

INDEPENDENT SCHOOL DISTRICT #832  
REGULAR MEETING – BOARD OF EDUCATION  
Thursday, August 9, 2012 - 7:00 PM  
Mahtomedi District Education Center - Community Room

**Mission Statement** - Mahtomedi Public Schools will ensure a rigorous and relevant education where: all learners are valued and supported, positive relationships are developed, and students are empowered to reach their full potential in a global society.

**- AGENDA -**

1. CALL TO ORDER
2. ROLL CALL OF ATTENDANCE
3. APPROVAL OF THE AGENDA
4. APPROVAL OF THE CONSENT AGENDA - See #14 for Consent Agenda Items
5. PRESENTATIONS/RECOGNITION
  - A. PTO, MMSPA, M Club, and Parent Communication Network Leaders
  - B. Jeff Whisler, Director of Student Activities
6. PUBLIC COMMENT  
Visitors attending the meeting who wish to address the school board on any issue that is on the agenda may do so at this time. Please refer to the last page for the procedure that has been established for public comments.
7. REPORT FROM STUDENT REPRESENTATIVE
  - A. There will be no student representative report this month.
8. APPROVAL OF MINUTES
  - A. July 12, 2012 - Regular Meeting 4
9. DISCUSSION/INFORMATION ITEMS
  - A. Calendar of Events 8
  - B. Facilities Update  
Presenter: Todd Richter, JCI
  - C. Policies
    1. First Reading
      - a. Policy 611 - Home Schooling 9  
Presenter: Lynne Viker
  - D. MCA Results 13  
Presenter: Lynn Viker
  - E. Superintendent Evaluation  
Presenter: Cathy Dalton
10. ACTION ITEMS
  - A. Approval of Resolution Relating to 2012-2013 Open Enrollment (Closing All 14

Grades)

Presenter: Mark Larson

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

Presenter: Bob Donohoe

B. Integration District: Educational Equity Alliance (EEA)

Presenter: Mary Jo Deters

C. Minnesota School Boards Association (MSBA) Legislative Liaison

Presenter: Kevin Donovan

D. Northeast Metro 916 Board

Presenter: Judy Schwartz

E. Other Items/Reports

12. SUPERINTENDENT'S REPORT

13. ADJOURNMENT

14. CONSENT AGENDA ITEMS (Items Approved Under #4)

A. Approval to Pay Bills - Check No. 376681 to 376950 and 80002709 to 80002779 16

B. Approval of Wire Transfer Transactions

C. Approval of Parent/Student Handbooks

1. Wildwood Elementary School 24

2. O. H. Anderson Elementary School 42

3. Mahtomedi Middle School 64

4. Mahtomedi High School 85

D. Approval of Resolution Relating to the Election of School Board Members and Calling the School District General Election 99

E. Personnel

1. Approval of Contracts and Work Agreements

a. Individual Contracts (2012-2014)

b. Peggy Neubeck - Building RN - Mahtomedi High School (2012-2013)

c. Maureen Reilly - Long-Term Substitute Reading Teacher - O. H. Anderson Elementary School (2012-2013)

2. Approval of Resignations/Retirements/Terminations

a. Heidi Springborg - School Psychologist - Mahtomedi Middle School (8/31/12)

b. Jeff Whisler - Director of Student Activities - Mahtomedi High School (8/10/12)

## **PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS REGULAR SCHOOL BOARD MEETING**

Thank you for coming. The School Board of Independent School District #832 hopes you will find the meeting informative. By attending, you will better understand how your school district operates. The School Board meeting is a meeting "in public," and not a public meeting. In order to conduct its work in a professional and business-like manner, the school board has established the following rules for conducting the meeting:

- Comments and questions on issues are welcome at the scheduled time on the agenda. The school board is prohibited by law from discussing concerns about individual employees or students in a public meeting. Please forward comments or issues regarding individual employees or students to the superintendent at [mark.larson@mahtomedi.k12.mn.us](mailto:mark.larson@mahtomedi.k12.mn.us) or 651-407-2001.
- If you would like to speak to the school board, you will be recognized during the Public Comment portion of the meeting. The public may comment on any item on the agenda. The school board generally does not take action on any issue that is not on the agenda. Concerns or questions are forwarded to the superintendent for review and recommended action before consideration by the school board. Unless requested by a school board member, items on the consent agenda are not discussed by the school board at the meeting.
- The chairperson will ask citizens in attendance to sign in if they wish to address the school board. If you are late and wish to speak, please give your name, address, and agenda number to the clerk when you arrive. Individuals will be recognized in the order received.
- Since we are videotaping tonight's meeting for delayed broadcast, individuals who wish to address the school board or ask questions need to go to the microphone. Please state your name and address after being recognized and limit your comments to three minutes (approximately 450 written words). Everyone wishing to comment will be recognized and heard before anyone speaks twice.

# Minutes of Regular Meeting

## Board of Education Mahtomedi Public Schools

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A **Regular** meeting of the Board of Education of the Mahtomedi Public Schools was held **Thursday, July 12, 2012**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

### 1. CALL TO ORDER

Meeting called to order at 7:03 p.m. by Chair Cathy Dalton.

### 2. ROLL CALL OF ATTENDANCE

Present: Cathy Dalton; Bob Donohoe; Kevin Donovan; Judy Schwartz; Steve Wolgamot; and Superintendent Mark Larson, ex officio. Absent: Mary Jo Deters.

### 3. APPROVAL OF THE AGENDA

Schwartz moved, Donovan seconded, approval of the agenda. Carried.

### 4. APPROVAL OF THE CONSENT AGENDA - See #14 for Consent Agenda Items

School Board Chair Cathy Dalton noted the \$7,000 in donations and expressed the school board/district's formal thank you. Donovan moved, Schwartz seconded, approval of the actions recommended on the consent agenda. Carried.

### 5. PRESENTATIONS/RECOGNITION

#### A. Annette Sallman, Director of Community Education

Superintendent Mark Larson introduced Annette Sallman. Sallman is the new part-time Director of Community Education and comes to us through a joint powers agreement with the Stillwater Area School District. Sallman spoke briefly about her background and her areas of focus for the coming year.

### 6. PUBLIC COMMENT

None.

### 7. REPORT FROM STUDENT REPRESENTATIVE

A. There will be no student representative report this month.

8. APPROVAL OF MINUTES

A. June 14, 2012 - Regular Meeting

Schwartz moved, Wolgamot seconded, approval of the minutes from the June 14, 2012, regular school board meeting. Carried.

9. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

Chair Cathy Dalton reviewed the calendar of events.

B. Facilities Update

Todd Richter, Project Manager from JCI, reviewed with the school board the construction project schedules for Mahtomedi High School and new Wildwood Elementary.

10. ACTION ITEMS

A. Approval of Northeast Metropolitan Intermediate School District No. 916's Health and Safety Program Budget Resolution

Denise Sundstrom, Director of Business Services, recommended approval of the Health and Safety Budget Resolution and to authorize the District 916 levy. Schwartz moved, Donovan seconded, approval of Northeast Metropolitan Intermediate School District No. 916's health and safety program budget. Carried.

B. Approval of School Board Meeting Schedule 2013

Wolgamot moved, Schwartz seconded approval of the 2013 school board meeting schedule. Carried.

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

School Board Treasurer Bob Donohoe spoke about the next AMSD meeting, following the various task forces, and the AMSD annual conference in November will be on children's mental health.

B. Integration District: Educational Equity Alliance (EEA)

None.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Director Kevin Donovan reported that the MSBA Delegate Assembly is accepting nominations for Area 15. School board members should let Superintendent Larson know if they are interested in being nominated. The MSBA Summer Seminar is Monday, August 6.

D. Northeast Metro 916 Board

The Northeast Metro 916 report was included in the school board packet.

E. Other Items/Reports

None.

12. SUPERINTENDENT'S REPORT

Superintendent Mark Larson reported on the following: that he has been Tweeting pictures of the construction projects, Chamber of Commerce meetings, meetings with several area legislators, senior citizen lunches, Standards and Poor's bond visit, MAEF hosted the MN education foundation quarterly meeting, Assessment and Leadership Conference, will have an article in next issue of the *White Bear Press* on the Power of Zero, still Podcasting, and the Zephyr M Club golf scramble.

13. ADJOURNMENT

Wolgamot moved, Donovan seconded, adjournment. Meeting adjourned at 7:37 p.m.  
Carried.

14. CONSENT AGENDA ITEMS (Items Approved Under #4)

- A. Approval to Pay Bills - Check No. 376207 to 376680 and 80002568 to 80002708
- B. Approval of Wire Transfer Transactions
- C. Approval of Joint Powers Agreement for Community Education Services with Stillwater Area Public Schools
- D. Approval of Resolution Establishing Dates for Filing Affidavits of Candidacy  
First Day: July 31, 2012 / Last Day: August 14, 2012
- E. Approval of Membership in the Association of Metropolitan School Districts (AMSD) for 2012-2013
- F. Approval of Membership in the Metropolitan Educational Cooperative Service Unit (ECSU) for 2012-2013
- G. Approval of Membership in the Minnesota School Boards Association (MSBA) for 2012-2013

H. Approval of Donations/Grants Totaling \$7,000

1. From Gold'n Plump to Mahtomedi Area Community Education Garden Program - \$5,000
2. From Kramer-Berg American Legion Post 507 to Mahtomedi Area Community Education Summer Youth Program - \$2,000

I. Personnel

1. Approval of Contracts and Work Agreements
  - a. Kelsey Passa - Math Teacher - Wildwood Elementary School (2012-2013)
  - b. Phillip Udelhofen - Custodian - O. H. Anderson Elementary School (7/2/12)

ROBERT DONOHOE, ACTING CLERK

Public notice for solicitation of bids, requests for quotes, and requests for proposals are located on the ISD 832 website, [www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us).

## CALENDAR OF EVENTS

### AUGUST

DATE/TIME	MEETING/EVENT	LOCATION
<b><u>Monday, August 6</u></b> 8:00 a.m.-4:00 p.m. 7:00 p.m.	MSBA Summer Seminar MAEF Board of Trustees Meeting	Minneapolis Marriott Northwest, Brooklyn Park District Education Center - Community Room
<b><u>Wednesday, August 8</u></b> 6:00 p.m.	Northeast Metro 916 School Board Meeting	Bellaire School, White Bear Lake
<b><u>Thursday, August 9</u></b> 6:00 p.m. 7:00 p.m.	School Board Finance Committee Meeting School Board Meeting	District Education Center - Board Room District Education Center - Community Room
<b><u>Friday, August 10</u></b> 7:00-9:00 a.m.	AMSD Board of Directors Meeting	TIES Building, St. Paul
<b><u>Wednesday, August 22 – Friday, August 24</u></b>	New Employee Orientation	
<b><u>Thursday, August 23</u></b> 5:45 p.m. 7:00 p.m.	School Board Personnel Committee Meeting School Board Study Session	District Education Center - Board Room District Education Center - Community Room
<b><u>Monday, August 27</u></b> 10:00 a.m.	Opening Workshop (lunch to follow)	Chautauqua Center
<b><u>Monday, August 27 – Thursday, August 30</u></b>	Staff Development	

## CALENDAR OF EVENTS

### SEPTEMBER

DATE/TIME	MEETING/EVENT	LOCATION
<b><u>Tuesday, September 4</u></b> 6:00 p.m.	First Day of School, Grades 1-12 Northeast Metro 916 School Board Meeting	Bellaire School, White Bear Lake
<b><u>Thursday, September 6</u></b>	First Day of School, Kindergarten	
<b><u>Friday, September 7</u></b> 7:00-9:00 a.m.	AMSD Board of Directors Meeting	TIES Building, St. Paul
<b><u>Monday, September 10</u></b> 7:00 p.m.	MAEF Board of Trustees Meeting	District Education Center - Community Room
<b><u>Thursday, September 13</u></b> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<b><u>Friday, September 21</u></b> 4:00 p.m. 5:00-6:45 p.m. 7:00 p.m.	<i>Homecoming</i> <ul style="list-style-type: none"> <li>• Parade</li> <li>• Tours</li> <li>• Football Game</li> </ul>	Mahtomedi High School
<b><u>Thursday, September 27</u></b> 7:00 p.m.	School Board Study Session	District Education Center - Community Room

**Mahtomedi Public Schools**  
**Independent School District #832**  
**1520 Mahtomedi Avenue**  
**Mahtomedi, MN 55115**

**Regular Meeting - Board of Education**

**Date:** August 9, 2012

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**Agenda Item #C. 1. A.**

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**TOPIC:** First Reading of Policy 611 - Home Schooling

**PURPOSE OF PRESENTATION:** To go over changes to the Home School Policy.

**ACTION RECOMMENDED:** None.

**Submitted By:**

Lynne Viker

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**Name**

Director of Learning and Accountability  
**Title**

**Concurrence By:**



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**Dr. Mark Larson**  
**Superintendent of Schools**

**611 - HOME SCHOOLING**

**I. PURPOSE**

The purpose of this policy is to set forth requirements for credits accepted by Mahtomedi High School from home schooling.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of the Mahtomedi School District that all students, in order to earn a high school diploma, must meet established Minnesota K-12 academic standards, required state tests, and Mahtomedi graduation requirements.

The Mahtomedi School District will provide a comprehensive academic program, which addresses knowledge, skills, concepts, and processes as determined by the setting of high academic standards that meet or exceed state and national standards.

Special Education students who properly complete the programs specified in their Individual Education Plan (IEP) and have received the recommendation of their IEP Team shall be awarded a diploma.

**III. DEFINITIONS**

A. "Home schooling" means students who are provided instruction at home in compliance with Minn. Stat. § 120A.22 regarding compulsory instruction.

**IV. FULL-TIME HOME EDUCATED STUDENTS**

A. Students who choose to be full-time home educated, grades 9-12, will not receive a diploma from Mahtomedi High School.

**V. SHARED TIME PROGRAMS**

**A. Home schooled students' access to Mahtomedi classes:**

**1. Elementary and middle school students:** A home schooled child who is a resident of the school district may enroll in classes in the school district's elementary or middle schools as a shared time pupil on the same basis as other nonpublic school students, and not more than one-half of a school day.

**2. High school students:** A home schooled child who is a resident of the school district may enroll in classes in the school district's high school as a shared time pupil on the same basis as other nonpublic school students, and up to two classes at one time. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.

- B. Enrollment capacity:** The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.
- C. Students enrolled in Mahtomedi Public Schools:** A child enrolled as a student in the Mahtomedi School District is not entitled to attend home school classes, while attending public school for the remainder of the school day. Instead, the student must enroll in home school and attend Mahtomedi classes on a shared time basis.

## **VI. TESTING FOR HOME SCHOOLED STUDENTS**

Home schooled students may take the standardized tests administered by the school district for enrolled students. The school district may charge a fee for these tests consistent with Minn. Stat. § 123B.42. Since home schools are private schools, a home school student's standardized test results will not be reported with enrolled student results.

## **VII. MAHTOMEDI HIGH SCHOOL DIPLOMA OPTION**

- A. Home educated students may earn a diploma from Mahtomedi High School if they are enrolled in at least one Mahtomedi High School course, between the hours of 8:00 a.m. and 2:30 p.m., during the second semester of their 12<sup>th</sup> grade year of high school and only if:
- Students meet the Minnesota Academic Standards, Required State Tests, and Mahtomedi Graduation Requirements;
  - Students submit home education credits to their high school guidance counselor before the beginning of the last semester of their senior year to determine eligibility for graduation; and
  - Credits submitted come directly from the home school, the publisher, or organization that evaluates the curriculum being used for home school (*Documentation including description of curriculum, instructional process, and methods used for assessment will be used by the high school counselor to determine the credits eligible for transfer. For unaccredited homes schools, the school district may also require mastery of key subject areas to determine eligibility of credits for transfer.*)
- B. Credits from the home school will be entered on the student's official transcript as home school credits and will be transferred into semester credits and will count towards meeting Mahtomedi High School graduation requirements.

**Draft of Current Policy - FIRST READING - August 9, 2012**

**Highlighted: New Language**

**Highlighted/Strike Through: Old Language**

Mahtomedi School Board Policy 611

- C. Transfer credits will be evaluated on an individual basis by the principal, counselor, and/or teacher to determine if courses meet graduation requirements. Students may be subject to a placement evaluation to determine appropriate placement for sequential courses.
- D. Mahtomedi High School will not adopt the grades that a student has received in the home school to be used for class rank, awards programs, and other student recognition programs.

**VIII. Registration Information:**

- A. For more information regarding enrollment in Mahtomedi High School call the Mahtomedi High School Guidance Office.

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
~~Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)~~  
Minn. Stat. § 123B.36 (School Boards May Require Fees)  
Minn. Stat. § 123B.41 (Definitions)  
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)  
~~Minn. Stat. § 123B.44 (Provision of Pupil Support Services)~~  
~~Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)~~  
~~Minn. Stat. § 123B.86 (Equal Treatment – Transportation)~~  
~~Minn. Stat. § 123B.92 (Transportation Aid Entitlement)~~  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 126C.01 (Definitions)  
Minn. Stat. § 126C.19 (Shared Time Aid)  
Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials, Standardized Tests)

**Cross References:** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
~~MSBA/MASA Model Policy 510 (School Activities)~~

*ADOPTED - BOARD OF EDUCATION  
January 13, 2011*

**Mahtomedi Public Schools**  
**Independent School District #832**  
**1520 Mahtomedi Avenue**  
**Mahtomedi, MN 55115**

**Regular Meeting - Board of Education**

**Date:** August 9, 2012

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**Agenda Item #9. D.**

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**TOPIC:** MCA Results

**PURPOSE OF PRESENTATION:** Sharing the District MCA Reading, Math and Writing Results.

**ACTION RECOMMENDED:** None.

**Submitted By:**

Lynne Viker

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**Name**

Director of Learning and Accountability  
**Title**

**Concurrence By:**



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**Dr. Mark Larson**  
**Superintendent of Schools**

**Mahtomedi Public Schools**  
**Independent School District #832**  
**1520 Mahtomedi Avenue**  
**Mahtomedi, MN 55115**

**Regular Meeting - Board of Education**

**Date:** August 9, 2012

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**Agenda Item #10. A.**

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**TOPIC:** Approval of Resolution Relating to 2012-2013 Open Enrollment (Closing All Grades)

**PURPOSE OF PRESENTATION:** Every year at the February meeting, the School Board takes action on Open Enrollment and designating what grade levels are open and closed. Grade 12 was closed in February. At the August meeting, the School Board takes action once again closing all remaining grade levels to open enrollment.

The purpose of open enrollment has been to balance out class sizes and fill grade levels. One additional advantage is about building usage. When resident enrollment was high, Mahtomedi built schools to accommodate that larger student population. Buildings don't shrink if student enrollment declines and as resident enrollment declined, the buildings could have easily become underutilized. Open enrollment puts our buildings to the most efficient usage.

With Open Enrollment, we are projecting to have roughly the same enrollment in 2012-13 as in 2011-12. Approximately 160 applicants have accepted (which is 11 less than last year and includes children of employees and children who have siblings that currently attend as per policy) out of the 197 that were approved, 436 students applied.

**ACTION RECOMMENDED:** The Board approve the resolution relating to 2012-13 Open Enrollment as presented.

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**Submitted By:**



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**Name**

Superintendent of Schools

**Title**

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**Concurrence By:**



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**Dr. Mark Larson**

**Superintendent of Schools**



Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO 2012-2013 OPEN ENROLLMENT  
(CLOSING ALL GRADES)**

WHEREAS the school board seeks to maintain continuity of programs, curriculum, and services through consistent student enrollment, and

WHEREAS the school board recognizes that sufficient student enrollment ensures high quality course offerings for resident students as well as area students enrolling under the State of Minnesota open enrollment program, and

WHEREAS the State of Minnesota has established an open enrollment program permitting students to attend nonresident districts pursuant to the limitations of Minnesota Statutes §124D.03 Subdivision 2, and

WHEREAS the State of Minnesota has also established criteria for school districts to accept open enrollment applications based upon capacity of a program, class, or school building (Minnesota Statutes § 124D.03 Subdivision 6). The capacity of our schools is documented in facility planning documents on file at the District Office,

BE IT THEREFORE RESOLVED that open enrollment was closed in grade 12 for the 2012-2013 school year on February 9, 2012, due to anticipated enrollment and school building capacity, and

BE IT FURTHER RESOLVED that open enrollment now be closed in kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades for the 2012-2013 school year.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_, and the following voted against: \_\_\_\_\_, whereupon said resolution was declared duly passed and adopted.

## JUL 2012 CHECK REGISTER

					Check Status
Check Date	Check Number	Check Amount	Vendor Number	Vendor Name	Description
07/03/2012	376681	406.73	09140	AFFINITY SOLUTIONS INC	Cleared
07/03/2012	376682	112.00	09326	BAILEY ANDERSON	Cleared
07/03/2012	376683	19,766.93	01572	CITY OF MAHTOMEDI	Cleared
07/03/2012	376684	225.00	04034	CLAIRE MARS	Cleared
07/03/2012	376685	8,970.78	00599	DALCO	Cleared
07/03/2012	376686	3,100.00	09329	DAN GAGLIARDI	Cleared
07/03/2012	376687	23.34	09314	DIANE RANALLA	Cleared
07/03/2012	376688	123.90	03304	DONNA HRYNIEWICKI	Cleared
07/03/2012	376689	85.00	09325	DUNCAN GOLDBERG	Cleared
07/03/2012	376690	54.00	08734	EMILIE AUDORFF	Cleared
07/03/2012	376691	8,711.95	06819	FIRST STUDENT	Cleared
07/03/2012	376692	78.85	00938	GENERAL PARTS LLC	Cleared
07/03/2012	376693	558.64	03248	I.S.D # 834 STILLWATER	Outstanding
07/03/2012	376694	7,489.00	03244	ISSE,LLC-INTERNATIONAL SOCCER SCH.OF	Cleared
07/03/2012	376695	290.97	03195	LASERPLUS, LLC	Cleared
07/03/2012	376696	1,000.00	07061	MAEF-MAHTOMEDI AREA EDUCATION F	Cleared
07/03/2012	376697	1,422.00	08739	NAC NECHANICAL & ELECTRICAL SERVICE	Cleared
07/03/2012	376698	1,192.50	02043	ON SITE SANITATION INC	Cleared
07/03/2012	376699	258.82	05985	PAMS LUNCHROOM LLC	Cleared
07/03/2012	376700	13.95	05675	PCI EDUCATIONAL PUBLISHING	Cleared
07/03/2012	376701	49.30	02161	POPP.COM INC	Cleared
07/03/2012	376702	452.80	02180	PRESS PUBLICATIONS	Cleared
07/03/2012	376703	6,370.95	00553	STAPLES	Cleared
07/03/2012	376704	45.00	07175	STILLWATER HIGH SCHOOL	Outstanding
07/03/2012	376705	9,927.42	02748	TIES	Cleared
07/03/2012	376706	2,501.01	04827	ALLIANCE PUBLISHING & MARKETING	Cleared
07/03/2012	376707	498.00	03636	APPLE COMPUTER	Cleared
07/03/2012	376708	4,000.00	06820	CLASS 5 INC	Outstanding
07/03/2012	376709	5,700.00	00485	CLASSIC SUBURBAN CONFERENCE	Cleared
07/03/2012	376710	205.00	03486	LRP PUBLICATIONS	Cleared
07/03/2012	376711	1,094.00	01612	MASE	Cleared
07/03/2012	376712	125.00	01614	MASMS	Cleared
07/03/2012	376713	877.00	01694	MESPA/NAESP	Cleared
07/03/2012	376714	37,263.52	01971	NORTHEAST METRO 916	Cleared
07/03/2012	376715	2,824.00	06650	RJF MINNEAPOLIS	Cleared
07/03/2012	376716	34,308.00	08743	SAGE TECHNOLOGY GROUP	Cleared
07/03/2012	376717	2,750.00	03369	SCHOOLFINANCES.COM	Outstanding
07/03/2012	376718	1,363.30	02442	SCIENCE MUSEUM OF MINN	Cleared
07/03/2012	376719	2,490.34	00553	STAPLES	Cleared
07/03/2012	376720	92,593.00	02748	TIES	Cleared
07/12/2012	376721	1,186.59	00031	ACCESS COMMUNICATIONS INC	Cleared
07/12/2012	376722	974.70	00153	AES-APPLIED ENVIRONMENTAL SCIENCES INC	Cleared
07/12/2012	376723	232.30	06157	AIRTECH THERMEX CORP.	Cleared
07/12/2012	376724	19,861.65	08197	ALL ELEMENTS INC	Cleared
07/12/2012	376725	2,625.00	03196	BF LAUZON ENTERPRISES INC	Cleared
07/12/2012	376726	345.00	01173	CANVAS HEALTH TRANSPORTATION/HSI	Cleared
07/12/2012	376727	5,741.00	01173	CANVAS HEALTH/HSI	Cleared
07/12/2012	376728	199.95	03720	CARPENTER'S SMALL ENGINE	Cleared
07/12/2012	376729	2,371.75	07031	CARRIE ARDITO	Cleared
07/12/2012	376730	37.90	02945	CITY OF WHITE BEAR LAKE	Cleared
07/12/2012	376731	904.20	00558	COURAGE CENTER	Cleared

## JUL 2012 CHECK REGISTER

						Check Status
Check Date	Check Number	Check Amount	Vendor Number	Vendor Name	Description	
07/12/2012	376732	1,703.04	00599	DALCO		Cleared
07/12/2012	376733	92.84	00679	DONATELLI'S		Outstanding
07/12/2012	376734	124.41	00725	ECKROTH MUSIC COMPANY		Cleared
07/12/2012	376735	400.00	05986	EDUCATORS BENEFITS CONSULTANTS,LLC		Cleared
07/12/2012	376736	54.00	08734	EMILIE AUDORFF		Cleared
07/12/2012	376737	1,173.76	03969	ENERGYWISE CONSULTING,LLC		Cleared
07/12/2012	376738	465.15	00787	ERICKSON OIL PRODUCTS INC		Cleared
07/12/2012	376739	1,152.69	00803	EXPRESS SERVICES INC		Cleared
07/12/2012	376740	798.40	05296	FINNSISU, INC		Cleared
07/12/2012	376741	8,354.21	06819	FIRST STUDENT		Cleared
07/12/2012	376742	400.33	06697	FRATTALLONE'S ACE HARDWARE STORES		Cleared
07/12/2012	376743	1,027.44	01464	G&K SERVICES		Cleared
07/12/2012	376744	313.93	00938	GENERAL PARTS LLC		Cleared
07/12/2012	376745	635.00	06631	HILDI INC		Cleared
07/12/2012	376746	150.00	09331	JEROME LINSEY		Cleared
07/12/2012	376747	6,952.50	01300	JOSTENS		Cleared
07/12/2012	376748	18.90	01300	JOSTENS		Cleared
07/12/2012	376749	71.90	01372	KNOWLAN'S SUPER MARKETS		Cleared
07/12/2012	376750	81.40	07307	LISA ROESLER		Cleared
07/12/2012	376751	2,235.27	07606	LOFFLER COMPANY INC		Cleared
07/12/2012	376752	800.00	09330	MAHTOMEDI BASKETBALL ASSN		Cleared
07/12/2012	376753	32.24	06249	MARY HOSIER		Outstanding
07/12/2012	376754	199.00	01609	MASE		Cleared
07/12/2012	376755	63.24	01683	MENARDS		Cleared
07/12/2012	376756	302.58	01684	MENARDS OAKDALE CASHWAY LUMBER		Cleared
07/12/2012	376757	14,520.25	01696	METRO ATHLETIC SUPPLY		Cleared
07/12/2012	376758	185.00	01699	METRO ECSU		Cleared
07/12/2012	376759	150.00	01771	MN BOARD OF SCHOOL ADMINISTRATORS		Cleared
07/12/2012	376760	3,000.00	07972	NEOFUNDS BY NEOPOST		Outstanding
07/12/2012	376761	964.07	01977	NORTHERN TOOL & EQUIPMENT CO/HSBC		Cleared
07/12/2012	376762	141.50	02180	PRESS PUBLICATIONS		Cleared
07/12/2012	376763	7,009.80	08769	RELIANCE COMMUNICATIONS INC-SCHOOL		Cleared
07/12/2012	376764	799.01	02406	SCHMITT MUSIC COMPANY		Cleared
07/12/2012	376765	3,804.30	02420	SCHOOL SPECIALTY INC		Cleared
07/12/2012	376766	81.00	02473	SHERWIN-WILLIAMS CO		Cleared
07/12/2012	376767	1,200.00	02578	SPRINGSTED INC		Cleared
07/12/2012	376768	128.61	00553	STAPLES		Cleared
07/12/2012	376769	1,220.00	02641	STRAUSS SKATES AND BICYCLES		Cleared
07/12/2012	376770	1,207.20	02707	TEAM SPORTING GOODS INC		Cleared
07/12/2012	376771	5,615.73	03859	TEAMWORKS INTERNATIONAL, INC.		Cleared
07/12/2012	376772	914.78	04712	THE BOOKSOURCE		Cleared
07/12/2012	376773	195.00	08784	TRUSTED EMPLOYEES		Cleared
07/12/2012	376774	98.55	06934	US FOODSERVICE INC		Cleared
07/12/2012	376775	23,151.33	00723	XCEL ENERGY		Cleared
07/12/2012	376776	2,824.00	09333	ACE USA		Cleared
07/12/2012	376777	12,921.00	03636	APPLE COMPUTER		Cleared
07/12/2012	376778	89.00	00172	ASCD		Cleared
07/12/2012	376779	390.00	00286	BJORKLUND COMPENSATION CONSULT		Cleared
07/12/2012	376780	2,198.42	02227	CENTURYLINK		Cleared
07/12/2012	376781	23,437.00	09332	DAKOTA TRUCK UNDERWRITERS		Cleared
07/12/2012	376782	4,410.00	07606	LOFFLER COMPANY INC		Cleared

