



# **Elementary Handbook 2023-24**

**Kindergarten Centers  
and  
Elementary Schools**

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**Mounds View Schools**  
**Mission, Vision and Values**

**Our Mission**

Mounds View Public Schools will educate learners through a broad range of programs that set high expectations and inspire outstanding achievement.

**Our Vision**

Mounds View Public Schools is a District committed to and focused on high student achievement through a comprehensive approach that integrates the key components of learning:

- Healthy learning climate
- Shared leadership and accountability
- Essential curriculum, delivered through the use of instructional technology/effective instruction, delivered with a personalized approach
- Meaningful family and community partnerships
- Financial oversight and stewardship of resources
- Continuous improvement

**Our Values**

1. We believe curriculum outcomes and instructional strategies must offer opportunities for successful learning and high student achievement.
2. We believe we must frequently assess and evaluate student performance and program effectiveness in order to assure continuous growth.
3. We believe a respectful, secure, and motivating environment promotes successful learning.
4. We believe parents and the community deserve frequent, consistent, and open communications with Mounds View Public Schools.
5. We believe community-wide awareness and support of our schools will lead to a stronger advocacy of educational goals.
6. We believe teacher leadership and professional development are essential to continuous improvement of the instructional program.
7. We believe teamwork with parents, teachers and the community, a shared decision-making process, and collaborative leadership are essential for school improvement and for students to achieve at high levels.
8. We believe diversity strengthens Mounds View Public Schools, and we are committed to deepening our understanding of racial and socioeconomic factors in academic performance and discovering new strategies for closing all achievement gaps.
9. We believe students deserve highly skilled, well-trained and dedicated teachers.
10. We believe all staff members must be responsible for their individual development and contribute to the overall development of Mounds View Public Schools.
11. We believe through personalized learning opportunities all students share a responsibility for their learning.
12. We believe that students who feel a sense of belonging or connectedness to their school are more likely to experience success inside and outside the classroom.

## PARTNERSHIP & COMMUNICATION

### Email

All District employees can be reached at [firstname.lastname@mvpschools.org](mailto:firstname.lastname@mvpschools.org).

### Newsletter/Emails

Each school sends a newsletter via email for those families that have provided their email address when registering their student online. This includes a variety of information about activities going on at school and in the District. It also includes access to our school event calendar. Other emails are sent throughout the year from the District or the school on a variety of other issues.

### Communication Folder

At each school, every student will receive a communication folder/planner. Please check the folder/planner daily for home/school communication.

### Download the Mounds View Public Schools App

The easiest way to access Mounds View Public Schools is from your smartphone or tablet. Download the District's free mobile app, available for customizable, mobile-friendly access to a wealth of information including menus, directions, calendars and directory information. Available for iPhone and Android devices by searching Mounds View Public Schools in the App Store.

### Website/Social Media

Please visit our district website at [mvpschools.org](http://mvpschools.org). You can find a wide range of information about the District and about each building. Each school building also has their own website. You can find us on Facebook and Twitter, and the District on Facebook, Instagram, YouTube and Twitter. Don't forget to "LIKE" us on Facebook and follow us on Twitter, Instagram and YouTube.

### ParentVue

ParentVue is a parent / guardian portal that gives families secure, electronic access to their student's records. Teachers and staff will use this system to provide families information about their student's academic progress. Get access to the ParentVUE app via the Mounds View Public Schools app. Visit the App Store or Google Play and search Mounds View Public Schools to download the app. You will need the activation key from your school to access your account for the first time (from the web and/or the app). One account will allow access to the information of all school-age students in your family.

### Report Cards / Progress Reports

Report Cards for grades 1-5 will be accessible to families at the end of the school year via ParentVue. If you desire a paper copy of this report, please contact the front office.

### Communication Night (Conferences)

Each school hosts parent communication nights. Dates and times will vary from building to building.

### Contacting Your Student's Teacher

A staff directory can be found on our school website. It includes email addresses and phone numbers. Please be aware that the teacher may have their phone set-up to go to voicemail during the school day. Please leave your message and the teacher will get back to you within 48 hours. If there is an **urgent message**, please contact your student's school office.

### School Closing or Late Starts

Announcements regarding school closings or late starts due to inclement weather or hazardous conditions will be delivered via a Mounds View Messaging phone message, accompanied by an email and text message. Most announcements will come within 30 minutes of a determination to close schools. Information will also be posted at [mvpschools.org](http://mvpschools.org) and updated on a recording at 651-621-7669 (SNOW). Families may also access local television and radio outlets; however, no guarantee is made that the media will share our information or deliver it in a timely manner. Families are encouraged to keep their contact information up-to-date with their student's school to ensure receipt of voicemail and email messages. Families should always assume that schools are open unless they hear differently.

