

St. Michael-Albertville Public Schools

A Guide to Help Navigate the High School

Administrators

John Reeves - Principal
Jasper Johnson- Assistant Principal
Keri Neubauer- Assistant Principal
Jamie Wiitala - Assistant Principal

High School
5800 Jamison Ave NE
St. Michael, MN 55376
(763) 497-2192

District Office
11343 50th St. NE
Albertville, MN 55301
(763) 497-3180

ISD 885 Vision:

Independent School District 885 will be the pride of our community, with continued top rankings in academics, arts, activities, athletics, and resource management.

Core Values:

- We are committed to students first.
- We provide exceptional educational opportunities.
- We have extraordinary and caring staff.
- We offer a solid return on investment.
- We foster community pride.

Excellence Is Our Tradition

Guide Overview:

This guide was created by the high school New Family Onboarding committee to help new families enrolling in our district navigate the variety of resources our building has to offer. We hope it can serve as a quick reference tool for various questions and situations.

Guide Contents:

- Attendance
- Health Concerns/Nurse
- Lunch (My School Bucks and Free and Reduced Price lunch applications)
- Daily Announcements
- School Counselors
- Activities
- Parking Permits
- Community Service
- Daily Schedule
- Resource Room
- Parent-Teacher Conferences
- Activity Center
- ParentVue account (activation, steps to gain information)
- FeePay
- Teacher Websites
- STMA Social Media

Attendance

When calling in an absence, call [763-497-2192](tel:763-497-2192) and select Option 4 for the attendance line.

When leaving early, students must sign out in the main office prior to leaving the building. When returning or arriving late to school, students must check in with the main office to receive a pass to go to class.

Students who have been absent from school must pick up a “pink slip” from the office before homeroom starts at 8:30 a.m. Students will present the slip to their teachers at the beginning of class to receive instructions and resources for missed work.

St. Michael-Albertville Senior High School

Name: _____ Date: _____

EXCUSED UNEXCUSED

TARDY ADMIT PERMIT TO LEAVE EARLY					ABSENCE ADMIT SLIP					
HR	1	2	3	4	5	DAYS ABSENT: M T W Th F				
DEPARTURE TIME:						HOURS MISSED: HR 1 2 3 4 5				
ARRIVAL TIME:						CLASS	ASSIGNMENTS			TEACHER
<input type="radio"/> APPOINTMENT	1									
<input type="radio"/> PERSONAL	2									
<input type="radio"/> ILL	3									
<input type="radio"/> ADMINISTRATION	4									
<input type="radio"/> OFFICE	5									

(ISSUED BY PERMITS/ABSENCE FORM)

Policy on School Day Attendance for Activities:

A student must be in school by 9:00 a.m. to practice, play, or perform in sports or activities that day. Extenuating circumstances must be approved by an administrator. Students who leave early must have a medical note confirmed by a doctor, and/or their absence must be approved by a building administrator in order to practice, play, or perform that day.

Health Concerns/ School Nurse

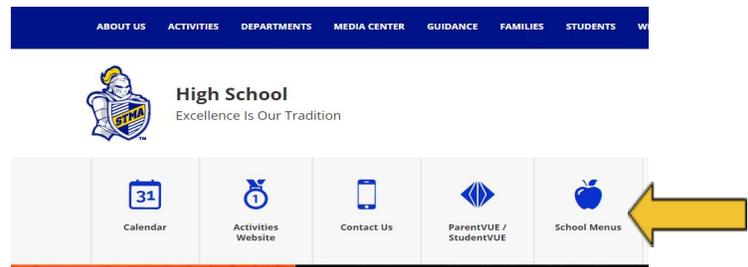
If a student is not feeling well at school, he/she must go to the nurse’s office before calling a parent to be released. The nurse will confirm the illness and communicate with the parent.

Teesha Lindenfelser - Licensed School Nurse: 763-497-2192 x8521

Lunch

School Lunch Menu

To view the school lunch menu, visit our building website and click the quick link button at the top labeled "School Menus."



Quick Links

Weather Emergencies

Senior Graduation Information

HS Daily Announcements

KBNG Broadcast & Announcement Requests

My School Bucks

Activity Center

Nuclear Emergency



School Store

Become a Knight!

Teacher Websites

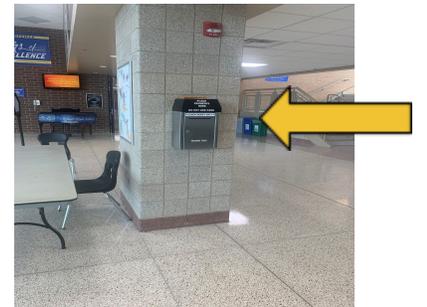
My School Bucks

My School Bucks makes paying for school lunch easier. My School Bucks is a simple, safe, and secure online payment system. It allows parents to deposit money directly into student meal accounts and view balance and purchase information for the past ninety days.