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					Check Status
Check Date	Check Number	Check Amount	Vendor Number	Vendor Name	Description
07/12/2012	376783	15,993.55	03182	MADISON NATIONAL LIFE	Cleared
07/12/2012	376784	10.00	06795	MYRA -MINNESOTA YOUTH READING AWARDS	Outstanding
07/12/2012	376785	9,778.99	01971	NORTHEAST METRO 916	Cleared
07/12/2012	376786	23,878.14	01984	NORTHWEST YOUTH & FAMILY SERVICES	Cleared
07/12/2012	376787	1,992.00	08743	SAGE TECHNOLOGY GROUP	Cleared
07/12/2012	376788	1,945.69	00553	STAPLES	Cleared
07/12/2012	376789	1,031.18	02748	TIES	Cleared
07/12/2012	376790	1,035.00	02807	U S BANK TRUST N A	Cleared
07/13/2012	376791	284.54	00094	AMERICAN FAMILY ASSURANCE	Cleared
07/13/2012	376792	1,118.00	01556	MAHTOMEDI AREA EDUC.FOUNDATION	Cleared
07/13/2012	376793	248.93	08610	MEYER & NJUS P.A	Cleared
07/13/2012	376794	297.21	05124	MN DEPT. OF REVENUE	Cleared
07/13/2012	376795	9.90	01888	NATIONAL INSURANCE SERVICES	Cleared
07/13/2012	376796	272.00	01740	NCPERS MINNESOTA-179220	Cleared
07/13/2012	376797	730.50	02017	OFFICE & PROFESSIONAL	Cleared
07/13/2012	376798	837.15	02048	OPERATING ENGINEERS LOCAL #70	Cleared
07/13/2012	376799	407.11	09335	PROFESSIONAL RECOVERIES PERSONNEL INC	Cleared
07/13/2012	376800	700.00	04342	WISCONSIN SCTF	Cleared
07/19/2012	376801	5,222.60	00153	AES-APPLIED ENVIRONMENTAL SCIENCES INC	Outstanding
07/19/2012	376802	322.00	01173	CANVAS HEALTH TRANSPORTATION/HSI	Cleared
07/19/2012	376803	99.45	01572	CITY OF MAHTOMEDI	Cleared
07/19/2012	376804	1,271.12	00628	DELLWOOD HILLS GOLF CLUB	Cleared
07/19/2012	376805	850.31	00722	EBSCO	Cleared
07/19/2012	376806	34.75	00725	ECKROTH MUSIC COMPANY	Cleared
07/19/2012	376807	1,077.84	00803	EXPRESS SERVICES INC	Cleared
07/19/2012	376808	91,120.95	09122	EI-JAY PLUMBING & HEATING INC	Cleared
07/19/2012	376809	41.25	00856	FOLLETT EDUCATIONAL SERVICES	Cleared
07/19/2012	376810	6.70	00936	GBC/ACCO BRANDS USA LLC	Cleared
07/19/2012	376811	7,125.00	08757	GORHAM OIEN MECHANICAL INC	Cleared
07/19/2012	376812	463,600.00	09339	GRESSER COMPANIES INC	Cleared
07/19/2012	376813	323,517.34	09337	HANSON STRUCTRUCTURAL PRECAST INC	Outstanding
07/19/2012	376814	90,000.00	03331	I.S.D # 622 NO.ST PAUL-MAPLEWOOD-OAKDALE	Cleared
07/19/2012	376815	29,593.56	03222	I.S.D # 625 -ST PAUL PUBLIC SCHOOLS	Cleared
07/19/2012	376816	48,918.00	01256	JC ENVIRONMENTAL & DEMOLITION	Cleared
07/19/2012	376817	85.00	09327	JED MAGNUSON	Outstanding
07/19/2012	376818	110,888.80	06303	JOHNSON CONTROLS	Cleared
07/19/2012	376819	102.08	04388	KATHY SMITH	Outstanding
07/19/2012	376820	20,045.00	09179	KELLEHER CONSTRUCTION INC	Cleared
07/19/2012	376821	24,518.55	08758	KENDELL DOORS & HARDWARE	Cleared
07/19/2012	376822	9,500.00	09338	KMH ERECTORS INC	Cleared
07/19/2012	376823	113.00	03195	LASERPLUS, LLC	Cleared
07/19/2012	376824	4,272.11	07606	LOFFLER COMPANY INC	Cleared
07/19/2012	376825	2,998.60	07211	MARGIE ROISUM/SCHOOL PROJECT	Cleared
07/19/2012	376826	25,909.35	08760	MARGOLIS CO	Cleared
07/19/2012	376827	182,184.98	04685	MAX STEININGER INC	Cleared
07/19/2012	376828	159,660.82	08738	MCDOWALL CO	Cleared
07/19/2012	376829	655.98	01699	METRO ECSU	Cleared
07/19/2012	376830	7,315.00	08755	MIDWEST MECHANICAL SUPPLY	Cleared
07/19/2012	376831	152,674.00	08739	NAC NECHANICAL & ELECTRICAL SERVICE	Cleared
07/19/2012	376832	1,833.00	09340	NITTI ROLLOFF SERVICE INC	Cleared
07/19/2012	376833	10,526.00	08786	NORTH COUNTRY CONCRETE INC	Cleared

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Check Date	Check Number	Check Amount	Vendor Number	Vendor Name	Description
07/19/2012	376834	3,641.81	01971	NORTHEAST METRO 916	Cleared
07/19/2012	376835	1,485.63	02043	ON SITE SANITATION INC	Cleared
07/19/2012	376836	66.50	09341	PAIGE GIBSON	Outstanding
07/19/2012	376837	4,600.00	02108	PEOPLES ELECTRICAL CONTRACTORS	Cleared
07/19/2012	376838	54,605.15	08741	PETERSON CO INC	Cleared
07/19/2012	376839	143,314.15	08740	PHASOR ELECTRIC CO	Cleared
07/19/2012	376840	81.79	06012	PREMIUM WATERS INC	Cleared
07/19/2012	376841	150,726.75	07618	SCHWAB VOLLHABER LUBRATT INC	Cleared
07/19/2012	376842	30.00	02551	SOUTHEASTERN SECURITY CONSULTANTS INC	Cleared
07/19/2012	376843	440.00	00553	STAPLES	Cleared
07/19/2012	376844	1,449.98	00553	STAPLES	Cleared
07/19/2012	376845	185,250.00	02680	T A SCHIFSKY & SONS INC	Cleared
07/19/2012	376846	250,868.40	09299	THURNBECK STEEL FABRICATION INC	Cleared
07/19/2012	376847	2,399.00	02747	TIERNEY BROTHERS INC	Cleared
07/19/2012	376848	95.71	03017	XEROX CORPORATION	Cleared
07/19/2012	376849	987.76	06104	XPRESS	Cleared
07/19/2012	376850	7,790.00	03930	AMSD	Cleared
07/19/2012	376851	748.75	03636	APPLE COMPUTER	Cleared
07/19/2012	376852	12,992.10	08892	CAMBIUM LEARNING GROUP	Cleared
07/19/2012	376853	1,887.89	02544	CAMBIUM LEARNING/SOPRIS WEST	Cleared
07/19/2012	376854	5,885.70	05881	CESO-THE CENTER FOR EFFICIENT SCHOOL	Outstanding
07/19/2012	376855	1,170.00	00490	CLIMB INC	Outstanding
07/19/2012	376856	130.00	03081	GRAY SEEVER	Cleared
07/19/2012	376857	9,759.44	01115	HERITAGE EMBROIDERY & DESIGN	Cleared
07/19/2012	376858	435.43	09336	MARY LAMPRIGHT	Cleared
07/19/2012	376859	877.00	01694	MESPA/NAESP	Cleared
07/19/2012	376860	3,663.70	01699	METRO ECSU	Cleared
07/19/2012	376861	2,600.00	08509	MIDWEST INSTRUCTIONAL LEADERSHIP COUNCIL	Cleared
07/19/2012	376862	7,464.00	01799	MSBA-MN SCHOOL BOARDS ASSOC	Cleared
07/19/2012	376863	21.00	09342	NATALIE ST MARTIN	Cleared
07/19/2012	376864	660.00	01903	NCS PEARSON INC	Cleared
07/19/2012	376865	418.28	02043	ON SITE SANITATION INC	Cleared
07/19/2012	376866	539.00	03538	PARTSTOCK COMPUTER	Cleared
07/19/2012	376867	303.25	05024	PAUL BROOKES PUBLISHING CO.	Cleared
07/19/2012	376868	21.00	09343	PETER VOYTOVICH	Outstanding
07/19/2012	376869	600.05	00553	STAPLES	Cleared
07/19/2012	376872	6,150.00	03196	BF LAUZON ENTERPRISES INC	Cleared
07/19/2012	376873	575.04	03057	BRAD BERGIE	Cleared
07/26/2012	376874	846.20	00153	AES-APPLIED ENVIRONMENTAL SCIENCES INC	Outstanding
07/26/2012	376875	144.00	00330	BRANSON ELECTRONICS	Outstanding
07/26/2012	376876	21,589.75	00334	BRAUN INTERTEC CORPORATION	Cleared
07/26/2012	376877	207.00	01173	CANVAS HEALTH TRANSPORTATION/HSI	Cleared
07/26/2012	376878	5,741.00	01173	CANVAS HEALTH/HSI	Outstanding
07/26/2012	376879	24,027.00	00527	COMSTOCK & SONS INC	Outstanding
07/26/2012	376880	4,332.00	09009	D & J QUALITY SOURCING LLC	Outstanding
07/26/2012	376881	150.00	08883	GINA CROSBY BOOGREN	Outstanding
07/26/2012	376882	836.88	03195	LASERPLUS, LLC	Outstanding
07/26/2012	376883	222,357.95	08756	LS BLACK CONSTRUCTION	Outstanding
07/26/2012	376884	1,296.00	09198	MEEKER AND WRIGHT SPECIAL EDUCATION CO	Outstanding
07/26/2012	376885	200.00	01684	MENARDS OAKDALE CASHWAY LUMBER	Outstanding
07/26/2012	376886	75.00	01771	MN BOARD OF SCHOOL ADMINISTRATORS	Outstanding

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Check Date	Check Number	Check Amount	Vendor Number	Vendor Name	Description
07/26/2012	376887	7,412.95	01971	NORTHEAST METRO 916	Cleared
07/26/2012	376888	2,540.55	03538	PARTSTOCK COMPUTER	Outstanding
07/26/2012	376889	1,582.88	03166	PINES SCHOOL	Cleared
07/26/2012	376890	164.00	03136	RATWIK ROSZAK & MALONEY P A	Cleared
07/26/2012	376891	35.98	07113	SAM'S CLUB	Outstanding
07/26/2012	376892	1,163.80	07113	SAM'S CLUB	Outstanding
07/26/2012	376893	90.08	00553	STAPLES	Outstanding
07/26/2012	376894	398.16	02698	TEACHER'S DISCOVERY	Outstanding
07/26/2012	376895	1,049.65	02748	TIES	Cleared
07/26/2012	376896	3,570.00	09344	WINKEL ENTERPRISES	Outstanding
07/26/2012	376897	40.00	09351	ABBY VOYEN	Cleared
07/26/2012	376898	419.60	00047	ADT SECURITY SYSTEMS	Outstanding
07/26/2012	376899	550.10	00153	AES-APPLIED ENVIRONMENTAL SCIENCES INC	Outstanding
07/26/2012	376900	410.63	09140	AFFINETY SOLUTIONS INC	Outstanding
07/26/2012	376901	345.00	08208	ANNE LIENEMANN	Outstanding
07/26/2012	376902	996.00	03636	APPLE COMPUTER	Outstanding
07/26/2012	376903	325.00	08773	ASHLEY CRAPSER	Outstanding
07/26/2012	376904	192.51	08859	AWS-ASPEN WASTE SYSTEMS INC	Cleared
07/26/2012	376905	687.50	09146	ASPEX	Outstanding
07/26/2012	376906	60.00	09326	BAILEY ANDERSON	Outstanding
07/26/2012	376907	60.00	09348	BRIANNA KIEGER	Outstanding
07/26/2012	376908	121.50	06345	BRITTANY GREEDER	Outstanding
07/26/2012	376909	245.00	09347	BRITTANY STEPHENS	Outstanding
07/26/2012	376910	10,730.50	08892	CAMBIUM LEARNING GROUP	Outstanding
07/26/2012	376911	279.36	02544	CAMBIUM LEARNING/SOPRIS WEST	Cleared
07/26/2012	376912	50.00	00427	CASH	Cleared
07/26/2012	376913	95.20	00599	DALCO	Cleared
07/26/2012	376914	42.00	09349	DANIELLE BOARDMAN	Outstanding
07/26/2012	376915	250.00	00679	DONATELLI'S	Outstanding
07/26/2012	376916	110.00	08789	DREW WHITAKER	Outstanding
07/26/2012	376917	2,412.00	05986	EDUCATORS BENEFITS CONSULTANTS,LLC	Outstanding
07/26/2012	376918	175.00	08186	ERIN BENNETT	Outstanding
07/26/2012	376919	3,357.64	00856	FOLLETT EDUCATIONAL SERVICES	Cleared
07/26/2012	376920	64.39	00937	GENERAL INDUSTRIAL SUPPLY CO	Outstanding
07/26/2012	376921	325.00	09346	HANNAH MCNAMEE	Outstanding
07/26/2012	376922	100.00	07586	HARRY REINER	Outstanding
07/26/2012	376923	33,494.75	01096	HEALTHPARTNERS	Cleared
07/26/2012	376924	1,599.87	04138	HEWLETT PACKARD	Cleared
07/26/2012	376925	30,900.89	01164	HOUGHTON MIFFLIN RECEIVABLES CO LLC	Cleared
07/26/2012	376926	36.34	08077	JOHN DEERE LANDSCAPES/ LESCO	Cleared
07/26/2012	376927	351.00	06056	KELSEY ENGBRECHT	Cleared
07/26/2012	376928	440.00	09210	KITEC INC	Outstanding
07/26/2012	376929	1,324.00	07310	L&D SIGN	Outstanding
07/26/2012	376930	1,157.50	03486	LRP PUBLICATIONS	Outstanding
07/26/2012	376931	60.00	09350	MAKENNA WYNVEEN	Outstanding
07/26/2012	376932	2,926.00	03229	MATTHEW SOBIESKI	Outstanding
07/26/2012	376933	208.73	01684	MENARDS OAKDALE CASHWAY LUMBER	Outstanding
07/26/2012	376934	31,562.50	01982	NORTHWEST EVALUATION ASSOCIATI	Outstanding
07/26/2012	376935	100.00	09345	OLIVIA EDWARDS	Outstanding
07/26/2012	376936	529.50	09353	PARS INTERNATIONAL	Outstanding
07/26/2012	376937	218,524.26	08212	PREFERRED ONE	Cleared

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Check Date	Check Number	Check Amount	Vendor Number	Vendor Name	Description
07/26/2012	376938	600.00	03531	PROFESSIONAL TRAVEL PARTERNS	Cleared
07/26/2012	376939	374.00	08863	SAMANTHA KURKOWSHI	Outstanding
07/26/2012	376940	275.00	03123	SHEILA MERZER M A	Outstanding
07/26/2012	376941	346.90	02473	SHERWIN-WILLIAMS CO	Outstanding
07/26/2012	376942	65.54	00553	STAPLES	Outstanding
07/26/2012	376943	35,350.00	09352	THOMAS FINN COMPANY	Cleared
07/26/2012	376944	402.59	02747	TIERNEY BROTHERS INC	Cleared
07/26/2012	376945	11,731.00	02748	TIES	Cleared
07/26/2012	376946	559.89	02800	TWIN CITY FILTER SERVICE INC	Outstanding
07/26/2012	376947	64.35	02858	VERIZON WIRELESS	Outstanding
07/26/2012	376948	500.00	04458	WHITE BEAR CENTER FOR THE ARTS	Outstanding
07/26/2012	376949	21.50	02946	WHITE BEAR LOCKSMITH	Cleared
07/26/2012	376950	663.79	00723	XCEL ENERGY	Cleared
07/02/2012	80002709	15.31	99999	Newman, Keith	Cleared
07/02/2012	80002710	38.82	99999	Snedden, Bethany	Cleared
07/02/2012	80002711	513.10	99999	Radabaugh-Triplat, Stacy	Cleared
07/02/2012	80002712	717.83	99999	Crothers, Patrick	Cleared
07/02/2012	80002713	237.70	99999	Allen, John E	Cleared
07/02/2012	80002714	66.60	99999	Moeller, Michael	Cleared
07/02/2012	80002715	38.85	99999	Hampel, William	Cleared
07/02/2012	80002716	12.76	99999	Bouwens, Kirsten	Cleared
07/12/2012	80002717	50.00	99999	Bouwens, Kirsten	Cleared
07/12/2012	80002718	50.00	99999	Hamre, Mark B	Cleared
07/12/2012	80002719	50.00	99999	Larson, Mark	Cleared
07/12/2012	80002720	50.00	99999	Moore, Christopher	Cleared
07/12/2012	80002721	50.00	99999	Neubeck, Michael	Cleared
07/12/2012	80002722	50.00	99999	Nickleby, Kathe	Cleared
07/12/2012	80002723	45.83	99999	Sorenson, Susan	Cleared
07/12/2012	80002724	50.00	99999	Sundstrom, Denise	Cleared
07/12/2012	80002725	50.00	99999	Viker, Lynne M	Cleared
07/12/2012	80002726	50.00	99999	Whisler, Jeff	Cleared
07/12/2012	80002727	25.00	99999	Crothers, Patrick	Cleared
07/12/2012	80002728	25.00	99999	Hering, James P	Cleared
07/12/2012	80002729	25.00	99999	Kostuch, Tonya M	Cleared
07/12/2012	80002730	50.00	99999	Albrecht, Daniel	Cleared
07/12/2012	80002731	9.99	99999	Maslowski, Dawn	Cleared
07/12/2012	80002732	329.67	99999	Moore, Christopher	Cleared
07/12/2012	80002733	288.86	99999	Lauer, Deborah A	Cleared
07/12/2012	80002734	17.76	99999	Arvesen, Catherine	Cleared
07/12/2012	80002735	31.04	99999	McCabe, Patricia	Cleared
07/12/2012	80002736	67.95	99999	Springborg, Heidi	Cleared
07/12/2012	80002737	547.45	99999	Springborg, Heidi	Cleared
07/12/2012	80002738	134.70	99999	Miley, Keith W	Cleared
07/12/2012	80002740	13.99	99999	Snedden, Bethany	Cleared
07/12/2012	80002741	44.49	99999	Olson, Lindsey S	Cleared
07/12/2012	80002742	228.66	99999	Viker, Lynne M	Cleared
07/12/2012	80002743	45.51	99999	Viker, Lynne M	Cleared
07/12/2012	80002744	46.07	99999	Viker, Lynne M	Cleared
07/12/2012	80002745	98.24	99999	Viker, Lynne M	Cleared
07/12/2012	80002746	12.21	99999	Kostuch, Tonya M	Cleared
07/12/2012	80002747	47.73	99999	Kostuch, Tonya M	Cleared

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Check Date	Check Number	Check Amount	Vendor Number	Vendor Name	Description
07/12/2012	80002748	8.09	99999	Sneden, Bethany	Cleared
07/12/2012	80002749	104.97	99999	Springborg, Heidi	Cleared
07/12/2012	80002750	274.71	99999	Springborg, Heidi	Cleared
07/12/2012	80002751	33.30	99999	Crothers, Patrick	Cleared
07/12/2012	80002752	150.22	99999	Nickleby, Kathe	Cleared
07/12/2012	80002753	173.93	99999	Petronek, John	Cleared
07/12/2012	80002754	400.86	99999	Niziolek, Linda	Cleared
07/12/2012	80002755	46.00	99999	Mathson, Kelly J	Cleared
07/12/2012	80002756	98.29	99999	Shafer, Kelly K	Cleared
07/12/2012	80002757	165.95	99999	Nickleby, Kathe	Cleared
07/12/2012	80002758	353.50	99999	Holmgren, Leah M	Cleared
07/12/2012	80002759	47.73	99999	Bouwens, Kirsten	Cleared
07/12/2012	80002760	30.39	99999	Hering, James P	Cleared
07/19/2012	80002761	389.12	99999	Marshall, Mary	Cleared
07/19/2012	80002762	402.11	99999	Laue, Deanna	Cleared
07/19/2012	80002763	25.78	99999	Carlson, Debra K	Cleared
07/19/2012	80002764	90.00	99999	Carlson, Debra K	Cleared
07/19/2012	80002765	536.88	99999	Kuchar, Sue	Cleared
07/19/2012	80002766	21.32	99999	Warren, Jeanna S	Cleared
07/19/2012	80002767	64.06	99999	Brass, Valerie B	Cleared
07/19/2012	80002768	68.65	99999	Olson, Lindsey S	Cleared
07/19/2012	80002769	45.65	99999	Chow, Nanette L	Cleared
07/19/2012	80002770	220.00	99999	Sundstrom, Denise	Cleared
07/19/2012	80002771	1,602.48	99999	Warren, Jeanna S	Cleared
07/19/2012	80002772	222.65	99999	Greene, Daniel	Cleared
07/26/2012	80002773	46.18	99999	Olson, Lindsey S	Cleared
07/26/2012	80002774	169.89	99999	Haen, Elisabeth	Cleared
07/26/2012	80002775	22.57	99999	Carlson, Debra K	Cleared
07/26/2012	80002777	115.03	99999	Greene, Daniel	Cleared
07/26/2012	80002778	10.98	99999	Sneden, Bethany	Cleared
07/26/2012	80002779	1,049.23	99999	Shonbom, Suzanne	Cleared
<b>CK TOTAL</b>		<b>3,841,088.41</b>			

**INDEPENDENT SCHOOL DISTRICT #832  
WIRE TRANSFER TRANSACTIONS  
MONTH OF JULY 2012**

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
7/3/12	Washington County	MN Trust	\$630,246.35	direct payment
7/5/12	State of Minnesota	MN Trust	\$8,311.78	direct state payment
7/6/12	State of Minnesota	MN Trust	\$16,286.87	direct state payment
7/9/12	US Bank	Chase Card Service/Bank One	\$33,206.72	cardmember payment
7/9/12	MN Trust	MSDLAF	\$500,000.00	cover checks
7/12/12	US Bank	Peoples Bank of Commerce-EBC Flex	\$808.33	flex benefits
7/12/12	US Bank	Peoples Bank of Commerce-403-B/457	\$8,329.30	TSA payment/Deferred Comp
7/13/12	MSDLAF	US Bank	\$133,483.40	cover checks
7/13/12	US Bank	IRS	\$45,062.71	federal & fica taxes
7/13/12	US Bank	MN Dept of Revenue	\$8,010.30	state payroll taxes
7/13/12	US Bank	Public Emp. Retirement Assoc.	\$11,964.96	pera retirement
7/13/12	US Bank	Mn Teachers Retirement	\$12,564.94	teachers retirement
7/13/12	State of Minnesota	MN Trust	\$718.47	direct state payment
7/15/12	State of Minnesota	MN Trust	\$1,187,269.79	direct state payment
7/18/12	State of Minnesota	MN Trust	\$128,034.96	direct state payment
7/19/12	US Bank	MN Dept of Revenue	\$44.00	sales tax payment
7/23/12	US Bank	Preferred One	\$23,413.36	claims payment
7/25/12	MN Trust	MSDLAF	\$300,000.00	cover checks
7/26/12	State of Minnesota	MN Trust	\$405.00	direct state payment
7/26/12	State of Minnesota	MN Trust	\$29,500.00	direct state payment
7/30/12	US Bank	Preferred One	\$9,051.40	claims payment
7/30/12	US Bank	Peoples Bank of Commerce-EBC Flex	\$808.33	flex benefits
7/30/12	US Bank	Peoples Bank of Commerce-403-B/457	\$8,329.30	TSA payment/Deferred Comp
7/30/12	State of Minnesota	MN Trust	\$625,055.48	direct state payment
7/31/12	MSDLAF	US Bank	\$121,094.23	cover checks
7/31/12	US Bank	IRS	\$41,361.10	federal & fica taxes
7/31/12	US Bank	MN Dept of Revenue	\$7,412.91	state payroll taxes
7/31/12	US Bank	Public Emp. Retirement Assoc.	\$12,189.88	pera retirement
7/31/12	US Bank	Mn Teachers Retirement	\$9,849.36	TRA payment

# Wildwood Elementary School

2012-13

## *Family Handbook*



**535 North Warner Avenue  
Mahtomedi, MN 55115**

[www.mahtomedi.k12.mn.us/wildwood](http://www.mahtomedi.k12.mn.us/wildwood)



**Wildwood Elementary School**  
535 North Warner Avenue  
Mahtomedi, MN 55115-2014  
651-407-2400  
Fax: 651-407-2425  
[www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)

### **Vision**

*All students college ready:*

*Academic Readiness*

*Admissions Readiness*

*Career Readiness*

*Financial Readiness*

*Personal and social Readiness*

### **Our Mission**

*Mahtomedi Public Schools will ensure a rigorous  
and relevant education where:*

*All learners are valued and supported*

*Positive relationships are developed*

*Students are empowered to reach their  
full potential in a global society*

### **Important Phone Numbers**

Main Office	407-2400
Attendance (24 hours)	407-2408
Health Office, Ms Fong	407-2403
Secretary, Nanette Chow	407-2404
Principal, Mr. Hamre	407-2401
Psychologist, Joe Pendleton	407-2422
First Student Busing	407-9080
Busing Route Coordinator	407-7684
MAC (Child Care)	407-2029

**School Hours: 9:05-3:25**

### **ARRIVAL AT SCHOOL**

For safety reasons, students should not arrive before 8:45 am unless special arrangements have been made with the teacher. Early arriving students will be asked to wait in the entrance foyer until the bell rings at 8:55.

### **ASSESSMENTS**

First and second grade students will participate in the district mandated assessment, Measures of Academic Progress (MAP). At Wildwood students will be assessed in reading and math in the fall, winter and again in the spring. We also administer a Curriculum-based Measure known as Dibel's three times per year to measure students' progress in reading and another CBM measure in math. These assessments are used to measure student's growth as well as providing teachers valuable information regarding their instructional goals.

### **ATTENDANCE "You Miss School, You Miss Out"**

Daily school attendance and punctuality is very important to school success. Parents are urged to make every effort to avoid family vacations or appointments of a non-emergency nature during school hours.

### ***Absences - Appointments***

If a child needs to be excused from school during the day, the parent is to send a note with the child informing the teacher of the date and time of the day the child is to be picked up. The note should include information regarding when the child will return to school.

Parents arranging to pick up their child at school should report to the office rather than going directly to the child's classroom. Parents must sign students out in the office before leaving the building. If the child returns to school later in the day, the parent is to escort the child to the office and inform the school receptionist.

### ***Absences - Parent Reporting***

Parents are required to contact the school office when a student is absent. Please call: Gloria Fong—Health/attendance Paraprofessional at Wildwood—651-407-2408. Telephone messages can be left at any time (24 hours). If a child is reported by the teacher as absent with no explanation, the office will make every attempt to call parents to

determine the cause of the absence. If unable to contact a parent, the absence will be documented as unexcused.

### ***Excessive Absences***

The school reserves the right to require a doctor's note explaining a medical reason for a child's excessive absences from school. Excessive absences from school for any reason will negatively impact a child's academic development.

### ***Unexcused Absences***

By law parents have the responsibility to make sure their child attends school and arrives on time. Students arriving after 30 minutes (9:35 am) or not arriving at all without an acceptable explanation will be considered an unexcused absence and subject to the MN Compulsory Attendance Law. This may result in truancy and if determined problematic, a truancy referral made to Washington County Truancy Intervention. Examples of Unexcused absences include: running late, over-slept, missed the bus, etc...

### ***Tardy***

A tardy is defined as being 1-30 minutes late to school. Students arriving after 30 minutes without an acceptable explanation will be considered an unexcused absence and subject to the MN Compulsory Attendance Law.

## **BEHAVIOR EXPECTATIONS "Be Respectful, Be Responsible, Be Safe"**

A positive school environment is a priority for us. We accomplish this through a research based building-wide approach called Responsive Classroom® where social/emotional growth is an important part of supporting children's academic success.

At the elementary level, we believe that children attain the greatest cognitive and social growth when they learn to consistently and responsibly care for themselves, for each other, and for the school environment. Academic and social learning is integrated throughout the school day. We believe that how children learn is as important as what they learn.

Tom Cappelen, Positive Behavior Specialist, supports the proactive approach to discipline. His roles consists of:

- Positive Behavior Intervention and Support Resource
- Providing Special Education Direct Services/Service Coordination
- Assist in facilitating small groups based upon student needs (social skills, self-esteem, self-control, reviewing school responsibilities, problem-solving, etc.)
- Teaching mini lessons in classrooms, attending morning meetings, classroom observations, academic interventions, etc.

Wildwood staff will use the "*I Care Plan*" as a problem solving tool for students. This helps a child to take responsibility of his/her behavior and figure out a way to "fix" the problem. The children will participate in a mini-lesson on completing an "*I Care Plan*."

## **Harassment and Bullying**

The Mahtomedi School Board has adopted Policy 413 prohibiting sexual, racial, and religious harassment and Policy 514 prohibiting bullying. The school district expects all students, parents, volunteers and employees to comply with these policies and the school district will respond to allegations of harassment or bullying with an investigation and any appropriate consequences.

### ***Mandatory Reporting***

Consistent with MS 626.556.Subd.22a and Subd 5a, District 832 employees have been instructed to report to law enforcement, child protection, or the Minnesota Department of Education all children who show indications that they might be victims of physical, sexual or emotional abuse. The appropriate agency will investigate the report.

