassment, stand up safely to bullying and respond appropriately to harassment.

## Thoughts, Emotions & Decisions

Students learn how to recognize strong emotions and unhelpful thoughts and they learn to apply strategies for managing their emotions and reducing stress.

## Managing Relationships & Social Conflict

Students learn strategies for developing and maintaining healthy relationships, perspective-taking, and dealing with conflict.

## The Second Step program espouses:

- We will treat everyone with respect
- We will not bully others
- We will include students who are left out
- If we see bullying, we will do something and tell an adult, as soon as possible
- We will not hurt others

**The Second Step Program** (in conjunction with the FLEX advisor time and mentoring) In addition to daily homework, tutoring, and mentor time from 1:44-2:14 PM with a homeroom-styled teacher/advisor, all students have one weekly session with their FLEX advisor for Second Step. This time is used for a rotation of activities that teach, demonstrate, reinforce, and illustrate the principles of respectful peer-to-peer behaviors. These activities foster a positive school culture, establish a common language among students and staff, and allow the school to intervene in problematic peer-social issues.

## Rotation of Second Step Activities (tentative):

- 1st week of each month: School climate and bullying information, language, discussion
- 2nd week of each month: Group team-building activity, task, or game
- 3rd week of each month: Social and emotional learning.
- 4th week of each month: Reading or video illustrating problematic and positive school behaviors, peer conflict resolution.

# School Security and Safety

To insure the safety of students, staff and visitors, Dakota Hills has implemented the following security measures:

- DHMS and EHS share a security station entrance at the south side door #1. Entry for visitors is pandemic dependent.
- Visitors entering between 8:20am and 3:10pm will have a license or ID scanned for entry.
- After entrance, visitors are to go to the DHMS office. Visitors/parent/siblings are NOT allowed in hallway/common areas.
- Entry for visitors is pandemic and security dependent. Items for students can be left at Door #1.
- All doors will remain locked during the school day except for the front entry doors (door #1 at south loop).
- In the event of a bomb/weapon threat, Dakota Hills' staff has been trained and will follow the school and ISD 196 Emergency Plan.
- All staff have a School Emergency Procedures Guide, outlining the appropriate response to emergency situations.
- All staff is inserviced annually on emergency procedures.
- Dakota Hills works closely with the local fire and police departments to form an effective response team in the event of an emergency situation.

2023-24



Pages 1-2 for parent handbook:  
in DH calendar and posted online

Educating Our Students to Reach Their Full Potential

August, 2023

Dr. Trevor R. Johnson, *Principal* • James B. Roberts, *Assistant Principal* • Melissa S. Tapper, *Assistant Administrator*

### Dakota Hills Middle School iPad, Personal Device and Wi-Fi Use Expectations

All Dakota Hills students in grades 6 through 8 will be issued school district iPads. These will be used in classrooms as the **only** classroom technology tool. *Everything we need students to do via technology will occur via iPad.*

We know that student possession, access, and use of their own smartphones, ear buds, and personal tech devices are a distraction and have a negative impact on classroom and school climate. The student tendency to use smartphones for social media and gaming interferes and distracts from our primary teaching and learning purpose. Young, middle-school aged students are also susceptible to negative mental health impacts via social media use.

Dakota Hills classrooms, hallways, lavatories, cafeteria, etc. will be “no phone zones”: this applies to all personal technology devices.

#### Dakota Hills does not allow students to have their own smartphones or wireless ear buds with them during the school day... this includes lunch time.

##### Parent and School Options

Parents and students can send e-mails to students via their iPads at their g-mail address.

Know your child's FLEX (1:44 – 2:14 PM) time session, as this is a good time for e-mails.

Support the school by not sending (or needing) messages to your child in mid-day.

##### Student Personal Phone Use Limitations

Students are not to possess phones from 8:20 AM to 3:10 PM... this means no phones at lunch.

Students are not allowed to use any electronics at lunch.

The school has three free-use public phones for student use in foyer/common areas.

##### When Students Can Use Their Personal Phones

Before school or after school.

DHMS has limited ability to receive and relay messages to students during the day: use g-mail via the iPad.

Students, parents, guardians can use communication via iPad e-mail (ex: 582743@apps.district196.org).

#### All students will be expected to leave phones and wireless ear buds in their lockers or at home. Our rationale is to support the purpose of classroom learning.

Any students who have phones, wireless ear buds, or personal tech devices out (in hand or ear), will have these items brought to the office. The phone, ear buds, or device will be kept in the main office with two options:

- 1) The student retrieves the device on her/his own one week after the day of confiscation, without a parent
- 2) On any school day, a parent can come to DHMS before 4 PM to retrieve the device for her/his student

*Note: The student will be directed to call parents (using a school phone) to inform them of device confiscation*

*Note: On a second offense, only a parent/guardian will be able to retrieve the device from the office (not a student)*

Further, students will bear the responsibility for secure storage of smartphones in their lockers. Student devices are brought to DHMS at the risk of the student/parent. Dakota Hills assumes no responsibility for theft, loss, or damage of an electronic device brought to school and will not assume responsibility for investigating loss or theft of such items.

We ask parents to limit their need to have contact with students. For parents, we need your support on this as we know that, at times, contact with your child during the day has been a cause for distraction in the classroom. Please know that a student using a phone to check a message from a parent is a violation of this practice, and will be confiscated.

These expectations are intended to protect the educational purpose of the classroom, the security of the school's network infrastructure, support of student mental health, and the privacy of individual persons (students, staff, families).

#### Terms and Conditions of Site Wi-Fi Access and Use (iPads):

Users of personal Wi-Fi devices must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the district network. It is important to note that students who connect a personal device for use via their own private data plan are still under the school's digital responsibility and citizenship expectations.

Note: To promote community-oriented social interaction between students, we do not allow the use of iPads at lunch.

#### Resources for DHMS Technology Expectations:

District policies include, but are not limited to, the iPad mini Student User Agreement, 503.7AR Acceptable Use of Information Technology-Students, 503.7.1P Permission for Independent Student Access to the Internet, and 503.8AR Bullying/Cyberbullying prohibition.

#### Student Devices are limited to iPads, school computers (laptops), and school Chromebooks/tablets.

- 1) Students cannot use photo or video capabilities without the strict consent of a teacher or school staff.

*Note:* Classroom teachers will be clear with students as to when iPads can be used for photos or video as part of a classroom task. This is most often granted for pictures of class content, diagrams, notes, maps, etc.

The spirit of this rule is that students cannot use the peer-social setting of the school to take personal pictures. Under no circumstance should another child's photo (or video) be taken socially. The presumption of personal and family (parent) privacy and the preservation of the learning tone of the school are paramount.

With teacher consent, examples of permissible student uses of devices in a classroom may be:

- to complete an online task via GoogleDocs, Schoology, Notability, Naiku, Kahoot, Quizlet, etc. assessment
- to work on electronic flash cards for vocabulary or item/content memorization
- to access a teacher-directed web resource or use of a district approved iPad app

- 2) Students cannot use the school Wi-Fi for non-educational purposes.

*Note:* This is a matter of preservation of the learning mission of the school. It is also a matter of practicality as use of a Wi-Fi network “point” is reserved for use by district-issued iPads, not personal phones.

- 3) Students are only allowed to use wired ear buds with teacher permission and only in a classroom. Wireless ear buds are not allowed. If needed, in class a teacher will direct students to plug wired earbuds into their iPads for us.

DHMS has the right to examine the privately owned student device and search its contents if there is a reasonable suspicion that school and/or district policies or local, state, and/or federal laws have been violated.

Violation of school or district policies, local, state, and/or federal laws while using a personal electronic device or while on the district wireless network will result in appropriate disciplinary and/or legal action as specified in the *Students Rights and Responsibilities Handbook*, district policy, as well as by local, state, and/or federal law.

#### Outcomes at School:

A student who misuses either a personal or school-issued device at school may forfeit the ability to have them or use them at school. Any difficulty accessing online student resources would become part of this outcome.

#### Dakota Hills Technology Use Philosophy:

As students now grow up in a technology-saturated world, our goal is to harness the power of technology for school purposes, but to also teach **digital citizenship** to students. Wireless devices are very powerful tools and will be used to enhance student learning. It is very important for students to use and learn ways of accessing information, creating class content products, publishing to online locations, using interactive apps for discussion of class topics, etc.

Each day, students use wireless devices to establish and further add to their own online identity. The digital “footprint” that a child creates for her/himself is a lifelong skill. How students present themselves online through apps, websites, and social media can have a lasting impact and irrevocable negative outcomes for students and their mental health.

We will work with students to recognize and protect the classroom learning environment for the school's primary purpose of teaching standards, skills, content, and critical thinking. Recently, the impact of social media use by young adolescents (middle schoolers) has shown very strong and detrimental effects. Even though a student's social media content is personal, it can easily become known in the school setting and destroy friendships and school climate.



# August 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>Online Resources Internal</b> <ul style="list-style-type: none"> <li>• Online purchases (MyPaymentsPlus)</li> <li>• Online emergency cards</li> <li>• Online internet permission</li> <li>• Online info sheets (website)</li> </ul>	<b>1</b> <b>Check/Re-Check Online B-T-S Resources</b> <ul style="list-style-type: none"> <li>• DHMS webpage docs</li> <li>• Campus Student Schedules</li> <li>• MyPayments Plus (live)</li> </ul>	<b>2</b>	<b>3</b>	<b>4</b> <b>Internal B-T-S Forms Launch</b> (not yet announced) <b>B-T-S Mailing</b> (goes to Post Office)	<b>5</b>
<b>6</b>	<b>7</b> <b>Online Back-to-School Resources Launch</b> (ongoing parent online access to B-T-S materials) <ul style="list-style-type: none"> <li>• Mass em, vm prompts</li> </ul>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> (ongoing)
<b>13</b>	<b>14</b>	<b>15</b> <b>MN Election Primary</b> (no activities from 6-8 PM)	<b>16</b>	<b>17</b> <div> <b>August 24th: 6th Grade WEB Day (9 AM to Noon)</b>                          Parents will need to transport their incoming 6th grade student(s) to and from this event... starting at 9 AM and ending at Noon. Please car pool as much as possible.                     </div>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> <b>WEB Leader Training</b> (9 AM-3 PM: WEB Leaders only)  New Teacher Workshop	<b>22</b> <b>WEB Leader Training</b> (9 AM-3 PM: WEB Leaders only)  New Teacher Workshop	<b>23</b> All Teachers Workshop Begins	<b>24</b> <b>6th Gr WEB Day</b> (9 AM to Noon: students) <b>6th Gr Parent-Student Afternoon</b> (Orientation) (4-6 PM) Teacher Workshop	<b>25</b> <b>Back-to-School Day</b> virtual or in-person, 8 AM - 3 PM <b>Student Schedules 6-7-8</b> (made "live" in Campus) Teacher Workshop (half-day)	<b>26</b>
<b>27</b>	<b>28</b> <b>New 7th &amp; 8th Gr Family Orientation</b> (3:00 PM) <b>7th and 8th Grade Student-Parent Night</b> (4 - 6 PM) All Teachers Workshop	<b>29</b> <b>DHMS Visitation Hours</b> <i>(Access to locker areas)</i> (3 - 7 PM)  All Teachers Workshop	<b>30</b> <b>1st Day / Green Day</b> <b>All Grades 6, 7, 8</b> School Day: 8:20 AM - 3:10 PM	<b>31</b> <b>2nd Day / Blue Day</b> <b>All Grades 6, 7, 8</b> School Day: 8:20 AM - 3:10 PM		<b>Trimesters 2023-24</b> <b>T1:</b> Aug 30 - Nov 30 = 58 days <b>T2:</b> Dec 4 - Mar 7 = 57 days <b>T3:</b> Mar 11 - June 5 = 56 days <b>T1 + T2 + T3 = 171 days</b>
<b>DHMS Student Council Spirit Clothing Sale</b> A variety of t-shirts, hooded sweatshirts, sweats, and clothing with the Eagan <b>Wildcat</b> green-and-blue logo and theme will be on sale in the DHMS foyer at Back-to-School Day and at each grade level parent night event.		<b>August 24th: 6th Grade Student-Parent Afternoon</b> Incoming 6th graders and one parent come back to school at 4 PM to move items into lockers and then proceed thru a mini-version of your student's daily schedule. <b>August 28th: New 7th or 8th Grade Family Orientation (@3:00 PM)</b> For 7th and 8th grade families new to DHMS. This includes orientation, class schedules, a tour, locker access, meeting the DHMS administrators and counselors, etc.			<b>Back-to-School Day: Virtual or In-Person</b> <b>August 25, 8 AM - 3 PM Student schedules will be viewable on Infinite Campus on the morning of August 25th</b> All back-to-school tasks are via the DHMS website, Campus, MyPayments Plus, Schoology. Parents option to come to DHMS from 8 AM to 3 PM for tech assistance, access, or in-person help.	