### Automated Phone Messages

On occasion, Mounds View Public Schools will send voice mail messages to families. These notifications may include news about school closings, helpful reminders or announcements, and notices regarding student absences and lunch account balances. Most messages are sent to the family's primary phone number on record with the school. Emergency calls are typically sent to all of the family's home, work and cell phone numbers provided to the school. Parents / guardians who wish to opt out can do so by sending an email message to [webmaster@mvpschools.org](mailto:webmaster@mvpschools.org) with the phone number(s) they wish to be blocked. *If you choose to opt out of communication, you will not receive any communication from the school via phone or email.*

## ATTENDANCE

### Attendance Line

Please call your school's attendance line if your student will be absent or late to school. This is a voice mail system accessible 24 hours a day, 7 days a week. Another way to report attendance is through ParentVue.

Staying home when you are sick is one of the best ways to prevent the spread of illness. Please refer to this guide ([Is My Student Well Enough To Go To School?](#)) to help you decide whether your student is well enough to attend school. If your student is absent due to a known illness, please leave that information in your message to assist us with our monitoring efforts.

### Vacations Scheduled When School is in Session

All schools align with the district regulation regarding vacations. Days missed for vacation are "excused" yet "unapproved" absences. Like any other absence, these are recorded as an absence. They will appear on a student's record. Yet these absences do not count for truancy, and they hold no consequence. We do realize there are times when families take vacations when school is in session. To view the regulation, visit our website or click here [3109: Student Rights and Responsibilities](#). If you choose to take your student out of school for a vacation, please complete a Travel Plans Form. This form is used to inform the school office and teacher of your student's absence and can be found on the last page of this handbook, on your school's website or in the office.

### *Unexcused/Unapproved Absences (samples)*

1. Needed at home (e.g., babysitting)
2. Overslept
3. Missed bus

### School Attendance Matters (SAM)

The basic tenets of SAM are:

1. Regular school attendance leads to higher academic achievement;

2. Education is a basic need for all students;
3. Education is the key to a successful future;
4. School attendance is mandatory; and
5. Parents /guardians of students who do not attend school as required by law will be petitioned to court for educational neglect if, despite SAM's pre-court diversion efforts, attendance does not improve.

Elementary schools may refer any student living in Ramsey County to the program who has been absent three or more days during a school year without an offered lawful excuse. Schools are encouraged to refer students who are chronically tardy or have excessive illness absences.

SAM is a diversion program that consists of a three-step process involving progressive interventions to compel families to address the attendance problem in a positive manner. Parents / guardians who have a student who has been absent three or more days may be referred to SAM. The student's family is sent a letter informing them of the attendance problem and requiring them to attend a meeting where an Assistant Ramsey County Attorney discusses the legal, social and individual ramifications of continued poor attendance.

If school attendance does not improve after the initial intervention, the parents / guardians are required to attend a School Attendance Review Team (SART) hearing. Students over the age of 10 may also be required to attend this hearing. At this hearing a school attendance contract is negotiated with the parents. If attendance fails to improve following the SART hearing, an educational neglect petition is filed in Ramsey County Juvenile Court and an expedited hearing is scheduled.

#### Student Tardiness

A student is considered tardy if they come into the building after the start bell but before two hours into the morning. After two hours, the student will be marked for a ½ day A.M. absence. A student is considered ½ day P.M. absent if they leave two hours or more before the dismissal bell. If a student leaves early and with less than two hours of the day left, they will be marked tardy.

Situations in which students are habitually tardy, or regularly withdrawn from school, but less than two hours early will be addressed on a case by case basis. SAM will be utilized as necessary

#### Make-Up Work

If your student is absent due to illness:

- For one-day absences, make-up work will be given to the student upon their return.
- For absences greater than two days:
  - You may contact your student's teacher to request school work if applicable.

If your student is absent due to a vacation:

- It is recommended that family vacations coincide with school vacations. However, if a family trip must be scheduled during school time, follow this plan:
  - Alert the teacher of the upcoming absence.
  - Complete the Travel Plans Form (found at the end of this document or in the school office).
  - When your student is on vacation, make-up work:
    - May be assigned after the student returns. The quantity and type of school work may be modified based on the teacher's discretion.
    - May be given only for concepts that have already been taught, not future work.
    - If assigned, it is expected to be completed and returned in a reasonable length of time after the student returns to school.