As an added convenience, parents may set up an email reminder when the meal account balance is getting low or reaches an amount parents designate.

Payments can be made to student meal accounts online anytime. To set up an account, visit the STMA district webpage and click "Food and Nutrition." Click on "My School Bucks" for detailed instructions.

If parents prefer to pay with cash or check, please place it in an envelope marked clearly with the student's name, ID number, the amount of the check, and the check number. Turn in deposits to the cafeteria cashier or drop in the hallway boxes (see right).



Free and Reduced Price Meals

Applications are available to any family who believes they may qualify. Applications can be obtained at any school office or on the STMA district webpage. Completed applications can be returned to any school office. Parents will be notified by mail of your child's status. Until notification, families must provide lunch or lunch money.

A new application must be submitted each year. Families are encouraged to complete and return a new application as soon as possible. Please note families will need to reapply each year. If there is a change in income status families are also encouraged to reapply. Factors considered in the application process are household size and total household income.

- HOUSEHOLD SIZE is considered all persons, related or unrelated who live in your home and share living expenses, including parents, grandparents, other children, etc.
- The TOTAL HOUSEHOLD INCOME is the income each household member received the previous month before taxes. This includes wages, social security, pension, unemployment, welfare, child support, alimony, and any other cash income.

Daily Announcements

The links to the daily news live stream and all past broadcasts are available for students and parents to view on the KBNG website. The link to the KBNG website on the high school website's home page is under "Quick Links."



School Counselors

Our school counselors are here to assist students with social/emotional, academic and career & post high school planning. Students are assigned a specific school counselor according to last name, as shown below. Please note that the ACT is offered in the spring to all juniors for free.

Counseling Office Staff

Mrs. Narducci - School Counselor

(Last names between A and E)

Phone: 763-497-6518

Email: angelan@mystma.org

Mrs. Price- School Counselor

(Last names between F and La)

Phone: 763-497-6533

Email: annepr@mystma.org

Mrs. Dayton - School Counselor

(Last names between Le and Rh)

Phone: 763-497-6514

Email: rachelda@mystma.org

Mrs. Essler - School Counselor

(Last names between Ri and Z)

Phone: 763-497-6517

Email: kinseye@mystma.org

Ms. Poss - Counseling Department Administrative Assistant

Phone: 763-497-6525

Email: maryp@mystma.org

Activities

See the activities website for a full list of programs offered, the physical exam form, schedules, announcements and activity fee information: <https://stmaknights.com/>

Activities Weatherline:

For postponements and cancellations:

763-497-6560 ext.1

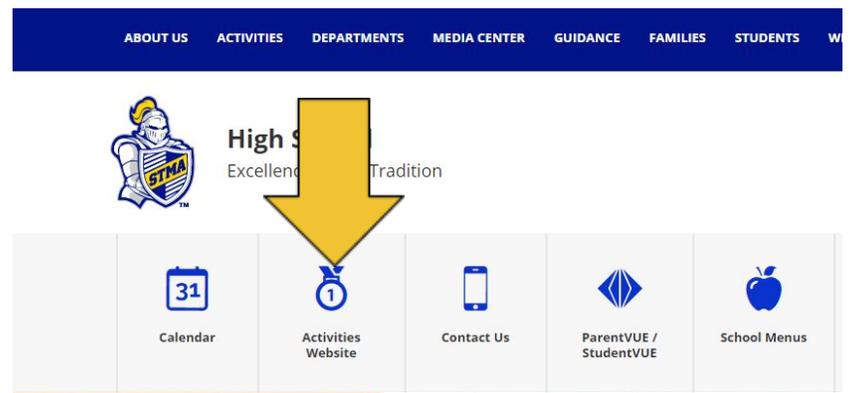
Contact Information:

Keith Cornell

Activities Director – High School
Phone: 763 -497-6519
Email: keithc@mystma.org

Jane Lynch

Administrative Assistant
Phone: 763-497-6560 ext. 6
Email: janel@mystma.org



Parking Permits

Driving to school is a privilege. All laws/rules must be obeyed.

All students who drive to school, regardless of the number of hours in the building each day, must purchase a student parking permit. This includes students who attend Wright Tech Center, On-The-Job, and/or part-time PSEO students.