# 2023 - 2024 District 196 Assessments

## GRADES 6 & 7

Beginning September: Measures of Academic Progress Testing (MAP) in reading and math

Begins April: Minnesota Comprehensive Assessment (MCA-III) - Reading

Begins April: Minnesota Comprehensive Assessment (MCA-III) - Math

## GRADE 8

Begins April: Minnesota Comprehensive Assessment (MCA-III) - Reading

Begins April: Minnesota Comprehensive Assessment (MCA-III) - Math

May (tentative): Minnesota Comprehensive Assessment (MCA-III) - Science (done online in Science classes)

## TESTING TIPS

It is important that students take these tests seriously. The results of standardized tests impact academic programming and placement. The following is a list of suggestions for parents to help their children perform at their highest level of achievement.

1. Do not schedule appointments on testing dates. Typically, students will perform better when they test during the scheduled time and not on a "make-up" day.
2. Take advantage of the practice test that are available on the DHMS website and at school.
3. Be sure your child arrives at school well-fed and well-rested.
4. If you feel your child would benefit from extra support, we will have after school help sessions in the areas of math and reading.

## Daily Schedule

- 7:30am Teacher day begins. Students may make arrangements to meet with teachers in their area during this time. Otherwise, students must remain in the foyer and are not to enter the main part of the building until 8:05 a.m. Bus students should come directly into the building upon arrival to school. No students are to leave the school grounds once they have arrived.
- 3:20pm Regular after school buses leave. After school activities begin. All students not under direct supervision of a teacher, coach, or other staff member are to be out of the building and on their way home. Students are not permitted to be either inside or on Eagan High School Property.
- 3:30pm All students who are not in an after-school activity should leave or be picked up by this time.
- 5:00pm After school activities end. (No after school activity buses.)





# September 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Trimesters 2023-24</b> <b>T1:</b> Aug 30 - Nov 30 = 58 days <b>T2:</b> Dec 4 - Mar 7 = 57 days <b>T3:</b> Mar 11 - June 5 = 56 days <b>T1 + T2 + T3 = 171 days</b>	<b>28</b> <b>7th Gr Student-Parent Night</b> and <b>8th Gr Student-Parent Night</b> (both at same time) (4 - 4:30 PM: Locker Access) (4:30 PM: 1st Hr Green Class) <i>(locker access afterwards)</i>	<b>29</b> <b>DHMS Visitation Hours</b> <i>(Access to locker areas)</i> (3 - 7 PMn)	<b>30</b> <b>1st Day / Green Day</b> <b>6th Grade and WEB Leaders</b> (regular buses, full day) <b>7th and 8th grade students</b> (take 10:30 AM buses for a half-day, ending at 3:20 PM)	<b>31</b> <b>2nd Day / Blue Day</b>  FLEX: 6th Gr Rules Review	<b>1</b> <b>No School</b>	<b>2</b>
<b>3</b>	<b>4</b> Labor Day <b>No School</b>	<b>5</b>  FLEX: 7th Gr Rules Review	<b>6</b> <b>LifeTouch Portraits</b> <ul style="list-style-type: none"> <li>Phy Ed classes p. 1-5</li> <li>Math classes p. 1-5</li> </ul> FLEX: 8th Gr Rules Review	<b>7</b> <b>Fall Sports Begin</b> (Season: Sept. 7 - Oct. 27) <i>(see p. 24 for sports info)</i>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b> <b>DHMS Parent Booster Mtg</b> DHMS Media Center 6:30 PM	<b>13</b> <b>DHMS Direct Donation Fundraiser Kick-Off</b> Info/Materials to FLEX Groups	<b>14</b>	<b>15</b> Rosh Hashanah (sundown)	<b>16</b> Rosh Hashanah
<b>17</b> Constitution Day	<b>18</b> <b>Emergency Drills</b> (each hour, mixed zones)	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> <b>DHMS Direct Donation</b> (Fundraiser Ends) <b>DHMS Emergency Drills</b> (Fire, Intruder, Evacuation) <i>during the day</i>	<b>23</b>
<b>24</b> Yom Kippur (sundown)	<b>25</b> Yom Kippur	<b>26</b> <b>MAP Testing begins</b> (Reading: 6, 7, 8)	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>Direct Drive Fundraiser</b> This replaces the magazine sales fundraiser. Dakota Hills asks each family to make a direct donation using the MyPaymentsPlus item <b>"DHMS Direct Drive Donation"</b> . The suggested amount is \$25 per student: this will replace the amount formerly raised via magazine sales.		<b>LifeTouch School Portraits: September 6th (re-takes on Oct. 17th)</b> Students will have their school portraits taken during school on September 6th. This will occur <b>during</b> the regular school day. Students are to dress in accordance with our dress code. We will be sure to have any students who have Phy. Ed. on Sept. 6th, have their portrait taken <u>before</u> their Phy. Ed. class. Orders can be done online, or students should bring their picture package envelope and check made out to "LifeTouch" to give to the photographer.			<b>DHMS Parent Booster Club Meetings</b> The DHMS Booster Club organizes and supports our school thru a variety of involvement, fundraising, and school volunteer efforts. This parent group generally meets once each month (except December) at 6:30 PM in the DHMS media center, or in the DHMS front office conference room.	

# Schoology, Website

## SCHOOLGY

Schoology is a web-based system that allows parents ongoing access to their child's schedule, academic performance, and attendance information. Parents are required to sign an 'Acceptable Use Policy' form. Once this form is returned to DHMS, parents are given the web address and an individual access key, which is needed to use Schoology. (See page 22 for more details.)

### Check out the school's website at: [dhms.district196.org](http://dhms.district196.org)

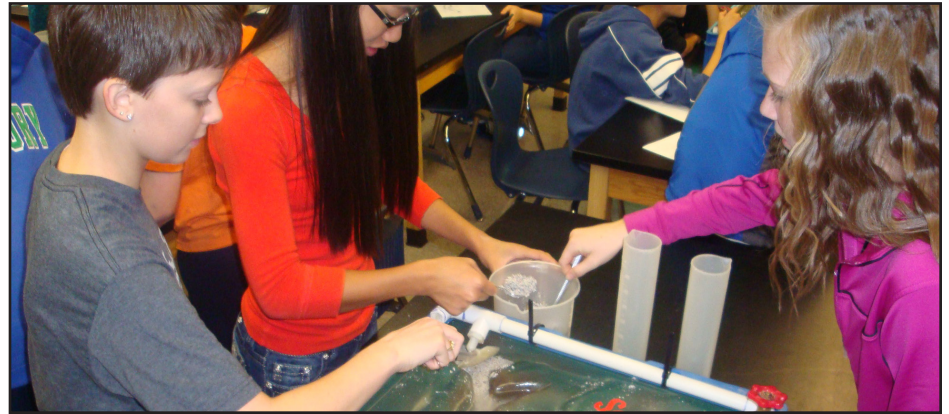
- E-mail individual staff members
- Access voicemail numbers
- Sign up for the school listserv

To e-mail teachers, administrators, and other staff members:

Access the home page and click on staff directory.

Then, click on the staff person's e-mail address.

You can also access voicemail numbers by clicking on the staff person's name.



## DAKOTA HILLS DAILY SCHEDULE 2023-24

Hour	1st Lunch: Lunch "A"	2nd Lunch: Lunch "B"	6th Graders: Lunch "C"	Minutes
Period 1	8:20 - 9:15	8:20 - 9:15	8:20 - 9:15	55
Period 2	9:19 - 10:11	9:19 - 10:11	9:19 - 10:11	52
Period 3	10:15 - 11:07	10:15 - 11:07	10:15 - 11:07	52
Period 4/L	Lunch: 11:08 - 11:38	11:11 - 11:40	11:11 - 12:13	4A: 65
Period 4/L	4: 11:39 - 12:44	Lunch: 11:41 - 12:11		4B: 61
Period 4/L		12:12 - 12:44	Lunch: 12:14 - 12:44	4C: 62
Period 5	12:48 - 1:40	12:48 - 1:40	12:48 - 1:40	52
FLEX Time	1:44 - 2:14	1:44 - 2:14	1:44 - 2:14	30
Period 6	2:18 - 3:10	2:18 - 3:10	2:18 - 3:10	52



# October 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Homecoming Week (TBD Date, Spirit Days)	3	4	5	6 No School Staff Data, Analysis and Instruction Workshop	7
8	9 Indigenous People's Day	10 MAP Testing (cont'd) (Math: 6, 7, 8)	11	12	13	14
15 Navaratri (begins)	16 Fall Play (Theatre rehearsal access)	17 DHMS Parent Booster Mtg DHMS Media Center 6:30 PM LifeTouch Portrait Re-Takes (Morning: 8:20-10:20 AM)	18 Evacuation Drill (if weather allows) FLEX Time	19 No School State Teacher Convention	20 No School State Teacher Convention	21
22	23	24 Dessehra	25 DHMS Fall Play (Final Dress Rehearsal)	26 DHMS Fall Play 7:00 PM (Auditorium)	27 DHMS Fall Play 7:00 PM (Auditorium)  End of Fall Sports	28 DHMS Fall Play 2:00 PM (Auditorium) FLL/Lego Robotics Practice Tournament (10:00 AM - 2:00 PM)
29	30 Winter I Sports Begin (Season: Oct. 30 - Dec. 20) (see p. 24 for sports info)	31 Halloween				
		<b>LifeTouch School Portrait Re-takes: Thursday, October 17th:</b> Students who were not in school on the first portrait day (September) will have their portraits taken on the morning of <b>October 17th</b> . Students or families who wish to have re-takes must have some obvious, visible defect in their original portrait (like eyes closed) <u>and</u> must return the entire original portrait package to the LifeTouch photographer on the day of re-takes.			<b>DHMS Parent Booster Club Meetings</b> The DHMS Booster Club organizes and supports our school thru a variety of involvement, fundraising, and school volunteer efforts. This parent group generally meets once each month (except December) at 6:30 PM in the DHMS media center, or in the DHMS front office conference room.	

# Attendance

## ADVANCED EXCUSE/PRE-ARRANGEMENT OF ABSENCE

Families should avoid trips or vacations on regular student days. Teachers are not obligated to provide students with advanced coursework for family-choice vacations. In accordance with the recommendation of the Dakota County Social/Tuancy Services, absences for a family trip are unexcused. In these situations a student will need to use their iPad, Schoology, and Googledocs to monitor and attend to coursework on their own until they return. Via the internet, teachers websites, Schoology, etc. a student not in school can monitor new assignments and get access to much of the needed information or resource material. Students are still expected to complete all work and will be given points/grades for their work. But, the unexcused absence(s) could contribute to a Dakota County truancy referral.

## EXCUSED ABSENCES

Minnesota law requires school attendance until age 16.

Excused absences are illness, serious illness or death in the family, home emergencies, and other types if excused in advance.

1. **A parent is to call the attendance line at Dakota Hills Middle School at (651) 683-6840 after 5:30 a.m., but before 9:30 a.m., to report that his/her child is going to be absent that day.**
2. **Please send a note with the reason for the student's absence when the student returns to school. The note is to be given to the attendance secretary, who will then write a pass to class.**

## FLEXIBLE STUDY (1:44 to 2:14 PM Daily)

The Dakota Hills daily schedule has a 32-minute time period when students are with their advisor for structured study and academic support. This daily time is used by teachers to identify and pull-in students who need help on classwork, and for students to get a start on the day's homework assignments. This daily flexible study period intentionally placed near the end of the student day, after period 5 classes. This is so that the homework or reading from the first five classes of the day can be brought to "FLEX Time" for student to work on. Students also have the opportunity to get help from teachers if needed. Students are expected to bring class work to this "FLEX Time" and to use this time productively for independent work or to get together with a teacher for assistance. It can also be used for silent reading or reading for pleasure if a student has completed his/her homework.