### **BIRTHDAY PARTIES/TREATS**

Birthdays are special events for elementary aged children. Please let the teacher know ahead of time if you would like to send treats to celebrate your child's birthday. District policy states that all treats must be commercially made. Sufficient treats should be sent so that all children in the classroom may partake. ***Staff members would like to encourage healthy choices of food if a food product is brought to school.***

### **CHEMICAL FREE SCHOOLS**

The buildings and grounds of the Mahtomedi School District are chemical and tobacco free. Any adult or student shall not use, be in the possession of, sell, give away or be under the influence of alcohol, cigarettes, tobacco products or other harmful chemicals while on school property or at school-sponsored activities.

### **CHILD CARE—Mahtomedi Adventure Club (MAC)**

The Mahtomedi Adventure Club is a school-age child care program (**before and after school**) for Mahtomedi School District children in kindergarten through fifth grades. It is a non-profit organization staffed by professionally trained individuals who meet the state's requirements for licensure.

The MAC program, which is located at both Wildwood and O. H. Anderson, is open all school days, vacation days and some holidays—**opening at 6:30 a.m. and closing at 6:00 p.m.**

Children may be enrolled on a regular basis of two-five days per week. Enrollment information may be obtained by calling the Program Director at 651-407-2029. You and your child are welcome to come in and visit the program at any time.

### **CLOTHING**

Clothing should be comfortable and appropriate for the classroom. Clothing should not become a distraction to others or to the wearer. Layering often is a good choice because of fluctuations in weather conditions and classroom temperature. Cleanliness and good hygiene are important. We ask for parent/guardian support with the following requests:

- Some pictures, symbols, language or slogans (especially those advertising tobacco and/or alcohol) are inappropriate. If we feel a child wears an unacceptable item of clothing, we will ask the child to turn the offending shirt inside out, wear another shirt over the offending clothing, change clothes, see the nurse for a substitute article or call home for a change of clothing.
- Hats are not worn in classrooms or the building except for special occasions and/or with special permission.
- Proper shoes must be worn at ALL times. Boots and snow pants are recommended for the playground in the winter. At all other times, tennis shoes or regular shoes should be worn on the playground. Due to safety concerns, flip flops/sandals are not to be worn during recess.
- Special dress, costumes, or make-up may be worn on special occasions.
- Students are to dress appropriately for outdoor recess each day. Students will continue

to go outside for recess if the temperature and wind chill is 0° or higher.

- **Please, please, please label all clothing with your child's name.**

### **CONFERENCES**

Parents are invited to Parent/Teacher conferences in November and again in February (Kindergarten) or March/April (first and second grades) to discuss their child's progress and to become familiar with grade level goals. Additional conferences may be scheduled as needed. Report cards will be issued at the end of second and fourth quarters. Please contact your child's teacher if you have any questions or concerns that arise throughout the year.

### **COMMUNITY EDUCATION**

The Community Education Department offers District 832 residents programs for preschoolers through senior citizens. During the school year, students have the opportunity to participate in a variety of activities. In the past, we have offered activities such as youth football, field hockey, soccer, basketball, cross-country skiing, pottery classes, foreign languages, computers and biology. Community youth activities are publicized by sending information to the elementary schools and informational flyers are sent home with students.

Transportation at the conclusion of the activity is the family's responsibility. For more information about early childhood programs, after-school activities or community organizations or associations, call Community Education at 651-407-2037.

### **COUNSELING ASSISTANCE**

A school psychologist provides consultation services for school personnel, parents, and counseling for students, administers and interprets current assessment tools and facilitates student groups including social skill development and enhancement of self-esteem, grief, loss, etc. Please contact: Wildwood Psychologist, Joe Pendleton—651-407-2422

### **CURRICULUM**

#### ***Language Arts***

Our Language Arts program utilizes the Read Well program. Students read in flexible groups throughout the school year to ensure continued success, interest and rigor. Guided reading instruction ensures individualized attention. "Read Well Composition" is our writing curriculum. Students are taught to evaluate their ideas and content, organization, write with expression, word choice, sentence fluency and conventions in a variety of topics and styles.

#### ***Languages***

Spanish is taught to students two times per week throughout the school year. Goals for the Spanish program include both cultural and language acquisition, and coincides with students' grade level math and reading curriculum. This elementary program is progressive through the grades and continues in the Middle School.

#### ***Mathematics***

The math curriculum is built around the University of Chicago School Mathematics Project (UCSMP) and is called Everyday Math. This math curriculum, coordinated with the secondary schools, is a rigorous program emphasizing understanding through problem solving and project learning. Students will use manipulatives to make connections to their world and all the other curriculum areas. Students learn to use multiple strategies to solve problems. Teachers have been trained in Cognitively Guided Instruction (CGI) and will

incorporate its strategies to address number sense, computation and problem-solving.

### ***Health***

The Great Body Shop, our health curriculum in grades 1-5, provides students with a comprehensive health education and substance abuse program. Each unit is structured so that knowledge, values, life skills and critical thinking skills are introduced through concepts that are age appropriate and familiar. Areas of the health curriculum include safety, nutrition, drug abuse, body parts, exercise and body systems. Students learn about their bodies and the importance of healthy lifestyle in the classroom and in their physical education classes.

### ***Science***

Our newly revised science curriculum is aligned with the Minnesota State Standards at each grade level. The Macmillan, McGraw-Hill Science (Foss) series emphasizes hands on science experiences leading to real world connections for science. We are also incorporating Engineering is Elementary (EIE) engineering curriculum for all students..

### ***Social Studies***

Elementary students shall demonstrate knowledge of the interaction of people, places and locations and know how to locate regions of the world and identify geographical and cultural features. A global connection is explored through interdisciplinary units in art, music and language arts.

### ***Physical Education***

When students participate in physical education classes, they are learning more than team sports and exercise. Physical Education teachers and elementary health teachers work together to provide a well balanced coordinated program that includes identification of bones and muscles, the importance of good sportsmanship, and the value of lifelong habits for good health.

### ***Music***

Students learn an appreciation for music, develop creativity, understand multicultural and international perspectives while integrating music with other arts disciplines and the general curriculum. All students perform in annual productions.

### ***Visual Arts***

The art program in the elementary schools is a sequentially planned and managed art program. The smART series is composed of four units of detailed instruction per grade level, supported by slides and Shorewood prints. Each unit includes four major areas; history and culture, aesthetics, criticism, and production which is considered a discipline-based art curriculum. Students in grades K-5 receive their primary art instruction from an art specialist. This program is then supplemented through the work of the classroom teachers and the efforts of our Art Adventure ("Picture Person") volunteers.

### ***Media Technology***

The media center provides students with excellent materials for supplementing the curriculum. Children are offered a wide range of recreational reading as well as materials for research. The media centers also contain computer laboratories in which students are introduced to introductory computer skills. Students enhance their learning through a variety of multi-media experiences in the computer laboratories including access to Internet and other computer-based research tools.

**ELECTRONIC ANNOUNCEMENTS (weekly)**

To help keep parents better informed of Wildwood activities anyone can subscribe to our weekly electronic announcements. On Thursday afternoons we send out information via e-mail to subscribing families of the main activities occurring at school for the week. If you are interested in subscribing, just go the Wildwood website at [www.mahtomedi.k12.mn.us/wildwood](http://www.mahtomedi.k12.mn.us/wildwood) and click on the tab at the bottom that is entitled, Electronic Announcements.

**ELECTRONIC DEVICES AND CELL PHONES**

Students are discouraged to bring cell phones or any other electronic devices (Ipods, Nooks, etc...) to school unless prior arrangements have been made with the teacher. The school is not responsible if the devices are lost or stolen. If a cell phone / electronic device is displayed during the school day without permission, staff will hold the item until the end of the day.

As our district continues to move forward with technology and the use of personal devices within the school setting, the elementary schools will be exploring opportunities for students to bring and use their own devices within the classroom for learning purposes. Please note that with the district's wireless network, any personal device with wireless network capability will be able to access the Internet throughout the building. The guest wireless network is subject to the same filtering regulations as the district-owned computers.

### **EMERGENCY CARD**

Every student at Wildwood has an emergency information card. It is important that the information on this card be current because it is our first reference in case we need to contact you about your child. Please inform us if there is a change in phone number, resident or emergency contact person.

### **ENGLISH LANGUAGE LEARNERS (ELL)**

Our ELL staff works with learners whose primary or native language is not English. They will assess, consult with teachers, work with families, modify curriculum and work directly with ELL learners. Please contact the school office for more information.

### **EMERGENCY SCHOOL CLOSING**

Periodically, it is necessary to cancel school for a day. Poor weather conditions are the usual reasons for such action. This information is broadcast over WCCO radio -- AM (830), KSTP-TV and KARE-TV. Please listen to the radio. Please ensure that your children are instructed as to what to do if the above mentioned situation occurs. The district will send out an automatic message (phone call and/or e-mail) out to all families if we have an emergency closing.

### **FIELD TRIPS**

Throughout the school year, individual classes or grade level groups travel to places of interest. These trips offer students enriched learning opportunities not available at school. You may be asked to help defray the cost of such field trips and/or transportation through donations. Any requested donation is truly voluntary and shall not impact your child's participation in the field trip activity. All attempts will be made to keep the cost as minimal as possible. Please contact your child's teacher if financial hardship makes it difficult for you to pay the fee.

### **GIFTED AND TALENTED/ADVANCEDLEARNERS**

Mahtomedi Public Schools recognize that some students have outstanding abilities that differ from others of their age, experience, or environment. Mahtomedi seeks to identify these advanced learners in order to provide services to meet their unique needs.

### **Vision**

Our vision is "Learning without Limits" which means that we aim to have students progress through their learning experience without limits. This is a bold vision and one that we are in the process of achieving.

### **The IDEA Program**

IDEA is an acronym that stands for **I**dentifying for **D**ifferentiation, **E**nrichment, and **A**cceleration. This describes the way we strive to serve our advanced learners which can include enrichment opportunities, differentiated lessons, subject acceleration or grade level acceleration.

## **Growing Scholars**

Growing Scholars is a brand new program for first grade students. The program identifies students who are not yet receiving services in advanced reading or math but are making huge gains in their learning. These students attend a summer camp that provides them with an opportunity for exposure to advanced curriculum and then follows up with meetings throughout their second grade school year.

For more information contact Lisa Boland Blake, Gifted and Talented Coordinator at 651-407-2319 or [lisa.blake@mahtomedi.k12.mn.us](mailto:lisa.blake@mahtomedi.k12.mn.us)

## **GOING HOME WITH A FRIEND**

For safety reasons it is strongly recommended that play dates be arranged after a child arrives home from school. If your child needs to go home with a friend, **BOTH** children must bring permission slips from parents/guardians. If the visit requires a change in bus transportation, the notes should be given to our receptionist early in the day. She will write a bus pass that must be given to the bus driver. ***Students will not be allowed to ride home with a friend without notes being presented by both parents.***

## **HEALTH OFFICE**

**Good health is a basic to sound education.** The purpose of the school health program is to maintain, improve and promote the health of the child. School personnel, the parents and the community must work together to accomplish this goal. Parents have the primary responsibility for their children's health. School personnel assist parents in carrying out this responsibility and in helping them utilize community resources.

**When a child becomes ill at school,** we request that parents take the child home.

When the parent cannot be reached by telephone, we contact the person indicated on the child's emergency card. Parents are asked to contact the school when the child is absent due to illness. The health assistant is available to take calls each morning between 9:05 and 12:00. Your help in remembering to call is appreciated. We do worry that there is some other reason for the child not being here. Your child is required to bring a note from you explaining any absence.

**Students should not return to school until 24 hours after the symptoms of illness have disappeared.** Consistent with the procedures outlined in the District 832, Policy 526, school officials who suspect that a student has a communicable disease may request that a parent provide medical certification that a communicable disease is not present or does not present a significant threat to the health and safety of others. The student will be asked to remain home until this certificate is obtained. In the event of an outbreak of a significant number of cases of a communicable disease, school officials will notify parents as per the recommendations of Washington County Public Health.

## **Should I Send My Child to School?**

Many students and parents are concerned about when students should stay home or attend school. The following information is intended to help with this decision. Please keep the child at home if he/she:

- Has a fever of 100 degrees or more

The student should stay home for 24 hours after the temperature returns to normal.

- Has vomited or had diarrhea

The student should stay home until 24 hours after the last episode.

-Has any rash for which you do not know the cause Check with your family physician/clinic before sending the student to school.

-Has an illness

**Responsibilities of the school health personnel include:**

- Establishing sound health practices through the school curriculum
- Insuring that the school environment meets health standards
- Emergency care of students in the event of accidents or illness
- Maintenance of selected health records for each child

**Medications** will be administered by school personnel upon completion of a PHYSICIAN'S REQUEST FOR MEDICATION by the prescribing doctor. Parents may obtain these forms from the school office. The medications must be brought to school in their original container. When possible, please make alternative arrangements so that it is not necessary for your child to receive medications during the school day.

**If illness requires a lengthy absence**, homebound instruction may be available. A doctor's statement verifying the anticipated length of absence is requested. Final approval will be made by the Director of Educational Services.

**Immunizations:** The health card is updated each year. All students are required to have a record of immunizations which includes measles (rubeola and rubella), mumps, 4 DPT, and 3 polio vaccinations. Incoming kindergartners must have updated vaccinations prior to the start of the first day of school unless the parents have filed a conscientious objection to immunizations. Hearing and vision screening is conducted periodically by the school health personnel with the assistance of community volunteers. Results can alert parents to the need for a more thorough evaluation by the doctor of their choice.

**HOMEWORK**

Homework is meant to reinforce and practice the concepts the student has learned in school. Homework is not intended for students to work on material that has not been presented in class. Homework allows the student to take responsibility for organization, practice and task completion. Parents can help immensely by assigning a space and setting aside a time for learning. It is difficult for teachers to provide homework ahead of time for family vacations so missing homework will be provided once student returns. Should homework become a burden for a particular child, please contact that child's teacher quickly.

**INTERNET USE POLICY**

**Purpose:** The purpose of this policy is to provide direction for school district personnel and to set guidelines for acceptable use of the Internet.

**Internet:** It is the policy of the School Board to provide Internet access to staff and students of the school district. In making decisions regarding student access to the Internet, the school district considers its own stated educational mission, goals and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees. Access to the Internet enables exploration of thousands of libraries, databases, bulletin boards and other resources and to exchange messages with people around the world. The school district expects that staff will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

**School District Responsibility:** Because the School Board believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school district, directives regarding Internet access and use are given on the following topics:

1. Training and Orientation;
2. Security;
3. Vandalism;
4. Etiquette;
5. Enforcement Procedures;
6. Limitations

**Web Page:** Mahtomedi School District and schools have active web pages. You can access them on the Internet under: **[www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)**

## **KINDERGARTEN SCHEDULE**

The Mahtomedi School District offers a half-day kindergarten experience with the option for parents to purchase full day. Location of the child's home or day care determines whether a child will attend the morning or afternoon session if they are on a half-day schedule. Morning schedule: 9:05-12:45. Afternoon Schedule: 11:40-3:25.

## **LITERACY/MATH BLOCKS**

To better meet the academic needs of students teachers at Wildwood flexibly group their students in the areas of math and reading to provide instruction best suited for child's instructional level. Kindergarten only uses reading blocks. Math and reading groups are determined by pre-assessment, student's performance, and teacher recommendation. As student performance changes during the course of the year, they may move to a different level taught by a different teacher. The focus of the blocks is to provide appropriate instruction at the student's instructional level.

## **LOST AND FOUND**

The Lost and Found area is located in the main hallway just outside of the media center. Please check it periodically if your child is missing a clothing item. ***Remember to label all articles of clothing and equipment with your child's name.***

## **LUNCH PROGRAM**

School lunches are available to all students beginning with the first day of school. Mahtomedi Schools provide for free and reduced priced meals and milk under the National School Lunch and Special Milk Programs. Applications to determine eligibility for free or reduced lunch can be obtained from the school office secretaries. Parents must re-apply each year for the Free-Reduced Lunch Program.

Students' lunchroom purchases are recorded on computer (no tickets are used). This is a debit system, meaning that money must be deposited into the students lunch account in advance—much the same as buying lunch tickets.

Students without money in their account must pay cash or bring lunch from home.

Cost for 2012-13: Lunches: \$2.30 Milk: 45¢ (*Prices are subject to change*)

### ***Lunch and Nutrition***

We work closely with our food service providers to provide nutritionally balanced lunches for our students. We do not allow soda in the lunchroom as part of our school lunch or as part of cold lunch. Please do not send soda or cola drinks when you pack a lunch. We also ask that you make an effort to send healthy choices for snack and lunch.

**Starting in September 2012 all schools will have new meal regulations to follow. For a meal to be sold students MUST have at least 1/2 cup of fruit or vegetable on their tray. We will encourage all students to take a full lunch, however, if the required amount of fruits or vegetables is not chosen students will be charged ala carte prices for that meal.**

**Please encourage your child to take a nutritious, well-balanced meal that includes fruits and vegetables. It's still the best deal around**

## **PARENT TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization provides volunteers to assist with a variety of school projects and enrichment programs. Please go to the Wildwood website and click on Community Resources — PTO to see a full range of activities and meeting dates. All parents are encouraged to attend the PTO meetings during the year. Information can be

found on the Wildwood Home page under the Community Resource tab.

### **On-Going PTO Fundraising Projects:**

#### ***General Mills "Big G Box Tops for Education"***

Through the Big G Box Tops for Education program, General Mills will pay us up to 15¢ for each "GM Box Top for Education" symbol we collect. Box tops can be dropped off in the designated box located in the school hall or sent to class with your child.

#### ***Milk Caps***

Milk caps from Kemps and Land O'Lakes milk jugs are collected. Their value is 5¢ each.

#### ***Cartridges for Kids***

Both Wildwood and O. H. Anderson collect used ink cartridges and cell phones. Please drop off your used items in the designated container in the hall across from the office.

#### ***Target Stores "Take Charge of Education"***

Target will donate 1% of the total purchases made with your Target Guest Card to Wildwood and O. H. Anderson. To participate, cardholders must call 1-800-316-6142 to designate Wildwood and/or O. H. Anderson to benefit from their purchases. If you don't have a Target Guest card, call 1-800-316-6142 to request one.

### **PHONES**

All teachers have direct dial phones in the classroom. Numbers are listed in the directory each year.

- During the day teachers are not able to be reached directly in their rooms but their voice mail will be activated.
- "Time-Sensitive" messages during the school day will be relayed to the classroom. Please call: Wildwood Office 651-407-2400
- If you are calling about after-school pickup or appointments, please try to call as early in the day as possible. It is very difficult to deliver messages received after 2:45 pm.
- If you are calling to report that your child is absent from school, please call: Wildwood attendance line 651-407-2408
- Wildwood school office is open from 7:30 a.m. until 4:00 p.m. If you call when the office is closed, you will be able to leave a voice mail message.

Students will be given permission to use the phone for emergencies, but not for reasons such as arranging to play with a friend after school. Please make arrangements with your child regarding transportation and social activities before the school day begins.

### **RECESS**

We monitor the temperature each day at 10:30 a.m. Students will be outdoors for recess unless it is raining, or the temperature or wind-chill is below 0°. Please keep these guidelines in mind when helping your children select clothing in the morning. Temperatures change and children should be prepared to be outdoors.

### **REQUESTS FOR TEACHERS/PLACEMENT PROCEDURES**

The goal of the student placement process is to balance students across classrooms in each grade level. Our staff use their best professional judgment in placing children in the next grade level. Each classroom is balanced considering the factors: gender, ability levels, leadership skills, learning styles, behavior, class size, diversity, special interests, family consideration, and others. Final placements are communicated to parents in August. Student placement follows these steps:

#### ***Teacher and Parent Information***

The Principal places children into the next grade level classrooms after accumulating

information about each of his/her students. The information will come from the following sources:

- **Teacher Information:** Each teacher will complete a confidential Student Information survey in the spring for each child that notes: special needs/programs, peer relationships, reading and math levels, learning style, overall ability, work habits and behavior.
- **Parent Information:** In April, parents complete an online student information form that note academic, physical, social/emotional needs, family considerations, learning style, special needs, interests, abilities and peer relationships. Specific teacher requests are not accepted.

## **SAFETY PROCEDURES**

The safety of all children and adults is of major importance in the schools. Please follow these rules:

- Outside doors will be locked after the students arrive in the morning. Visitors must enter through the front door or back Kissing Lane door.
- Visitors must sign in at the office and receive a badge indicating their purpose.
- All staff members are asked to send anyone without a badge to the office immediately and students are asked to remind their parents to go to the office first before going to a classroom.

**Fire Drills:** We are required to conduct periodic fire drills throughout the school year. We will attempt to schedule these so that children learn the necessary safety procedures quickly and efficiently with minimal disruption to the school day.

**Severe Weather:** We conduct one severe weather drill each spring in conjunction with the statewide severe weather drill.

**Emergency Lockdown and Evacuation Drills:** We are required to conduct periodic lock-down and evacuation drills in case of a school emergency such as a gas leak or intruder.

**Emergency Alert:** Within minutes of an emergency, school officials can use an alert system to deliver a single, clear message to students' parents or guardians by telephone, cell phone, email, pager or PDA in any combination. The system can be used to notify you of a school closing due to inclement weather. Visit our district website for more detailed information [www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us). All Mahtomedi parents are automatically registered for the alerts with any messages. Phone numbers and e-mail addresses will be taken from student's emergency cards.

**SCHEDULE (digital days):** We use a rotating five day schedule. Our days will be listed as Day 1, Day 2, Day 3, Day 4, and Day 5. This will ensure that students and staff will have equal numbers of classes, such as art, media, music, physical education and Spanish. Note that Day 1 does not always fall on a Monday due to vacation days. You can refer to the attached schedule to determine the numbering of our days for the school year.

## **SCHOOL PICTURES**

We contract annually with Lifetouch to have pictures taken early in the year. You will receive information in September about pictures a few weeks before picture day.

## **SPECIAL DAYS**

During the year, the schools plan some special days for students. These are "just for fun" days. Students and staff alike enjoy the opportunity to build school spirit and interest.

Watch for announcement of special days in teacher newsletters and the school newsletter.

### **SPECIAL EDUCATION SERVICES**

The Education for All Handicapped Children Act of 1975 (Public Law 94-142) and the Education of the Handicapped Act Amendments of 1983 (Public Law 98-199) require that every child, regardless of handicapping condition, be guaranteed a free appropriate public education. These laws specify that "appropriate" means that the student receives an education which is individually designed to meet his/her special needs and, whenever possible, the student is placed with students who are not handicapped. Educational services for handicapped children begin at birth and continue until the child reaches age 21 or receives a high school diploma.

Special education services within the Mahtomedi School District include:

- Mild/Moderate
- Mentally Handicapped
- Learning Disabled
- Speech/Language Delayed
- Emotional/Behavioral Disorders
- Developmental/Adaptive Physical Education
- Early Education/Special Education (Birth to six years)

Special education related services personnel include:

- Occupational Therapists
- Physical Therapists
- Psychologists
- Social Worker/Counselor

Related services personnel assist with assessments, provide direct therapy as indicated to achieve the goals identified for the handicapping conditions listed above, and as liaisons with other agencies. Please contact Wildwood's School Psychologist, Joe Pendleton at 407-2422 if you have questions.

### **Student Records**

Educational records relating to a particular student are classified as private data and cannot be disclosed except under certain circumstances. **State law classifies all educational data on students other than directory information maintained by a school district as private data.** School officials and staff may share educational records of a student among themselves as long as it is for legitimate educational purposes.

#### Parent Access to Records

Parents/guardians have the right to inspect and review the education records of their children in the presence of school officials according to federal family educational and privacy rights. ***The school district will presume that either parent of the student has the authority to inspect and review the education records of the student unless the school district has been provided in writing with evidence that there is a legally binding instrument, state law or court which provides to the contrary.***

#### Transfer of Educational Records

No prior written consent is necessary when educational records from one educational agency are sent to another educational agency where the student seeks to enroll. These records can include grades, discipline history and attendance records but do not include psychological records which require parental consent for release to another educational agency.

## **SUPPLY LIST**

Supply lists or fees are sent home with teacher letters in August (and posted on the school website). Please review the supply list for your child's classroom. Check with your child frequently during the year as supplies often need to be replenished. Students need to have tennis shoes for physical education classes and recess.

## **TRANSPORTATION**

### ***Busing***

Mahtomedi Schools provide bus service for all elementary students. Bus information is sent to parents in August prior to the start of school. We strive to provide a safe, pleasant bus ride for all students. Quiet visiting with friends sitting nearby is permitted. Any behavior which causes unnecessary distractions for the driver or makes the ride to or from school unpleasant to others cannot be tolerated.

Misbehavior on the bus may result in the driver issuing a "Bus Incident Report".

Our procedure is as follows:

1st Offense: Warning to student and phone call to parent

2nd Offense: Possibility of assigned seat on the bus (3-5 days)

3rd Offense: Possible suspension of bus privileges (3-5 days)

*(May include suspension of bus service for a period of time.)*

*Serious misconduct may result in more serious consequences even if it is the first or second offense.*

For general bus concerns, contact First Student at 407-9080. Bus drivers have the capability of communicating through bus radios with the bus dispatcher. The bus dispatcher may be reached at the same number as above in case of late arrivals, departures and emergencies.

**WE SUGGEST THAT YOU VIEW THE BUS SAFETY GUIDELINES THAT ARE DISTRUBUTED DURING BUS SAFETY WEEK IN SEPTEMBER. PLEASE DISCUSS THEM WITH YOUR CHILD. THESE RULES ARE MADE FOR THE CHILDREN'S SAFETY AND COMFORT. PLEASE ENCOURAGE YOUR CHILD TO KNOW AND FOLLOW THE BUS RULES.**

For more information, go to:

**[www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)**

*Go to Menu Bar and select: Student Services*

*From the drop-down menu select: Transportation Services*

***Changing Bus Assignments***—All requests for changes in bus transportation due to a change in daycare must be directed to Judy Burshten (407-2400), Wildwood Receptionist.

A three-day advance notice for such requests is required if the school is to avoid mistakes that result from lost or incomplete notes, misleading information and the confusion coming from substitute teachers and substitute bus drivers who cannot be expected to master complicated daycare schedules.

Parent requests should include the necessary telephone numbers so the office staff can confirm the request.

### ***Student Pickup/Drop-off Zones (Kissing Lanes)***

At Wildwood we have two locations, affectionately called "kissing lanes" for parents to drop off or pick up students. To ease the traffic flow, we ask that all students with last names

beginning with the letters A-H use the front kissing lane and students with last names beginning with I-Z use the back kissing lane. **All vehicles departing Wildwood before and after school must turn right onto Warner Avenue to help ease traffic congestion.**

Front Kissing Lane (A-H): All traffic in front of the building is one-way. Cars should enter from the south and move to the north. Children arriving or leaving by car must be dropped at the front of the building. The right lane is designated as the pickup or drop-off lane. Cars should pull up as far north as possible to drop off students or to pick them up in the afternoon. For safety reasons, students are not to be dropped off in the north lot near the kindergarten wing. We will have supervision in the morning and afternoon to make sure children get directed safely.

Back Kissing Lane (I-Z): The back kissing lane is on the south end of Wildwood for drop off and pick up. Cars should follow in the circle until the child can be safely let out on the sidewalk only. Your cooperation with this arrangement is critical so that we can keep traffic moving smoothly. Short-term parking is permissible between hours of 9:30 a.m. and 2:30 p.m. in the right lane.

Please observe our need to keep the handicap pickup site open at all times, but particularly at arrival and dismissal times. Children should be picked up in the afternoon by 3:25 p.m. Students not picked up by 3:30 p.m. wait in the office until 3:50 p.m.

## VACATIONS

***We strongly encourage parents/guardians to schedule vacations that coincide with school vacations.*** When this is not possible, absences due to family vacations should be communicated in advance with the classroom teacher. It may not be appropriate for a teacher to send work for a child to do in advance, but arrangements can be made for children to make up work upon returning.

## VISITORS (CHILDREN) AT SCHOOL

We do not allow children to visit friends during the school day. Our primary focus is to maintain a positive learning environment and often times friends or relatives visiting the classroom become a distraction and interfere with the educational process.

## VISITORS/VOLUNTEERS

We value our volunteers, not only for the services they perform throughout the year, but also for the model they provide for our students. When children see parents or guardians in our building, they are inspired with a sense of safety, security and belonging. Many volunteer opportunities are available through your child's teacher, the office and the PTO. We welcome and encourage parent/guardian participation on field trips to assist teachers with student supervision.



## SCHOOL

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## Visitor Protocols

- Out of courtesy for our teachers, please pre-arrange any visits to the classroom ahead of time.
- If you are there to observe a classroom, we ask that you limit your visit to one hour.
- Due to data privacy issues, we ask that you observe the confidentiality of other

students in the classroom

Please check-in at the office when you are at school for any reason. Simply sign in on the computer and wear a name tag for the duration of your stay.

### **WEAPON POSSESSION**

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

- A. "Weapon"
  - 1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
  - 2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
  - 3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

## **PARENT/STUDENT HANDBOOK FOR 2012-2013**

### **ACADEMIC STANDARDS**

Minnesota standards have been written for mathematics, language arts, science and social studies. Each year we review the curriculum to ensure that it is in alignment with the Minnesota Standards.

### **ARRIVAL AT SCHOOL**

#### **O. H. Anderson School Day—9:10 a.m. - 3:40 p.m.**

For safety reasons, students should not arrive prior to 9:00 a.m., unless special arrangements have been made with the teacher. Students will be asked to wait outside the school building until 9:00 a.m. It is critical that students arrive to school on time. Our learning day begins at 9:10 a.m.