## TRANSPORTATION

Transportation (District Policy and Regulations [#EG-0103](#))

Mounds View Public Schools comply with all applicable Minnesota Laws relative to the transportation of students. Riding the bus is a privilege for those students who choose to do so either by residing more than two miles from school or by paying a fee for transportation. All K-12 students will be provided with school bus safety training. It is expected that students will conduct themselves in a respectful manner and not compromise the safety of others on the bus. Behavior problems on the bus will result in consequences ranging from a warning to loss of riding privileges.

### Bus Transportation

All kindergarten students are eligible for free school bus transportation. All students in first through fifth grade who live beyond a two-mile walking radius are eligible for free bus transportation. Students who live within a two-mile radius must pay \$225 per student with a family cap of \$500. Students in grades one through five who live less than one mile from school (the “walk zone”) are not eligible for busing. If the fee is paid after January 1, the fee is \$112.50 per student with a family cap of \$275. Payment can be made by check, payable to “Mounds View Public Schools” and delivered to your student’s school or online through “Epaytrak.com.” All transportation information, including online payment information, [can be found here](#). If you qualify for Educational Benefits, the fee is waived. If you have further questions, you may contact our district transportation department at 651-621-6027.

Parents / guardians and students should be aware that most of the School District’s buses contain video recorders. School buses equipped with video recorders contain a notice of the video recorder’s presence. The purpose of the recorder is to monitor student conduct on the buses, assist in the enforcement of school bus safety rules, and enhance school bus safety. When riding the bus, students should be aware that his/her actions and conversations may be recorded.

Bus expectations for students are:

	<b>Loading and Unloading</b>	<b>When the bus is moving</b>
Respectful	<ul style="list-style-type: none"><li>● Be at your stop 5 minutes early</li><li>● Load in an orderly manner</li><li>● Follow directions immediately</li><li>● Be ready to share your seat</li></ul>	<ul style="list-style-type: none"><li>● Follow directions</li><li>● Talk quietly to those around you</li><li>● Keep aisles clear</li><li>● Keep hands and feet to yourself.</li><li>● Use appropriate language</li></ul>
Responsible	<ul style="list-style-type: none"><li>● Keep hands and feet to yourself</li><li>● Help keep the bus clean</li></ul>	<ul style="list-style-type: none"><li>● Be prepared at your stop</li><li>● Keep aisles clear</li></ul>
Safe	<ul style="list-style-type: none"><li>● Follow directions immediately</li><li>● Keep the aisle clear</li></ul>	<ul style="list-style-type: none"><li>● Stay seated</li><li>● Keep food and drinks in your backpack</li><li>● Face forward</li></ul>

Examples of items **allowed** on the bus: Backpacks, small musical instruments (that can be held on lap), school projects (to be held in lap).

Examples of items **not allowed** on the bus: Dangerous/illegal objects/substances, animals, large instruments, large sports equipment

For safety reasons, once the student is on the bus, the bus driver will not allow the student to exit the bus anywhere except at their designated stop. Students are not allowed to ride a different bus to or from school.

Entering and exiting the school building:

1. Students remain seated on the bus until they are released to enter the building.
2. Students are expected to WALK to and from the building using the sidewalk and designated entry/exit door.

### Drop-Off / Pick-Up

If you drop off and pick up your student, please be aware that we do not provide before- or after-school supervision. The first bell rings allowing students to enter the building 15 minutes prior to the start of the school day.

### Leaving School Early

Only legal parents/guardians and adults listed on the health and emergency form are allowed to pick a student up from school. If you wish to have someone other than a previously authorized person pick up your student:

- Send a note of authorization to the teacher with your student.
- In the event of an emergency, call the office.

### Bicycle Use

- Bicycles need to be parked and locked in the bike racks upon arrival on school grounds.
- The school cannot be held responsible for lost, stolen, or damaged bicycles.

## **SECURITY**

### Visitors

A visitor screening system helps track visitors and volunteers at each school. When adults come to pick-up their student(s), or visitors check-in, they will be asked to present a valid state-issued ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the school. Building administration reserves the right to deny access to the building.

### Safety Drills

Throughout the school year, each school conducts five fire drills, five lock-down / safety checks, and one severe weather drill.

## **HEALTH SERVICES**

For information, visit the District's "Health Services" website at [mvpschools.org/healthservices](http://mvpschools.org/healthservices).