## IMPROVING STUDENT ATTENDANCE

The Student Services Team and Administration of DHMS will work with parents in trying to improve the attendance patterns of students who have excessive absences.

Sometimes a student's absentee pattern is an indication of other problems, either at home or at school. These problems are sometimes difficult to sort out and we may need assistance to deal with these situations. Other times, a student may have genuine physical concerns and occasionally a student may have a combination of the two. Sometimes, students are unaware of their excessive absence patterns. The counselors and administration will work with individual students and parents if attendance problems develop.

## LEAVING SCHOOL DURING THE DAY

Permission to leave school during the day may be obtained from the attendance secretary. **A written note from a parent or guardian stating the reasons for requesting to leave is necessary. All students must sign out at the Attendance Secretary's desk. Parents or authorized persons are required to come to the office to sign students out before picking them up.**

## MAKE-UP WORK

Students absent one day will be allowed two days to make up work and one day for each additional day missed. The make-up slip is presented to each teacher throughout the school day. If a student will miss two days or more because of illness, a parent may request homework after the second day. Student materials may be picked up in the office. Requests should be made before 10 a.m. for a 3 p.m. pick up of make-up work.

## TARDINESS

**If students arrive at school after 1st hour begins, it is necessary to check in at the main office attendance desk before reporting to class.** Excessive unexcused tardies to homebase or class may result in a conference with the student and a letter sent home to parents. If the problem continues, the student will be required to bring a doctor's note to verify a medical appointment for their late arrival(s) to school. In addition, continual tardiness may result in a truancy referral (see below).

## TRUANCY

Cases of suspected truancy are handled by the administration. Parents will be notified as soon as possible if their child is truant. Cases of habitual or extended periods of truancy will be referred to the Dakota County Attorney's Office and its Truancy Prevention Program. Parents and student will be involved initially in a diversion conference. Additional truant days may result in a court appearance.

## UNEXCUSED ABSENCES

An unexcused absence is missing school for reasons that are not acceptable by the district and/or Dakota County. Unexcused absences include but are not limited to:

- oversleeping
- missing the bus
- traffic
- car problems
- family vacations
- non-school sports team trips

Students with excessive unexcused absences/tardies may be required to obtain a doctor's note (Rx) as an explanation for missing school. Excessive absences can lead to a referral to the Dakota County truancy system for intervention by their staff.

## WITHDRAWING FROM SCHOOL

Report to the office **one week prior** to moving to obtain a withdrawal card. Students should see that all school materials are returned and all personal items are removed from assigned lockers.

## UNENROLLMENT AT 15 CONSECUTIVE DAYS OF ABSENCE

The State (MDE) requires that students absent for 15 consecutive days be unenrolled from school. This brings with it loss of access to Schoology, Campus, and school based tech platforms.



# November 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> <b>Parent-Student-Teacher Conferences</b> (3:30 PM - 7:30 PM) 41	<b>2</b> <b>No School</b> <b>Parent-Student-Teacher Conferences</b> (11:00 AM - 7:30 PM) <b>No School</b>	<b>3</b> <b>No School</b>	<b>4</b>
<b>5</b> <b>Daylight Savings Time Ends</b> (turn clocks back one hour)	<b>6</b>	<b>7</b> <b>Election Day</b> (no activities 6 - 8 PM)	<b>8</b>	<b>9</b>	<b>10</b> <b>FLL Tournament Set-Up and Staging</b> (5 PM) 46	<b>11</b> <b>Veteran's Day</b> <b>FLL Tournament</b> (MN High Tech Kids) All Day (DHMS Cafeteria)
<b>12</b> <b>Diwali</b>	<b>13</b>	<b>14</b> <b>DHMS Parent Booster Mtg</b> DHMS Media Center 6:30 PM	<b>15</b>	<b>16</b>	<b>17</b> <b>Prospective Student Family Tour</b> (Main Office - 8:30 AM) 51	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> 54	<b>23</b> <b>Thanksgiving</b> <b>No School</b> (Thanksgiving Break) 58	<b>24</b> <b>Native American Heritage Day</b> <b>No School</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> <b>End of 1st Trimester</b>		
<b>District 196 Intra-District Transfers</b> Students (families) who reside within School District 196 may seek to transfer (intra-district) from another 196 school zone to DHMS by submitting an application to the District Office by December 15th. Approval of transfer is subject to space and capacity at DHMS and not guaranteed.		<b>Dakota Hills Prospective Student &amp; Family Tour</b> (Friday, November 17th at 8:30 AM) These tours are intended for families considering moving to Eagan or open enrollment from schools that do not feed into Dakota Hills by attendance boundaries. These tours include a meet and greet with DHMS administrators and counselors, an overview of the 6-7-8 curricular program, a walking site tour, and information on the school calendar, traditions, and culture. <b>These tours take place on a Friday at 8:30 AM in November, December, and January</b>			<b>Notes: Dates for Prospective Family Tours</b> <b>Friday, November 17th</b> at 8:30 AM (DH Office) <b>Friday, December 8th</b> at 8:30 AM (DH Office) <b>Thursday, January 11th</b> at 8:30 AM (DH Office) Dates oriented on the Dec. 15th (intra-district) and Jan. 15th (inter-district) deadlines for application.	

# General Information

## AFTER SCHOOL HOURS

**Students are to leave the building immediately unless under the direct supervision of an instructor. Students are not to walk through Eagan High School on their way to or from school. Students who leave the school grounds and then come back are not to ride the activity bus.**

Students may be requested to stay after school for make-up work and extra help. Parents will be notified if a student is to remain after school.

## ALTERNATIVE LEARNING CLASSROOM (ALC)

Students who need additional academic assistance may be recommended for participation in our alternative learning classroom. Our main objective is to increase students' academic skills, self-esteem and self-confidence. Students are given assistance in organizational skills, task completion, and math/reading skills.

## BACKPACKS/BOOKBAGS

Students may use bookbags and backpacks to bring their books, school supplies and gym clothes to and from school. However, bookbags and backpacks must stay in student lockers during the school day. Bags or backpacks large enough to hold a 8 1/2"x11" notebook, textbook, or folder **must remain in students' lockers during the school day.**

## CAFETERIA CONDUCT

A few hints to make meals more enjoyable for students.

All recyclable: plastics, styrofoam, aluminum, glass must be placed in the proper recycling containers. Food that is not eaten should be put into the compost container.

- Use good eating manners. If students make a mess they are expected to recognize this and clean it up.
- Talk with peers and enjoy social interaction, but do not shout or make loud noises.
- Clear the table before you leave, above and below. Don't leave food items, paper products, etc.: Be responsible for your area.
- Students are allowed to choose where they sit and with whom they sit. Yet a responsibility comes with this for the behavior or groups at a table. The privilege of being able to choose where to sit may be revoked due to poor cafeteria conduct.
- Running, shoving, crowding is prohibited.
- Pay attention to designated serving lines; different menus are served in different lines. Signs will notify which line is for which menu.
- Students who abuse lunchroom rules and regulations will be assigned to eat in an area supervised by a member of the staff, may be assigned clean-up duty or may be assigned to eat lunch in the office.
- Once seated, students should remain at the seat until finished. Cafeteria supervisors will dismiss tables at the end of the lunch period.



## CAFETERIA INFORMATION AND ACCESS RESTRICTIONS

- Students may eat the prepared foods from our kitchen, or they may bring in their own individual "bag" lunch.
- Students bringing their own food are to bring individual servings of home-made or commercial (one-serving) foods, but may not bring in large quantities of food for distribution to friends (i.e.: no large bag snacks, no 12-packs of beverages, etc.)
- Students are informed and instructed to be health conscious if their FLEX Time group rotates treats.
- Commercial foods from outside the school are not allowed in the school cafeteria (i.e. a student may not order a pizza to be delivered to school for consumption during lunch time)
- The cafeteria is not a setting or time for a student birthday party. This is to take place outside of school.

Note: We do not provide access of parents or older/younger siblings to children in our cafeteria during lunch. Parents who wish to eat lunch with their child may do so if one of the office conference rooms is available.

## CHANGE OF ADDRESS

Address and telephone # changes should be reported to the attendance clerk and nurse.

## DAILY BULLETINS

A daily bulletin of events and announcements is prepared in the office and read each morning to students as part of regular morning PA announcements. A copy of the daily bulletin is also sent each day to all Dakota Hills families via the school's mass e-mail system. In order to receive these e-mails of the daily bulletin, a parent or guardian must have entered an e-mail address into the school's student information system: Infinite Campus.

## DRUG FREE AND WEAPON FREE ZONE

The Minnesota legislature has revised the DRUG-FREE and WEAPON-FREE ZONE law by adding treatment centers to the areas where increased penalties apply. The law now covers the areas surrounding school property, park property, public housing projects and treatment centers facilities. Anyone caught possessing or selling not only narcotics, but amphetamines or marijuana as well, may be subject to increased penalties for committing the crime in one of these zones. The law is also tough on anyone caught possessing or using a dangerous weapon in these areas. The Minn. Stat. sec. 152.01, 152.021-152.024 (1997) and Minn. Stat. sec. 609.66 (1996) relate to drug-free school, park, public housing and treatment center zones.



# December 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Dakota Hills Prospective Student &amp; Family Tour</b> (Friday, December 8th at 8:30 AM) These tours are for families considering moving to Eagan or for open enrollment from schools that do not feed into Dakota Hills by attendance boundaries. The tour includes a meet and greet with DHMS administrators and counselors, an overview of the 6-7-8 program, a walking site tour, and information on the school calendar, traditions, and culture. <i>These tours take place on a Friday at 8:30 AM in November, December, and January</i>				<b>30</b> End of 1st Trimester	<b>1</b> <b>No School</b> End of Trimester Workshops and Grading	<b>2</b> <b>DHMS Holiday Boutique</b> <b>Holiday Craft Sale</b> (9:00 AM - 4:00 PM)  EHS Speech Tournament
<b>3</b>	<b>4</b> <b>Start of 2nd Trimester</b> <b>Speech Team Begins</b> <b>Veterans Meeting</b> (First Meeting & Practice) (3-5 PM)	<b>5</b> <b>Speech Team Begins</b> <b>Beginners Meeting</b> (First Meeting & Practice) (3-5 PM)	<b>6</b>	<b>7</b> Hanukkah (sundown)	<b>8</b> <b>Prospective Student-Family Tour</b> (Main Office - 8:30 AM) <b>Stage Access</b> (for Music Concerts)	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> Hanukkah (ends)  <b>Intra-District Transfer Request Deadline</b> (for Fall, 2024)	<b>16</b>
<b>17</b>	<b>18</b> <b>Gr 6-7-8 Choir Concert</b> (4 PM - Auditorium) <b>Choir Rehearsals</b> <i>(during the school day)</i>	<b>19</b> <b>6th Gr Band Concert</b> (4 PM - Auditorium) <b>Band Rehearsals</b> <i>(during the school day)</i> <b>Pyramid Jazz</b> (7 PM)	<b>20</b> <b>Band Rehearsals</b> <i>(during the school day)</i>  <b>End of Winter I Sports</b>	<b>21</b> <b>7th Gr Band Concert</b> (5:30 PM - Auditorium) <b>8th Gr Band Concert</b> (7 PM - Auditorium)	<b>22</b>	<b>23</b>
<b>24</b> Christmas Eve	<b>25</b> Christmas Day  <b>No School</b> (Winter Break)	<b>26</b> Kwanzaa (begins)  <b>No School</b> (Winter Break)	<b>27</b>  <b>No School</b> (Winter Break)	<b>28</b>  <b>No School</b> (Winter Break)	<b>29</b>  <b>No School</b> (Winter Break)	<b>30</b>
<b>31</b> New Year's Eve	<b>Trimesters 2023-24</b> <b>T1:</b> Aug 30 - Nov 30 = 58 days <b>T2:</b> Dec 4 - Mar 7 = 57 days <b>T3:</b> Mar 11 - June 5 = 56 days <b>T1 + T2 + T3 = 171 days</b>	<b>District 196 Intra-District Transfers</b> (from <i>within</i> District 196) Students (families) who reside <i>within</i> School District 196 may seek to transfer (intra-district) from another 196 school attendance area into DHMS by submitting an application to the District Office by December 15th. Approval of transfer is subject to space and capacity at DHMS, and not guaranteed. Parents granted enrollment from outside the DHMS attendance area are responsible for timely transport of their student(s) to and from school.			<b>Open-Enrollment Transfers</b> (from <i>outside</i> District 196) Students (families) who reside <i>outside</i> of School District 196 may seek to transfer (open-enroll) from outside of District 196 to DHMS by submitting an application to the District Office by January 15th. Approval of open-enrollment is subject to space and capacity at DHMS and not guaranteed.	