### **ASSESSMENT**

All students at the elementary level will participate in the district mandated assessment, the Measures of Academic Progress (MAP). Students will be assessed in reading and math 2 times each year, fall and spring., with some students also taking a mid-year assessment in January. We also administer on-going formative assessments to check on students' academic progress.

### **ATTENDANCE**

#### ***"You Miss School, You Miss Out"***

Daily school attendance and punctuality is very important to school success. Parents are urged to make every effort to avoid family vacations or appointments of a non-emergency nature during school hours. When scheduling afternoon appointments or activities, please remember that the school day ends at 3:40 p.m., and if students leave early, they are missing out on instruction and learning time.

#### ***Absences - Appointments***

If a child needs to be excused from school during the day, the parent is to send a note with the child informing the teacher of the date and time of the day the child is to be picked up. The note should include information regarding when the child will return to school.

Parents arranging to pick up their child at school must come to the office rather than going directly to the child's classroom. Parents must sign students out in the office before leaving the building. If the child returns to school later in the day, the parent is to escort the child to the office and inform the school receptionist.

#### ***Absences - Parent Reporting***

Parents are required to contact the school office when a student is absent. Please call:

Marcia Senkler  
Building R.N. at O. H. Anderson—651-407-2308

Telephone messages can be left at any time. If a child is reported by the teacher as absent with no explanation, the office will make every attempt to determine the cause of the absence. If unable to contact a parent, the absence will be documented as unexcused.

#### ***Excessive Absences***

The school reserves the right to require a doctor's note explaining a medical reason for excessive absences from school.

### ***Unexcused Absences/Tardies***

Parents have the responsibility to make sure their child attends school and arrives on time. Failure to do so, without an acceptable explanation, may result in a referral made to Washington County Truancy Intervention and subject to the MN Compulsory Attendance Law.

A tardy is defined as being 1—30 minutes late to school. Students arriving after 30 minutes without an acceptable explanation will be considered to have an unexcused absence.

### **BEHAVIOR EXPECTATIONS**

O.H. Anderson's school-wide behavior expectations are "Respect, Responsibility and Right to Learn." Our proactive strategies include: teachers building relationships with their students, consistent school-wide behavior expectations posted in all areas of the school, established routines that have been taught, modeled and practiced, engaging instruction at the student's instructional level and time for staff across disciplines to collaborate and problem solve individual student's needs.

When a student has a behavior issue, a continuum of consequences will occur depending on the infraction. O.H. Anderson staff uses the "Right to Learn Plan" as a problem solving tool for students. This helps a child to take responsibility of his/her behavior and figure out a way to "fix" the problem. The children will participate in a mini-lesson on completing a "Right to Learn Plan." If a student receives an Office Discipline Referral a phone call will be made home by the Behavior Specialist or the Principal and a logical consequence will be practiced at school. The consequence will be related, realistic and respectful.

At O.H. Anderson, we believe that children attain the greatest cognitive and social growth when they learn to consistently and responsibly care for themselves, for each other, and for the school environment. Academic and social learning should be integrated throughout the school day. We believe that how children learn is as important as what they learn. (*Responsive Classroom*)

### **BICYCLES**

Students may ride bikes to O. H. Anderson. The office must have a parent permission on file for a student to ride his/her bike or to walk. It is recommended that bikes be locked to the bike rack in the front of the school. Each bike rider must wear a helmet. Bicycles must be "walked" on the sidewalks at school.

### **BIRTHDAY TREATS**

Birthdays are special events for elementary aged children. Please let the teacher know ahead of time if you would like to send treats to celebrate your child's birthday. District policy states that all treats must be commercially made. Sufficient treats should be sent so that all children in the classroom may partake. Staff members would like to encourage healthy choices. Rather than edible treats, some classrooms and families are opting to donate books or games for the students/classrooms. Please be aware that we have some students with significant food allergies which need to be taken into consideration if providing treats.

### **CELL PHONES AND ELECTRONIC DEVICES**

Students are discouraged to bring cell phones or any other electronic devices (iPods, Nooks, etc.) to school unless prior arrangements have been made with the teacher. The school is not responsible if the devices are lost or stolen. If a cell phone/electronic device

is out during the school day without permission, staff will hold the item until the end of the day.

As our district continues to move forward with technology and the use of personal devices within the school setting, the elementary schools will be exploring when students may be invited to bring and use their own devices within the classroom for learning purposes. Please note that with the district's wireless network, any personal device with wireless network capability will be able to access the Internet throughout the building. The guest wireless network is subject to the same filtering regulations as the district-owned computers.

### **CHEMICAL FREE SCHOOLS**

The buildings and grounds of the Mahtomedi School District are chemical and tobacco free. Any adult or student shall not use, be in the possession of, sell, give away or be under the influence of alcohol, cigarettes, tobacco products or other harmful chemicals while on school property or at school-sponsored activities.

### **CHILD CARE—Mahtomedi Adventure Club**

The Mahtomedi Adventure Club is a school-age child care program (**before and after school**) for Mahtomedi School District children in kindergarten through fifth grades. It is a non-profit organization staffed by professionally trained individuals who meet the state's requirements for licensure.

The MAC program, which is located at both Wildwood and O. H. Anderson, is open all school days, vacation days and some holidays—**opening at 6:15 a.m. and closing at 6:00 p.m.**

Children may be enrolled on a regular basis of two-five days per week. Enrollment information may be obtained by calling the Program Director at 651-407-2029. You and your child are welcome to come in and visit the program at any time.

### **CLOTHING/DRESS**

Please label all outdoor clothing. Each year we send several boxes of misplaced sweatshirts, jackets, hats, mittens and boots to a local charity. Labels will help identify clothing left in the lunchroom, playground, or classroom.

In general, clothing should be comfortable and appropriate for the classroom. Clothing should not become a distraction to others or to the wearer. Layering is a good choice because of fluctuations in weather conditions and classroom temperature.

- Some pictures, symbols, language or slogans (especially those advertising tobacco and/or alcohol) are inappropriate. Other inappropriate clothing would include: bare stomachs or backs, halter tops, oversized tank tops, short shorts, extremely short skirts or shorts and spaghetti straps less than one inch across. If a child wears an unacceptable item of clothing, we will ask the child to turn the offending shirt inside out, wear another shirt over the offending clothing, change clothes, see the nurse for a substitute article or call home for a change of clothing.
- Hats are not worn in classrooms or the building except for special occasions and/or with special permission.

- Proper shoes must be worn at ALL times. Boots are recommended for the playground in the winter. At all other times, tennis shoes are recommended for the playground and are required for Phy. Ed class.
- There may be special school-wide “dress-up” days such as career day or spirit day. Parents will be notified of these days.
- Students are to dress appropriately for outdoor recess each day. Students will go outside for recess if the temperature is 0 degrees and up to –10 degrees wind chill.

### **COMMUNITY EDUCATION**

The Community Education Department offers District 832 residents programs for pre-school through senior citizens.

During the school year, students have the opportunity to participate in a variety of activities. In the past, we have offered activities such as youth football, field hockey, soccer, basketball, cross-country skiing, pottery classes, world languages, computers and biology.

Community youth activities are publicized by sending information to the elementary schools and informational flyers are sent home with students.

Transportation home at the conclusion of the activity is the student’s responsibility. For more information about early childhood programs, after-school activities or community organizations or associations, call Community Education at 651-407-2037.

### **CONFERENCES AND REPORTING**

Parent-Teacher conferences are held after quarter 1 and quarter 3 to discuss your child’s progress and to become familiar with grade level objectives and expectations. Additional conferences may be scheduled as needed. Report cards are issued quarter 2 and 4.

Parents are a crucial part of the educational team. We try to provide many ways which allow your child to share his/her progress with you. It is important that you use this information to praise your child for his/her success, to assist him/her in setting future goals, and to identify possible areas of concern which your child, the school and you will need to address.

### **COUNSELING**

A school psychologist provides consultation services for school personnel and parents, as well as support services for students. He/she administers and interprets current assessment tools and may facilitate student groups including social skill development and enhancement of self-esteem, grief, loss, etc. Please contact:

O. H. Anderson Psychologist, Christina Boice-Mallach—651-407-2332

### **CURRICULUM**

#### ***Language Arts***

Our language arts program is in a 3 year implementation of a balanced literacy model focusing on the key components of literacy instruction: phonics, comprehension, vocabulary and fluency. We will continue the use of “Being a Writer” as well. Students are

placed in literacy blocks at their instructional level to ensure continued success, interest and rigor. Guided reading instruction ensures individualized attention.

### ***Languages***

Students participate in Spanish once a week. Goals for the Spanish program include both cultural and language acquisition, and coincide with students' grade level math and reading curriculum. This elementary program is progressive through the grades and continues in the Middle School.

### ***Mathematics***

During the 2012/13 school year, Mahtomedi Public Schools will be involved in an elementary math curriculum review. The purpose of this review is to ensure that all of our students continue to receive the best possible math instruction, based on the most current research available. We are committed to continuing to provide rigorous, up to date, standards-based math instruction.

As part of the review process, a number of math classes at O.H. Anderson and Wildwood Schools will be piloting a math curriculum called *Math Expressions* during this school year (2012/13). Several math classes also participated in a smaller pilot with *Math Expressions* last year. If a teacher is not participating in the math pilot, he/she will continue to use the *Everyday Math* curriculum.

Drawing on ten years of classroom research, *Math Expressions* is designed to strike a balance between promoting children's natural solution methods and introducing effective procedures. The Math Expressions curriculum is aligned with the Minnesota math standards and will prepare your child for the Minnesota Comprehensive Assessment (MCA-III) that he/she will take in the spring.

### ***Health***

Students participate in a variety of activities which support the National Health Education Standards. Students learn about their bodies and the importance of a healthy lifestyle in the classroom and in their physical education classes.

### ***Science and Engineering***

Our science and engineering curriculum is aligned with the Minnesota State Standards at each grade level and emphasizes hands on science experiences leading to real world connections for science through Foss science kits and Engineering is Elementary (EIE) curriculum.

### ***Social Studies***

Elementary students shall demonstrate knowledge of the interaction of people, places and locations and know how to locate regions of the world and identify geographical and cultural features. A global connection is explored through interdisciplinary units in art, music and language arts.

### ***Physical Education***

When students participate in physical education classes, they are learning more than team sports and exercise. Physical Education teachers and classroom teachers work together to provide a well balanced coordinated program that includes identification of bones and muscles, the importance of good sportsmanship, and the value of lifelong habits for good health.

### ***Music***

Students learn an appreciation for music, develop creativity, understand multicultural and international perspectives while integrating music with other arts disciplines and the general curriculum. All students perform in annual productions. O. H. Anderson students learn to play the recorder and other instruments and have the opportunity to sing in the choir and perform in music concerts.

### ***Visual Arts***

The art program in the elementary schools is a sequentially planned and managed art program. The smART series is composed of four units of detailed instruction per grade level, supported by slides and Shorewood prints. Each unit includes four major areas; history and culture, aesthetics, criticism, and production which is considered a discipline-based art curriculum. Students in grades K-5 receive their art instruction from an art specialist.

### ***Media Technology***

The media center provides students with excellent materials for supplementing the curriculum. Children are offered a wide range of recreational reading as well as materials for research. The media centers also contain computer laboratories in which students are introduced to keyboarding (grades 3-5) and the use of the computer-based writing centers and a variety of other enrichment programs. Students enhance their learning through a variety of multi-media experiences in the computer laboratories including access to Internet and other computer-based educational tools.

### **EMERGENCY CARD**

Every student at O. H. Anderson has an emergency information card. It is important that the information on this card be current. This card is our first reference in case we need to contact you about your child. Please inform the office of any changes.

### **ENGLISH LANGUAGE LEARNERS (ELL)**

Our ELL staff works with learners whose primary or native language is not English. They will assess, consult with teachers, work with families, modify curriculum and work directly with ELL learners. Please contact the school office for more information.

### **EMERGENCY SCHOOL CLOSING**

Once in a great while it is necessary to cancel school for a day. Poor weather conditions are the usual reasons for such action. This information is broadcast over WCCO radio -- AM (830), KSTP-TV and KARE-TV. Please listen to the radio. Please ensure that your children are instructed as to what to do if the above mentioned situation occurs. Please sign up for immediate messaging by School Messenger on our website. ([www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us))

### **FIELD TRIPS**

Throughout the school year, individual classes or grade level groups travel to places of interest. These trips offer students enriched learning opportunities not available on site. You may be asked to help defray the cost of such field trips and/or transportation through voluntary donations. If you are unable to donate, your child's participation in the field trips shall not be impacted. Parents will complete a permission slip at the start of the school year which will be in effect for the entire school year.

### **FRIENDS AT SCHOOL**

We do not allow friends to visit during the school day. Our primary focus is to maintain a

positive learning environment. Friends or relatives visiting the classroom often become a distraction and interfere with the educational process.

### **GIFTED AND TALENTED/IDEA ACHIEVEMENT WITHOUT LIMITS**

Mahtomedi school district puts forth the vision that students should progress through their learning without limits. We recognize that some students have outstanding abilities that differ from others of their age, experience, or environment. Mahtomedi seeks to identify these gifted and talented students in order to provide services to meet their unique needs.

**IDEA** is an acronym that stands for **I**dentifying for **D**ifferentiation, **E**nrichment and **A**cceleration. This describes the way we strive to serve our gifted and talented students. For more information, please contact Lisa Boland-Blake, Gifted and Talented Coordinator at 651-407-2319 or [lisa.blake@mahtomedi.k12.mn.us](mailto:lisa.blake@mahtomedi.k12.mn.us).

### **GOING HOME WITH A FRIEND**

If your child plans to go home with a friend, **BOTH** children must bring permission slips from parents/guardians. If the visit requires a change in bus transportation, the notes must be given to our receptionist early in the day so that a bus pass can be given to the bus driver.

### **HARASSMENT AND BULLYING**

The Mahtomedi School Board has adopted Policy 413 prohibiting sexual, racial and religious harassment and Policy 514 prohibiting bullying. The school district expects all students, parents, volunteers and employees to comply with these policies and the school district will respond to allegations of harassment or bullying with an investigation and any appropriate consequences.

### **HEALTHY ENVIRONMENT**

**Good health is a basic to sound education.** The purpose of the school health program is to maintain, improve and promote the health of the child. School personnel, the parents and the community must work together to accomplish this goal. Parents have the primary responsibility for their children's health. School personnel assist parents in carrying out this responsibility and in helping them utilize community resources.

**When a child becomes ill at school**, we request that parents take the child home. When the parent cannot be reached by telephone, we contact the person indicated on the child's emergency card. Parents are asked to contact the school when the child is absent due to illness. The health assistant is available to take calls each morning between 9:00 and 12:00. Your help in remembering to call is appreciated. Your child is required to bring a note from you explaining any absence.

**Students should not return to school until 24 hours after the symptoms of illness have disappeared.** Consistent with the procedures outlined in the District 832, Policy 526, school officials who suspect that a student has a communicable disease may request that a parent provide medical certification that a communicable disease is not present or does not present a significant threat to the health and safety of others. The student will be asked to remain home until this certificate is obtained. In the event of an outbreak of a significant number of cases of a communicable disease, school officials will notify parents as per the recommendations of Washington County Public Health.

**Responsibilities of the school health personnel include:**

- Establishing sound health practices through the school curriculum
- Insuring that the school environment meets health standards
- Emergency care of students in the event of accidents or illness
- Maintenance of selected health records for each child

**Medications** will be administered by school personnel upon completion of a PHYSICIAN'S REQUEST FOR MEDICATION by the prescribing doctor. Parents may obtain these forms from the school office. The medications must be brought to school in their original container. When possible, please make alternative arrangements so that it is not necessary for your child to receive medications during the school day.

**If illness requires a lengthy absence**, homebound instruction may be available. A doctor's statement verifying the anticipated length of absence is requested. Final approval will be made by the Director of Teaching and Learning.

**A health card is maintained on each student.** The card is updated each year. All students are required to have a record of immunizations which includes measles (rubeola and rubella), mumps, 4 DPT, and 3 polio vaccinations. Hearing and vision screening is conducted periodically by the school health personnel with the assistance of community volunteers. Results can alert parents to the need for a more thorough evaluation by the doctor of their choice.

#### **HOMEWORK**

Homework is meant to reinforce and practice the student's schoolwork. Homework allows the student to take responsibility for organization, practice and task completion. Parents can help immensely by assigning a space and setting aside a time for learning. Should homework become a burden for a particular child, please contact that child's teacher.

#### **INSTRUCTIONAL SETTINGS**

To better meet the needs of a student, students are placed in flexible groups for math and literacy based on their instructional levels. As a student's performance and/or instructional needs change, he/she may move to a different group.

#### **INTERNET USE POLICY**

**Purpose:** The purpose of this policy is to provide direction for school district personnel and to set guidelines for acceptable use of the Internet.

**Internet:** It is the policy of the School Board to provide Internet access to staff and students of the school district. In making decisions regarding student access to the Internet, the school district considers its own stated educational mission, goals and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees. Access to the Internet enables exploration of thousands of libraries, databases, bulletin boards and other resources and to exchange messages with people around the world. The school district expects that staff will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

**School District Responsibility:** Because the School Board believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school district, directives regarding Internet access and use are given on the following topics:

1. Training and Orientation;
2. Security;
3. Vandalism;
4. Etiquette;
5. Enforcement Procedures;
6. Limitations

**Web Page:** Mahtomedi School District and schools have active web pages. You can access them on the Internet under: [www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)

### **LOCKERS**

Students at O.H. Anderson share lockers, which are assigned by the classroom teacher.

### **LOST AND FOUND**

Parents/Guardians are asked to check the area frequently. Remember to label all articles of clothing and equipment. The Lost and Found area is located in the north hallway entrance.

### **LUNCH/BREAKFAST PROGRAM**

Starting in September 2012 all schools will have new meal regulations to follow. For a meal to be sold students MUST have at least 1/2 cup of fruit or vegetable on their tray. We will encourage all students to take a full lunch, however, if the required amounts of fruits or vegetables is not chosen students will be charged ala carte prices for that meal.

Please encourage your child to take a nutritious, well-balanced meal that includes fruits and vegetables. It's still the best deal around!

All students have the option of eating a hot lunch or bringing a bag lunch from home. There is a computerized meal system, which is handled through the Food Service Department. All students will receive a card with their Personal Identification Number (PIN). The number will remain the same from year to year. We encourage students to prepay for a week or more.

School lunches and breakfasts are available to all students beginning with the first day of school. Mahtomedi Schools provide for free and reduced priced meals and milk under the National School Lunch and Special Milk Programs. Applications to determine eligibility for free or reduced lunch can be obtained from the school office secretaries. Parents must re-apply each year for the Free-Reduced Lunch Program.

Lunches: \$2.30—Milk Only 45¢.

### ***Lunch and Nutrition***

We work closely with our food service providers to provide nutritionally balanced lunches for our students. We do not allow soda in the lunchroom as part of our school lunch or as part of cold lunch. Please do not send soda or energy drinks when you pack a lunch. We also ask that you make an effort to send healthy choices for snack and lunch.

### ***Lunch and Recess***

Our students have a combined 40 minute lunch and recess break each day. Playground supervisors facilitate the transition between lunchroom and the playground. Students will sit by classroom in the lunchroom.

Playground rules can be reviewed in the Student Handbook for Behavioral Expectations.

### ***Weather and Recess***

We monitor the temperature each day at 11:00 a.m. Students will be outdoors for recess

unless it is raining, or the temperature is 0 degrees or –10 degrees wind-chill. Please keep these guidelines in mind when helping your children select clothing in the morning.

### **MAKE-UP WORK**

If your child is absent for more than a day, contact the classroom teacher for make-up work. It is not the classroom teacher's responsibility to provide work before a child leaves on vacation.

### **PARENTS AT SCHOOL**

Parents are always welcome at school. We appreciate your adherence to our policy of checking in at the office when you arrive. Safety is important for our staff and students.

### **PARENT TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization provides volunteers to assist with a variety of school projects and enrichment programs. Please go to the school website and click on the PTO tab to see a full range of activities and meeting dates. All parents are encouraged to attend the PTO meetings during the year.

### **On-Going Fundraising Projects:**

#### ***General Mills "Big G Box Tops for Education"***

Through the Big G Box Tops for Education program, General Mills will pay us up to 10¢ for each "GM Box Top for Education" symbol we collect. Box tops can be dropped off in the Office or sent to class with your child.

#### ***Milk Caps***

Milk caps from Kemps and Land O'Lakes milk jugs are collected. Their value is 5¢ each.

#### ***Cartridges for Kids***

Both Wildwood and O. H. Anderson collect used ink cartridges and cell phones. Please drop off your used items in the designated container in the office.

#### ***Target Stores "Take Charge of Education"***

Target will donate 1% of the total purchases made with your Target Guest Card to O. H. Anderson. To participate, cardholders must call 1-800-316-6142 to designate O. H. Anderson to benefit from their purchases. If you don't have a Target Guest card, call 1-800-316-6142 to request one.

### **PHONES**

All teachers have direct dial phones in the classroom. Numbers are listed in the directory each year.

- Teachers are normally available before and after school to answer phone calls. During the day, their voice mail will often be activated.
- "Time-Sensitive" messages during the school day will be relayed to the classroom. Please call: O. H. Anderson Office 651-407-2300
- If you are calling about after-school pickup or appointments, please try to call as early in the day as possible. It is very difficult to deliver messages received after 2:45 pm.
- If you are calling to report that your child is absent from school, please call: O. H. Anderson attendance line: 651-407-2308
- O. H. Anderson school office is open from 7:30 a.m. until 4:15 p.m. If you call when the office is closed, you will be able to leave a voice mail message.

Students will be given permission to use the phone for emergencies, but not for reasons such as arranging to play with a friend after school. Please make arrangements with your child regarding transportation and social activities before the school day begins.

### **REQUESTS FOR TEACHERS/PLACEMENT PROCEDURES**

The goal of the student placement process is to balance students across classrooms in each grade level. Our staff use their best professional judgment in placing children in the next grade level. Each classroom is balanced considering such factors as gender, instructional levels, leadership skills, learning styles, behavior, class size, diversity, special interests, family consideration, and others. Student placement follows these steps:

#### ***Teacher and Parent Information***

Staff place children into the next grade level classrooms after accumulating information about each of the students. The information will come from the following sources:

- **Teacher Information:** Each teacher will complete a confidential Student Information Card in the spring for each child that notes: special needs/programs, peer relationships, reading and math levels, learning style, overall ability, work habits and behavior.
- **Parent Information:** In the spring, parents may complete an online student information form that note academic, physical, social/emotional needs, family considerations, learning style, special needs, interests, abilities and peer relationships.

### **SAFETY**

The safety of all children and adults is a major focus in the schools. Please follow these rules:

- Outside doors will be locked after the students arrive in the morning. Visitors must enter through the front door.
- Visitors will sign in at the office and receive a name badge.
- All staff members are asked to send anyone without a badge to the office immediately.

***Fire Drills:*** We are required to conduct periodic fire drills throughout the school year. We will attempt to schedule these so that children learn the necessary safety procedures quickly and efficiently with minimal disruption to the school day.

***Severe Weather:*** We conduct one severe weather drill each spring in conjunction with the statewide drill.

***Emergency Lockdown and Evacuation Drills:*** We are required to conduct periodic lock-down and evacuation drills in case of a school emergency such as a gas leak or intruder.

***School Messenger:*** School Messenger is a tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to students' parents or guardians by telephone, cell phone, email, pager or PDA in any combination. The system can be used to notify you of a school closing due to inclement weather. For more information visit [www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us).

### **SCHOOL PICTURES**

We contract annually with Lifetouch to have pictures taken early in the year. You will receive information about pictures from Lifetouch prior to picture day.

## **SPECIAL DAYS**

During the year, the school plans several special days for students to build school spirit and interest. Watch for announcements of special days in teacher newsletters and the Little Zeph Gazette, or the weekly e-news. In addition, individual classrooms may also participate in special activities.

## **SPECIAL EDUCATION SERVICES**

The Education for All Handicapped Children Act of 1975 (Public Law 94-142) and the Education of the Handicapped Act Amendments of 1983 (Public Law 98-199) require that every child, regardless of handicapping condition, be guaranteed a free appropriate public education. These laws specify that "appropriate" means that the student receives an education which is individually designed to meet his/her special needs and, whenever possible, the student is placed with students who are not handicapped. Educational services for handicapped children begin at birth and continue until the child reaches age 21 or receives a high school diploma.

Special education services within the Mahtomedi School District include:

- Mild/Moderate Mentally Handicapped
- Autism Spectrum Disorders (Educational)
- Learning Disabled
- Speech/Language Delayed
- Emotional/Behavioral Disorders
- Developmental/Adaptive Physical Education
- Early Education/Special Education (Birth to six years)
- Other Health Disabilities

Special education related services personnel include:

- Occupational Therapists
- Physical Therapists
- Psychologists
- Social Worker/Counselor

Related services personnel assist with assessments, provide direct therapy as indicated to achieve the goals identified for the handicapping conditions listed above, and as liaisons with other agencies.

## **STUDENT RECORDS**

Educational records relating to a particular student are classified as private data and cannot be disclosed except under certain circumstances. **State law classifies all educational data on students other than directory information maintained by a school district as private data.** School officials and staff may share educational records of a student among themselves as long as it is for legitimate educational purposes.

### ***Parent Access to Educational Records***

Parents/guardians have the right to inspect and review the education records of their children in the presence of the school officials according to federal family educational and privacy rights. **The school district will presume that either parent of the student has the authority to inspect and review the education records of the student unless the school district has been provided in writing with evidence that there is a legally binding instrument, state law or court which provides to the contrary.**

### ***Transfer of Educational Records***

No prior written consent is necessary when educational records from one educational agency are sent to another educational agency where the student seeks to enroll. These records can include grades, discipline history and attendance records but do not include

psychological records which require parental consent for release to another educational agency.

### **Title I**

O. H. Anderson students who need additional assistance with reading have the opportunity to work with Title I teachers. Title I teachers are funded through special federal and state allocations. The Title I program provides basic skills instruction for the child apart from the child's regular reading class.

If a child is eligible for these services, the parent will be notified and asked to grant permission prior to services beginning. Parents can also make referrals to the program. If you have special concerns regarding your child's progress, contact your child's teacher or building principal for more information.

### **TRANSPORTATION**

We encourage all students to ride the bus to and from school. Parents are asked to use parking in the front of the building or the south end.

#### ***Busing***

Mahtomedi Schools provide bus service for all elementary students who reside in the district. Bus information is sent to parents prior to the beginning of the school year. We strive to provide a safe and pleasant bus ride for all students. Quiet visiting with friends sitting nearby is permitted. Any behavior which causes unnecessary distractions for the driver or makes the ride to or from school unpleasant to others cannot be tolerated.

Misbehavior on the bus can result in suspension from the use of the bus. Drivers may issue "Bus Incident Reports". Our procedure is as follows:

- 1st Offense: Warning to student
- 2nd Offense: Warning to student and parent notification
- 3rd Offense: Suspension of bus service for a period of time

Serious misconduct may result in more serious consequences such as immediate suspension, even if it is a first or second offense.

Students are to ride their assigned bus. Changes in bus assignments are permitted for daycare reasons only. Parents who move within the district or change their regular daycare provider are asked to notify the school at least two days in advance of the change also. The student will be given a bus pass to show to the bus driver, indicating the new assignment.

For general bus concerns, contact ***Mahtomedi Transportation Office at 651-407-7684***. Bus drivers have the capability of communicating through bus radios with the bus dispatcher. The bus dispatcher may be reached at the same number as above in case of late arrivals, departures and emergencies.

**WE SUGGEST THAT YOU VIEW THE BUS SAFETY GUIDELINES THAT ARE DISTRUBUTED DURING BUS SAFETY WEEK IN SEPTEMBER. PLEASE DISCUSS THEM WITH YOUR CHILD. THESE RULES ARE MADE FOR THE CHILDREN'S SAFETY AND COMFORT. PLEASE ENCOURAGE YOUR CHILD TO KNOW AND FOLLOW THE BUS RULES.**

For more information, go to:

**[www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)**

*Go to Menu Bar and select: Student Services  
From the drop-down menu select: Transportation Services*

**Changing Bus Assignments**—Daycare transportation coordination with bus transportation is only available for students traveling between home (daycare) and school. All requests for changes in bus transportation due to a change in daycare must be directed to the school office staff.

Advance notice for such requests is required if the school is to avoid mistakes that result from lost or incomplete notes, misleading information and the confusion coming from substitute teachers and substitute bus drivers who cannot be expected to master complicated daycare schedules.

Parent requests should include the necessary telephone numbers so the office staff can confirm the request.

### **Student Pickup/Drop-off Zone**

**O. H. Anderson:** All traffic in front of the building is one-way. Cars should enter from the south and move to the north. Children arriving or leaving by car must be dropped at the front of the building. Cars should pull up as far north as possible to drop off students or to pick them up in the afternoon. We will have supervision to make sure children get directed properly. Your cooperation with this arrangement is critical so that we can keep traffic moving smoothly. Short-term parking is permissible between the hours of 9:30 a.m. and 3:00 p.m. in the "pickup/drop-off" lane.

Please observe our need to keep the handicap pickup site open at all times, but particularly at arrival and dismissal times.

Children should be picked up in the afternoon at 3:40 p.m. Because we are not staffed to supervise students after 3:40 p.m., students not picked up by 4:00 p.m. may have to go to MAC, where parents may incur a charge.

When waiting for your child in the afternoon, please keep other children in the car. Having young children "playing" in a busy traffic area is a significant safety concern.

### **STUDENT COUNCIL**

The O. H. Anderson student council is elected from the student body each fall. Students campaign and deliver speeches prior to election. Each classroom selects two representatives, one being the alternate.