Each Mounds View Public School has a Licensed Health Care Specialist who is supervised by a Licensed School Nurse on its staff. Their responsibilities include:

1. Providing supportive care for students who become ill or injured during the school day.
2. Administering medication to students who require it during the school day.
3. Providing assistance to students who need support with the management of chronic health conditions (such as asthma and diabetes) at school.



*You are encouraged to contact the Licensed School Nurse if your student has a chronic health condition (including severe allergies) requiring management during the school day or if you have a question regarding his/her physical or emotional health.*

### Health and Emergency Forms

If your student becomes ill at school and it is necessary for him/her to go home, you or the designated emergency contact person will be contacted to pick up your student. *Please notify the office immediately if emergency contact names or phone numbers change.*

We depend on the information you provide on this form. We need to be able to reach you quickly in case your student is ill or injured. If we cannot reach you, we will try your emergency contacts or the police for assistance in locating you. In an extreme illness or injury, we will call 911.

### Medications

For students with health conditions that require medication during the school day, parent-provided medication is administered by the Health Care Specialist or other school staff under the direction and supervision of the Licensed School Nurse. **There is no school supply of medication.**

School district policy requirements include:

#### Prescription medication

- Must be provided in the prescription container (pharmacy will supply a duplicate, labeled container for school use upon parent/guardian request) with the following information:
  - student's name
  - current date
  - name of medication and strength
  - directions for administration
- Written authorization from licensed healthcare practitioner and parent

#### Over the counter medication

- Must be provided in the original container with an intact manufacturer label
- Written authorization and instructions from the parent/guardian

#### Short-term prescription medication

- Must be provided in the prescription container
- Written authorization from the parent/guardian

Students are **not allowed to self-administer medication**, with the exception of asthma inhalers and epinephrine auto-injectors, if there is prior authorization from the parent and licensed health care provider as well as an interview with the licensed school nurse.

### Immunizations

Minnesota State Law mandates that each student have a record of all required immunizations or documentation of exemption on file at school. Health staff will contact you if your student's documentation is incomplete. Parents / guardians who are conscientiously opposed to having their student vaccinated or parents / guardians whose student has an exemption for medical reasons need to submit appropriate documentation. The immunization exemption form can be downloaded from the Health Services area of the district website or requested from the school health office.

### Life-Threatening Allergies

We have many students with life threatening allergies in our schools. It's important that students with life threatening allergies have emergency medication and a current anaphylaxis action plan on file in the Health Office. To plan accommodations specific to your student, please contact the Licensed School Nurse.

### Vision and Hearing Screening

- *Vision* - Distance vision will be screened at grades Kindergarten, 1, 3 and 5, and for all students new to Mounds View schools. 1<sup>st</sup> grade students will also have eye muscle balance and color vision screening.
- *Hearing* - Screening audiometry will be done for kindergarten, first grade and new students.
- All students receiving special education services will have their hearing and vision evaluated at the time of initial evaluation and three year re-evaluation.
- Any student will be screened if there is a teacher or parent request to do so.
- The Licensed School Nurse reviews the screening results and sends home a written referral only if further medical evaluation is recommended.

## **BREAKFAST AND LUNCH**

The breakfast and lunch menus are posted on our website at: [mvpschools.org/lunchmenus](http://mvpschools.org/lunchmenus). Students may bring a cold lunch from home if they prefer. Milk may be purchased with cold lunches.

### 2023-2043 Breakfast & Lunch Prices:

Starting the 2023-2024 school year, all students are offered one breakfast meal and one lunch meal at no cost each school day, due to the Minnesota Free School Meals Program.

#### Student Meals - Preschool, Kindergarten, Elementary, Middle, and High School:

Breakfast meal: \$0.00

Lunch meal: \$0.00

#### Adult Meals:

Adult Breakfast: \$2.25

Adult Lunch: \$4.95

#### Ala Carte Items for purchase:

Milk: \$0.60 (If your student brings a lunch from home and purchases milk, or if your student would like a second carton of milk with their meal)

Each student will receive a PIN number when they start in the district. This will be their number through 12<sup>th</sup> grade. Families can view their student's lunch pin in their ParentVUE account or in their Titan account.

Here are the ways you can add money to your students account:

- Pay with a credit or debit card online at Titan here [mvpschools.org/mealcost](http://mvpschools.org/mealcost)
- Send a check to school. Written out to "ISD 621 Nutrition Services". Be sure to include the student's name and PIN number.
- Send cash to school in an envelope with the student's name and PIN number.

If your student's balance drops below \$0.00, Nutrition Services will send an email to remind parents / guardians to replenish the account.