# General Information Continued

## **FLEX TIME (Daily between 5th and 6th period classes: from 1:44 to 2:14 PM)**

After 5th period, students have 30 minutes with their advisor- teachers. This valuable time is used for homework, getting help from specific content teachers, reading, makeup tests, enrichment and remediation. In follow-up reviews of the use of FLEX time by students and teachers, here is what we have found:

- Students like FLEX time and use it for completing classwork, getting access to teachers, and monitoring class status
- Students develop the skill of identifying their own needs and seeking the help they need
- Students get the help they need... and the result is an improved grade thru improved work completion
- Routine Schoology checks have increased student awareness of their class status: a vital step toward getting help
- Teachers us FLEX time to target and pull-in specific students who need help, tutoring, or re-teaching
- Beyond work completion, FLEX time is valuable for tutoring and re-teaching
- FLEX time is a quiet study time that is helpful for students and staff
- By linking FLEX time to the student advisor this leads to more helpful and keen knowledge of student needs

## **FIRE DRILLS, TORNADO DRILLS**

Emergency drills are held throughout the year. Instructors will explain the evacuation plan or shelter plan in each class. During fire drills, students should move quietly and orderly out of the building. Instructors will assist students in exiting the building to a safe area. Students should pay attention to these instructions. Any student involved in pulling a fire alarm for any reason other than a fire will be suspended from school, reported to the State Fire Marshall, and be required pay a fine.

During tornado drills, students should move quietly and orderly to the shelter area. Instructors will show students "how to sit" to help avoid serious injury. If students are outside, instructors will select a shelter area.

## **GRADES**

Grading is done on a letter basis, A, B, C, D and F (Fail).

**Each subject area has drawn up the objectives and criteria for which a student is graded.**

When a teacher is first convinced that a student is doing unsatisfactory work or is falling short of working up to capacity, the teacher will notify the parents, stating the circumstances. The recognition of this unsatisfactory performance will come early, while there is still time for the student to do something about it.

## **HEALTH SERVICES**

The health office is located in the general office area. The nurse's office hours are 7:30 to 3:20 p.m. Nursing care is available to assist students who have become ill or injured or who need help with other medical issues. We recommend that students who are ill with a fever and/or vomiting NOT return to

school until after they have a full 24-hours free of fever and vomiting.

**Students must have a pass from their teacher before reporting to the health office, unless it is an emergency.** If a student wants to come to the health office between classes, he/she must obtain a pass from the teacher of the next hour's class.

**Students may not leave school or arrange for their own ride home without first reporting to the nurse.** The school nurse will assess the illness and call home if necessary.

A health record is kept for each student documenting immunizations, hearing and vision test results, and any pertinent health information. If a student transfers to another school, this record will be sent with the academic records to the new school.

Prescription medications brought to school must be turned into the health office upon school arrival. Non-prescription medications can be self-administered by the student IF the emergency card is signed by a parent/guardian and the student abides by the district's policy. With all prescription medications brought into school, there must also be a doctor's authorizations on file in the health office. This would include medications that the nurse would administer, all inhalers and epi pens whether the student self-carries or the nurse administers. District policy also states that the following rules regarding medications administration at school:

1. Prescription medication must be in a pharmacy labeled bottle (most pharmacies will label a second bottle for school at no cost)
2. Medication authorization for all medications must be with the medications giving the school nurse permission to give the medication
3. Medication given longer than 2 weeks needs a doctor's authorization (this note can be faxed to the school nurse at 651-683-6858)

## **Student Health/School Nurse**

Licensed school nurses provide a variety of services that support a healthy learning environment for all students and staff in District 196.

## **Illness and Injury**

In cases of illness or significant injury at school, a parent or guardian will be contacted by the Health Office. If a parent or guardian cannot be reached, the emergency contact will be called. The emergency contact must be willing and able to provide transportation and supervision of the student. It is important the parent/guardian and emergency contact information is current for all students. If no one can be reached, 911 will be contacted as necessary. Please keep your contact and emergency contact information up to date.

## **Guidelines for whether or not to send your child to school**

We want children in school and ready to learn. The following guidelines have been established to help determine when children should remain at home. They may need to rest at home if they have:

- Fever
- Vomiting



# January 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> New Year's Day  <b>No School</b> (Winter Break)	<b>2</b>  <b>No School</b> (Winter Break)	<b>3</b>	<b>4</b>  <b>6 - to - 7 Registration</b> <b>Presentation</b> (FLEX Time) <b>Winter II Sports Begin</b> (Season: Jan. 4 - Feb. 23) <i>(see p. 24 for sports info)</i>	<b>5</b>  <b>7 - to - 8 Registration</b> <b>Presentation</b> (FLEX Time)	<b>6</b>
<b>7</b>	<b>8</b> Orthodox Christmas	<b>9</b>	<b>10</b>	<b>11</b>  <b>All Registrations Due</b> (for 2024 - 25 School Year) (5-to-6, 6-to-7, 7-to-8) <b>Prospective Family Tour</b> (Main Office - 8:30 AM)	<b>12</b>	<b>13</b>  <b>MS Speech Team Meet</b> (@ DHMS at 9 AM)
<b>14</b>	<b>15</b> Martin L. King, Jr. Day  <b>No School</b> <b>Open-Enrollment Transfer</b> Request Deadline (for Fall, 2024)	<b>16</b>  <b>8th-to-9th Grade</b> <b>Parent Orientation</b> (6:00 PM-EHS Auditorium) <b>DHMS Parent Booster Mtg</b> DHMS Media Center - 6:30 PM	<b>17</b>  <b>8th-to-9th EHS Prep Video</b> (during the day-FLEX Time)	<b>18</b>  <b>8th-to-9th Online Registration</b> (with EHS Counselors) (during the day-8th graders)	<b>19</b>  <b>No School</b> Staff Data, Analysis and Instruction Workshop <b>MS Speech Team Meet</b> (@ VMSS at 4:30 PM)	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>  <b>MS Speech Team Meet</b> (@ BHMS at 9 AM)
<b>28</b>	<b>29</b>  <b>Beginning of ACCESS</b> <b>Testing Window</b> (for Learners of English)	<b>30</b>	<b>31</b>			<b>MS Speech Team Meet</b> (@ Olson MS at 9 AM, Bloomington)
<b>Open-Enrollment Transfers</b> (from <b>outside</b> District 196) Students (families) who reside outside of School District 196 may seek to transfer (open-enroll) from outside of District 196 to DHMS by submitting an application to the District Office by January 15th. Approval of open-enrollment is subject to space and capacity at DHMS and not guaranteed.		<b>Dakota Hills Prospective Student &amp; Family Tour</b> (Thursday, January 11th at 8:30 AM) These tours are intended for families considering moving to Eagan or open enrollment from schools that do not feed into Dakota Hills by attendance boundaries. These tours include a meet and greet with DHMS administrators and counselors, an overview of the 6-7-8 curricular program, a walking site tour, and information on the school calendar, traditions, and culture.			<b>Student Registration for 2024-25 Courses</b> Students in 6th and 7th grades will receive course registration and course description packets in early January. Student then complete registration via the Campus online system to select and prioritize their elective course choices.	

# General Information Continued

- Diarrhea
- Any rash, of which you do not know the cause
- Or they are not feeling well enough to participate in the school day.

When your child is feeling ill please don't hesitate to call your school nurse with questions or concerns. We would prefer your child remain at home for 24 hours after the above symptoms have subsided. This helps prevent the spread of communicable diseases and allows the opportunity to rest and recover fully from the illness.

The school district will follow the guidelines from the Minnesota Department of Health for recommended exclusion and notification for vaccine-preventable diseases (mumps, measles, rubella, pertussis, diphtheria, viral hepatitis, chickenpox and meningitis). There will be no other classroom or grade level notification for communicable diseases.

## REQUIRED IMMUNIZATIONS

State law requires that all students entering 7th grade have a **Tetanus/Pertussis** booster (given after age 7), 2nd MMR, 3-shot series of **Hepatitis B**, the 2nd **Varicella** vaccines (or physician confirmation of chicken pox illness) and **Meningococcal** vaccines.

## HIV/AIDS

District 196 teaches students human sexuality curriculum in health classes in seventh and eighth grade and HIV/AIDS prevention curriculum in health classes in eighth grade. If parents would like specific information about what is taught in these areas to middle school students, please attend the meeting on the curriculum at the school or contact the school principal. There will be scheduled parent information meetings before the classes begin. Parents will be notified in advance by letter about the meeting dates. Parents who are uncomfortable with the curriculum after attending the meeting or talking with the principal may withhold their children from the class sessions in which these curricula are taught.\*

\*Alternate lessons will be provided for students who are withheld from class at their parent's request.

## HOME BOUND INSTRUCTION

If it should become necessary for a student to be absent from school for an extended period because of serious illness or accident, arrangements can be made to provide instruction at home. It is the responsibility of the parent to call the school and ask that such provision be made. Fifteen consecutive days of absence is a requirement for this service.

## HOMEWORK

Normally, students will have homework every day. Tests and projects in classes will also result in home study time. A one hour study time each night is suggested to help develop each student's good study habits. If a student does not have homework on a particular night, we strongly suggest using this hour for recreational reading.

## HOMEWORK LUNCH

Students with missing assignments in any class may be assigned to Homework Lunch by a teacher. If assigned, a student brings their lunch and some class materials to a designated classroom or teacher location during their normal lunch period A, B, or C. While there, the students eat and complete their missing assignments as a working-lunch time. This occurs under the supervision of a staff person. When students complete their missing work, they are dismissed to their normal lunch.

## LATE ASSIGNMENTS

A student's grade on an assignment may be lowered if it is handed in after the due date. If a student is absent due to illness or another excused absence, time is given to allow for homework completion as stated on page 12 (ATTENDANCE – MAKE-UP WORK).

## LOCKERS

To prevent students from breaking into lockers, **students should not share lockers and should not share their locker combinations with others. Students should always make sure the door of the locker is completely closed, turning the dial of the locker after closing the door.**

**Do not leave money or other valuables in lockers.** Report losses and locker problems to the office **immediately**. Problems with lockers will be reported to the counseling staff.

No one should be in the locker area without a pass after class begins. Anyone involved in writing on the lockers or other abuse to lockers will receive a significant reprimand.

All students should help keep locker areas neat and clean. Discarded materials should be deposited in proper receptacles.

## LOST AND FOUND

All items of jewelry, purses, wallets, watches, eye glasses and dental appliances will be kept in the office. Lost clothing, books and notebooks can be found in the Lost and Found in the main office area. Periodically, clothing that has not been claimed will be donated to charity.