### **SUPPLY LIST**

Supply lists are provided in early June and are posted on the school website. Please review the supply list for your child's classroom. Check with your child frequently during the year as supplies often need to be replenished. Students need to have tennis shoes for physical education classes and recess. If you are unable to provide the requested supplies, please contact your child's teacher or the office.

### **VACATIONS**

***We strongly encourage parents/guardians to schedule vacations that coincide with school vacations. State Report Cards consider attendance when rating***

***schools.*** When this is not possible, absences due to family vacations need to be arranged, in advance with the classroom teacher. It may not be appropriate for a teacher to send work for a child to do after missing the class instruction. We encourage children to keep a written journal and math journal of their trip. Information in the journals can be shared with their classmates upon their return.

**VOLUNTEERS**

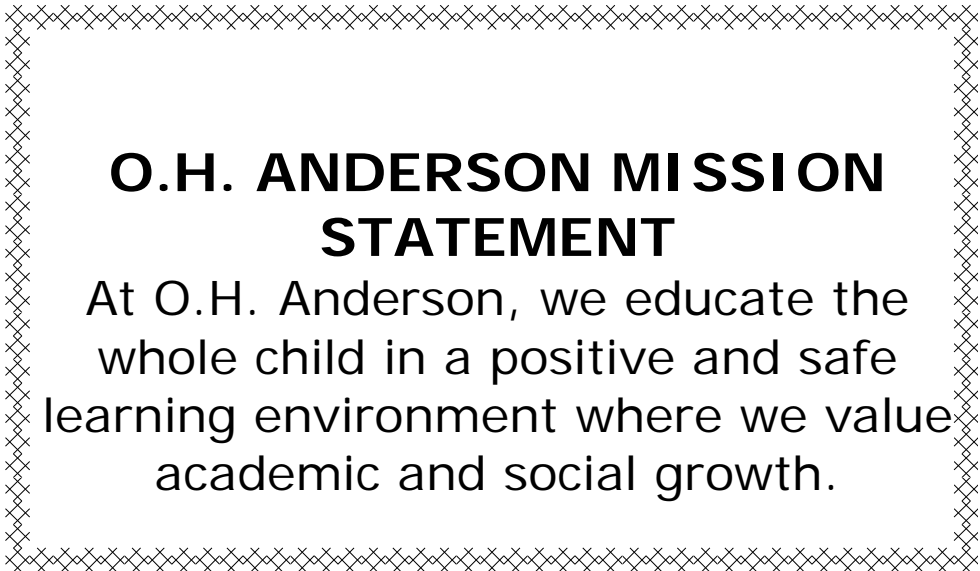
We value our volunteers, not only for the services they perform throughout the year, but also for the model they provide for our students. When children see parents or guardians in our building, they are inspired with a sense of safety, security and belonging. Many volunteer opportunities are available through your child’s teacher, the office and the PTO. We welcome and encourage parent/guardian participation on field trips to assist teachers with student supervision.

Please check-in at the office when you are at school for any reason. Simply sign in and wear a name tag for the duration of your stay. At the end of your visit, be sure to sign out.

**WEAPON POSSESSION**

“Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon capable of producing death or bodily harm, or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal’s office shall not be considered in possession of a weapon.

***Firearm Possession***—Consistent with the Gun-Free School Act, any student bringing a firearm to school shall be expelled for a period of not less that one year, except as otherwise determined by the Superintendent.



**O.H. ANDERSON MISSION STATEMENT**  
At O.H. Anderson, we educate the whole child in a positive and safe learning environment where we value academic and social growth.

# BEHAVIOR

2012-2013  
O.H. Anderson  
Student Expectations  
Behavior Handbook

Dear O.H. Anderson Elementary School Community:

As a school, our goal is to foster an environment that supports children's academic and social growth. This handbook is designed to communicate to our students and families the expectations and consequences for behavior at our school.

Every adult in the building has the responsibility to teach, model, and support students with the school-wide expectations of respect, responsibility, and right to learn. Parental support of the school's mission and procedures is vital to the academic and social success of our students.

As school and home work together, we can encourage and foster success for all students.

Sincerely,  
Kirsten Bouwens, Principal  
OH Anderson Teachers and Staff

## PARENTS:

1. **Please read through this handbook with your child**
2. **Complete the signatures below**
3. **Return this top page to the homeroom teacher by the end of the week**

**At OH Anderson, we educate the whole child in a positive and safe learning environment where we value academic and social growth.**

To promote the development of independent, responsible, life-long learners, each member of the O.H. Anderson Elementary Learning Community expects the following:

- Students and Adults will show **RESPECT** for themselves, each other, and property.
- Students and Adults will take **RESPONSIBILITY** for their individual actions and academic achievements.
- Students have the **RIGHT TO LEARN** and Adults have the **RIGHT TO TEACH** in a safe academic environment.

This signed sheet will be kept for future reference throughout the school year as needed. Thank You!

**We have read and discussed this Student Expectation and Behavior Handbook as shown by our signatures below:**

---

Parent/Guardian Signature

Date

Student Signature

# BEHAVIOR

*Responsive Classroom* is an evidence-based approach to elementary teaching that emphasizes social, emotional, and academic growth in a strong and safe school community. The goal is to enable optimal student learning based upon the premise that children learn best when they have both academic and social-emotional skills. *Responsive Classroom* incorporates both a classroom and school-wide model for deliberately helping children build academic and social-emotional competencies.

At the heart of the *Responsive Classroom* approach are ten classroom practices:

**Morning Meeting** — gathering as a whole class each morning to greet one another, share news, and warm up for the day ahead

**Rule Creation** — helping students create classroom rules to ensure an environment that allows all class members to meet their learning goals

**Interactive Modeling** — teaching children to notice and internalize expected behaviors through a unique modeling technique

**Positive Teacher Language** — using words and tone as a tool to promote children’s active learning, sense of community, and self-discipline

**Logical Consequences** — responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity

**Guided Discovery** — introducing classroom materials using a format that encourages independence, creativity, and responsibility

**Academic Choice** — increasing student motivation by differentiating instruction and regularly allowing students teacher-structured choices in their work

**Classroom Organization** — setting up the physical room in ways that encourage students’ independence, cooperation, and productivity

**Working with Families** — creating avenues for hearing parents’ insights and helping them understand the school’s teaching approaches

**Collaborative Problem Solving** — using conferencing, role playing, and other strategies to resolve problems with students

# BEHAVIOR

Schools implementing the *Responsive Classroom* approach school-wide typically adopt the following practices:

**Aligning policies and procedures with *Responsive Classroom* philosophy** — making sure everything from the lunch routine to the discipline policy enhances the self-management skills that children are learning through the *Responsive Classroom* approach

**Allocating resources to support *Responsive Classroom* implementation** — using time, money, space, and personnel to support staff in learning and using the *Responsive Classroom* approach

**Planning all-school activities to build a sense of community** — giving all of the school’s children and staff opportunities to learn about and from each other through activities such as all-school meetings, cross-age recess or lunch, buddy classrooms, and cross-age book clubs

**Welcoming families and the community as partners** — involving family and community members in the children’s education by maintaining two-way communication, inviting parents and others to visit and volunteer, and offering family activities

**Organizing the physical environment to set a tone of learning** — making sure, for example, that school wide rules are posted prominently, displays emphasize student work, and all school spaces are welcoming, clean, and orderly

## **What happens if expectations are not followed?**

Through our *Responsive Classroom* discipline approach, our goal is to ensure that children feel safe, both physically and emotionally, so that they can learn at their best and that the children develop self-discipline and the skills for working and learning with others. Students who violate school-wide expectations may be subject to any or all of the following supports and interventions. Possible steps will be determined by the severity of the infractions and logical consequences.

### **Process for Minor Infractions:**

- Verbal reminder/redirection
- Classroom Take-a-Break
- Buddy Teacher Take-a-Break
- Right to Learn Plan where student determines plan to assure more appropriate behavior in the future (See attached example)
- Problem solving session with classroom teacher and/or our Positive Behavior Specialist
- Parent or guardian contacted by phone

# BEHAVIOR

## **Process for Major Infractions:**

Further disciplinary action may include:

- Office Discipline Referral
- Conference with student by Positive Behavior Specialist/Principal/School Psychologist
- Call to parent
- Logical Consequences (example: loss of privilege, loss of recess, break, etc...)
- In school suspension
- Suspension from school
- Expulsion

## **Process for Serious Infractions:**

Serious infractions such as assault, fighting, fire alarms, harassment, theft, weapons, etc., will be addressed according to Mahtomedi Student Discipline Policy #506 and the Mahtomedi Weapons Policy #501 (see attachments).

## **OHA Anti-Bullying Statement**

We believe that the O.H. Anderson community has the right to be free of victimization by others. As we build an environment of cooperation and learning, no one is safe until all are safe. Bullying is not tolerated by anyone in the school community. The Mahtomedi Bullying Prohibition Policy #514 is attached for your reference.

## **Bullying is:**

- Intended to control and hurt
- *Repetitive* behavior
- Behavior acted out of contempt or disrespect, not anger
- Physical (pushing, shoving, hitting, beating) (repetitive, intended to control and hurt, not out of anger)
- Emotional (exclusion, stalking)
- Verbal (slurs about body, mind, name, family, language or religion)
- An unequal power situation and, as such, conflict resolution is not effective
- *Not occasional mischief*

## **Reporting**

We understand the difference between tattling and reporting. It is the expectation that anyone who witnesses a bullying incident is responsible to report it to an appropriate adult. We encourage anyone with concerns about bullying to report them to school personnel.

## **Procedures for intervention:**

- The adult will accept a report of bullying
- The Positive Behavior Specialist will investigate the report
- The school may take immediate steps to address the situation while still collecting information
- Once the report is complete, the school will take appropriate action which could include such things as a warning, a behavior plan, changes to environment/schedule, parent meeting
- Parents of the reported bullying student and the victim will be contacted
- School staff will provide support for the victim as needed

# BEHAVIOR

## What should I do at school?

### Respect    Responsibility    Right to Learn

- Be courteous, respectful, and trustworthy.
- Take care of all school property and other students' property including items in the hallways, bathrooms, classrooms, desks, and lockers.
- Demonstrate appropriate behaviors that contribute to a safe learning environment.
- Walk in hallways in orderly lines, being respectful of the "Quiet Zone" as learning is happening in the classrooms.
- Walk in common areas such as classrooms, the lunchroom, and on the way to buses.
- Speak with "inside voices" and use a level 2 voice in the cafeteria.
- Respect performers and audience with courteous behavior during assemblies.
- Follow adult direction anywhere in the school, the lunchroom, the playground, in the hallways, on the buses, etc...
- Use language that is positive, encouraging, and kind.
- Be attentive, helpful, and caring to fellow students and adults.
- Demonstrate good citizenship by responsible actions, words, and work.

# BEHAVIOR

## What should I do on the playground?

For a safe & happy playground remember to:

- Respect self, others, and school property
- Be responsible
- Be kind
- Follow these safety guidelines:
  - All games are “open” as long as you ask to join and you follow the rules of the game. If a game has already met the player limit, such as 6 on 6 kickball or 4 down football substitutions should be made so all students can play.
  - Take turns and share equipment.
  - Use equipment for its intended purpose.
  - Wait for the swings in the designated wait area.
  - Balls and frisbees are the only objects that can be thrown. All rocks and sticks should be left on the ground, including pea gravel, sand, snowballs, wood chips, and larger rocks.
  - Keep hands and feet to yourself. Physical aggression (including punching, slapping, biting, pinching, kicking, “play fighting” or “chicken fighting”) **is not allowed**.
  - Stay on the playground. Supervisors need to be able to see you at all times.
  - Students may only play designated football games which have no more than 4 on 4 players and the games have been taught and practiced.
  - “King of the Hill” is not allowed.
  - Soft balls, such as tennis balls, rubber balls, and super balls are allowed on the playground. Baseball bats and hard balls (such as regulation softballs and baseballs) are not allowed.
  - Skateboards and scooters are not allowed.
  - Be prepared for outdoor weather. Wear appropriate clothing for the season. Tennis shoes should be worn on the playground (no flip-flops).

What about indoor recess?

- The office will make an announcement to stay in for recess when needed.
- Staff will supervise students in their classrooms.
- Students are expected to follow classroom rules and work or play quietly.
- Students should use an inside “2” voice.

# BEHAVIOR

## What about the bus?

### Important Bus Information

- Using the bus is a privilege, not a right.
- Students are expected to follow the same rules on the bus as they do in school.
- Get to your bus stop five minutes before your scheduled pick up time. Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- If you must cross the street, always cross in front of the bus. Wait for the driver to signal you across.
- Keep your arms, legs, and belongings to yourself when waiting for and riding the bus.
- Sit in your seat facing forward.
- Talk quietly and use kind and respectful language.
- Stay seated until the bus comes to a complete stop.
- Fighting, harassment, intimidation, horseplay, and throwing objects are not allowed.
- Use of alcohol or drugs, possession of weapons or dangerous objects, and vandalism are prohibited.
- For complete documentation of bus expectation and policy, please visit the district website at [www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us) and look under transportation.

Drivers may assign seats in the front of the bus to students who have special needs or whom have not followed the bus rules. Drivers, at their discretion, may assign seats throughout the entire bus to avoid misconduct. We strive to ensure the safety of our passengers and ask that when the bus is not at a full capacity, that we not use the three rear rows of seats in the buses.

### Bus Referral Guidelines (Within a 60 day period)

- First bus referral – warning and parent contact
- Second bus referral – assigned seat and parent contact
- Third bus referral – 3 day bus suspension and parent contact
- Fourth bus referral – 5 day bus suspension and parent contact
- Fifth bus referral – 10 day bus suspension and parent contact

Depending on the severity of the behavior, the school may move to a greater consequence than listed for the specific bus referral.

#### Volume Chart

5	YELLING
4	OUTSIDE
3	CLASSROOM
2	NEIGHBOR/BUS
1	WHISPER
0	NO TALKING

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## MAHTOMEDI MIDDLE SCHOOL STUDENT HANDBOOK

Welcome to Mahtomedi Middle School. Our staff is committed to providing our students with the best education possible. We are excited you are here and hope that the 2012 – 2013 school year will be a successful, safe, and enjoyable experience.

This handbook provides information to help you become better acquainted with MMS and the programs offered and the routines that are part of the daily life of our school. Detailed information is included about the rules and policies that must be adhered to in order to make this a successful and enjoyable year for everyone at Mahtomedi Middle School. Please read through this handbook and become familiar with its contents as it can be a great resource throughout the school year.

Best wishes for a rewarding school year.

## MAHTOMEDI MIDDLE SCHOOL PHILOSOPHY

In the last twenty years, educators have become more aware of the unique needs of children as they make the transition from childhood to adolescence. Drawing on the most effective middle grades practice and the best available research, the *middle school movement* was established. The *middle school movement* is a comprehensive system of interrelated elements to support academic achievement and healthy development for young adolescents. Its overall goal is to ensure success for every student.

Mahtomedi Middle School has embraced this movement and we have attempted to incorporate the following recommendations from the Carnegie Corporation's Turning Points 2000:

- Teach a curriculum grounded in rigorous, public academic standards for what students should know and be able to do, relevant to the concerns of adolescents and based on how students learn best.
- Use instructional methods designed to prepare all students to achieve higher standards and become lifelong learners.
- Staff middle grades schools with teachers who are expert at teaching young adolescents, and engage teachers in ongoing, targeted professional development opportunities.
- Govern democratically, through direct or representative participation by all school staff members, the adults who know the students best.
- Provide a safe and healthy school environment as part of improving academic performance and developing caring and ethical citizens.
- Involve parents and communities in supporting student learning and healthy development.

## MAHTOMEDI MIDDLE SCHOOL MISSION STATEMENT

*To ensure a high quality, innovative, and challenging education  
where all learners are valued and respected.*

## MAHTOMEDI MIDDLE SCHOOL GUIDING PRINCIPLES

- *Be Respectful*
- *Be Responsible*
- *Be Safe*

## A. GENERAL INFORMATION

### IMPORTANT PHONE NUMBERS

#### Principal:

Dr. Michael Neubeck .....407-2201  
Secretary: Bonny Strege.....407-2203

#### Assistant Principal:

Mrs. Su Sorenson .....407-2233

#### Main Office:

Receptionist: Helen Gilbertson .....407-2200

#### Counselors:

Scott Regnier -- Gr. 7 & Gr. 8 (Tigers) .....407-2235  
Paul Beggin -- Gr. 6 & Gr. 8 (Wolves).....407-2224  
Secretary: Nancy Fenton .....407-2204

#### Attendance:

Attendance Call-In (Voice Mail -24 hours/day) .....407-2208

#### Health Office:

Building Nurse: Sheila Gutmann.....407-2216  
District Nurse: Shannon Polley .....407-2263

#### Athletics/Activities:

Athletic Director: Jeff Whisler.....407-2119  
Community Education: Pam Klinkhammer .....407-2223

#### School Psychologist:

Dr. Carol Hokanson .....407-2260

Telephone Message for Student .....407-2200

Telephone Message for Teacher/Staff .....See Below

### VOICE MAIL SYSTEM

Mahtomedi Middle School's phone system allows you to call staff members directly. You will be able to leave a message if the staff member is teaching or unable to answer the phone. They will call you back as soon as possible. A staff member's telephone number can be obtained by calling 407-2200 or on the building website at <http://www.mahtomedi.k12.mn.us>.

### THE MIDDLE SCHOOL'S DAY

The school day begins at 8:00 a.m. and ends at 2:30 p.m. Students attend six periods each day in addition to their advisory period. Students must leave the building by 2:45 p.m. unless they are under the direct supervision of a staff member.

### EMERGENCY SCHOOL CLOSINGS

In the event of inclement weather or any other problem that would result in the closing of the school, the Superintendent's office notifies the media. School Messenger is an additional tool for notification and communication. Within minutes of an emergency, school officials use School Messenger to deliver a message to the students' parents or guardians by the telephone number, cell phone number, or e-mail address that has been pulled from the student's emergency contact form. The system can also be used to notify families of a school closing due to inclement weather. School closing information is also put on the main voicemail of the building and the school and district websites.

## CLASS TIME SCHEDULES

### Grade 6

<u>Period</u>	<u>In-Time</u>
1	8:00 a.m. – 8:52 a.m.
2	8:56 a.m. – 9:48 a.m.
3 (Advisory)	9:52 a.m. – 10:14 a.m.
4	10:18 a.m. – 11:10 a.m.
5	11:14 a.m. – 12:06 p.m.
Lunch	12:06 p.m. – 12:36 p.m.
6	12:40 p.m. – 1:32 p.m.
7	1:36 p.m. – 2:30 p.m.

### Grade 7

<u>Period</u>	<u>In-Time</u>
1	8:00 a.m. – 8:52 a.m.
2	8:56 a.m. – 9:48 a.m.
3 (Advisory)	9:52 a.m. – 10:14 a.m.
4	10:18 a.m. – 11:10 a.m.
Lunch	11:10 a.m. – 11:40 a.m.
5	11:44 a.m. – 12:36 p.m.
6	12:40 p.m. – 1:32 p.m.
7	1:36 p.m. – 2:30 p.m.

### Grade 8

<u>Period</u>	<u>In-Time</u>
1	8:00 a.m. – 8:52 a.m.
2	8:56 a.m. – 9:48 a.m.
3 (Advisory)	9:52 a.m. – 10:14 a.m.
Lunch	10:14 a.m. – 10:44 a.m.
4	10:48 a.m. – 11:40 a.m.
5	11:44 a.m. – 12:36 p.m.
6	12:40 p.m. – 1:32 p.m.
7	1:36 p.m. – 2:30 p.m.

This page intentionally left blank – district calendar to go here

## **GRADING**

Students will receive a grade for each class at the end of each quarter. A student's grade point average (GPA) is determined at the end of each quarter and is based on the following 4-point scale (courses that meet every day are calculated at 1.0; courses that meet every other day (A/B schedule) are calculated at 0.5) :

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = .7
B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0

## **HONOR ROLLS**

Honor rolls are based on a student's grade point average (GPA) and are determined at the end of each quarter. Only students carrying a full course load, receiving a letter grade for each course, and who have been registered for the entire quarter will be considered for the Honor rolls. Mahtomedi Middle School publishes a High Honors and Honors list each quarter in the White Bear Press.

3.7 – 4.000	High Honors
3.0 – 3.699	Honors

## **REPORT CARDS AND MID-TERM REPORTS**

Report cards are issued quarterly and are mailed to parents approximately one week after the quarter ends. The quarters end on the following schedule: 1<sup>st</sup> Quarter: Thursday, November 1, 2012; 2<sup>nd</sup> Quarter: Thursday, January 17, 2013; 3<sup>rd</sup> Quarter: Wednesday, March 27, 2013; and 4<sup>th</sup> Quarter: Thursday, June 6, 2013. Mid-term reports are distributed to students during the fifth week of each quarter. As a result of our computerized grading system, students and parents are able to access grades at any time during the school year.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences will be held November 1 & 8 (evening) and November 9 (morning) after first quarter. They will be held February 14 & 21 (evening) and February 22 (morning) for third quarter courses. More information will be available in the building newsletter when the time approaches.

## **SCHOOLVIEW PARENT ACCESS**

Parents are able to monitor their child's attendance, schedule, homework, and grades from any Internet-connected computer through SchoolView online parent access. SchoolView is an optional, free service for parents and it is designed to supplement, not replace, the end of the quarter printed report card.

To register for SchoolView, parents need to attend a brief training session at Mahtomedi Middle School. At the training session, parents register for a household SchoolView account and learn how to use it to monitor their child's progress. Training sessions will be announced in school publications and on our website.

## **TEXTBOOKS**

The school furnishes books to all students. Textbooks issued to students become their responsibility. All books must be covered (please do not use cloth covers). Reasonable wear is expected as a result of daily use but can be significantly decreased through the use of book covers and responsible handling. Families will be billed for loss or unreasonable wear and tear at the book's replacement cost.

## **LOST AND FOUND**

Students who find lost articles are asked to place them on the Lost and Found shelves located in the hallway near the Commons/Gym 1 where the owner can claim them.

## TELEPHONE

Students may use the phone in the main office during the school day to contact parents. Cell phones may be used before or after school. Cell phones may not be used during the school day, between 8:00AM and 2:30PM, for any reason except for classroom use with teacher permission.

## TESTING

The Middle School will be participating in the following standardized testing during the 2012-2013 school year:

### **NWEA Measures of Academic Progress (MAP) Testing**

Who: Sixth, seventh, and eighth grade students

When: September 2012 and May 2013

Why: To measure student progress and growth in reading and math

### **Minnesota Comprehensive Assessments in Reading, Mathematics and Science (8<sup>th</sup> Grade Students only for Science)**

Who: Sixth, seventh, and eighth grade students

When: April, 2013 (Reading & Math); May, 2013 (Science for 8th grade students)

Why: To measure student progress toward the state's high standards in reading, math and science in accordance with state laws and rules.

## VISITORS

Due to the limited classroom space and the potential disruption of the school day, students from other schools are not allowed to attend classes at Mahtomedi Middle School.

## MESSAGES AND FORGOTTEN ARTICLES

Parents who need to leave a message for their child can do so by calling the main office at 407-2200. Students will be called down at the end of the day to pick up messages or any forgotten materials. PLEASE NOTE: We will not call classrooms and interrupt the educational environment to get a message to a student unless it is a true emergency. All students with messages or materials to pick up will get called at the end of the school day.

## PARENT INVOLVEMENT

Through their involvement, parents enhance students' education at Mahtomedi Middle School. Some of the opportunities for involvement include:

- **Parents visiting school during the school day.** Adults wishing to tour the building, attend a team meeting, or to meet with school personnel, are asked to report to the main office, sign in, and receive a visitor's badge. This policy is designed to ensure the safety of our building.
- **Volunteers** are needed for many activities, including: chaperoning field trips and social events for students, mailings, assisting in classrooms, Middle School committees and District 832 committees. Any parent interested in volunteering should contact the main office at 407-2200.
- **The Mahtomedi Middle School Parent Association (MMSPA)** is open to any parent/guardian with a student at Mahtomedi Middle School. The Parent Association typically meets during the school day. Meeting dates and agendas are printed in the school newsletter
- **Parents**, please do not bring treats in for your child during lunchtime. If your child would like to share a treat with his/her advisory for a special occasion, please contact the advisory teacher.

## **B. ATTENDANCE POLICY**

### ATTENDANCE GUIDELINES

Attendance is one of the most significant factors related to school achievement. The school, parents, and students share the responsibility of promoting regular attendance. Students are required to attend all their classes and attendance is taken each period. The school day is from 8:00 a.m. until 2:30 p.m.

Absences are defined in two categories: excused absences and unexcused absences. Some examples are listed:

#### **Excused Absences**

1. parent/doctor verified illness\*  
\*Homebound instruction is provided for a student whose illness will prevent returning to school for an extended period of time (typically 15 days or more)
2. family emergency
3. medical or dental appointment
4. court appearance
5. prearranged family vacation, approved in advance
6. official school-sponsored field trip or event
  
7. professional appointment
8. religious holidays
9. funeral
10. other circumstances may be determined as excused by school Administration

#### **Unexcused Absences**

1. overslept
2. missed bus
3. truancy
4. personal (no reason given)
5. babysitting
6. driving lessons
7. staying home to do homework
8. not attending an official school-sponsored field trip, except as agreed upon by parents and the teacher/principal
9. other reasons may be determined as unexcused by school administrators

### **TRUANCY**

Truancy is an unauthorized absence from school and/or class. Parents have the final responsibility for their children's attendance. A student is truant if he/she leaves school without a pass; is absent from school without permission, or obtains a pass to go to a certain place and does not report there; or comes to school but does not attend class. When truancy occurs, a school representative will notify parents via phone call or letter. A student receives an automatic detention for a truancy. When a child has three (3) truantries, a letter will be sent to the parents requesting a conference with a school administrator and/or counselor to discuss attendance issues. Seven (7) truantries will result in a truancy petition being filed with Washington County Social Services.

### **EXCESSIVE ABSENCES**

The average Minnesota student is absent less than seven days in a school year. When absences become excessive for any reason, parents will be contacted. The school is the arbiter of whether the absence is excused or unexcused. Medical verification for future absences may be required to excuse the student from school. Continued absences without medical verification may result in a diversion petition referral filed with a Washington County Community Services Truancy Worker.

### **TARDY**

If a student arrives late to school, he/she must report to the main office for a late slip. If a student is late to school more than three (3) times per quarter, after-school detention time will be assigned.

Students are required to be in their classroom before the class bell rings. Teachers will inform students of their tardy policies. If a student has been detained in the office or by a teacher, the student must ask for a pass before going to the next class.

## **C. ATTENDANCE PROCEDURES**

### **TO REPORT AN ABSENCE**

Parents or guardians should call the Middle School **attendance line at 651-407-2208** or e-mail the attendance secretary at **[helen.gilbertson@mahtomedi.k12.mn.us](mailto:helen.gilbertson@mahtomedi.k12.mn.us)** by 8:30 a.m. on the day of the absence to report their child's absence. Voice messages may be left 24 hours a day. In all cases when a student returns from an absence, she/he must report to the main office before school and present a written excuse to the secretary. If a student does not present a written excuse, the absence is unexcused until the note is received. Notes or written excuses must be received within two days of the absence or the absence will be considered unexcused.

### ADMITS

Upon return to school, a student **must** report to the main office prior to 7:55 a.m. for a re-admit slip. The student is responsible for giving the slip to each teacher and for making arrangements to complete the missed assignments.

### LEAVING SCHOOL EARLY

If a student becomes ill during the school day, he/she needs to report to the Health Office. Parents will be contacted if it is necessary to arrange for a student to be taken home.

If a student must leave school early due to an appointment or other reasons, he/she must present a written request from the parent to the main office **before** school begins. The student will be issued a **“Permit to Leave Building”** slip which is presented to the teacher when the student is scheduled to leave the building. The student must wait in the Main Office for a parent to check them out.

Parents must come into the Main Office or Health Office to check out their student. Students will not be able to wait at the front door or be picked up at the curb.

### PRE-ARRANGED ABSENCES

The school administration understands that there are exceptional circumstances which require families to take a vacation during the school year. However, if family vacations can be scheduled to correspond with school holidays it would benefit both the student and the school. At least one parent must accompany the student for the trip to be considered an excused absence. If it is essential to be absent for a trip, the student must present a written request from the parent or guardian to the Main Office at least one week before he/she is going to be absent. A **Pre-arranged Absence Form** will be issued to the student, who then presents it to each teacher. Make-up work is the complete responsibility of the student and must be submitted before or immediately after the absence as determined by the teacher. Teachers will not be expected to offer extraordinary sessions explaining work that will be missed because a student is absent for reasons other than illness.

### MAKE-UP WORK FOR ABSENTEEISM

Students who have been absent are permitted and expected to make up the missed work. Arrangements for make-up work are the responsibility of the student and must be made with the teacher immediately upon returning to school. A period of two days for each day missed is the general rule unless other arrangements have been made with the teacher.

Students should check the teachers' websites for missed assignments. A student must be absent for a period of three or more days before assignments will be collected from teachers for parents to pick up. **To arrange to have homework picked up, please contact the Guidance Office secretary at 407-2204.**

## D. STUDENT ACTIVITIES

Staff members believe strongly in encouraging students to participate in co-curricular and extra-curricular activities during their years at the Middle School. We feel that participation in these activities enhances students' learning, promotes positive relationships with peers and adults, and helps students develop important skills that can be applied throughout life. The wide variety of activities that are available to Middle School students are sponsored by the Mahtomedi Middle School, the Community Education Department, the community-based area athletic associations, and the Mahtomedi High School.