### Educational Benefits:

Families can complete the 2023-24 Application for Educational Benefits form online at [mvpschools.org/reducedfees](https://mvpschools.org/reducedfees) beginning August 1. Paper applications will also be available at all schools in English and Spanish. This application must be completed every year. Contact Nutrition Services at 651-621-6025 or [nutritionservices@mvpschools.org](mailto:nutritionservices@mvpschools.org) with any questions.

### Food Sensitivities/Allergies

If your student has a food allergy or sensitivity, please contact the school nurse to create a plan for your student. Our breakfast and lunch menu is peanut and tree nut safe. Please find additional information at [mvpschools.org/specialdiet](https://mvpschools.org/specialdiet)

## **RECESS**

All students will be given approximately 20 minutes each day for recess. Please be sure your student is dressed appropriately for the weather. We will have indoor recess if there is rain, lightning, or if air temperatures reach 0 degrees and/or wind chills reach 10 degrees below zero. Decisions impacting recess will be based on local conditions at the time of recess and according to [weather.gov](https://www.weather.gov). We are not able to accommodate requests for a student to remain inside for recess unless a doctor's note has been submitted to the health office.

## **TECHNOLOGY**

### Internet Use

The Mounds View School District has installed Internet software filtering which will meet the specific requirements for K-12 schools which were put in place by the Federal Communications Commission. This filtering device affects every computer in every building in our district and monitors all the Internet traffic. It will filter requested Web pages through its comprehensive database of rated sites.

Families can review the privacy information and terms of service for educational applications that are used in the district by visiting Mounds View's Learn Platform public site at <https://moundsvIEWSchools.app.learnplatform.com/new/public>.

### Cell Phones/Smart Watches/Cellular Devices

It is the school's expectation that cell phones remain in the student's backpack throughout the day, including while on the bus. If your student brings a device and it becomes a distraction to his/her learning or the learning of others, or if it impacts the security of students, a parent/guardian will be notified **and the device may be held in the main office until the end of the day**. Devices should not be used as a method of communication during the school day. As with anything of value, the school is not liable for theft or damage.

## **ACADEMIC HONESTY**

Assignments and assessments given to students are done so for the purpose of measuring grade level concepts and standards. Therefore, it is necessary for each student to complete all assignments and assessments in an honest and fair manner. If students engage in purposeful, academically dishonest practice (e.g. plagiarism), parents / guardians will be notified.

## **MISCELLANEOUS**

### Birthday Treats

In order to provide a safe environment for our students with food sensitivities, all elementary schools have the following guideline for birthday celebrations:

If you wish to bring something to share with classmates for a birthday celebration, please limit it to a **non-food acknowledgement**. Please do not send latex balloons. Donation examples include, but are not limited to, the following: student's favorite book to the class collection, stickers, pencils, pens, markers, erasers, a board game to the class for indoor recess days, etc.

### Student Clothing

Students who wear clothing that interferes with learning may be sent to the health office and given a temporary change of clothes. For example, clothing with slogans or characters depicting alcohol, drugs, tobacco, sex, violence, profanity, derogatory statements or gestures are not allowed.

### Lost & Found

Lost items are displayed at identified locations in the school. Unclaimed items will be donated periodically throughout the year. Reminders will be in the school newsletter. Very small or valuable items, such as rings, watches, and keys are kept in the school office. In order to keep the lost and found at a minimum, please label your student's attire.

### Parent Teacher Association (PTA) or Parent Teacher Organization (PTO)

The PTA/PTO is an organization of parents, staff and individuals who are interested in our school learning community. Its purpose is to encourage partnership and a communication link between home and school.

### Pets

Due to safety and security, family pets are **not allowed** in school at any time.

### Volunteering

If you are interested in volunteering at your student's school, please contact the school office. All volunteers in the Mounds View School Districts will be required to complete a background check conducted at your student's school. Volunteers are required to familiarize themselves with [Policy EG-3104](#) before starting at the school.

## ANNUAL PUBLIC NOTICES

Link to the [Annual Public Notices: Data Privacy](#)

Link to the [Additional Annual Public Notices](#)

## FORMS

### VOLUNTEER FORMS

If you wish to volunteer in a school, please complete the following:

1. Read [Harassment, Violence, and Hazing](#) Regulation (EG-3104)
2. Print and fill out the following:
  - a. [Volunteer Background Check Form](#).
  - b. [Volunteer Guidelines & Application Form](#)
3. Printed copies are in the main office at each school. Return the completed form to the school office.

### TRAVEL PLANS FORM

If the student will miss school due to travel, please complete the following form and submit it to the school office. [Travel Plans Form](#)