Permits are \$150 per year or \$35 per trimester. Permits can be purchased online through FeePay with debit or credit card, or in the main high school office with cash or check. A registration form must be completed in the office to receive the permit.

Permits must be visibly displayed on the lower passenger side of the front windshield. Students may only park in student parking areas designated by white lines.

Available spots are limited; bus transportation is a convenient option for many students.

Community Service

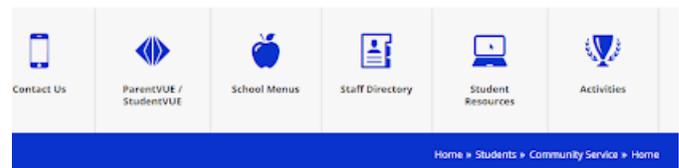
To earn a diploma from St. Michael-Albertville High School, students must complete a total of 4 community service hours through a minimum of 2 different activities for **each year** in attendance. This totals **16 service hours** through a minimum of **8 activities** for a standard freshman-to-senior high school career. Students who do not complete this requirement by the end of their senior year will not receive a diploma.

Note the following guidelines:

- Total of 4 hours per year earned through a minimum of 2 activities for each year in attendance.
- No more than 3 hours will be granted to any 1 activity.
- "Activity" is defined as an acceptable service done in one day.
- Students cannot divide one four-hour period on the same day into two different activities.
- Students cannot earn more hours to "work ahead," but they can catch up for lost hours if they fall behind.

Student will submit forms to individual homeroom teachers, who keep track of the hours on StudentVue. More information is available on the community service page of the district website.

<u>COMMUNITY SERVICE FORM</u>	
VOLUNTEER'S PRINTED FIRST NAME _____	LAST NAME _____
STUDENT SIGNATURE _____	
GRADE AT TIME OF SERVICE _____	
GRADUATION YEAR _____	
_____ HOURS OF SERVICE	
TO BE FILLED OUT BY VOLUNTEER:	
WRITE A COMPLETE AND DETAILED DESCRIPTION OF WORK COMPLETED BY YOU—WRITE A PARAGRAPH IF NEEDED! _____ _____ _____	
PRINTED NAME OF PERSON IN CHARGE: _____	
TITLE OF PERSON IN CHARGE: _____	
DATE OF ACTIVITY: _____	
SIGNATURE OF PERSON IN CHARGE: _____	
PHONE NUMBER OF PERSON IN CHARGE: _____	
SIGNATURE OF HOMEROOM TEACHER AFTER WORK HAS BEEN COMPLETED: PRINTED: _____ SIGNATURE: _____	
DATE ENTERED INTO SYSTEM: _____	
STUDENTS DO NOT WRITE IN THIS AREA	
9 th _____ 10 th _____ 11 th _____ 12 th _____	← NUMBER OF HOURS AWARDED BY HOMEROOM TEACHER AND APPLIED IN SYSTEM (MAX OF 3 HOURS)



STMA Community Service Requirement

STMA High School Community Service Mission Statement:

To encourage and enhance student involvement in the community and develop a desire to help others while growing as an individual and a productive member of society.

STMA Graduation Requirement

To earn a diploma from St. Michael-Albertville High School, a student must complete a total of 4 community service hours through a minimum of 2 different activities for each year in attendance. This totals 16 service hours through a minimum of 8 activities for a standard freshman-to-senior high school career. Students who do not complete this requirement by the end of their senior year will not receive a diploma. Note the following guidelines:

- Total of 4 (four) hours per year earned through 2 (two) activities for each year in attendance.
- No more than 3 (three) hours will be granted to any 1 (one) activity.

Daily Schedule:

Monday, Wednesday, & Friday

Homeroom	8:30 - 8:35
1st Period	8:41 - 9:49
2nd Period	9:55 - 11:03
3rd Period	11:09 - 12:47
4th Period	12:53 - 2:06
5th Period	2:12 - 3:20

Tuesday and Thursday

Homeroom	8:30 - 8:35
1st Period	8:41 - 9:43
2nd Period	9:49 - 10:51
SNAP	10:57 - 11:22
3rd Period	11:28 - 1:00
4th Period	1:06 - 2:12
5th Period	2:18 - 3:20

Student Need Activity Period (SNAP):

SNAP is a period intended for students to address areas of curricular needs during the school day. All students are required to be under the direct supervision of a teacher. SNAP may be used to complete homework or make-up work, conference with teachers, use media use, or practice music. Students may spend SNAP in their Homeroom advisor's room or in one of their current teachers' rooms. This time may be restricted for individual students if abused or if academic attention is needed. This time may also be used periodically for students to meet with Homeroom advisors. Students will have the same SNAP advisor all four years; advisors help students track academic progress (including community service), and assist in class scheduling.