# February 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>Precinct Caucus Night</b> (No Activities after 6 PM)		<b>1</b>	<b>2</b>	<b>3</b> <b>Speech Team Meet</b> (@ TBD)
<b>4</b>	<b>5</b>	<b>6</b> <b>DHMS Parent Booster Mtg</b> DHMS Media Center (6:30 PM)	<b>7</b> <b>Parent-Student-Teacher Conferences</b> (3:30 - 7:30 PM)	<b>8</b> <b>No School</b> <b>Parent-Student-Teacher Conferences</b> (11:00 AM - 7:30 PM) <b>No School</b>	<b>9</b> <b>No School</b>	<b>10</b> <b>Chinese New Year</b>
<b>11</b>	<b>12</b> <b>Lincoln's Birthday</b>	<b>13</b>	<b>14</b> <b>Ash Wednesday</b>	<b>15</b> <b>5th-to-6th Grade Parent Night-Orientation</b> 5:00 PM: GT Info (optional) 5:15 PM: Site Tours (optional) 6:00 PM: Overview Presentation	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b> <b>Presidents' Day</b> <b>No School</b>	<b>20</b>	<b>21</b>	<b>22</b> <b>Washington's Birthday</b>	<b>23</b> <b>End of Winter II Sports</b>	<b>24</b>
<b>25</b>	<b>26</b> <b>Winter III Sports Begin</b> (Season: Feb. 26 - Apr. 16) (see p. 24 for sports info)	<b>27</b>	<b>28</b>	<b>29</b> <b>Leap Year</b>		
		<b>5th-to-6th Grade Parent Night (Orientation)</b> Thursday, February 16th We welcome the parents of incoming 6th grade students for the 2024-25 school year. This event is designed to help you become familiar with the Dakota Hills site (tours), academic program, and staff. An optional session covering GT offerings is also available. <b>5:00 PM:</b> GT Info (optional) <b>5:15 PM:</b> Site Tours (optional) <b>6:00 PM:</b> Overview Presentation <b>Glacier Hills      Northview      Pinewood      Red Pine      Woodland</b>			<b>Notes:</b> School Event: <b>Blue</b> State/Fed Event or Holiday: <b>Green</b> Religious/Cultural Event: <b>Red</b>	

# General Information Continued

## LUNCH PROGRAM (2023-24)

### Secondary School Breakfast/Lunch Prices:

Student Full Price Breakfast.....	\$ 1.60
Student Full Price Lunch.....	\$ 2.55
Student Reduced Price Lunch.....	\$ (free)
Student Reduced Price Breakfast.....	\$ (free)
Adult Lunch.....	\$ 4.95
Milk.....	\$ .40

A wide variety of foods are available daily in the school cafeteria. The school lunch program provides nutritious, low cost meal selections. Students may choose from a variety of entrees, vegetables and desserts daily. There are also a wide variety of ala carte items including: chips (bag snacks), cookies, ice cream, juice and beverages, etc.

Independent School District 196 uses a computerized system for the payment of school meals. Every student is assigned a four or five digit personal identification number. This number must be used to receive the student rate for school meals. Students may deposit pre-payments into their lunch accounts or pay cash in the lunch line daily.

## MEDIA CENTER

Generally, students use the media center with a teacher. It is a place to study and seek out information. Students who deface books are subject to a charge for the amount of damage. All books, magazines, and pamphlets must be checked out of the Media Center. Materials are never to be taken from the Media Center without first checking them out. Encyclopedias and other references may be checked out on an overnight basis.

## PHYSICAL EDUCATION/HEALTH

To help students remember what to bring for class, it is helpful to use the check list below:

- Sweatpants and shirt
- T-shirt
- Athletic shorts
- Socks, and gym shoes (with laces)
- Swimsuit (female students must have a one-piece swimsuit)
- Bar soap
- Towel
- Combination lock

It is a good idea to have a special bag just for physical education so there is little chance of forgetting or losing necessary items.

Unacceptable items:

- To wear street clothes for physical education
- Shirts cut off at the midriff
- T-shirts with messages that are in poor taste
- Cut off sweats

A one-piece swimsuit is necessary even when students are not in swimming

because the pool is a popular and a necessary rainy day alternative lesson plan. Sweat suits are important due to the range in temperature in the spring and fall.

Students are to wear suitable physical education attire and take showers at the end of the period. **A physician's certificate must be presented by the student in order to be excused from physical education for any extended period of time. If a student is to be excused from a physical education class for a day, the student must bring a note from a parent and have it signed by the nurse.**

The physical education area (pool, gymnasium, and locker rooms) is an area where we can have great fun and physical activity while learning basic performance and life skills. It is, however, also a potentially dangerous area when used incorrectly or unsupervised. Because of potential problems in these areas, we have found that by following a few simple rules these areas can be safe and exciting learning stations.

1. Students are not to enter the physical education locker room area prior to school starting.
2. Students are to be in the locker room only during their own physical education period or after school if they are in an athletic activity.
3. Students are not to be in the gym or in the pool area without teacher supervision (this includes before and after school).
4. Light switches, curtains switches and intercom switches should not be operated by students.
5. Running on the pool deck, shower area, and locker room is prohibited.

## PLEDGE OF ALLEGIANCE

Each morning, students have the opportunity to publicly recite the Pledge of Allegiance. Anyone not wishing to participate in reciting the pledge for any personal reason may abstain from participation.

## SCHOOL CLOSINGS

For information regarding the closing of school due to inclement weather, a mass voicemail from the school or district will go out to households. School closing info will also be provided on the District website at [www.district196.org](http://www.district196.org). **Please do not call the school for this information.**





# March 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>Winter III Sports Begin</b> (Season: Feb 24 - Apr 10) <i>(see p. 24 for sports info)</i>				1	2
3 <b>MCA &amp; MTAS Testing Begins</b> (Gr 6, 7, 8 Reading & Math)	4 <b>Prism/Ensemble Set-Up</b> (DHMS Cafeteria)	5 <b>Spring Musical Rehearsal</b> (Theatre/Stage Access)	6	7 <b>End of 2nd Trimester</b>	8 <b>No School</b> End of Trimester Workshops and Grading	9
10 <b>Daylight Savings Time Starts</b> (tum clocks ahead one hour)	11 <b>Ramadan (sundown)</b> <b>Start of 3rd Trimester</b>	12 <b>DHMS Parent Booster Mtg</b> DHMS Media Center 6:30 PM	13 <b>DHMS Spring Musical</b> Dress Rehearsal (extended rehearsal) <b>Gerten's Plant Card</b> (PBC Fundraiser)	14 <b>DHMS Spring Musical</b> 7:00 PM - Auditorium	15 <b>DHMS Spring Musical</b> 7:00 PM - Auditorium	16 <b>DHMS Spring Musical</b> 2:00 PM - Matinee (Auditorium)
17 <b>St. Patrick's Day</b>	18	19 <b>DH Prism/Ensemble Concert</b> (7:00 PM, Cafeteria)	20	21	22	23
24	25 <b>No School</b> (Spring Break)	26 <b>No School</b> (Spring Break)	27 <b>No School</b> (Spring Break)	28 <b>No School</b> (Spring Break)	29 <b>Good Friday</b> <b>No School</b> (Spring Break)	30
31 <b>Easter</b>	<b>Trimesters 2023-24</b> <b>T1:</b> Aug 30 - Nov 30 = 58 days <b>T2:</b> Dec 4 - Mar 7 = 57 days <b>T3:</b> Mar 11 - June 5 = 56 days <b>T1 + T2 + T3 = 171 days</b>		<b>MCA Testing Information (for April)</b> MCA testing will be completed online (on student iPads) by each student. Generally the reading test is given first, then math. The entire student body will take the tests on a given day with and adjusted afternoon class schedule. 8th grade science students will take the MCA science test in their science class.		<b>Notes:</b> Although the State (MN) MCA testing window for reading (gr. 6-8), math (gr. 6-8), and science (gr. 8 only) officially begins on March 9th, actual test dates will vary to accommodate computer availability. Each test is completed by individual students on computer (online).	

# General Information Continued

## SCHOOLGY, PROGRESS REPORTS, REPORT CARDS

Schoolgy, is a web-based system, which allows parents to access information throughout the school year (see page 10 & 12). This online grading system allows parents to check a child's class status with detail and desired frequency. It is considered the first form of classroom communication to parents.

This on-line system allows parents to find Information about their child's schedule, grades (academic performance), missing work, and attendance record. Parents have found that Schoolgy provides them with timely information to use as they work to support their children.

### YOU CAN USE SCHOOLGY TO...

- Check your child's current grade in any class
- Check assignment completion in any class (scores, percentages, etc.)
- Review your child's quiz and test scores in any class (scoring, impact on overall grade)

## REPORT CARDS - ON-LINE (ELECTRONIC) (VIA CAMPUS)

As our use of more on-line communications and student information systems has increased, we no longer mail hard-copy mid-term grade reports to parents. With computer access for families available at home, work, the public library, or even stopping by Dakota Hills, we no longer mail out trimester report cards. Rather, at the end of each trimester, our school's daily bulletins, mass voicemail, and mass e-mail systems will be used to notify you that you may now access your child's printable report card via Campus. With this, you may view and print as many copies as you wish from your own computer.

## OPTIONS FOR PARENTS/GUARDIANS FOR COMPUTER (Schoolgy) ACCESS

- Come to Dakota Hills office to get your access key and codes to start up on Schoolgy
- Use an on-line computer option at the local library, work, or come to the DHMS office
- Complete a form in the DHMS office to have a hard-copy report card sent home.

We use on-line grading, on-line parent access to student grades, and on-line printable report cards via Campus from your own computer. As students enter 6th grade and our secondary setting, one notable change is not only the class grading system (letter grades), but the method by which parents are notified of your child's academic work and class grade status.

## LETTER GRADES

Students earn letter grades (A, B, C, P, NG) based on the grading scales that the teachers set up for their classes. Although teachers have the autonomy to customize a grade-scale for their content and grade level, most teachers use the criteria close to the following:

### District #196 Elementary Grading

- 1 = Limited
- 2 = Developing
- 3 = Proficient
- 4 = Exemplary
- NC = Not Covered

### District #196 Secondary Grading

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69% (Passing)
- F = below 60% (No Grade)

## SELLING OF CANDY OR COLLECTABLES

There is to be no sale of candy, fund raiser items or collectables other than those approved by the Dakota Hills Middle School Administration.

## STUDENT ACCIDENT INSURANCE

The school district does not have insurance covering students. Parent's insurance programs are responsible for coverage.

## STUDENT COUNCIL

The Student Council, an elected student governing body, provides for the expression of student opinion, builds good relationships between students and faculty, coordinates student activities to keep school spirit at a high level, and carries out many worthwhile activities.

## TELEPHONE

Students may use the student phone located outside the main office. If a student needs to use a phone during class time, they may be sent to the office.

## TEXTBOOKS

Textbooks are furnished by the district. Each student is responsible for his/her books. Students will be asked to pay for lost or damaged books.

## TOBACCO FREE STATEMENT:

District 196 and Dakota Hills Middle School support the growing national movement toward a tobacco-free environment. Use of tobacco in district buildings or on district grounds is prohibited. Thank you for your cooperation.



## VISITORS

DHMS does not allow students to bring guests to school.



# April 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 MCA Reading Testing (Schoolwide, morning)	4	5	6
7	8	9 Eid al-Fitr (End of Ramadan)	10	11 MN Statewide Tornado Drill	12	13
14	15	16 End of Winter Ill Sports DHMS Parent Booster Mtg DHMS Media Center - 6:30 PM	17 MCA Math Testing (Schoolwide, morning) Spring Sports Begin (Season: Apr 17 - May 31) (see p. 24 for sports info)	18	19	20
21	22 Passover (sundown)	23	24	25 MN Statewide Tornado Drill 1:45 PM (FLEX)	26 No School Staff Data, Analysis and Instruction Workshop	27
28	29	30 Passover (ends)				
<b>MCA Testing Information (for April)</b> MCA testing will be completed online (on student iPads) by each student. Generally the reading test is given first, then math. The entire student body will take the tests on a given day with and adjusted afternoon class schedule. 8th grade science students will take the MCA science test in their science class.			<b>MCA Testing Information:</b> Each year, Minnesota Comprehensive Assessment (MCA) tests are given in reading and math to 6th, 7th, and 8th grade students. In addition, the 8th grade only also take an MCA science test. These tests are completed online with students using their iPads to access the test. Generally, DHMS has students complete the reading test first, followed by the math test. For 8th grade students the final MCA science test is usually given in May.			<b>Notes:</b>

# Co-curricular Activities

## ACTIVITIES OFFERED

### Athletic Teams

#### Fall

Cross Country (6th, 7th and 8th grades)  
Gymnastics (7th and 8th grades)  
Soccer, Boys (7th and 8th grades)  
Soccer, Girls (7th and 8th grades)  
Tennis, Girls (7th and 8th grades)  
Volleyball (7th and 8th grades)

#### Winter

Basketball, Girls (Winter I, 7th and 8th grades)  
Wrestling (Winter I, 6th, 7th and 8th grades)  
Basketball, Boys (Winter II, 7th grade)  
Basketball, Boys (Winter III, 8th grade)  
Swimming, Boys (Winter III, 7th and 8th grades)  
Swimming, Girls (Winter III, 7th and 8th grades)

#### Spring

Tennis, Boys (7th and 8th grades)  
Track, Boys (7th and 8th grades)  
Track, Girls (7th and 8th grades)

Note: All Football, Baseball and Softball are available through Eagan Athletics Association ([www.easports.org](http://www.easports.org))

Note: 6th Grade Athletics offerings through Eagan Athletics Association ([www.easports.org](http://www.easports.org)). Sixth grade students are not eligible for school sports program participation. However, they can participate in club activities (below).