A comprehensive listing of all school and community- based Middle School opportunities, **The Middle School Program Guide**, is distributed to all sixth grade students and also can be viewed on the internet at [www.mahtomedi.k12.mn.us/ce/](http://www.mahtomedi.k12.mn.us/ce/).

## ACTIVITIES

Young Innovators	MathCounts Club	Ski Club
Drama	Science Bowl	Student Council
Jazz Band	Zephyr Express Newspaper	Yearbook
Jazz Combo	6-Mix	

## ATHLETICS

Middle School students have athletic opportunities available to them through two sources. **The School District's Community Education Department provides the first option.** Practices and contests typically occur immediately after school hours. Generally, the programs are offered to seventh and eighth grade students. Fees are charged to cover costs of coaching, equipment, transportation, referees, etc.

The primary purposes of these programs are to teach basic skills and provide an opportunity for competition with middle school teams from other schools in the Classic Suburban Conference. Coaches emphasize skill development and team participation; winning is secondary. Registration is conducted by lottery if registrations exceed program maximums.

**The second athletic program option is provided by community-based area athletic associations.** Each association's philosophy is determined and governed by a board made up of volunteers from the community. Coaches are also volunteers. Middle School students and their families can typically choose between in-house and traveling-team options. Practices and contests usually occur during evening hours and/or on weekends. Fees are charged and vary by sport.

A year-round schedule and important contact information for youth sports and recreation opportunities are published in the seasonal **Community Education Program Guide** that is delivered by the Post Office to all area residents. You can also view the **Program Guide** on the internet at [www.mahtomedi.k12.mn.us/ce/](http://www.mahtomedi.k12.mn.us/ce/). Here is a list of seasonal offerings:

### Fall

Cross Country (School)  
Football (Community)  
Soccer (Community)  
Volleyball (School)  
Swimming (year-round)  
Gymnastics (School)

### Winter

Basketball (Community)  
Hockey (Community)  
Volleyball (Community)

### Spring/Summer

Baseball (Community)  
Slow-Pitch Softball (Community)  
Fast-Pitch Softball (Community)  
Track (School)  
Lacrosse (Community)  
Soccer (Community)

In addition to the school year sports, many sports camps are offered during the summer months for athletes of all ages. For more information, call 651-407-2018 or refer to the program guide.

## OTHER MIDDLE SCHOOL OPPORTUNITIES

Four Dance/Activity Days are held on the following dates: Friday, September 28, 2012; Friday, January 25, 2013; Friday, April 5, 2013; and Friday, May 4, 2013. Dances will be from 2:45 – 6:00PM. The following rules apply to all dance/activity days:

1. Dances are open to Mahtomedi Middle School students only.
2. There will be no ticket sales at the door. Tickets will be sold during lunches the week of the dance.
3. Students are to follow the school dress code.
4. Students who are under the influence of a mood-altering chemical (e.g., alcohol or drugs) will be suspended or expelled from school and referred to the Washington County Sheriff's Department. Parents will be notified.
5. Once a student has left the dance, he/she will not be allowed to return to the dance. Students may only leave early if accompanied by an adult.
6. No refunds will be given to students who have purchased a ticket but do not attend the dance.
7. The administration reserves the right to ask any person to leave if his/her behavior is deemed unacceptable behavior for a school-sponsored activity.

**Washington D.C. Trip** – Each year, eighth grade students have the opportunity to travel to Washington D.C. This year's trip will take place from Thursday, April 18, to Sunday, April 21, 2013 and will be led by several eighth grade teachers.

**HIGH SCHOOL ATHLETICS**

**MIDDLE SCHOOL STUDENT PARTICIPATION IN THE FOLLOWING MINNESOTA STATE HIGH SCHOOL LEAGUE SPONSORED ACTIVITIES IS SUBJECT TO CHANGE BASED ON REGISTRATION OF HIGH SCHOOL STUDENTS FOR A PARTICULAR SPORT.** Any questions pertaining to the High School Activities Program should be directed to the High School Activity Office at 407-2119 or 407-2112.

<u>Season</u>	<u>Eligible Grade Levels</u>	<u>Cost</u>
<b>Fall</b>		
Girls' Swimming & Diving	7 <sup>th</sup> and 8 <sup>th</sup> grades	\$220
Girls' Tennis	7 <sup>th</sup> and 8 <sup>th</sup> grades	\$220
<b>Winter</b>		
Girls' Hockey	7 <sup>th</sup> and 8 <sup>th</sup> grades	\$320
Gymnastics	7 <sup>th</sup> and 8 <sup>th</sup> grades	\$220
Boys' & Girls' Alpine Skiing	8 <sup>th</sup> grade	\$220
Boys' & Girls' Nordic Skiing	7 <sup>th</sup> and 8 <sup>th</sup> grades	\$220
Wrestling	7 <sup>th</sup> and 8 <sup>th</sup> grades	\$220
<b>Spring</b>		
Girls' Golf	8 <sup>th</sup> grade	\$220
Boys' Tennis	7 <sup>th</sup> and 8 <sup>th</sup> grades	\$220
Boys' Golf	8 <sup>th</sup> grade	\$220

For participation in other sports at the High School, the following policy has been adopted by the school district: It is the policy of the Mahtomedi Schools that **if there is a seventh or eighth grade program in a sport** that no seventh or eighth grade student be allowed to participate in that sport at the high school interscholastic athletic level unless permission to participate is requested by the participant and his/her parents and approval is granted by the middle and high school principals and the Activities Director. **Sixth grade students are not eligible to participate in a high school interscholastic program.** The purpose of this regulation is to allow a gifted seventh or eighth grade athlete the opportunity to develop to his/her full potential by participating on a high school team.

**Mahtomedi Public High School District 832 Eligibility Policy**

Any middle school student who participates in a high school athletic program must comply with all rules and regulations set forth by the Minnesota State High School League (MSHSL) and Mahtomedi High School.

**E. STUDENT SERVICES**

**GUIDANCE AND COUNSELING SERVICES**

Guidance and counseling services are available to all students at Mahtomedi Middle School. They assist students in academic, social, and personal development. A variety of services are offered (i.e., individual and/or group counseling, crisis intervention, consultation, etc.). Counselors are an integral member of a student's educational team and are available to the teaching team, student, and parent(s) for questions or concerns. Students who are interested in talking to their counselor should stop by the Guidance Office before or after school or during a passing period to arrange an appointment. Parents can contact the Guidance Office at the following numbers:

Gr. 7 & Gr. 8 (Tigers)	Mr. Scott Regnier	407-2235
Gr. 6 & Gr. 8 (Wolves)	Mr. Paul Beggin	407-2224
Guidance Secretary	Mrs. Nancy Fenton	407-2204

## **HEALTH SERVICES**

The services of the District Nurse and Building Nurse are available to all students with health concerns, problems, or issues. The Health Office is staffed with a Registered Nurse from 7:30 a.m. to 2:45 p.m. daily. The District Nurse is in the Health Office approximately one day a week and on an "as needed" basis. When the Building Nurse is not on duty, students should report to the main office for assistance. To obtain health services, the following rules must be followed:

- All students who become ill during the school day must have a pass from their classroom teacher before reporting to the Health Office, except in emergency situations. **Students are not to go to the Health Office during passing periods.**
- Students, if not feeling well, may rest in the Health Office for a short period of time.
- If a student is too ill to return to class, or if an emergency exists, the Building Nurse or office personnel will inform the parent/guardian and the student will be released from school.
- When a student is being picked up from the Health Office, a parent/guardian must come into the school to sign the student out. The student must wait in the Health Office until they are picked up.

### **Emergency Cards**

Student emergency cards are kept on file in the Health Office. The information on this card is used to notify parents/guardians in the event of illness or injury. It is essential that these cards be kept up-to-date with current home, work, and cell phone numbers. Please note health conditions and medications on the emergency card in the provided spaces so that the Health Office can treat your child appropriately.

### **Medication**

Minnesota State Law prohibits the dispensing of **any** medication, **including aspirin**, without a Medical Authorization Form. If a medication will be taken for less than two weeks and is not considered a controlled substance, the form can be completed by the parent/guardian. If the medication is going to be taken for longer than two weeks and/or is considered a controlled substance, the parent/guardian as well as the physician must complete the form. The prescription is to come in the original pharmacy container labeled with the name of the medication, dosage, special instructions for administration, physician's name, student's name, strength of the drug, and the name of the pharmacy. Medications must be stored in the Health Office with the exception of asthma inhalers, which students may carry. At the end of the school year, medications that are not picked up by student or parent will be destroyed.

### **Immunization Law**

Minnesota State Law requires all students enrolled in Minnesota schools to be immunized against diphtheria, tetanus, pertussis, polio, mumps, measles, and rubella, unless the parent has filed the conscientious objection notice consistent with state law. Families must supply the school with the student's immunization record. Failure to do so will result in dismissal from school. Seventh grade students will have to show proof of receiving a second dose of measles, mumps, and rubella vaccine (MMR) and the Hepatitis B immunization (a three-part series), and varicella vaccine or date of chicken pox disease.

### **Physical Education Excuses**

If a student needs to be excused from physical education, a note from a parent should be brought directly to the PE teacher. If a student needs to be excused from PE for a period of time longer than 3 days, a doctor's note must be presented to the Health Office for class absence or modifications.

If a parent has a health concern about his/her child, please notify the Building Nurse at 407-2216 or the District Nurse at 407-2263.

## **MEDIA CENTER SERVICES**

Students may come to the Media Center from classes, resource, and advisory with a pass to do research and check out materials. It is staffed with a media specialist and a media paraprofessional to assist students. The Media Center hours are from 7:30 a.m. – 3:00 p.m.

### **SPECIAL SERVICES**

Services for students with identified special learning needs are available at all grade levels. For students who qualify, an educational program is tailored to meet individual needs in the least restrictive settings. Special services include instructional assistance through essentials classes, tutorial resources, speech and language therapy, psychological and physical therapy, homebound instruction, and itinerant services. Parents should contact the Special Education department or the Guidance Office for additional information.

### **ESL/ELL (English as a Second Language/English Language Learner) SERVICES**

The Middle School offers services for students who have been identified as having limited English proficiency. Programming is designed to improve proficiency in the following English language skills: reading, writing, listening and speaking.

### **FOOD SERVICES**

A variety of well-balanced lunches that include milk are available in the commons each day. In addition to lunch offerings, students may purchase breakfast items in the commons between 7:30 and 7:50 a.m. each morning. Lunch prices will be printed in the Student Bulletin and available on the website.

Starting in September 2012, all schools will have new meal regulations to follow. For a meal to be sold, students MUST have at least ½ cup of fruit or vegetable on their tray. Food service staff will encourage all students to take a full lunch, however, if the required amount of fruits or vegetables is not chosen, students will be charged ala carte prices for the meal. Please encourage your child to take a nutritious, well-balanced meal that includes fruits and vegetables.

Every student is given a Personal Identification Number (PIN) to be used when making purchases in the commons. The student's photo is displayed when a PIN is entered on the keypad. Our school uses a pre-paid computerized lunch system. Pre-payments may be: 1) sent with your child in an envelope marked with your child's full name, the amount of payment, and PIN number and deposited in the drop-box outside the Main Office by 10:00 a.m. (checks should be made payable to ISD 832); or 2) made via the internet or by phone twenty-four hours a day using VISA, MasterCard, Discover, Debit Card or Electronic Check. To register with PAMS, go to [www.PayPAMS.com](http://www.PayPAMS.com) or call 1-888-994-5100 and have your child's PIN number ready along with your billing information.

Free and Reduced Lunch application forms are available at the District Office and Middle School Main Office.

## **F. SCHOOL POLICIES & PROCEDURES**

### **ARTICLES PROHIBITED IN SCHOOL DURING SCHOOL HOURS (8:00 a.m. - 2:30 p.m.)**

Problems arise each year because students bring articles to school that are hazards to the safety of others or interfere in some way with school procedure. Prohibited items include the following:

- Toys
- Skateboards (pocket or real)
- Water Pistols
- Laser Pointers
- Roller blades/roller shoes/roller skates
- Slingshots
- Silly String
- Hair Dye
- Lighters

School personnel will confiscate these items if they are used during school hours; parents will be expected to pick up the item in the main office. If a student brings prohibited articles to school, the district assumes no liability for damage or theft.

## **BACKPACKS**

Students are allowed to bring backpacks to and from school to transport books and supplies. However, students are not allowed to use backpacks or string bags during the course of the school day. If there is a special need to carry a backpack to classes, a parent should explain the circumstance in writing and present it to the student's counselor or special education teacher.

## **BICYCLES**

If you ride your bicycle to school, please lock it in the bicycle rack located in front of the school. Please be careful of pedestrians, cars, and buses.

## **BRING YOUR OWN DEVICE**

Students may bring personal computing devices to be used in the classroom at the discretion of the classroom teacher. Using a personal computing device for nonacademic purposes between 8:00AM – 2:30PM is prohibited and the device will be confiscated. Students will have access to the wireless network for the purpose of enhancing academic goals. When utilizing personal computing devices within the building to access the Internet, students are expected to connect to the guest wireless network and will not set up personal hotspots or connect to outside networks. The school district reserves the right to terminate access to the wireless network in cases of misuse or interference with the performance of district-owned resources.

The school assumes no responsibility for damage, loss, or theft of personal devices. The school recommends having all personal computing devices engraved for security purposes.

## **DRESS CODE**

The responsibility for a student's appearance rests with the student and his/her parent or guardian. Clothing and grooming styles that create a distraction to the learning environment, constitute a safety hazard, or attract undue attention to the individual are not appropriate. When, in the judgment of the administration, a student's clothing is inappropriate, the student will be directed to make modifications or be sent home to change clothes.

The following dress code expectations will be enforced:

1. Students will wear shoes with backs at all times. Flip-flops, shower shoes, and slippers are not to be worn.
2. Caps, hats, hoods, mittens, and bandanas are not to be worn in school.
3. Pants must be fastened around the waist and worn in a fashion that undergarments are not showing (no sagging).
4. Coats and jackets must be kept in the locker.
5. Students may not wear "short" shorts, pants or tops that will show underwear. No tube tops, tank tops, backless or strapless tops. Shoulders must be covered. Clothing that reveals a bare stomach, navel, cleavage, and/or underwear is inappropriate.
6. Skirts and shorts must be as long as, or longer than extended fingertips when the arms are held loosely at the side.
7. Students may not wear clothing which displays inappropriate language or graphics (directly or implied), racism, sexism, violence, drug, alcohol, or tobacco advertising.
8. Sleep wear is not allowed. This includes pajama bottoms, robes, blankets, and slippers.
9. Metal chains, standard spike jewelry or accessories (such as, but not limited to, safety pins, stickpins, sewing pins) are considered a safety concern and cannot be brought or worn to school.
10. Wearing of gang colors, gang-related attire, or adjustments to clothing to reflect gang symbols is not allowed.

## **FOOD AND BEVERAGES**

Food and beverages are not allowed in the classrooms or hallways. Students are allowed to have bottled water in the hallways. With permission from the teacher, students may be allowed to have bottled water in the classroom. Food and beverages, other than water, in the hallways or classrooms will be confiscated. Students may not chew gum in the building.

## **HALLWAYS**

Between classes there are over 800 students in our hallways. Passing time between classes is a time to gather the materials students need for their next classes, use the restroom, get a drink of water, and chat with friends. During passing time, students are expected to:

- Walk
- Keep hands and feet to themselves
- Stay to the right of the hall and not stand in groups blocking the hallway
- Stay off the floor, do not sit on the floor in the hallways
- Talk quietly
- Be considerate of others
- Use appropriate language
- Stay in the designated grade level area
- Use the trash cans and recycling bins that have been provided in the hallways

### **PHYSICAL CONTACT**

Students are expected to keep their hands and feet to themselves. Students are not to engage in public displays of affection or in physical horseplay. In order to keep all students safe and comfortable, students should maintain personal boundaries.

### **HALL PASSES**

Students are required to complete a hall pass in their planner anytime they are in the hallways during class time. Passes will be valid as long as the student is traveling in the most direct route to the destination listed on the pass. Students will be escorted back to class for failure to have a pass. Students abusing this system will lose hall privileges for a period of time determined by the teacher or administrator.

### **INTERNET POLICY**

All students at Mahtomedi Middle School have access to the school's electronic technologies including Internet access. To ensure quality use of the electronic technologies and Internet, the Middle School has established a Technology Policy which provides guidelines for student use. The **Student Technology Acceptable Use Form** must be signed by the student and his/her parent prior to student technology use and Internet access. This form is kept on file while the student attends the Middle School.

Neither the school's network system nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment or bullying. All forms of harassment or bullying in cyberspace, often called cyberbullying, are unacceptable. All reports of harassment or bullying in cyberspace will be investigated fully.

### **LOCKERS**

Lockers are the school's property and are loaned to the student for the school year. Each student will be assigned a locker to store books, coats, personal items and school supplies. Students are not allowed to share lockers with other students. Lockers should remain locked at all times. For security reasons, students should not share their locker combination with other students. The administration reserves the right to inspect lockers periodically, to confiscate any or all contraband materials in the locker, and to impose discipline for any violations of school rules.

### **LUNCH**

Each student's cooperation is necessary during lunch. Students are to observe the following expectations:

1. Arrive to lunch at the scheduled time.
2. Wait at the tables until the section is dismissed to buy lunch.
3. Be respectful of others by refraining from disruptive behaviors such as budging in line.
4. Return all trays and utensils to the dishwashing area and deposit all lunch litter in the composting bins and waste baskets.
5. Remain at the tables until students are dismissed by a lunch supervisor.
6. Have permission to leave the lunchroom. Ask a supervisor to use the bathroom or get a drink of water.
7. Speak in a conversational voice. No yelling or screaming.
8. Students are not allowed to bring treats to share with other students during lunchtime. If a student wishes to bring treats, he/she must have prior approval from administration and his/her advisory teacher; the treats can be shared during advisory.

## **PLAGIARISM**

Plagiarism is misrepresenting someone else's work as though it were your own. For example, this could be such things as copying assignments or using internet resources without giving credit. Possible consequences for students found to have plagiarized may include a loss of partial or full credit for the assignment, and other disciplinary consequences under school policy may be imposed.

## **TRANSPORTATION**

**Riding the school bus is a privilege, not a right.** One of Mahtomedi Middle School's priorities is to provide a safe and caring environment for our students from the time they leave home in the morning until they arrive home in the afternoon. A safe and pleasant bus ride to and from school is a primary concern and is a shared responsibility of students, parents, school, bus contractors, and bus drivers. The following expectations will be in effect while a student is riding the bus or at the bus stop:

Students are expected to be at the pickup location at least **five minutes** prior to the assigned pickup time. The school bus driver will not wait for late students, nor will the bus be sent back for late students who miss the school bus.

### **While waiting for the school bus, students are expected to:**

- Stay back from the curb so as not to distract passing motorists or accidentally slip and fall into the street.
- Wait for directions from the bus driver before crossing the street, then cross ten feet in front of the bus.
- Wait for the bus to come to a complete stop before approaching the bus.
- Never chase or run beside a moving bus. Such actions will result in a one-week suspension of bus riding privileges or other appropriate discipline.

### **While on the bus, students are expected to:**

- Follow the directions of the driver or safety assistant promptly and courteously.
- Open, close, or adjust the windows only with the permission of the bus driver. Students may not extend or throw any object out the window.
- Keep the noise level down. Students may not scream or shout.
- Respect the personal property of other students.
- Use appropriate language. Profane or abusive language or gestures will not be tolerated.
- Use respectful language. Degrading comments, bullying, threatening, and intimidating remarks will not be tolerated.
- Keep hands, feet, and possession to themselves. Fighting, spitting, teasing, wrestling, throwing objects, or littering will not be tolerated.

### **While on the bus, students may NOT:**

- Bring any nuisance articles or weapons on board.
- Tamper with emergency equipment.
- Vandalize any part of the bus.
- Use and/or possess tobacco, alcohol, or other drugs.

**Disciplinary action may be taken for any behavior, which is disruptive of good order and violates the rights of others. A camera may be in use to record student behavior.**

### **Consequences:**

Consequences of school/bus stop misconduct will apply to all students who ride the school buses. Decisions regarding a student's ability to ride the bus will be made at the sole discretion of the School District. Parents will receive notification of all bus reports. Parents and guardians will also be notified of any suspension of bus privileges.

First Offense	Warning to student, notification to parent
Second Offense	Five days suspension
Third Offense	Ten days suspension
Fourth Offense	Suspension for the remainder of the school year

Depending on the severity of a student's misconduct, more serious consequences may be imposed at any time. Based on the nature of the offense, consequences such as suspension or expulsion from school may result from bus/bus stop misconduct.

## G. DISTRICT POLICIES

### **MAHTOMEDI SCHOOL DISTRICT POLICY PROHIBITING HARASSMENT AND VIOLENCE**

It is the policy (# 413 of Independent School District No. 832) to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. It shall also be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

### **MAHTOMEDI SCHOOL DISTRICT BULLYING PROHIBITION POLICY (#514)**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Bullying is aggressive behavior with the intent to harm, is repetitive in nature, and involves an imbalance of power and strength. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

Any person who believes he/she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts. Student Report Forms are available in the Main Office and Guidance Office.

### **MAHTOMEDI SCHOOL DISTRICT HAZING PROHIBITION POLICY (#526)**

Hazing means committing or coercing a student to commit an act that creates a substantial risk of harm, either to the student or to another person. The term hazing includes, but is not limited to any kind of physical brutality; activities such as sleep deprivation, exposure to weather, and confinement; and activities that cause or require students to perform a task that involves violation of law or School District policies. Any person who believes she/he has been the victim of hazing, or any person with knowledge of activities which may constitute hazing shall report the acts to a teacher, counselor, or principal. The School District shall authorize an investigation and will take action as it deems appropriate.

### **EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES POLICY**

It is the policy of Mahtomedi School District 832 to provide equal educational and employment opportunities to all persons within its jurisdiction. This policy prohibits discrimination in all areas of school district activity on the basis of sex, sexual orientation, age, race, religion, color, creed, national origin, economic status, marital status, or disability.

## **MAHTOMEDI SCHOOL DISTRICT PLEDGE OF ALLEGIANCE POLICY**

Mahtomedi School District 832 is in compliance with Minnesota Statute 121A.11 regarding the pledge of allegiance: "Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice."

## **MAHTOMEDI SCHOOL DISTRICT DISCIPLINE POLICY**

We believe a fair and equitable district-wide school discipline policy contributes to the quality of school climate and supports high achievement for all students. Through consistent discipline and high expectations, each student becomes self-sufficient, self-confident, self-controlled, and develops the life skills necessary for successful participation in a democratic society.

This policy has been developed in accord with M.S. Sections 121A.40 through 121A.56, The Pupil Fair Dismissal Act. It provides the broad framework within which specific building procedures can be developed. Procedures outlining the implementation of the policy at each building will be specified in the building's Code of Conduct, reviewed annually by the School Advisory Council, written in the building's handbook and reviewed with all students at the start of the school year. The contents of this policy are in force in school classrooms, buildings, grounds, and vehicles used to transport students to and from school or school-sponsored events and at school-sponsored events at home or away.

It is the responsibility of the School Board, administrators, and teachers to safeguard the health and safety of each student. Classroom and building rules must be established which support these needs and establish a school and classroom atmosphere where all students can learn. Students must know these expectations will be consistently enforced and the consequences for misbehavior applied. The goal of this discipline plan is to help student's exhibit acceptable standards of conduct.

Pursuant to M.S. 121A.58, an employee or agent of a public school district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct. However, a teacher, school employee, school bus driver, or other agent of the school district may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another in compliance with M.S. 121A.582 or other state laws.

## **SAFETY IN OUR SCHOOLS**

The School Board Approved the Following Resolution on August 8, 1996:

The Mahtomedi Public Schools are committed to providing an atmosphere in which teachers can teach and students can learn. Safety is a critical component of this environment

Our goal is to create for all students and staff a secure environment – one in which students are safe among other students as well as protected from outside visitors. To reinforce this goal, we have developed policies, regulations, and procedures that are supported by curriculum and special programs for educating students. To this end we reaffirm the following positions:

- 1. Discipline Policy**

The school district's discipline policy is available in all school buildings and is published in grades 6-12 student handbook. Students and parents have a responsibility for knowing the contents of the policy and abiding by it.

- 2. Discipline Enforcement**

School discipline policies will be enforced fairly to ensure that all students can be safe in school and are encouraged to make responsible decisions regarding their behavior. This includes positive rewards and recognition for students who make correct decisions and do not violate discipline and attendance policies. Students who do violate policies and regulations will be subject to disciplinary action.

3. **Parental Reinforcement**

We believe that the majority of students are serious about their studies, make good choices, and follow school rules. While students are responsible for their own behavior in school, we believe that parents share the responsibility as they influence, monitor, and guide their children. The school staff is committed to keeping parents informed when students are disciplined by involving the parents in the process through telephone calls, personal contacts, and conferences.

4. **Law Enforcement**

The school district is committed to providing an environment that is free of illegal or criminal behavior. Students who commit offenses that are a violation of the law, such as assault or harassment, will be referred to law enforcement agencies for criminal prosecution.

5. **Chemical-Free Environment**

The school district is committed to providing a chemical-free environment in the parking lots, on school grounds and in school buildings and at school events. The school district will take all necessary steps to determine if illegal drugs are present or in the possession of students.

6. **Building Security**

The school district will enforce a uniform policy of building security. Building principals have primary responsibility for implementing practices and procedures within the building during the school day to assure safety of students. At a minimum, this will include restricted entry points, notices for visitors to report to the principal's office, and name tags for identification of non-staff members when they are in the building.

**SAFETY DRILLS**

The Minnesota Department of Education requires all public schools to perform at least five fire drills, five lockdown drills, and one tornado drill per school year.

**STUDENT SEARCHES**

The school district reserves the right to conduct reasonable searches; including, but not limited to lockers, backpacks, sports bags, desks, a student's person or possessions, and vehicles on school grounds. Personal possessions found within a vehicle on school grounds are presumed to be knowingly possessed by the person to whom a parking permit has been issued for that vehicle. School lockers are the exclusive property of the school district. School authorities may search the interiors of lockers for any reason at any time, without notice, without a search warrant. Personal possessions of students within a school locker may be searched when school authorities have reasonable suspicion that the search will reveal a violation of law or school rules. This is allowable under the law when school authorities are responsible for the safety of all students. See policy 510-Student Searches and Criminal Investigations for specific guidelines.

**UNACCEPTABLE STUDENT BEHAVIOR**

Corrective measures used will depend upon the nature of the misconduct, the frequency, and the degree to which the student is willing to try to correct the undesirable behavior. These measures normally begin at a minimum level and then proceed to more severe levels. Child study teams shall decide whether or not and to what extent these consequences are appropriate for students with IEP's, on an individual basis.

Behaviors identified below are those deemed to meet the following criteria for suspension or expulsion:

- a) willful conduct which significantly disrupts the rights of others to an education;
- b) willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school;
- c) willful violation of any rule of conduct specified in the discipline policy adopted by the School Board;

Behaviors identified are those deemed to meet the following criteria for removal from class:

- a) inability to control behavior which significantly disrupts the rights of others to an education;

- b) inability to control behavior which endangers school district employees, the pupil or other pupils, or property of the school;
- c) inability to control behavior which is specified in the discipline policy adopted by the School Board.

These behaviors will include but might not be limited to the following:

<u>Behavior</u>	<u>Definition</u>
Arson	The wrongful, intentional setting of a fire
Assault/Battery	Physical threat or violence to persons
Blackmail/Coercion/ Extortion	Obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force.
Bullying	Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Bullying is aggressive behavior with the intent to harm, is repetitive in nature, and involves an imbalance of power and strength. (Board Policy 514)
Cheating	Students cheating on assigned work or knowingly allowing his/her work to be used by others to cheat
Chemicals	Sale, use or possession of alcoholic beverages or illegal or non-prescribed drugs—in school buildings, on school grounds, or at school-sponsored events
Drug Paraphernalia	Possession, use, delivery, or sale of drug paraphernalia—in school buildings, on school grounds, or at school-sponsored events
Fighting	Mutual combat in which both parties have contributed to the situation by verbal and/or physical action
Fire Alarms	Intentionally and falsely activating fire alarms
Gambling	Gambling of any nature—in school buildings, on school grounds, or at school-sponsored events
Harassment	Disrespectful or threatening, abusive, obscene, or violent language, behavior or gestures that cause another person to be embarrassed, offended, or afraid. This includes but is not limited to racial, religious or sexual harassment. It is usually designed to have power over another person. (Board Policy 413)
Insubordination	Failing to follow the reasonable requests/directions of administrators, teachers, and staff members
Interference with School Authorities	Interference with administrators, teachers or other students by force, violence, intimidation, threats, radios, headphones, or other means
Nuisance Articles	Firecrackers, smoke bombs, squirt guns, water balloons, cell phones, pagers, beepers, lighters, or any other articles deemed by the principal to be a nuisance based upon the manner in which they are used in school buildings, on school grounds or at school-sponsored events
Student Grooming or Attire	Manner of dress or personal grooming which represents a clear danger to the student's health and safety, interferes with work or creates a classroom or school disorder. This could include gang colors, or clothing with explicit or harassing comments. See dress code (page 14)
Theft	Stealing from an individual or from the school
Tobacco	Possession and/or use of tobacco products by students in school building(s), on school grounds, or at school-sponsored events. (Increased consequences possible after multiple incidents.)