**Daily schedule subject to change during the 2020-2021 school year due to COVID-19. Please see the school website and click on the "COVID" tab at the top for regular updates on school policy, procedures and scheduling.

Resource Room

Monday - Thursday 3:30-4:30 p.m.

The resource room is open every day after school for quiet study, make-up tests and/or to receive help from the teachers. It is held in the Media Center after school and is staffed by STMA teachers. Please let your students know about this study option.

Parent-Teacher Conferences Dates

Trimester 1: October 17, 2022 5:00-8:00 p.m.

Trimester 2: January 26, 2023 5:00-8:00 p.m.

Trimester 3: April 20, 2023 5:00-8:00 p.m.

Conferences are held in both the Media Center and the high school cafeteria.

Activity Center

New families can stop by the Activity Center office at the High School, located on the first floor inside Door C (nearest the football field), any time during business hours to purchase an Activity Center membership. The desk attendant can assist with the sign-up process.

Activity Center business hours:

Monday - Friday: 5 a.m. - 8:30 a.m.; 3:30 p.m. - 9 p.m. (under 17); (Adults), 3:30 p.m.- 10 p.m.

Saturday and Sunday: 8 a.m. - 5 p.m.

Membership fees for district residents:

Student (14- 21) - \$65.00

Adult - \$165.00

Family - \$250.00

Senior (62+) - \$75.00

Upper Track only - \$55.00

Senior Upper Track only - Free

Membership Details:

Activity Center memberships are good for 1 calendar year. Memberships, except Upper Track only memberships, have access to the Weight Room, Fieldhouse Basketball/ Volleyball Courts, Upper Walking/ Running Track and the Middle School East Swimming pool.



Obtaining a ParentVue Account

A ParentVUE account will be set up for families upon enrolling in the St. Michael-Albertville School District. Shannan Foreman, the enrollment coordinator in the District Office, will set up the account and email an activation key to the addresses listed. Enrolling families can access ParentVUE by logging on to the school website. Click on the ParentVUE/StudentVUE icon, then on "I am a Parent." At the login screen, click "More Options" and "Activate Account." Follow the prompts to activate.



Updating Contact Information in ParentVUE

To update contact information, log in to ParentVUE and click on the "My Account" tab. The ParentVUE account does not display contact information for both parents. Please follow these steps to ensure your family will receive the automated calls and emails from the district. Verify or modify parent/guardian emails in Primary Email and Email 1 boxes (one email address per line).

In the phone number section, verify home/primary phone number. The order of these numbers is important. The top number will be used as the primary contact number for the calling system and office staff. The second and third number will be called and used for text messages. Additional numbers entered will be used by staff to communicate as needed. After making changes, click on "Update Account" to save changes.

To verify emergency contacts, click the "Home" tab and then on the child's name. Next, click on "Student Info" on the left-hand side of the screen. Click on "Edit Information" to make changes. After updates are complete, click on "Save Changes." Emergency contacts are specific to each child in your family. If you have more than one child, you will need to verify the data for each child separately by clicking on their name.

Checking Student Grades:

To check student grade information, log in to ParentVUE. If you have multiple students in the district, click on the appropriate student name in the upper left hand corner of the screen, then click on "Grade Book" in the column on the left. Grades will be displayed. To see additional information on a particular class, click on the class name. A detailed outline of grading scores and components will then be displayed.

Getting Started with ParentVUE and StudentVUE 2.0

ParentVUE and StudentVUE are webtools that offer secure, private access to school and student information, including assignments, grades, attendance, school calendar, and teacher contact details. In ParentVUE, you can see the information for all of your students.

To create an account, you need the activation key provided by the school district.

New Users: Create an Account	Existing Users: Log In
<ol style="list-style-type: none"> 1. Go to the address provided by the school district in your web browser, or open the mobile app. 2. Click I am a parent or I am a student, as appropriate.  <ol style="list-style-type: none"> 3. Click More Options. 4. Click Activate Account.  <ol style="list-style-type: none"> 5. Read the Privacy Statement and click I Accept.  <ol style="list-style-type: none"> 6. Enter your name and activation key exactly as they appear in your letter from the school, and click Continue to Step 3.  <ol style="list-style-type: none"> 7. Choose a user name and password (at least 8 characters), provide an email address, and click Complete Account Activation. 	<ol style="list-style-type: none"> 1. Go to the address provided by the school district in your web browser, or open the mobile app. 2. Click I am a parent or I am a student, as appropriate.  <ol style="list-style-type: none"> 3. Enter your user name and password, and click Login. 
<h4>Mobile Apps</h4> <p>Download the ParentVUE and StudentVUE iPhone apps from the iTunes Store:</p> <ul style="list-style-type: none"> • https://itunes.apple.com/us/app/parentvue/id110064610 • https://itunes.apple.com/us/app/studentvue/id110064610 <p>Compatible with iPhone and iPad. Check the Apple App Store for hardware and software requirements.</p> <p>Download the ParentVUE and StudentVUE Android apps from Google Play:</p> <ul style="list-style-type: none"> • https://play.google.com/store/apps/details?id=com.stmichael.albertville.parentvue • https://play.google.com/store/apps/details?id=com.stmichael.albertville.studentvue <p>Compatible with Android phones and tablets. Check the Google Play Store for hardware and software requirements.</p>	