### Clubs/Fine Arts/Other

Band Ensembles	Robotics (First Lego League)
Chess Club	Scholastics Scrimmage
Choir Ensembles	Ski Club
Declam (speech)	Speech (Declam)
Destination Imagination	Spelling Bee
Down Hill Ski Club	Spring Musical
Fall Play	Stock Market Game
Future Cities	Student Council
Genius Hour	Writers United
Geography Bee	Xtreme Adventures (Wed.)
Knowledge Masters	Yearbook
Math Club/Math League	Young Authors' Conference
	Youth in Government

## TRANSPORTATION

There are no after school buses. Parents are responsible for pick-up of their children at appointed times: practices end at 4:45 p.m.

## ATHLETICS/FINE ARTS REGULATIONS

All 7th and 8th grade boys and girls are invited to take part in co-curricular activities. Physical examinations are required for athletic programs. The signature of a parent or guardian must be obtained before a student is allowed to participate.

The following regulations shall be in force throughout the entire year and shall govern all students participating in any activity sanctioned as part of the school program.

- A. Grades – All participants must maintain passing grades in school work according to the Minnesota State High School League rules to be eligible.
- B. Drugs, tobacco and/or alcohol – Guidelines of the Minnesota State High School League will be followed.
- C. Students must be in attendance by 11:30 a.m. on the day of an activity to be eligible to participate in that activity.

## ATHLETIC PARTICIPATION FEE

A \$110.00 per sport student participation fee is required by the district. This fee will be non-refundable. The fee for all sports will be collected at Back-to-School Day and during the week prior to each athletic season. The participation fee is required before participation in the first practice.

## FINE ARTS PARTICIPATION FEE

A \$44.00 per student participation fee is required by the district. This fee will be assessed for drama, declam and chess. Students will not pay the drama fee until after auditions and performance rolls have been cast. Other fine arts activities and clubs have no participation fee.

## GIFTED ATHLETE PROGRAM

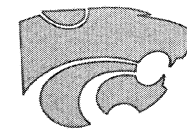
A seventh or eighth grade student may participate in a high school varsity athletic activity in which he or she demonstrates exceptional and superior ability in a particular sport. A gifted athlete is one whose needs cannot be adequately met by the middle school program because he or she has the ability to be a consistent starter at the high school varsity level. To initiate a request, parents should contact the assistant principal at Dakota Hills Middle School.

## INSURANCE

Students wishing to participate in athletics should be covered by insurance provided by the parent(s). The school district does not have insurance for participants in the school athletic programs, any school activities or for accidents that occur at school.



# May 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Prospective Student-Family Tour (Main Office - 8:30 AM)	4
5 Cinco de Mayo  Teacher Appreciation Week	6	7 DHMS Parent Booster Mtg DHMS Media Center 6:30 PM Science MCA Testing (8th Grade only)	8  Science MCA Testing (8th Grade only)	9	10	11
12 Mother's Day  Penny Wars (May 13 - May 17)	13	14	15 8th-to-9th Transition 8th graders visit EHS (morning)	16	17 MCA Testing Ends	18
19 8th Grade Comm. Marketing Projects (commercials, sales)	20 Gr 6-7-8 Choir Concert (4 PM - Auditorium) Choir Rehearsals (during the school day)	21 Band Rehearsals (during the school day) DHMS Parent Booster Mtg DHMS Media Center 6:30 PM	22 6th Gr Band Concert (4:00 PM - Auditorium) Band Rehearsals (during the school day)	23 7th Gr Band Concert (5:30 PM - Auditorium) 8th Gr Band Concert (7:30 PM - Auditorium) Rehearsals (during the day)	24	25
26	27 Memorial Day No School	28 Stage Access (Awards set-up/Prep)	29 6th Grade Locker Clean-out (during FLEX Time)	30	31 End of Spring Sports	
<b>Penny Wars Format:</b> Via DHMS student council, each grade selects a charity for a "loose change" money drive. A unique accounting system adds to a grade level "total" for pennies and paper, but subtracting silver coinage... so silver coins can be used to lower another grade level total.		<b>Dakota Hills Prospective Student &amp; Family Tour</b> (Friday, May 5th at 8:30 AM) These tours are intended for families considering <i>moving into</i> the Dakota Hills attendance area. Since the District 196 (December 15th) deadline for intra-district transfer and the State/MN deadline (January 15th) for inter-district transfer have passed, enrollment at Dakota Hills for the following fall (fall, 2023) will require residence at an address in the Dakota Hills attendance zone in order to enroll a student.			<b>Notes:</b> School Event: Blue State/Fed Event or Holiday: Green Religious/Cultural Event: Red	

# Student Conduct

## NON-DISCRIMINATION NOTICE

District 196 does not discriminate in employment or in any of its programs and activities, including vocational opportunities, on the basis of sex, race, religion, color, creed, national origin, marital status, familial status,\* disability, status with regard to public assistance, sexual orientation, membership or activity in a local human rights commission,\* age or genetic information.\* District 196 provides equal access to designated youth groups.

The Director of Human Resources, Shelly Monson (651-423-7859 – shelly.monson@district196.org) has been designated to respond to employment-related inquiries regarding the non-discrimination policies including Title IX. The Director of Elementary Education, Jeremy Sorenson (651-423-7782 – jeremy.sorenson@district196.org) and the Director of Secondary Education, Michael Bolsoni (651-423-7712 – michael.bolsoni@district196.org) have been designated to respond to student-related inquiries regarding the non-discrimination policies including Title IX. The Director of Special Education, Janet Fimmen (651-423-7629 – janet.fimmen@district196.org) has been designated to respond to inquiries concerning the rights of a student with a disability. The mailing address for all directors is 3455 153rd Street W, Rosemount, MN 55068.

\*Asterisked categories are limited to employment-related discrimination and harassment.

## BUS SAFETY

For safety reasons each student shall:

- A. Obey bus drivers promptly, as they are in full charge of buses and pupils while in transit.
- B. Be on time at the designated bus stops. Buses cannot wait.
- C. Stay off the roadway at all times while waiting for buses.
- D. Cross in front of a bus when crossing the highway, not in back of a bus.
- E. Board the bus in an orderly manner – pushing and crowding will not be tolerated.
- F. Wait until the bus has come to a stop before attempting to enter or leave the bus.
- G. Students must board/depart the bus at their designated bus stop only.
- H. Keep hands and head inside the bus at all times.
- I. Do not move around or change seats on buses.
- J. Refrain from yelling or loud talking while on the bus.
- K. Please do not tease, push or touch other students, fight or use foul language.
- L. Throwing articles of any kind in a bus is most dangerous and will not be tolerated.
- M. Damage to a bus should be reported to the driver at once. Any student disfiguring or mutilating a bus will be required to pay for the damage and may be denied use of buses.
- N. Each student should help to keep buses clean and orderly. Students must be alert for their own safety and that of fellow passengers.

- O. Parents will be informed by the District Bus Conduct Specialist if their student abuses the privilege of riding our school buses. If the student's behavior does not improve substantially, they face the possibility of being suspended from riding the bus.
- P. Students are not allowed to have pop or food on the buses.
- Q. Music device players will be allowed on buses under the following guidelines: these items must be used exclusively by the owner.





# June 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Trimesters 2023-24</b> <b>T1:</b> Aug 30 - Nov 30 = 58 days <b>T2:</b> Dec 4 - Mar 7 = 57 days <b>T3:</b> Mar 11 - June 5 = 56 days <b>T1 + T2 + T3 = 171 days</b>				<b>30</b> <b>7th Grade Locker Clean-out</b> (during FLEX Time)	<b>31</b> <b>8th Grade Locker Clean-out</b> (during FLEX Time)  <b>End of Spring Sports</b>	<b>1</b>
<b>2</b>	<b>3</b> <b>Stage Access</b> (Awards set-up/Prep)	<b>4</b> <b>8th Gr Presidential Academic Awards</b> (7:15 AM - Auditorium) <b>Final Locker Clean-Out</b> (3:00 PM - end of day)	<b>5</b> <b>Last Day of School</b> (End of 3rd Trimester)	<b>6</b> <b>End of Year Saff Workshop</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> <b>District Admin. Workshop</b> (all day) Location: TBD	<b>13</b>	<b>14</b> Flag Day	<b>15</b>
<b>16</b> Fathers Day	<b>17</b> Eid al-Adha (sundown) Summer School (M-Th, 8 AM to Noon)	<b>18</b> Summer School (M-Th, 8 AM to Noon)  DHMS Site Plan Workshop 12:30 - 4:30	<b>19</b> Juneteenth	<b>20</b> Summer School (M-Th, 8 AM to Noon)	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b> Summer School (M-Th, 8 AM to Noon)	<b>25</b> Summer School (M-Th, 8 AM to Noon)	<b>26</b> Summer School (M-Th, 8 AM to Noon)	<b>27</b> Summer School (M-Th, 8 AM to Noon)	<b>28</b>	<b>29</b>
<b>30</b>	<b>Grade Level Locker Clean-Out</b> This takes place during FLEX time as students downsize items from their lockers. Students will still be able to use their lockers thru <b>June 5th</b> . Final locker clean out will take place at the end of the day on <b>June 5th</b> . All materials are to be emptied from lockers by the end of <b>June 5th</b> .			<b>Note on end-of-year Field Trips:</b> The last day of school is <b>June 5th</b> . This is a day usually used for an end-of-year field trip. End of year field trips may vary or be separate excursions by the different grade levels. As the end of the year approaches, information about the last day plans will be communicated to students and families. Any field trips even being possible are subject to transportation availability, site hours, chaperone restrictions, raincheck capabilities, etc.		

# Student Conduct Cont'd

## **BUSES TO OUT OF TOWN ACTIVITIES**

Students riding on a school bus to an out-of-town activity must also return on the school bus, unless the student's parents sign a release of liability form stating that they will be responsible for the student on the return trip. The form may be obtained from the activity supervisor.

## **SMART PHONES, WIRELESS EARBUDS, ELECTRONIC GAMES, ETC.**

Too often, student smartphones or other technology devices create a disruption to the school day or are stolen or misplaced. These items and their use are a matter of personal (student) accountability. The school does not take responsibility and has limited ability to investigate matters of lost or stolen smartphones. These technology items are commonly brought to school, but must be done so with the understanding of personal risk and responsibility by the student. If a student loses her/his smartphone, the school staff will not be burdened to find it. A student who misuses a smartphone/device during school may have the phone confiscated. In this case, the device will be held in the office for one week and returned to the student, or, a parent may retrieve the device at school if it is needed sooner.

It is possible for a student who is a frequent or extreme abuser of personal smartphone/device misuse to be banned from bringing, possessing, or using such technology devices (whether owned or provided by the school) at school. In this situation, the student then assumes the burden of completing classwork without the benefit of in-school technology aids.

In an effort to keep our students safe and protect their privacy, cameras (including the cameras on other devices such as smartphones) are not allowed for use during school. We will support the presumption of digital image privacy by parents for their children. While it is possible that a teacher may allow students to use photo or video devices for class purposes, examples of this are detailed on page 6 and can only occur with the clear and expressed permission and knowledge of the classroom teacher.

## **COMMITMENT TO DIVERSITY**

We respect the individuality of all students and staff - a fact that guides the way we teach everyday. We strive to create a comfortable, accepting atmosphere for everyone in our Dakota Hills community. This will be accomplished by providing a quality education and striving to understand and respect individual beliefs. We value the viewpoints, experiences and backgrounds of everyone, and are dedicated to developing positive relationships among staff, students, and parents in our community.