Vandalism                      Property Damage

Weapon Possession                      "Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon capable of producing death or bodily harm, or any other device or instrument which, in the manner it is used, including a laser beam, is calculated or likely to produce death or bodily harm. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

**Firearm Possession** – Consistent with state and federal law, any student bringing a firearm (loaded or unloaded) to school shall be expelled for a period of at least one year. The district may unilaterally place a disabled student in a 45-day alternative setting and, pending evaluation results, move for a change in placement

## H. DISCIPLINARY POLICY TERMS DEFINED

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than fifteen (15) school days. An initial suspension cannot exceed ten (10) days, but may be extended for a total suspension period of fifteen (15) days if the district is considering expulsion or if the student presents an immediate danger to self or others. However, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension and alternative educational services shall be implemented.

### **EXPULSION AND EXCLUSION**

Under M. S. 121A.41, Subdivision 5 expulsion means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the School Board.

Under M. S. 121A.41, Subdivision 4 exclusion means an action taken by the School Board to prevent enrollment or reenrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the School Board.

All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, M. S. Sections 121A.40 through 121A.56.

### **COMMUNICATION AND DISTRIBUTION OF THE DISCIPLINE POLICY**

1. Publication: This policy shall be published and distributed annually using one or more of the following measures: publication in a student handbook; publication in a principal's newsletter to parents with the request that the parent discuss the policy with the student; publication in pamphlet form to be distributed; and/or publication in a district-wide mailing to parents.
2. Building-Level Supplement: The building principal may supplement this policy with rules and regulations for a particular building. However, no such rule or regulation shall be inconsistent with School Board policy.
3. Dissemination to Students: The policy and supplemental building rules and regulations shall be reviewed with students at the beginning of each school year. For those students whose disability affects their ability to read, understand, or apply appropriate behavior, an IEP team will be convened to review the discipline policy and to make the appropriate recommendations and/or accommodations.
4. Annual Review: The principal and the licensed employees in a school building shall confer at least annually to review the discipline policy and to assess whether the policy is appropriate and has been enforced. Any recommended changes shall be forwarded to the Superintendent for review.

# Mahtomedi H.S. 2012-2013

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**WELCOME STUDENTS**

Welcome to Mahtomedi High School. This handbook will help you understand the expectations that allow us to provide a safe and supportive learning environment. Please join us in continuing the proud tradition of Mahtomedi High School as a collaborative environment focused on results with a vision to prepare all students for their futures. Go Zephyrs!

Sincerely,  
 Ms. Kathe Nickleby                      Mr. Christopher Moore                      Mr. Jeff Whisler  
 Principal                                      Assistant Principal                                      Activities Director

**DISTRICT MISSION STATEMENT**

All students college ready.

**HIGH SCHOOL MISSION STATEMENT**

Mahtomedi High School will prepare all students for the future by providing them with individual attention and rigorous educational opportunities.

**CONTACT INFORMATION**

Ms. Kathe Nickleby, Principal ..... 651-762-5801 ..... [kathe.nickleby@mahtomedi.k12.mn.us](mailto:kathe.nickleby@mahtomedi.k12.mn.us)  
 Ms. Joan McCormick, Assistant..... 651-762-5808 ..... [joan.mccormick@mahtomedi.k12.mn.us](mailto:joan.mccormick@mahtomedi.k12.mn.us)  
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 Ms. Chris King, Assistant ..... 651-762-5843 ..... [christine.king@mahtomedi.k12.mn.us](mailto:christine.king@mahtomedi.k12.mn.us)  
 Ms. Shannon Polley, District Nurse ..... 651-407-2263 ..... [shannon.polley@mahtomedi.k12.mn.us](mailto:shannon.polley@mahtomedi.k12.mn.us)  
 Ms. Tani Pulver, Health Para ..... 651-762-5852 ..... [tani.pulver@mahtomedi.k12.mn.us](mailto:tani.pulver@mahtomedi.k12.mn.us)  
 Ms. Nancy Brown, Attendance Clerk..... 651-762-5800 ..... [nancy.brown@mahtomedi.k12.mn.us](mailto:nancy.brown@mahtomedi.k12.mn.us)

**ATTENDANCE HOTLINE      651-762-5851**

**SIX PERIOD SCHEDULES**

**REGULAR SCHEDULE**

<i>Period</i>	<i>Time Interval</i>
1	8:00 - 8:54
2	9:00 - 9:54
3	10:00 - 10:54
4 A (lunch)	11:00 - 11:30
4 A (class)	11:30 - 12:30
4 B (class)	11:00 - 11:30
4 B (lunch)	11:30 - 12:00
4 B (class)	12:00 - 12:30
4 C (class)	11:00 - 12:00
4 C (lunch)	12:00 - 12:30
5	12:36 - 1:30
6	1:36 - 2:30

**ADVISORY SCHEDULE (WED)**

<i>Period</i>	<i>Time Interval</i>
1	8:00 - 8:50
2	8:56 - 9:46
Advisory	9:52 - 10:06
3	10:12 - 11:02
4 A (lunch)	11:08 - 11:38
4 A (class)	11:38 - 12:38
4 B (class)	11:08 - 11:38
4 B (lunch)	11:38 - 12:08
4 B (class)	12:08 - 12:38
4 C (class)	11:08 - 12:08
4 C (lunch)	12:08 - 12:38
5	12:44 - 1:34
6	1:40 - 2:30

**A. GENERAL INFORMATION AND SCHOOL POLICIES**

**ACADEMIC INTEGRITY**

At Mahtomedi High School, students are expected to adhere to the highest codes of academic conduct. Not only at MHS, but also in college and work environments, students are expected to respect and obey guidelines of honesty and integrity. Therefore, we require that all students understand and obey the following rules.

**Academic Integrity** is being honest when conducting business or completing assignments at school. A student has violated the code of academic integrity when he/she plagiarizes, forges a document or parent note, falsely records data from a science experiment, cheats or helps a classmate to cheat, submits work that he/she did not do, or submits work that has already been turned in for a grade in another class.

**Plagiarism** is using another person’s words or ideas without properly citing your source. It can be either intentional or unintentional. The following are forms of plagiarism:

1. *Using another writer’s words without citation.* If you use someone else’s words (even just two or three significant words), you must put the words in quotation marks and cite your source with footnotes or parenthetical citation with a works cited list. Even using quotation marks alone is plagiarism unless accompanied by citation.
2. *Using another writer’s ideas without citation.* Your instructor should be able to tell which ideas you came up with on your own and which ones you read elsewhere. In some cases, it is okay to integrate opinions of other experts as long as you cite the material that is not yours. This includes paraphrasing, or putting the ideas in your own words, which must also be cited.
3. *Borrowing another writer’s sentence structure or phrasing.* It is easier to borrow someone else’s structure than to come up with your own, but this is also plagiarism.
4. *Borrowing another student’s outline to write your paper or using all or part of another student’s paper.*
5. *Purchasing an essay online or having someone else write all or some of your paper.*

**Multiple Submissions** are also a breach of academic honesty. If you submit an assignment to a teacher, it may not be resubmitted again for the same or another class. If you retake a course, it is also dishonest to submit work that was completed for the class when you took it before.

**Tests and Quizzes** must be completed in an honest fashion. The following activities are unacceptable in testing situations:

1. *Talking to other students while any are still taking the exam.*
2. *Using materials, such as notes, calculators, cell phones, etc., when not permitted by the instructor.*
3. *Copying answers from another person’s test or quiz.*
4. *Sharing answers with other students*
5. *Sharing or selling copies of the test or answer key.*

**Consequences for Academic Dishonesty**

Any of the following consequences may be imposed by the instructor or administration in cases of academic dishonesty. Academic dishonesty may also cause a student to lose eligibility for awards and honors, such as National Honor Society or Student Leadership Council.

1. *Disciplinary Warning:* This may include a conference with the administrators or parents.
2. *Loss of Credit on the Assignment:* A student may lose partial or full credit for the assignment. Depending on the situation, this may jeopardize the student’s chances of passing the course.
3. *Loss of Credit for the Course*
4. *Suspension:* This punishment is reserved for especially severe cases of academic dishonesty.

**APPROPRIATE APPEARANCE**

Students are expected to be appropriately dressed and acceptably groomed at all times. A student’s clothing should not offend others, cause embarrassment, present a health hazard or create a disruption in classes. The following expectations will be enforced:

1. Students must wear shoes at all times.
2. No caps, hats, hoods, or other head covers are to be worn in the building during school hours. If a student is seen wearing any of these items, they will be confiscated.
3. Pants must be fastened around the waist and worn in a fashion that undergarments are not showing (no sagging).
4. Students may not wear “short” shorts, pants or tops that will show underwear. All tops must have at least a 1 inch width for straps (or sleeves); no tube tops, backless or strapless tops. Clothing that reveals a bare stomach, navel, cleavage, and/or underwear is inappropriate.
5. Students may not wear clothing which displays inappropriate language or graphics (directly or implied). Examples: ethnic, racist or sexist put-downs, drug, alcohol or tobacco advertising.
6. Skirts must be long enough to allow students to participate in normal school activities such as walking up stairs, bending over to get a drink of water, and sitting in a desk without showing underwear. The general rule is that the bottom hem may not be higher than the student’s fingertip.
7. Wearing of gang colors, gang-related attire, or adjustments to clothing to reflect gang symbols is not allowed.
8. Metal chains, standard spike jewelry or accessories are considered a safety concern and cannot be brought or worn to school.

**AFTER SCHOOL HOURS**

Students are expected to leave the building and school property promptly upon dismissal each day. (Those who are remaining in the building for work with a teacher or for a regularly scheduled and supervised activity are allowed to remain in the building). School office hours are 7:00 to 3:30 each student contact day. Non-student contact hours will be posted on the main high school home page. Those waiting for a ride should remain quietly and orderly in the commons.

## BICYCLES

If you ride your bicycle to school please lock it in the bicycle rack located in front of the school. Please be careful of pedestrians, cars, and buses.

## BUS REGULATIONS

Riding the bus is a privilege, not a right. Students must maintain appropriate behavior and abide by school rules while riding the bus (see discipline policy). Students are expected to be at the bus stop location at least five minutes prior to the assigned pickup time. The school bus driver cannot wait for late students, nor will the bus be sent back for late students who miss the school bus. All school rules of conduct apply to bus transportation and bus stops.

## CARS/MOTORCYCLES

Students may park automobiles and motorcycles on school property only with the permission of ISD 832. Students must fill out the application form available on the high school home page.

Applications for parking will be accepted for all 12<sup>th</sup> grade students and students enrolled in either 916 or PSEO beginning on July 2, 2012. 11<sup>th</sup> grade students not enrolled in 916 or PSEO may apply for parking permits beginning on July 9, 2012. All other students may apply for a permit on (or anytime after) July 16, 2012. *Applications will not be accepted prior to these dates and all fines must be paid prior to purchasing a 2012-2013 parking permit.*

The online application will close on August 13, 2012 process the requests received. It will re-open again on September 4.

*Parking Permits will be assigned based on the following criteria:*

1. *No outstanding fines,*
2. *12<sup>th</sup> grade students and students enrolled in either 916 or PSEO,*
3. *11<sup>th</sup> grade students not enrolled in 916 or PSEO, and*
4. *10<sup>th</sup> grade students not enrolled in 916 or PSEO.*

*All applications will be processed in the order that they are received. If a student does not meet any of the above criteria, their application will not be processed until their fines are paid in full or on the date it is received (if late).*

## Parking Fees for 2010-2011 School Year

- \$275.00 + tax (Main Lot)
- \$250.00 + tax (St. Andrew's Lot)
- \$225.00 + tax (Tennis Court Lot)

1. If permits are available and students obtain a permit after the school year has started, they will pay full price until the end of semester 1 and half price for the remainder of the year. Students withdrawing from school during the school year may receive a prorated refund based on the number of days remaining in the school year. Once a permit is refunded, the student may not be able to get another permit if they change their mind.
2. Replacement of a lost, stolen, or damaged permit is \$20.00 + tax.
3. Motorcycles, scooters, and mopeds need to be registered and pay a \$10.00 (+ tax) fee per semester if space is available.
4. Students parking at the high school without purchasing a permit:
  - 1<sup>st</sup> time - fined \$10.00 per day
  - 2<sup>nd</sup> time - fined \$10.00 and parent will be contacted
  - 3<sup>rd</sup> time - the vehicle may be towed.
5. Students are not allowed to drive snowmobiles to school.
6. Parking in the lots requiring the purchase of a permit is based on a first come, first park basis.

## **Rules for use of parking lots and permits:**

1. Proper display of parking permit:
  - a. The parking permit must be displayed properly for it to be considered in use.
  - b. The permit must hang from the rearview mirror.
  - c. A permit that has been tampered with will be revoked, and may be considered an act of fraud with school discipline and other consequences.
2. Parking in approved spaces:
  - a. Vehicles must be parked in approved spaces in all parking lots.

- b. Parking in a handicapped space requires an appropriate permit or plate issued by the state of Minnesota.
  - c. Areas surrounding the school are private property, and with the exception of the west satellite lot, cannot be used for parking.
  - d. Student vehicles parked in the staff or visitor lots from 7:00 a.m. to 3:00 p.m. may be ticketed (\$50.00 fine) and towed. Violators may have their parking permit revoked.
3. Student drivers violating Minnesota traffic laws will be referred to the Washington County Sheriff's Department. Student parking permits may be revoked for improper driving behavior on school grounds.
  4. Independent School District 832 and Mahtomedi High School will not be responsible for vandalism/theft of items or injuries incurred in school parking lots. Drivers should lock motor vehicles when leaving them parked in school lots and personal valuables should not be left in cars.
  5. If a parking permit is revoked, any fees paid will not be refunded.
  6. Parking permits honor only the plates registered. New and/or additional plate information must be submitted for data maintenance prior to parking. Failure to do will result in a ticket and a fine.
  7. Students who use a vehicle while truant, or transport truant students, may have their parking permit revoked without a refund of parking fees.
  8. Students who bring illegal substances to school may have their parking privileges revoked without a refund of parking fees. **Parking**

## **Fines:**

1. Penalties violation of parking regulations for students who purchased a parking pass:
    - a. First offense - the student will be issued a warning ticket and must report to the parking supervisor in the main office to discuss consequences of future violations.
    - b. Second offense – the student will be issued a warning ticket and a \$5.00 fine.
    - c. Third offense - the student will be issued a warning ticket and parking privileges are revoked for the remainder of the academic year with no refund of parking fees.

\*Parking in a school lot or the upper St. Andrews lot with a suspended parking pass will result in the vehicle being towed at the owner's expense.
- Invoices:**
- \*Invoices will be mailed at the end of each semester. Invoices not paid within two weeks of receipt will result in revocation of permit and parking privileges for the remainder of the semester. The parking pass will be reinstated at the beginning of the next semester if all fines are paid.
- \* Parking in a school lot or the upper St. Andrews lot with a suspended parking pass will result in the vehicle being towed at the owner's expense.

## CELL PHONES

1. Students are expected to use their cell phones responsibly and follow their teachers rules and expectations during the school day. Failure to do so may result in confiscation of the cell phone.
2. Students are not permitted to call for permission to be dismissed from school on their cell phone. They must report to the main office or health office and the school will contact the parent to get permission to dismiss the student. Failure to do so may result in disciplinary action.
3. If cell phones are brought to school, Mahtomedi Public Schools is not responsible if they are lost or stolen.

## COLLEGE CAMPUS VISITS

College/campus visits are an important part of selecting the post secondary school which will best suit students' needs or interests. Following are procedures to arrange campus visits:

1. Whenever possible, visits should be arranged on days when classes are not in session (workshop days, MEA, winter break, etc.)
2. If visits are necessary during the school day, please notify the main office and your students teachers at least five days prior to the visit.
3. Campus visits are not allowed during the last week of school each semester (5 school days). Students requesting an exception must submit the name of a post-high contact person to verify the need of an absence.

## COMMUNICABLE DISEASE

Consistent with the procedures outlined in District 832, Policy 526, adopted May 21, 1986, school officials who suspect that a student has a communicable disease can request that a parent provide medical certification that a communicable disease is not present or does not present a significant threat to the health and safety of others.

## CREDIT FOR LEARNING

Minnesota Department of Education Rule #3500 states that school districts shall establish and maintain a system through which students can receive credit for any course offered by the district in any subject area if the student is able to demonstrate that the learner outcomes of the course have been met by the student. The MHS academic department may require an examination before awarding credit on a performance basis. Credit may be given on a performance basis when the district determines a student has completed work on an independent basis that warrants the award for credit. This credit shall be noted on the student's transcript and count towards graduation requirements. (See guidance counselor for the procedure.)

## ANNOUNCEMENTS

1. Student Announcements – These announcements are prepared 24 hours in advance of being read to the student body on the public address system or displayed on the monitors. Announcements written by students must be submitted by a teacher, advisor, or administrator. The public address system is used for the purpose of making announcements related to students and school activities.
2. eAnnouncements - Anyone interested in receiving a weekly electronic copy of the daily/weekly announcements should visit the high school web page to sign up for this service.

## DETENTION

Students may be given detention when they are in violation of the Attendance and/or Conduct Policies. Students failing to attend detention may receive additional or alternative consequences.

## EIGHTEEN YEAR OLDS

School policies and regulations apply to all students regardless of age.

## ELECTRONIC DEVICES

Students are expected to use electronic devices responsibly and follow teacher rules and expectations during the school day. Failure to do so may result in be confiscation of the electronic device. If electronic devices are brought to school, Mahtomedi Public Schools is not responsible if they are lost or stolen.

## EMERGENCY SCHOOL CLOSING

School closing information will be communicated through School Messenger. Closure information will also be sent to WCCO (830) radio and other media outlets. Please call 407-2119 for news regarding high school activities postponements or cancellations.

## FIRE AND LOCK DOWN DRILLS

According to Minnesota State Law, schools must conduct safety drills. It is important that students follow the appropriate guidelines and policies that have been established for each of these drills.

## FOOD AND BEVERAGES

Consumption of food and beverage is permitted in the commons area only.

## GRADUATION REQUIREMENTS

It is the responsibility of each student to register for and successfully complete all required credits. Students must earn credits in grades 9-12 in the following areas:

	Class of 2013	Classes of 2014, 2015, and 2016
English/Language Arts	4.0 credits	4.0 credits
Fine Arts (Art or Music)	1.0 credit	1.0 credit
Mathematics	3.0 credits	3.0 credits
Physical Education	0.5 credit	0.5 credit
Health	0.5 credit	0.5 credit
Science	3.0 credits	3.0 credits
Social Studies	3.0 credits	3.0 credits
Economics	0.5 credit	0.5 credit
Electives	7.5 credits	6.5 credits
<b>Total Credits</b>	<b>23 credits</b>	<b>22 credits</b>

## **Minnesota Comprehensive Assessments (MCA's)**

Students must pass the MCA II (Minnesota Comprehensive Assessment) to be eligible for graduation. Attendance is mandatory during this time. Please do not schedule vacations or appointments during this testing period. Please see the school calendar for the testing dates.

9th Grade - MCA IIGRAD Writing

10th Grade - MCA II Reading

MCA II Science

11th Grade - MCA II Mathematics

## GRADUATION CEREMONY

The graduation ceremony is optional and has a \$50.00 participation fee. Students will be provided with a free cap and gown. Graduation will be June 8, 2012, at 6:00 PM at Aldrich Arena (no tickets necessary).

## GRADUATION PICTURES, ANNOUNCEMENTS, AND JEWELRY

All 12th grade students must have a school photo taken for the yearbook (no cost/no obligation). Personal senior portraits may be taken at any portrait studio of your choice. Students will not be excused during school hours to take senior pictures.

## HALL CONDUCT AND PASSES

The intermission between classes is provided for students to go to lockers, restrooms and still allow enough time for prompt arrival to their next class. Courteous, safe behavior is expected within the school zone at all times. Socializing in groups should not interfere with students walking in school hallways. Running, shouting and other loud noises are inappropriate in school hallways. Failure to comply with hallway safety and conduct rules may lead to disciplinary action. A student pass is required to be carried by a student who is in outside of her/his classroom during a class period.

## IDENTIFICATION

Students are expected to identify themselves when requested to do so by a staff member. Students who give a false name may be suspended out of school depending on the circumstances.

## IN SCHOOL SUSPENSION

Students may be assigned in school suspension as a consequence for inappropriate behavior or actions. Throughout the day, students will work on homework and projects that benefit the greater school community. They will also have a restorative justice component that is specifically designed to help them understand how their actions impact the community and develop skills for future success.

## INCOMPLETES

A grade of incomplete (I+) may be given to a student who has not finished course work. This grade is given solely at the discretion of the teacher. The grade of I+ becomes an F if the work is not made up within two weeks of the end of the semester. No grades of incomplete will be given for second semester.

## INTERNET POLICY

All students at Mahtomedi High School have access to the school's computer labs and Internet. To ensure quality use of the computers and Internet, the High School has established a Computer Lab and Internet Policy which provides guidelines for student use. The Student Computer and Internet Use Form must be signed by the student and his/her parent prior to student computer use and Internet access. This form is kept on file while the student attends the High School. Students who do not meet the expectations for appropriate computer and Internet use may lose these privileges for extended periods of time, in addition to facing other disciplinary consequences.

## LIABILITY

**Items of personal property are brought to school at the owner's risk.** Neither Mahtomedi Public School District #832 nor Mahtomedi High School are liable for any losses incurred by staff, students, and the general public regardless of the reason or circumstances. All losses should be reported to the office via a theft report form. The theft report forms will be forward to law enforcement.

## LOCKERS

All lockers are property of District 832 and loaned to students at the beginning of each school year. Each student is responsible for the care and content of the locker assigned. A locker should only be used by the persons assigned. At no time, does the school district relinquish its exclusive control of lockers provided for the convenience of students.

Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students may be searched only when school authorities have a reasonable suspicion the search will uncover evidence of a violation of school rules or policies. The display on the locker of obscene buttons, medallions, insignias, posters, or pictures or any material dedicated to the mistreatment or harassment of any racial, religious, or other group will not be tolerated.

Students will be required to clean out their locker before the end of each school year. Fines for writing on or damaging lockers will be issued.

Lockers will be assigned to all students.

All students are able to view their locker assignment and combination from their students SchoolView account. Please follow these steps:

1. From the **My Account** menu on the upper right corner of the SchoolView window, choose **My Info**.
2. Scroll down the **My Info** window to the **Student Information** section. Your locker information appears at the bottom of this section.

### LOST AND FOUND

Students who find lost articles are asked to turn them in to the front desk in the main office. Students who have lost items should check in the main office to see if the items have been returned.

### MEALS

Breakfast and lunch will be made available for purchase. Food and beverage items are not to be taken from the cafeteria and should be eaten while seated at a table. Students may purchase an entire breakfast, lunch, or ala carte items. The food service phone number at the high school is 651-762-5875. Students are to remain in the designated eating area and are not allowed in the parking lot or to leave campus for lunch. Students who violate this rule will be subject to disciplinary action. Students will need to deposit money into their meal accounts as they will not be allowed to pay for meals in any manner other than the debit account. Free and reduced meal application forms are available at the District Education Center. Each student has the right to a safe, pleasant, and clean space to eat. In order to provide this, all students must: use appropriate behavior at all times, follow requests of the cafeteria supervisors, leave the commons area clean, bus tables and return trays, consume food and drink items in the cafeteria, deposit trash and recyclables in the appropriate receptacles, and remain in commons area until passing time.

Starting in September 2012 all schools will have new meal regulations to follow. For a meal to be sold students MUST have at least 1/2 cup of fruit or vegetable on their tray. We will encourage all students to take a full lunch, however, if the required amount of fruits or vegetables is not chosen students will be charged ala carte prices for that meal.

Please encourage your child to take a nutritious, well-balanced meal that includes fruits and vegetables. It's still the best deal around!

### MEDIA CENTER

Media center hours are 7:30 AM-3:00 PM on school days.

### MEDICAL EMERGENCIES & SUDDEN ILLNESS

If students become ill or injured during the school day, the health paraprofessional will contact the parent/guardian. If the guardian is not able to be reached, the health paraprofessional will call the emergency number indicated. An ill student will not be sent home from school unless someone has been contacted. ***Students are not to leave school if they are ill without first checking in at the health office.***

### NO SHOW TO THE OFFICE

Students who are sent to the office from class must report directly to the office. Students who do not report to the office may be given a detention, in school suspension, or other appropriate consequences.

### PLEDGE OF ALLEGIANCE

Minnesota state law requires all public and charter school students to recite the Pledge of Allegiance to the United States of America one or more times a week. MHS conducts the Pledge of Allegiance over the school intercom system on Monday mornings. Anyone who does not wish to participate in reciting the pledge may elect not to do so. Students must respect another person's right to make this choice.

*I pledge Allegiance to the flag  
of the United States of America  
and to the Republic for which it stands,  
one nation under God, indivisible,  
with Liberty and Justice for all.*

### POSTERS

Students may make and put up posters in the building according to the following guidelines:

1. The school activity advisor or principal approves each poster.
2. The poster is for a school activity.
3. The poster is hung on approved bulletin boards.
4. The poster must be removed immediately after the publicized event is over.

### POST SECONDARY ENROLLMENT

Any Junior or Senior interested in PSEO should see their counselor for more information. Mahtomedi High School will accept college credit toward the high school diploma with prior approval. Students should seek a variance to allow dual HS/College credit from their Guidance Counselor prior to the first day of class.

### PUBLIC DISPLAYS OF AFFECTION

Public displays of affection beyond holding hands are unacceptable. Students are expected to refrain from such displays within the school zone.

### RECORDS

According to the Minnesota State Law Relating to Pupil Records, the parent/legal guardian, or a pupil 18 years of age or older, may examine or obtain copies of the student's file. She/he may do this by making an appointment in the Guidance Office. Records will be reviewed in the presence of a counselor or an administrator. His/her school may release directory information upon request. For further information refer to Board Policy #509.

### SCHEDULE CHANGES

Students must use the schedule change form available in the guidance office. Final approval of any changes will be granted by an administrator and/or counselor and meet the following criteria:

1. The class is no longer needed due to summer school make-up
2. The student has a written doctor's excuse to release him/her from the course.
3. The student needs to make up a required class.
4. A computer error necessitates a schedule change.
5. The student does not meet course requirements.

Schedule changes will not be made to accommodate requests for different class sections, different lunch sessions, to be with friends or a different teacher.

A student has the right to drop a class anytime within the first four (4) days of a term. However, there is no guarantee the student can be placed in another class. Dropping a class after the fourth day will result in an F and a loss of credit for that class. A student with excessive absences is referred to the administrator for appropriate disciplinary action as per Minnesota's Compulsory Attendance Law and the District Discipline Policy.

### SCHOOLVIEW PARENT ACCESS

Parents are encouraged to monitor their child's attendance, schedule, homework and grades from any Internet-connected computer through SchoolView online parent access.

Parents needing SchoolView information can call the guidance office at 651-407-2118. Information may also be found on the high school's web site.

In addition to SchoolView, parents will be contacted via phone if your child has an unexcused/unresolved absence and through email for an excused absence using school messenger.

### SKIP DAYS

Mahtomedi High School does not authorize skip days of any kind and participation in any such day may result in individual and all class sanctions. A skip day is defined as 25% or more of the class gone for both excused and unexcused absences.

### STUDENT RECOGNITION

1. Academic Lettering
  - a. Grade 9 students - Students in the top 25% of the class of 2016 will be recognized and presented with academic an academic letter in the fall of their 10th grade year. Academic letters are earned by students based on their weighted and/or unweighted annual grade point average calculated at the end of their 9<sup>th</sup> grade year. This grade point average will include classes completed in the Mahtomedi School District.
  - b. Grade 10 students - Students in the top 25% of the class of 2015 will be recognized and presented with an academic letter in the fall of their 11<sup>th</sup> grade year. Academic letters are presented to students based on their weighted and/or unweighted annual grade point average at the end of their 10<sup>th</sup> grade year. This grade point average will include classes completed in the Mahtomedi School District.
  - c. Grade 11 students - Students in the top 25% of the class of 2014 will be recognized and presented with an academic letter in the fall of their 12<sup>th</sup> grade year. Academic letters are presented to students based on their weighted and/or unweighted annual grade point average at the end of their 11<sup>th</sup> grade year. This grade point average will include classes completed in the Mahtomedi School District.
  - d. Grade 12 students - Students in the top 25% of the class of 2013 will be recognized on their diploma and at commencement. Academic letters are presented to students based on their weighted and/or unweighted annual grade point average at the end of semester one of their 12<sup>th</sup> grade year. This grade point average will include classes completed in the Mahtomedi School District. Senior students with a weighted and/or unweighted cumulative grade point average of 3.70 and above at the end of semester one of their senior year will be eligible to wear a gold cord at commencement.
2. Academic Honor Roll - Each semester, students will be recognized as an honor roll student based on their weighted and/or unweighted grade point average at the end of each term. This grade point average will include classes completed at Mahtomedi Schools.
  - a. High Honors = 3.70 grade point average and above
  - b. Honors = 3.00 to 3.69 grade point average

3. Attendance - Students are recognized at the end of each semester for perfect attendance. Annual perfect attendance will be recognized during the fall academic lettering program.
4. Blue and Gold Breakfast - Each high school staff is asked throughout the school year to invite one student to a breakfast, provided by National Honor Society, in the Black Box Theater celebrating individual growth by the student. Students invited to the Blue and Gold Breakfast bring their families and are recognized at a program highlighting the student's achievement.
5. Celebration of Excellence - At the end of semester one, students in the top 10% of the graduating class based on cumulative grade point average will be invited to the annual Celebration of Excellence Dinner in April. Invited students identify Mahtomedi staff that has made a difference in their educational career. This event is coordinated through a team of community members dedicated to recognizing excellence among students and teachers.
6. National Honor Society - Students with a weighted and/or unweighted cumulative grade point average of 3.70 or higher at the end of semester one as an 11<sup>th</sup> grade student are invited to apply for membership in the National Honor Society. National Honor Society students are eligible to wear a gold tassel during the commencement ceremony.
7. Senior Activities Awards
  - a. The Athena Award is presented to one female senior student athlete. Head coaches of all school sponsored athletic teams nominate an individual for this award. The female athlete with the majority of votes is the recipient of the Athena Award.
  - b. The AAA Award (Academic, Activity, and Athletic participation) is granted to one male and one female senior student. High school staff nominates senior students and those with the majority of votes are the recipients of the AAA Award.
  - c. Graduating students earning a letter and/or participation recognition in a school-sponsored activity will be invited to the Fine Arts Banquet and/or the Athletic Awards program in the spring of their senior year.
8. Senior Scholarship Night - Graduating students earning a local monetary scholarship for post-secondary work are recognized during an evening program in May of their senior year. Students will be invited by the guidance office if they receive a scholarship.
9. School Board Recognition - Throughout the school year, students are invited to be recognized at a school board meeting. Criteria for recognition include, but are not limited to: individual state recognitions, external student competitions and recognitions, National Merit Scholarship finalists, ACT achievement, and SAT achievement.