Accessing Bus Route Information:

To access bus route information, log in to ParentVUE. Click on the “Student Info” tab on the left hand side of the screen, the 3rd tab from the bottom. Bus Route Numbers, Pick Up and Drop Off information are located at the bottom of the screen.

Affinity

Online Registration through your ParentVUE Account:

Please note that a sports physical is required to register for all sports activities. Sports physicals are valid for three years.

1. Go to the school website: www.stma.k12.mn.us
2. Click on the “Parents” link in the upper right corner of the screen.
3. Click on “ParentVUE.”
4. Click on “I am a parent.”
5. Enter username and password, then click “login.”
6. Under the Navigation area, click on “Fees.”
7. Click on “Fees” again under your student’s photo.
8. Log-in to your Affinity account.

Teacher Websites

Teachers maintain individual websites that contain course and contact information. From the High School homepage, select “Students” at the top, then “Teacher Websites.”

Quick Links

- Weather Emergencies
- Senior Graduation Information
- HS Daily Announcements
- KBNG Broadcast & Announcement Requests
- My School Bucks
- Activity Center
- Nuclear Emergency
- 
- School Store
- Become a Knight!
- Teacher Websites**



Navigation Menu:

- ABOUT US
- ACTIVITIES
- DEPARTMENTS
- MEDIA CENTER
- GUIDANCE
- FAMILIES
- STUDENTS**
- WRIGHT TECHNICAL CENTER
- KNIGHTS ACADEMY

Sub-menu:

- Community Service
- Graduation
- High School Student Resources
- KBNG
- Peachjar Flyers
- Teacher Websites**

Footer icons: Calendar, Activities Website, Contact Us, ParentVUE / StudentVUE, School Menus, Staff Directory, Student Resources, Activities

Breadcrumbs: Home » Students » Community Service » Home

Business

ESL

FACS

Health

Industrial Tech

Knights Academy

Language Arts

Library Commons

Math

Music

Phy Ed

Science

Social Studies

Special Education

World Language

ParentVUE

STMA High School

STMA District

"Excellence is Our Tradition"

If a teacher's name is not linked or not listed below, you must access ParentVUE or StudentVUE for their website. A quick link to ParentVUE is provided on the left menu.

A - H	J - O	P - Z
Jillian Anderson	Teresa James	Joe Peatrowsky
Nicole Anderson	Derek Johnson	Lisa Perible
Lorna Angstman	Joshua Joriman	Tiffany Peterson
Eric Arden	Taylor Kalnz	Julie Read
RaeAnn (Arms) Johnson	Jon Kemp	Karla Rick
Joshua Aurman	Darlene Kolling	Julie Robinson
Michael Bartunek	Lisa Kerf	Matt Rooker
Heidi Bast	Sara Krogh	Kris Rue
Abbey Benning	Mindy Kraepess	Sarah Salo
Kim Benson	Keith Kuhn	Shannon Schultzeisenberg
Brandon Berger	Stephanie Lahr	Laura Schuster
Kelly Bovee	Christie Larson	Gordon Schlanzen
Roger Bovee	Heidi Leland	Erika Schmeig
Jamie Bury	Jill Levin	Kaitlin Sebens

Stay Connected with STMA on Social Media

Facebook

St. Michael-Albertville School District

Twitter Accounts

STMASUPT - @STMASUPT

STMA HS AD - @StmaAd

STMA Coaches - @STMAKnightsCA

HS - @STMAHighSchool

STMA MS East - @STMA_MS_EAST

STMA_MS_West - @STMA_MS_West

Common Hashtag

Check out the district's hashtag: #knightspride

Principals, teachers, coaches, advisors and others with school social media accounts will use this common hashtags. We also encourage the community to use this hashtag to make school-related posts more visible and encourage school pride.