## **COOPERATION AT THE STADIUM DURING HIGH SCHOOL EVENTS**

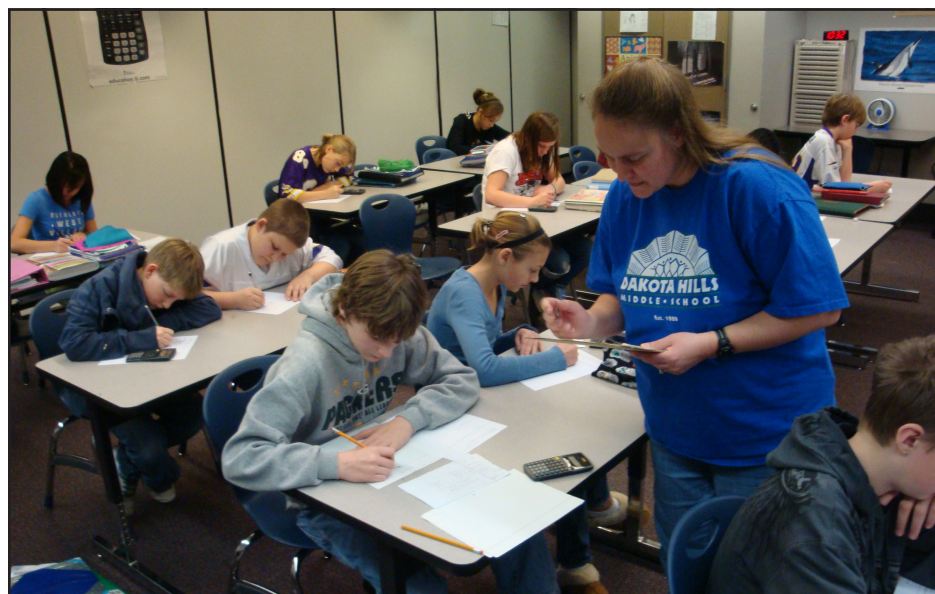
When attending high school events, the following behaviors are expected.

1. Stay seated except when purchasing food or going to the restroom.
2. Don't throw any objects.
3. Do not at anytime cheer negative or obscene cheers – instead cheer with our cheerleaders, exhibit spirit within positive sportsmanship.
4. Arrange to be picked up immediately after the game – and be aware that all school buildings will be closed.

5. After leaving the stadium, spectators may not return without a new ticket.
6. No loitering on school grounds outside of the stadium.

## **DISCIPLINE POLICIES**

The Student Rights and Responsibilities handbook which students will receive during the first week of school in September includes a complete set of the district #196 policies and regulations.





# July 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	<del>1 Secretary A In Office Secretary B on Vacation DHMS Office: Reduced Staff</del>	<del>2 Secretary A In Office Secretary B on Vacation DHMS Office: Reduced Staff</del>	<del>3 Secretary A In Office Secretary B on Vacation DHMS Office: Reduced Staff</del>	<del>4 <b>Independence Day</b> Secretary A In Office Secretary B on Vacation DHMS Office: Reduced Staff</del>	<del>5 Admin and Clerical on Vacation DHMS Office: Closed</del>	6
7	<del>8 Summer School (M-Th, 8 AM to Noon) DHMS Office: Reduced Staff</del>	<del>9 Summer School (M-Th, 8 AM to Noon) DHMS Office: Reduced Staff</del>	<del>10 Summer School (M-Th, 8 AM to Noon) DHMS Office: Reduced Staff</del>	<del>11 Summer School (M-Th, 8 AM to Noon) DHMS Office: Reduced Staff</del>	<del>12 Admin and Clerical on Vacation DHMS Office: Closed</del>	13
14	<del>15 Summer School (M-Th, 8 AM to Noon) DHMS Office: Reduced Staff</del>	<del>16 Summer School (M-Th, 8 AM to Noon) DHMS Office: Reduced Staff</del>	<del>17 Summer School (M-Th, 8 AM to Noon) DHMS Office: Reduced Staff</del>	<del>18 Summer School (M-Th, 8 AM to Noon) DHMS Office: Reduced Staff</del>	<del>19 Admin and Clerical on Vacation DHMS Office: Reduced Staff</del>	20
21	<del>22 DHMS Office: Reduced Staff</del>	<del>23 DHMS Office: Reduced Staff</del>	<del>24 DHMS Office: Reduced Staff</del>	<del>25 Secretary A on Vacation Secretary B In Office Summer School (M-Th, 8 AM to Noon) DHMS Office: Reduced Staff</del>	<del>26 Admin and Clerical on Vacation DHMS Office: Reduced Staff</del>	27
28	<del>29 Secretary A on Vacation Secretary B In Office DHMS Office: Reduced Staff</del>	<del>30 Secretary A on Vacation Secretary B In Office DHMS Office: Reduced Staff</del>	31			
					<b>Prison</b>	

# Student Conduct Cont'd

## GENERAL CONDUCT

Students are responsible for their own actions. All discipline will be handled on an individual basis when the need arises. The main goal in our school is education; everyone has an equal opportunity to work toward achieving this goal. Therefore, anyone distracting or preventing others from reaching this goal will receive disciplinary action. Whatever steps are necessary to correct the problem will be taken. This includes parent conferences, staying after school, In-School and Out-of-School Suspension or curtailing participation in school activities.

Parents will be notified in all cases of staying after school and suspension.

- A. Students must have a pass to be outside of class during class time.
- B. Eating candy or food, or drinking beverages other than in the lunch area during the noon hour is not allowed.
- C. The use of profanity is not an acceptable social behavior and will not be allowed.
- D. Students are not allowed to run in school.
- E. Gum chewing is not allowed during the school day.
- F. Novelty/Nuisance items such as: toy squirt guns, laser beam lights, shaving cream, collecting cards, etc. are not considered appropriate items to be brought to school and should remain home.
- G. Vending machines at Eagan High School are not to be used by middle school students. Middle school students are not permitted to be in Eagan High School areas at any time.

Students are expected to display a positive attitude and to respect others and the school. All students have a right to learn and share the responsibility of not infringing on the rights of others.

## SEXUAL HARASSMENT

Dakota Hills Middle School will maintain a learning environment free from sexual harassment. Reports of harassment will be investigated in compliance with the District 196 Students Rights and Responsibilities Policies and Regulations. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.

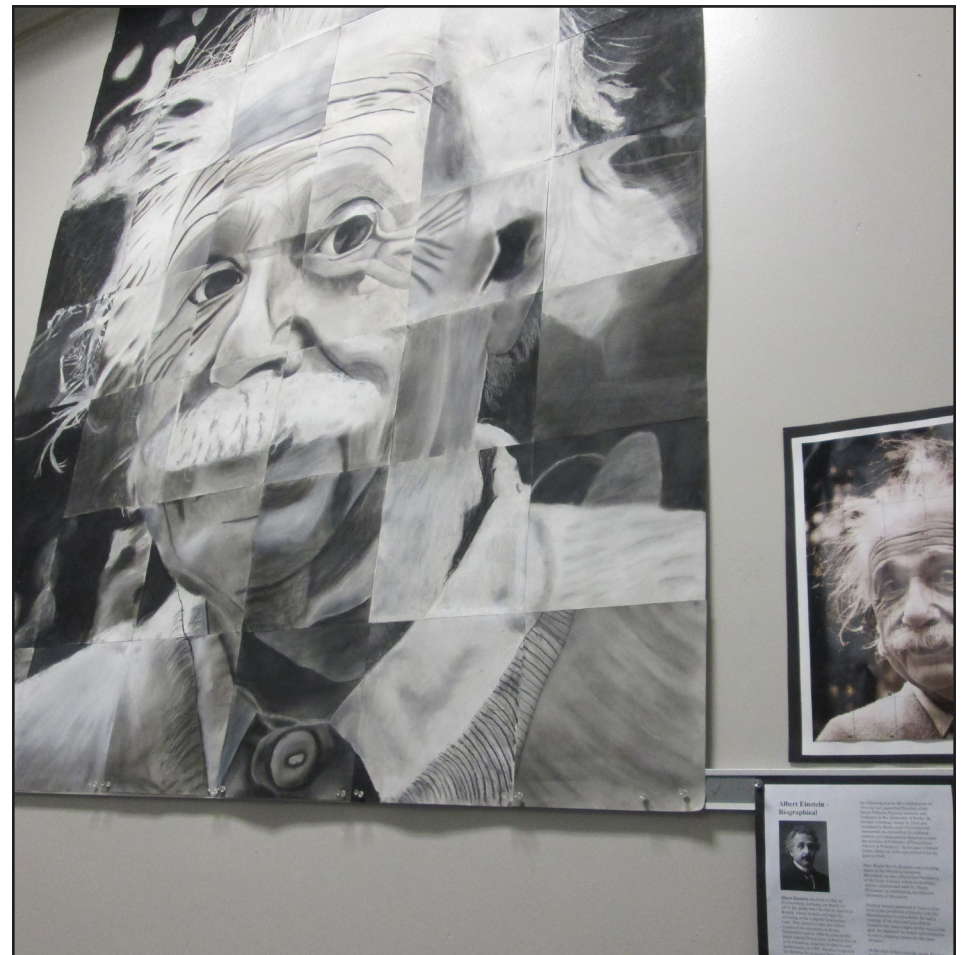
## SKATEBOARDS/ROLLERBLADES

Skateboards and rollerblades are not to be used on school property. We have had several students injured on the way to or from school. They are recreational items that present a legitimate safety concern.

## STUDENT DRESS EXPECTATIONS

In order to maintain an atmosphere conducive to learning, the administration and staff of Dakota Hills believe it is important to establish standards for proper student dress.

Our hope is that parents/guardians and students will keep this and the other provisions in these dress expectations in mind when completing their shopping for the coming school year.



# Student Conduct Cont'd

## DHMS STUDENT DRESS CODE

It is necessary that appropriate clothing be worn by students. Discretion should be used to keep the school environment conducive to learning. In the interest of maintaining a proper learning environment at Dakota Hills Middle School, the following articles of clothing are prohibited:

- Clothing that reveals undergarments
- Any clothing that reveals undergarments, this includes "see-through" clothing that reveals undergarments
- Clothing, especially t-shirts and sweatshirts, advertising drug, alcohol or tobacco products or garments which convey inappropriate, demeaning, profane, obscene, abusive or discriminating messages, pornographic icons
- Pants and shorts worn below the natural waistline
- Clothing which is worn for religious or medical purposes will be considered on an individual basis
- Ear buds may be used only at teacher direction

### Hats and Hoods:

Students are expected to follow the direction of teachers on hats and hoods. Since teachers use and rely on facial and non-verbal expression and communication in classrooms, it is likely that a teacher will not allow hats to be worn during class. Students are expected to know and follow the hour-to-hour direction of any teacher or sub.

### Other student dress/appearance requirements:

- Students are required to wear shoes at all times. Bare or stocking-feet are not permitted.

Please be aware that because middle school students come in all shapes and sizes, what might be appropriate attire for one child may leave another child over-exposed.

When a student's dress is found to be inappropriate, the student will be offered an opportunity to change or call a parent or guardian to attain different clothes.

## WALKING TO SCHOOL OR BICYCLING

We ask that students who are walking and/or biking to school exercise caution when crossing city streets. According to the city of Eagan crosswalk policy; "School routes should be planned to take advantage of existing sidewalks, paths, and protection afforded by existing traffic controls. This may make it necessary for children to walk a non-direct, longer distance."

# Student Services

A variety of support services are offered to students and their families at Dakota Hills Middle School. These services include individual and group guidance counseling, academic assistance, testing administration and interpretation, as well as other forms of assistance that will help make a student's experience at the middle school successful. The student services staff is made up of counselors, psychologist, school nurse, the administration, individual teachers, the special education team, academic coordinator, and diversity advocates. Appointments may be set up with these people.

Early adolescent years can be a confusing time not only for the child, but also for the parents. We would encourage parents to call one of the members of the support staff if they have any questions regarding their son's or daughter's development during the middle school years.

The following are some of the services provided for the students at Dakota Hills Middle School:

## ACADEMIC AWARDS

The Presidential Academic Awards are given out each spring and recognizes the academic achievements of Dakota Hills Middle School eighth grade students. The **President's Award for Educational Excellence** honors students who have maintained a 3.8 cumulative GPA throughout their middle school years. The **President's Award for Educational Achievement** honors students who achieve a 3.5 cumulative GPA.

## ADVISOR-ADVISEE PROGRAM (During FLEX Time: daily between periods 5 and 6)

This program is a special type of support service that is provided for all students at Dakota Hills Middle School. The function of the advisor during these three years is to:

1. Offer extra assistance to the students.
2. Help the student develop and reach academic and social goals.
3. Provide a positive, secure base for the student.
4. Give each student an opportunity to have a personal, long-term relationship with a teacher.
5. Train students in the student-led conference model.

Homebase takes place every day. Additional Advisor/Advisee time is provided once each month. It is our desire, through our Advisor/Advisee program, to bridge some gaps and meet the individual needs of each student in a more personal way.

# Student Services Cont'd

## AFTER SCHOOL HOMEWORK HELP PROGRAM

After school academic assistance is available to all students throughout the school year. Classes are held three days a week, Tuesday through Thursday, from 3:20 to 4:45. (There are no activity buses available. Parent are responsible for pick-up at appointed times.) Sessions begin the first week of October and end the last week of May. Various academic, study help and enrichment classes are offered throughout the school year. Students wishing to attend should report to the designated room after school.

## CHILD STUDY PROCESS

School District 196 has implemented Public Law 94-142, The Education of All Handicapped Children Act, and Chapter 211 of Minnesota Statutes, with the adoption of the process we refer to as Child Study. This is a clearly defined process which the school must pursue for a child to be designated for LD, Special Education, speech-language therapy, physical or occupational therapy, or psychological services in our special services program. For more information regarding this process, contact the counselor's office.

## GIFTED AND TALENTED PROGRAM

Students in this program are identified as exceptionally high ability achievers. ALL students have the opportunity to participate in learning situations for enhanced curriculum experiences. Enrichment opportunities are facilitated by classroom teachers and the Gifted and Talented Coordinators. In addition, advanced courses for identified students are provided in seventh and eighth grade in the form of accelerated math and challenge science classes.

## INDIVIDUAL COUNSELING

Appointments are set up daily through the counselor's office. Appointments may be requested by students, parents or teachers. The counselors are available to students and their parents on any school day.

## PARENT BOOSTER CLUB (DHMS PBC) [dhmsboosterclub@gmail.com](mailto:dhmsboosterclub@gmail.com)

The Parent Booster Club is dedicated to supporting the students and staff at Dakota Hills through fundraising activities. This is an opportunity for parents to become involved in their child's school. For further information, call the main office. email your interest to: [dhmsboosterclub@gmail.com](mailto:dhmsboosterclub@gmail.com)

## PARENT VOLUNTEER PROGRAM

Dakota Hills offers a variety of opportunities for parents to participate in at school. Parents are able to volunteer their time in classrooms working with students one on one or in small groups. Assistance in the media center, computer labs, and office is also appreciated. For further information, contact the Academic Coordinator.

## STUDENT ASSESSMENT PROGRAM

All school-wide assessments are listed on page six, along with the corresponding test dates. Results of all assessments are given to parents. It is important to note that test data is just one piece of information related to a student's academic progress and performance. Assessment-related questions may be directed to the school's academic coordinator.

## STUDENT OF THE TRIMESTER

Students are selected each trimester by house teacher teams to receive "Student of the Trimester" honors. Students are selected based on the following criteria: Academic Excellence, Excellent Classroom Attitude, Creativity, Responsibility, Leadership, and Effort. All student recipients receive a certificate.

## SUPPORT GROUPS

Support groups may be offered throughout the school year. Different types of groups are offered as needs arise. Several groups are long-running and offered each year. The most common groups focus on issues such as family change, loss of family members (grief), friendship building and study skills. Groups meet during the school day on a rotating schedule. For more information, please contact the counselors.

## CULTURAL FAMILY ADVOCATES/YOUTH DIVERSITY

Staff assist students and parents in developing and sustaining a sense of pride and belonging at Dakota Hills. The school espouses a value for acceptance and appreciation of the many cultures represented by our students and families. The school and District 196 employ a cadre of Cultural Family Advocates who help to foster effective communications with families. These advocates partner with parents to support children in their growth and help the school to be an optimal place of learning for all children. Cultural Family Advocates can be reached by contacting the Dakota



# Helping Your Child Succeed in School

## ACADEMIC

Academic achievement is a priority for all of us. At the middle school, we try to create an environment for our students that bridges the gap from the academic expectations of elementary school to the academic expectations of the high school. At the same time, we try to balance this with the physical and social growth taking place during the adolescent time period.

A question that we find often asked by parents is, **“How much homework should my son or daughter have?”**

Although there is no one, correct answer to this question, we feel that a **good guideline to work with would be at least one hour of homework per night.** This may vary from 1/2 hour to 2 hours on a given night assuming the student is in school and using the available study time given by teachers.

In order to help create positive study habits which can help maximize your son's/daughter's learning potential, we would suggest that parents help students set aside an hour of time each night. A quiet environment is best for studying. There may be nights when they may not have an hour of homework. We would suggest that the time be filled with some good recreational reading. Consistency is important to develop good, disciplined study habits.

## BEHAVIOR CHANGES

During adolescence there may be many positive and/or negative changes in a young person's behavior. Most of these can be accounted for and hopefully discussed within the family. However, there may be times when parents notice some major behavior changes (major change in time spent with hobbies or interests, change of friend groups, change in dress, sleep and personal habits, attitude toward school work, etc.) which are hard to understand and are concerning. Some suggestions:

1. Talk to your child about your observations, be supportive but honest.
2. Talk to teachers or a counselor concerning academic progress.
3. If a relationship exists, talk to a close friend of your child's, trying to be “helpful” not “nosy.”

If we can be of assistance to you or your family in any way, please call us at 683-6800.

## DECISION MAKING

Students have to make many choices. They will be making choices about companions, activities and courses. As a parent, you can, and hopefully have, instilled guidelines, but you cannot always be present at the time decisions are made. Your son or daughter wants to make decisions that are best for himself/herself. The problem develops when the guidelines they have developed for their decisions are based on priorities and values that seem to be in conflict. A psychologist has commented that “The child who suspects that his/her/their parents do not have their own values and priorities established will be at a disadvantage establishing his/her own.” “Do as I say, not as I do,” is a major conflict for the child.

1. Be open and honest with your child regarding choices he/she makes. Reinforce and commend positive, wise or difficult choices. Be fair with poor choices. Make sure you get the complete story and are fair with your consequence. Sometimes the results of the choice may be consequence enough.
2. Allow your child to make appropriate choices in the home and social environment. He/she will learn best through experience. His/her/their ability to make appropriate choices and responsible decisions should warrant additional trust in your relationship.
3. You as a parent will find it necessary to set limits for appropriate situations. The clearer the guidelines, the more consistent the enforcement, the easier the decision becomes for your child.

## POSITIVE SELF-CONCEPT

The concept of self-esteem is now regarded as important for children as the basic three R's in education. Effective parents and teachers can help children develop positive self-esteem by finding ways to make them feel they are important and their views and ideas are worth considering.

1. Encourage them to try new interests and challenges. Be supportive regardless of the outcome.
2. Avoid discussing your child in an unfavorable light with others, especially in his/her presence.
3. Provide an atmosphere of love and concern at home.
4. Be a good listener to your child. Let him/her know you are concerned about his/her views and feelings.
5. Find out the academic potential of your child and keep that in perspective when discussing academic accomplishments, successes and challenges.
6. Don't compare a child with their siblings. Each child is an original and not a carbon copy.
7. Help identify a special area in which your child can excel. Help him/her to build confidence in himself/herself through commending his/her achievements.

**Dakota Hills Middle School**  
**Staff Email Directory 2023-2024**  
*(listed alphabetically by teacher last name)*



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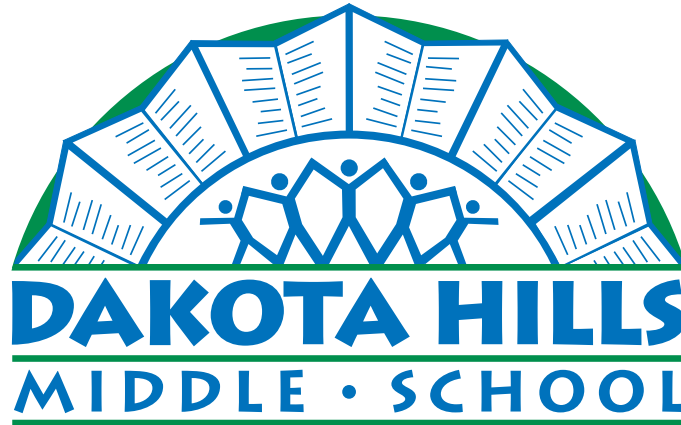
## Dakota Hills Middle School Staff Voicemail Directory 2023-24

*(Call 651-683-6969, then dial-in the 5-digit number below)*

Abbott, Brent	Ind Tec	86785	Goodier, Rachel	Counselor	36868	Raimann, Ann	Special Ed.	84856
Acosta, Rachel	Math	86741	Haji, Nasrin	Family Adv.	36847	Ramboldt, Jodi	Eng/Rdg	96783
Albertson, Ross	Science	96431	Haley, Terry	Science	86425	Rau, Shaun	Social St.	96424
Bechard, Maureen	Counselor	96846	Huberty, Karen	Eng/Rdg	86401	Resendez, Denise	Math	96405
Beck-Esmay, Sarah	English	93303	Jacobson, Nate	Special Ed.	86749	Roberts, James	Admin.	36844
Blume, Larissa	FACS	86755	Johnson, Trevor	Admin.	36843	Runquist, Tera	Comm.	96438
Buecksler, Brianna	Special Ed.	84842	Knudson, Toni	English	86423	Samsal, Jane	Choir	86786
Buehrer, Danielle	Math	85511	Konat, Katie	Special Ed.	86738	Sandquist, Jacob	Science	85363
Christenson, Dave	Phy Ed	86657	Kremmin, Cari	Science	86744	Scheuring, Brian	Social St.	94274
Christiansen, Jeffrey	Band	96754	Kunert, Erica	Counselor	36847	Schletty, Kate	Special Ed.	83713
Cline, Geoffrey	Social St.	96707	Logerquist, Karin	Art	84240	Schmidt, Eric	Eng/GT	92389
Cobb, Derrick	Phy ed	88308	Markov, Michelle	Math	85521	Schuldt, Jason	Math	96763
Dintemann, Dawn	Math	96724	McCrary, Laura	English	86422	Schulz, Tom	Art/Tech Ed	86737
Djevi, Laura	Eng. Lang.	96739	McKeag, Brennan	Special Ed.	85290	Schulzetenberg, Kristi	English	83437
Doebler, Laura	Music	83076	McKeag, Kathy	Eng/Com	85333	Scott, Chris	Social St.	86748
Dolney, Jon	Science	96434	Meyer, Kelli	Special Ed.	84201	Seaberg, Stephen	Band	
Dominguez, Milca	Fam. Adv.	93113	Michelson, Andrew	Social St.		Skerletts, Jacob	Science	86768
Dorn-Bauler, Stacy	Social St.	96727	Modjeski, Mikayla	Math	84797	Tapper, Melissa	Assist. Admin.	36842
Dupic, Steve	Counselor	36857	Mudd, Priscilla	Spanish	86410	Taylor, Holly	Phy Ed.	36969
Elert, Renae	French	88679	Nichols, Amanda	Special Ed.	86720	Taylor, Michael	Social St.	96777
Ellman, Kyle	Special Ed.	86775	Palmer, David	Special Ed.		Thaller, Heather	Special Ed.	96752
Faris, Holly	Math	85501	Paulson, Scott	Math	86421	Urban, Andrew	Tech.	95310
Frost, Kyle	Music	96702	Pease, Joshua	Science	86428	Walsh, Robert	Phy. Ed.	96766
Funk, Elizabeth	Reg. Strat.	92317	Pierce, Chelsey	Social St	86756	Withrow, Dana	Psychologist	36860
Gage, Chad	Social St.	86773	Pontrelli, Kristin	Eng/Rdg	83938	Zupfer, Amy	Spanish	92246
			Rahlf, Kari	Eng/Rdg	84815	Zupfer, James	Science	96407

## DISTRICT 196 SCHOOL BOARD

Cory Johnson, Chairperson  
Sachin Isaacs, Vice Chairperson  
Sakawdin Mohamed, Clerk  
Jackie Magnuson, Treasurer  
Joel Albright, Director  
Art Coulson, Director  
Bianca Virnig, Director



## DAKOTA HILLS MIDDLE SCHOOL

4183 Braddock Trail  
Eagan, MN 55123

## ADMINISTRATION

Mary M. Kreger, Superintendent  
Dr. Trevor Johnson, Principal  
James B. Roberts, Assistant Principal  
Melissa Tapper, Assistant Administrator



**DISTRICT196**

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