### SUBSTITUTE TEACHERS

If the regular teacher is absent from the classroom, students will have a substitute teacher to guide learning for the day. The substitute teacher assumes all the responsibility as well as the authority of the regular teacher. It is expected that all students will treat substitute teachers with respect and provide assistance in making the day worthwhile and productive.

### TENNESSEN WARNING

The purpose of an administrator's questioning is to find out what happened and impose proper discipline. The Mahtomedi High School discipline policy requires that the student cooperates. Non-cooperation may subject the student to further discipline. Other than school officials, parents, guardians, and, if necessary, the MSHSL, no one else will receive the information. Suspected criminal information will be submitted to the Washington County Sheriff.

### TEXTBOOKS

Textbooks are district property and are loaned to students for their use. It is the responsibility of students to take care of all property. Students must return the book that was checked out to them at the beginning of the course. Fines will be assessed for any damages over and above wear of normal use. Lost or stolen test books will result in a replacement cost to the student.

### TOBACCO FREE CAMPUS

Mahtomedi Public Schools and school events are tobacco free. This includes but is not limited to cigarettes, cigars, chewing tobacco, and any other nicotine containing materials (including smokeless tobacco products).

### TORNADO DRILLS

According to Minnesota State Law, schools must have tornado drills. It is important that students follow the tornado alarm guidelines each time the alarm goes off.

1. Warning signal: Principal or designated person will issue a warning over the public address system.
2. Staff and students will proceed to designated areas as shown on the school map. (Some classes will stay in the room due to the fact that it does not have an outside wall).
3. Stay away from large unsupported roof areas such as the two gymnasiums as well as windows and outside doors.
4. Students and staff are to be seated, face the wall against interior walls at predetermined locations, tuck their heads against their knees and cover their necks with hands or books as a protection against falling debris.
5. Remember to insure that students stay at least 10 feet from the ends of corridors to avoid being too near outside doorways.

### TRANSCRIPTS

Student transcripts include all high school classes and grades taken in grades 9 through 12, all reported ACT and SAT scores, all reported SAT II scores, MCA scores, GPA, class rank, and health/immunization records.

### TRANSPORTATION

***Riding the school bus is a privilege, not a right.*** One of Mahtomedi High School's priorities is to provide a safe and caring environment for our students from the time they leave home in the morning until they arrive home in the afternoon. A safe and pleasant bus ride to and from school is a primary concern and is a shared responsibility of students, parents, school, bus contractors, and bus drivers. The following expectations will be in effect while a student is riding the bus or at the bus stop:

Students are expected to be at the pickup location at least *five minutes* prior to the assigned pickup time. The school bus driver will not wait for late students, nor will the bus be sent back for late students who miss the school bus.

#### **While waiting for the school bus, students are expected to:**

- Stay back from the curb so as not to distract passing motorists or accidentally slip and fall into the street.
- Wait for directions from the bus driver before crossing the street, then cross ten feet in front of the bus.
- Wait for the bus to come to a complete stop before approaching the bus.
- Never chase or run beside a moving bus. Such actions **WILL** result in a one-week suspension of bus riding privileges.

#### **While on the bus, students are expected to:**

- Follow the directions of the driver or safety assistant promptly and courteously.
- Do not bring any weapons or nuisance articles on the school bus.
- Do not extend or throw any object out of the window.
- Emergency equipment should not be tampered with.
- Fighting, spitting, teasing, wrestling, throwing objects, or littering will not be tolerated.
- Respect the personal property of other students.
- Profane or abusive language or gestures will not be tolerated.
- Keep the noise level down. Screaming and shouting are prohibited.
- Students responsible for vandalism must make restitution.
- The use of and/or possession of tobacco and alcohol is prohibited.
- Sexually degrading comments, bullying, threatening, and intimidating remarks are examples of harassment and will not be tolerated.
- Disciplinary action may be taken for any behavior, which is disruptive of good order and violates the rights of others.

#### **Consequences:**

Consequences of school/bus stop misconduct will apply to all students who ride the school buses. Decisions regarding a student's ability to ride the bus will be made at the sole discretion of the School District. Parents will receive notification of all bus reports in written form, which need to be signed and returned to school on the next school day. Parents and guardians will also be notified of any suspension of bus privileges.

First Offense	Warning to student, notification to parent
Second Offense	Five to ten day suspension of bus privileges
Third Offense	Ten days to one semester suspension of bus privilege
Fourth Offense	Bus privilege suspension for the remainder of the school year Depending on the severity of a student's misconduct, more serious consequences may be imposed at any time. Based on the nature of the offense, consequences such as suspension or expulsion from school may result from bus or bus stop misconduct.

### TRANSFER/WITHDRAWAL PROCEDURES

Should it become necessary for students to transfer or withdraw from Mahtomedi High School, they should contact the secretary to the Guidance Office to obtain the withdrawal form and follow all procedures outlined. The withdrawal form must be completed and returned to the guidance office.

### TRESPASS ON SCHOOL PROPERTY

It is a misdemeanor for a person to enter or be found in a public or non-public elementary, middle or secondary building unless the person:

1. Is enrolled as a student in the school or an employee of the school district.
2. Is a parent or guardian of an enrolled student in the school and has reported their presence in the school building as required for visitors to the school into the front office.
3. Has permission or an invitation from a school official to be in the building.
4. Is attending a school event, class, or meeting to which the person, the public or the student's family is invited; or 5. Has reported their presence in the school building in the front office as required for visitors to the school.

## **TUTORING**

Information regarding tutoring programs is available from the counselors in the Guidance Office.

## **VISITORS**

In order to uphold the rights of students to an orderly and uninterrupted education, visitors are not allowed in school. If you feel you have a legitimate reason for bringing a visitor, then it is your responsibility to obtain written permission from the office at least one day in advance of the planned visitation. No visitors will be allowed on a day before vacation or two weeks prior to the end of the school year. Parents/guardians are always welcome, but are encouraged to make an appointment with the person(s) they wish to see. ***All visitors must report to the main office when first arriving in the building.***

## **VISITOR PARKING**

Visitors to the building are asked to park in the visitor parking areas at the front of school and to sign in at the main office.

# **B. ATTENDANCE POLICIES**

## **ATTENDANCE GUIDELINES**

School attendance is one of the most significant factors related to school achievement. The school, parents, and students share the responsibility of promoting regular attendance. The Minnesota Compulsory Attendance Law requires students to attend all their classes every day. Teachers take attendance each period. The school day is from 8:00 a.m. to 2:30 p.m.

When absences become excessive for any reason, parents will be contacted. The school is the arbiter of whether an absence is excused or unexcused based on the Minnesota Compulsory Attendance Law. If an absence is unexcused, credit for work missed may not be granted. Three unexcused absences will result in referral to Child Protection Services at Washington County for the initiate truancy reporting process.

The school cannot “excuse” a student from missed opportunities to learn or perform tasks, which constitute a learning project. Responsibility for such absence and lost opportunity rests with the student and parents. An absent student cannot expect to make the same progress as he/she would in attendance at school. The student assumes complete responsibility for checking carefully with each teacher to make sure that all make-up work is completed in accordance with building-established and teacher procedures and time lines. Teachers will not be expected to offer extraordinary sessions explaining work that will be missed because a student is absent for reasons other than illness.

## **EXCUSED ABSENCES**

### **APPOINTMENT:**

Appointments with doctors, dentists, lawyers, etc, should be arranged after school or on days when school is not in session. If this is not possible, the student should bring a parent note to school and check with either the main office or the health office to excuse the absence. For unexpected appointments where a student needs to be released early, please call the health office directly at 651-762-5852.

### **COLLEGE FAIR/VISIT\***

College/campus visits are an important part of selecting the post secondary school which will best suit students’ needs or interests.

Following are procedures to arrange campus visits:

1. Whenever possible, visits should be arranged on days when classes are not in session (workshop days, MEA, winter break, etc.)
2. If visits are necessary during the school day, please notify the main office and your students teachers at least five days prior to the visit.
3. Campus visits are not allowed during the last week of school each semester (5 school days). Students requesting an exception must submit the name of a post-high contact person to verify the need of an absence.

### **COURT APPEARANCE:\***

This should be excused at least three days in advance.

### **FAMILY EMERGENCY**

Such absences include serious illness in the student’s immediate family, death in the student’s immediate family, close friend, or relative, or physical emergency (fire, flood, storm, etc.).

### **FAMILY VACATION:\***

The school administration understands that there are exceptional circumstances which require families to take a vacation during the school year. However, if family vacations can be scheduled to correspond with school breaks, it would benefit both the student and the school. We discourage scheduling of vacations when school is in session. At least one parent must accompany the student on the trip. After making the arrangements, a parent must notify the main office by sending a signed note with their student or calling the attendance line at 651-762-5851.

### **FUNERALS**

### **ILLNESS:**

A parent/guardian should call the school attendance line at 651-407-2108 on the day of absence and report the absence. If it is not possible to notify the school on the day of absence, the student must bring in a note the next day to be re-admitted to school.

### **RELIGIOUS HOLIDAYS**

### **SCHOOL CAUSED:**

Such absences include field trips, athletic trips, music trips, etc.

*\*Exceptional Circumstances: Parents must contact the school in advance to receive permission for an excused absence for the above circumstances and any circumstance other than those identified above. This permission may or may not be granted at the discretion of the principal.*

**Parents will be contacted through email using school messenger to indicate that your child has an excused absence.**

## **UNEXCUSED ABSENCES**

All absences not authorized by the school administration are unexcused. Some examples of unexcused absences are:

- Babysitting
- Personal (no reason given)
- Driving Lessons
- Staying home or going to another location to do homework
- Driving Permit/License Tests
- Transportation Problem
- Missed Bus
- Work
- Oversleeping / Running Late

Students who are unexcused for any time of the day will not be allowed to participate in that day’s co-curricular activities. If the unexcused absence is not detected until the following day, the student will not participate in that day’s activities.

If student is more than 5 minutes late to class without an excused reason, that is considered an unexcused absence (more than 10 minutes late to period 1). When a student accrues three unexcused absences, a letter is sent home and the Washington County Truancy officer is notified.

**Parents will be contacted via phone using school messenger to indicate that your child has an unexcused or unresolved absence.**

## **TRUANCY**

Truancy is any unexcused absence from school or class. A student is truant if he/she leaves school without a pass, has an unexcused absence, obtains a pass to go to a certain place and does not report there, or comes to school but does not attend class. When truancy occurs, a school representative will notify parents via referral, phone call, or letter. When a child accumulates three truancies in one school year, school administration will notify the Washington County Truancy Officer.

## **EXCESSIVE ABSENCES**

The average student in the state of Minnesota misses a total of seven (7) days, excused and/or unexcused, in a school year . Students, who miss more than seven days, whether they are excused or unexcused, are considered excessively absent. When absences become excessive for any reason, parents will be contacted. The school is the arbiter of whether the absence is excused or unexcused. Medical, legal, or other professional verification for future absences may be required to excuse the student from school.

After 3 unexcused absences, the Washington County Truancy Office is notified. Typically, formal written noticed will be sent home from a member of the Washington County District Attorney. Students accumulating 7, or more, absences at any point during the school year will be referred to the appropriate Washington County services for formal truancy intervention.

## **EXTENDED ABSENCES**

If the student has suffered an extended, long-term illness and required work has not been completed, the class record will show an incomplete. A grade will be assigned after the work is completed according to the make-up policy guidelines. A student absent for an extended period (typically 15 days or more) due to illness is eligible for homebound instruction. Parents should contact the building principal to make these arrangements.

## **LATE ARRIVALS**

Students must check in with the office if they are arriving to school after the start of the school day.

## **LEAVING SCHOOL DURING THE DAY**

**NO STUDENT IS TO LEAVE THE BUILDING OR IT’S PREMISES DURING THE SCHOOL DAY WITHOUT EITHER AN EARLY DISMISSAL SLIP, PERMISSION FROM AN ADMINISTRATOR OR HEALTH SERVICES PERSONNEL, ENROLLMENT IN AN AUTHORIZED WORK PROGRAM, OR HAVING AN IEP THAT REFLECTS A NEED FOR AN ALTERED SCHOOL DAY.**

**Early Dismissals:** *A student who has an appointment must presenting a note from a parent/guardian in either the main office or the health office prior to 8:00 AM to receive a dismissal slip. Attendance related phone calls are answered periodically throughout the day Monday through Friday but may not be received in time for the student to be dismissed. Please keep this in mind if calling to dismiss your child from school.*

**Illness:** If a student becomes ill during the school day, he/she must report to the health office. *Students are not permitted to call for permission to be dismissed from school on their cell phone.* They must report to the health office and the health paraprofessional will contact the parent to get permission to dismiss the student. Failure to do so may result in disciplinary action.

## **STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES/SCHOOL ATTENDANCE**

In order to participate in extra-curricular activities (practice, game, performance, etc.) a student must be in school, at a minimum, for the second half of the school day (11:00 to 2:30). If a student has an unexcused absence, including lunch, advisory, or study hall, that student

may not participate in that day's event. *If a student goes home ill during the course of the school day or stays home ill longer than half of the school day, she/he is not eligible to participate in that day's activities.*

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### TARDIES

Definition: If student is not IN the classroom and prepared to begin class at the designated start time for the class, the student is tardy.

Mahtomedi High School Tardy Policy and Disciplinary Consequences:

- 1st tardy:** student receives a reminder from the teacher and a possible consequence
- 2nd tardy:** teacher notifies parent and student receives a possible consequence
- 3rd (+) tardy:** written referral, administrator notifies parent and 1 hour detention or ZAP room assigned.

### MAKE-UP WORK FOR ABSENTEEISM

Students who were absent are permitted and expected to make up the missed work. Arrangements for makeup work are the responsibility of the student and must be made with the teacher immediately upon returning to school. A period of two days for each excused day missed is the general rule unless other arrangements have been made by the teacher. A failing grade will be recorded for all make-up work not completed within the agreed upon time.

## C. STUDENT SERVICES

### GUIDANCE AND COUNSELING SERVICES

Guidance and counseling services are available to all students at Mahtomedi High School. The purpose of the guidance services is to assist each student in his/her personal, social, career and post-high school planning needs. Counselors may assist students in the following areas:

- Recommending materials and methods to improve study habits
- Planning schedules and school programs
- Making appropriate course selections and planning for the future
- Offering counseling services for personal problems
- Assistance in post-secondary plans

### COUNSELING STAFF

Chris King, Administrative Assistant ..... 651-762-5843  
Anne Erickson, Counselor ..... 651-762-5847 (students last name A-G)  
Keith Miley, Counselor ..... 651-762-5846 (students last name H-N)  
John Akins, Counselor ..... 651-762-5844 (students last name O-Z)

### HEALTH SERVICES

The Health Office is staffed by a Health Paraprofessional, who is certified in First Aid and CPR. The Health Paraprofessional is available on student contact days from 7:45-2:45 and consults regularly with a Licensed School Nurse. The District Nurse is in the Health Office approximately one day a week and on an as needed basis.

#### **Staff:**

Shannon Polley RN, LSN (District School Nurse).....651-407-2263  
Tani Pulver (Health Paraprofessional) ..... 651-762-5852  
Terry Trautman (Mental Health Coordinator) ..... 651-762-5845

Health information and forms can be found on the High School web site under "The Office" then under "Health Office" then "District Health Services" or in the High School Health Office.

- All Students that become ill during the school day must have a pass from their classroom teacher before reporting to the Health Office, except in an emergency.
- When the Health Paraprofessional is not on duty, students should report to the Main Office for assistance.
- Students, who are not feeling well, may rest in the Health Office for a short period of time.
- If a student is too ill to return to class, or if an emergency exists, the parent/guardian or designated contact will be contacted by the health office and the student will be released from school. If this procedure is not followed, and the student leaves without properly checking out through the health office, the student will be considered truant and regular school disciplinary action will be taken.

#### **Emergency Form**

Student emergency forms are kept on file in the Health Office. The information on this form is used to notify parents/guardians in the event of illness or injury. It is essential that this form be kept up-to-date with current home, work, and cell phone numbers. Please note health conditions and medications on the emergency form in the provided spaces so that the Health Office can treat your child appropriately.

#### **Health Concerns**

If your student has a chronic health condition such as a life threatening allergies (i.e. bee stings, food) or any other health condition or concerns that may require an emergency health plan or additional assistance, please notify Shannon Polley RN, LSN (District School

Nurse) or Tani Pulver (Health Paraprofessional) at 651-762-5852.

### **Immunizations**

The state of Minnesota School Immunization Law (MN Statutes, section 121A.15) states that students may not enroll nor remain enrolled in school without having provided documentation of immunizations or notarized legal exemption. Failure to provide documentation within 30 days of enrollment will result in dismissal from school. Information and documents related to immunizations can be found on the district website at [www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us). Click on Student Services and scroll down to Health Services. If your child has received additional immunizations, contact the Health Office to update his/her record.

### **Is my student too sick to send to school?**

Daily attendance is an expectation for all students to ensure their success in school. When illness does occur, follow the criteria listed below for keeping your son or daughter at home:

- **Fever** of 100° or higher within the last 24 hours.
- **vomiting** within the last 24 hours.
- **Diarrhea** within the last 24 hours.
- **Pink Eye** - red eyes with drainage/matter usually indicates pink eye. Your child should stay home until 24 hours after treatment begins.
- **Strep Throat** - stay home until he/she has been treated with medication for 24 hours

*Please call the attendance line at 651-762-5851 to report **any** absence. Call each day your child is ill and state current symptoms. If your child has a specific diagnosed illness (i.e. strep), please let us know as we try to keep track of current illnesses within the high school.*

**Please Note:** Students are not permitted to call for permission to be dismissed from school on their cell phone. They must report to the health office or nurse and the school will contact the parent to get permission to dismiss the student. Failure to do so may result in disciplinary action.

### **Medications at School:**

The Health Office does not supply medications of any kind. If your student needs medication at school to help them be comfortable and increase attendance, medications must be kept in the Health Office. Some examples of medications that might help your student stay in school are: decongestants, cough drops, Tylenol or Advil. You **must** send all forms of medication in their original container. If medications will need to be given for longer than two weeks, a *doctor's signature* is required as well. **All** medications **must** go through the health office. This includes inhalers. Students may carry an inhaler with him/her if a medication authorization is completed and he/she has had a meeting with the Licensed School Nurse. We also recommend having a back-up inhaler kept in the health office. Medication Authorization Forms are available in the Health Office or can be downloaded from the district website.

### COMPUTERLABS AND INTERNET

Computer access is a privilege for students and may be denied if students do not adhere to district use policies. All students and parents will be required to sign and return the SCHOOL DISTRICT INTERNET USE AGREEMENT. The computer lab is open from 7:00 AM to 3:00 PM daily. Individual passes will be issued at the discretion of the classroom teacher. Students are responsible for the care of the equipment and the lab. Tampering with equipment will result in losing computer use privileges. In addition, students accessing another student's file will also lose privileges. Playing computer games is not permitted.

As a student at Mahtomedi Public Schools, you have access to the school's computer labs and the Internet. This is an incredible resource tool for you. Unfortunately, there is some information on the Internet that has no educational value and can put you, the district and the network at risk. To ensure quality use of the network we have established an Acceptable Use Policy which is summarized below (the entire district Acceptable Use Policy #524 can be found on the district website, school office and in the district policy manual).

1. You should always have a specific topic of educational interest for research when using the Internet.
2. No information should be downloaded from the Internet without teacher approval.
3. Students are not allowed to view, listen to, or download any material that is obscene, vulgar, and sexually explicit or in any other way violates the district's Harassment or Acceptable Use Policies. Additionally prohibited, materials/activities are the following: gambling; online gaming; downloading or streaming of audio or video files; promotion of private causes; entering into contractual relations; accessing information on violence, hate groups, or controlled substances; modification of passwords or assigned user names; downloading and/or installing software without authorization; modifying software default settings; accessing the network/Internet through any means other than that provided by the School district; accessing or using newsgroups or list services without permission; transferring district files without prior permission; releasing or spreading malicious software (viruses, etc); unauthorized access to the district's network and its resources, intentionally bypassing filtering and security measures.
4. Consequences for misuse/abuse of the district's technology will include any, or combinations of the following:
  - a. Call home with a signed return letter from the parent/guardian
  - b. Loss of credit for the Internet/computer lab assignment(s)
  - c. Loss of privilege to use district technology
  - d. Referral to the principal for discipline

### MEDIA CENTER SERVICES

Students may come to the Media Center from classes, resource, and advisory with a pass to do research and check out materials. The media center is staffed with media specialists to assist students from 11:00 to 3:00 daily. Media Center hours are from 7:30 a.m. – 3:00 p.m.

### SPECIAL SERVICES

Services for students with identified special learning needs are available at all grade levels. For students who qualify, an educational program is tailored to meet individual needs in least restrictive settings. Parents should contact the Special Education Department or the Guidance Office for additional information.

### ELL/ESL (ENGLISH LANGUAGE LEARNER/ENGLISH AS A SECOND LANGUAGE) SERVICES

The High School offers services for students who have been identified as having limited English proficiency. Programming is designed to improve proficiency in the following English language skills: reading, writing, listening, and speaking.

### FOOD SERVICES

A variety of Type A meals (a well-balanced breakfast and/or lunch that includes milk) are available in the commons each day. In addition to lunch offerings, students may purchase breakfast items in the commons between 7:30 and 7:50 a.m. each morning. Meal prices are available on the website.

Starting in September 2012 all schools will have new meal regulations to follow. For a meal to be sold students MUST have at least 1/2 cup of fruit or vegetable on their tray. We will encourage all students to take a full lunch, however, if the required amount of fruits or vegetables is not chosen students will be charged ala carte prices for that meal.

Every student is given a Personal Identification Number (PIN) to be used when making purchases in the commons. The student's photo is displayed when a PIN is entered on the keypad. Our school uses a pre-paid computerized lunch system. Pre-payments may be: 1) sent with your child in an envelope marked with your child's full name, the amount of payment, and PIN number and deposited in the drop-box outside the Main Office by 10:00 a.m. (checks should be made payable to ISD 832); or 2) made via the internet or by phone 24/7 using VISA, MasterCard, Discover, Debit Card or Electronic Check. To register with PAMS, go to [www.PayPAMS.com](http://www.PayPAMS.com) or call 1-888-994-5100 and have your child's PIN number ready along with your billing information. You will be charged a nominal fee if you use this method of prepayment.

### STUDENT ACCIDENT INSURANCE

*Please note that the school district does not provide any type of health or accident insurance for injuries incurred by students at school or in sports activities.* Since children are particularly susceptible to injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate. If you do not feel your insurance is adequate because of a deductible or co-insurance, or if you do not have insurance, we encourage you to review the Student Insurance program. Insurance information is available at the district office.

### CENTURY TECHNICAL COLLEGE/916

Students interested in Century College/916 should see their counselor for registration information. One of the goals of the Century Technical College/916 is to provide advanced vocational training to high school students who have determined their interest in entering a special vocation. Transportation will not be provided.

## D. STUDENT ACTIVITIES

Staff members believe strongly in encouraging students to participate in co-curricular and extra-curricular activities during their years at the High School. They feel that participation in these activities enhances student learning, promotes positive relationships with peers and adults, and helps students develop important skills that can be applied throughout life.

Should you have questions about high school activities, please call the activities office:

Jeff Whisler ..... Activities Director ..... 651-762-5803

Karen Grill ..... Activities Assistant ..... 651-762-5807

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Cross Country (G/B)	Alpine Skiing (G/B)	Adapted Bowling (G/B)
Football (B)	Basketball (G/B)	Baseball (B)
Soccer (G/B)	Gymnastics (G)	Golf (G/B)
Swimming and Diving (G)	Hockey (G/B)	Lacrosse (G/B)
Tennis (G)	Nordic Skiing (G/B)	Softball (G)
Volleyball (G)	Wrestling (B)	Tennis (B)
		Track (G/B)

SCHOOL SPONSERED ACTIVITIES		
Band	French Club	Real World Design Challenge
Chess Club	Interact Club	Rocket Club
Choir	Knowledge Bowl	Students Against Destructive Decisions (SADD)
Danceline	MN Mathematics League	Shades of Youth
Drama Club	Mahtomedi Service Partnership (MSP)	Spanish Club
Eco Club	National Art Honor Society (NAHS)	Student Leadership Council (SLC)
Fall Play	National Honor Society (NHS)	Yearbook
	One Act Plays	

STUDENT INTIATED ACTIVITIES		
Equestrian	First Robotics	Sailing
Fellowship of Christian Athletes (FCA)	Gay-Straight Alliance (GSA)	Ultimate Frisbee

### MSHSL ATHLETIC ELIGIBILITY STATEMENT

Any student who is a participant in a MSHSL sponsored athletic or fine arts activity must have an eligibility form turned into the activity office or the designee of the activity.

### BEHAVIOR UNBECOMING OF A CAPTAIN

Any student who is found to be in violation of any MSHSL eligibility by-laws will lose their captaincy and/or will not be eligible to become a captain for one calendar year.

### STUDENT CODE OF RESPONSIBILITIES

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country

A student whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.

This is a summary of the general rules which students and parents should understand. Complete regulations are found in the MSHSL official Handbook. A copy of this may be picked up in the Activities Office at the high school. If there is a question about any rule interpretation, CONTACT THE HIGH SCHOOL ACTIVITIES DIRECTOR AT 651-762-5803.

**ATHLETIC ELIGIBILITY**  
**MINNESOTA STATE HIGH SCHOOL LEAGUE POLICY**  
**MAHTOMEDI HIGH SCHOOL RULES**

**1. Mood Altering Chemicals**

Mahtomedi High School subscribes to the Minnesota State High School League policy and penalties on the use of mood altering chemicals. It reads as follows:

During the calendar year a student shall not use or consume, have in possession, buy, sell or give away any beverage containing alcohol, any tobacco product, marijuana or any controlled substance.

Penalties:

- a. **First violation** - after confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
- b. **Second violation** - after confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.
- c. **Third and Subsequent violations** – (a) after confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events in which the student is a participant and (b) the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Penalties shall be accumulative beginning with and throughout the student’s participation of a varsity, junior varsity, 10th grade, or 9th grade team.

**Academic Eligibility**

To be scholastically eligible, a student must be making satisfactory progress towards the school’s requirements for graduation. At Mahtomedi High School, we interpret this to mean passing all classes. A student who receives an “F” is not earning credit and therefore not making satisfactory progress towards graduation.

- a. **Step 1** - A student receiving a final grade of “F” at the end of the semester is put on academic probation for the following semester.
- b. **Step 2** - During that probationary semester that student must turn in a weekly progress report to the Activities Director. Failure to turn in this progress report may result in a temporary suspension from an activity.
- c. **Step 3** - If a student receives a final grade of “F” at the end of the probationary semester, he/she will be ineligible to participate in any activity the following semester of his/her next season. This eligibility policy may carry over to the following school year.

Eligibility decisions for Special Education and At Risk students shall be handled by the Student Support Team, principal and activities director on a case-by case basis.

Middle School students participating in high school programs are required to maintain the same level of performance as high school students in order to be eligible.

In addition, a student must earn the following number of credits by the time indicated in order to participate in extra-curricular activities.

Class of 2013:

Conclusion	Semester 1	Semester 2
Grade 10	8.5	11.5
Grade 11	14	17
Grade 12	20	23

Class of 2014 (and beyond)

Conclusion	Semester 1	Semester 2
Grade 9	2	4.5
Grade 10	7.5	10
Grade 11	13	16
Grade 12	19	22

**STUDENT PARTICIPATION IN CO-CURRICULAR ACTIVITIES/SCHOOL ATTENDANCE**

In order to participate in co-curricular activities (practice, game, performance, etc.) a student must be in school, at a minimum, for the second half of the school day (11:00 to 2:30). If a student has an unexcused absence, including lunch, advisory, or study hall, that student may not participate in that day’s event. If a student goes home ill during the course of the school day or stays home ill longer than half of the school day, she/he is not eligible to participate in that day’s activities.

**FEES**

**Activity.....Grade 9-12**

Hockey .....	\$320.00
Football .....	\$270.00
Soccer .....	\$220.00
Basketball.....	\$220.00
Gymnastics.....	\$220.00
Swimming.....	\$220.00
Volleyball .....	\$220.00
Tennis .....	\$220.00
Cross Country .....	\$220.00
Wrestling.....	\$220.00
Lacrosse .....	\$220.00*

**Activity ..... Grade 9-12**

Softball .....	\$220.00
Baseball .....	\$220.00
Track .....	\$220.00
Golf.....	\$220.00
Nordic Skiing .....	\$220.00
Alpine Skiing .....	\$220.00
Danceline .....	\$220.00
Drama .....	\$75.00 for entire year if student appears on stage
Inst. Rental (wind).....	\$45.00
Inst. Rental (percussion) . . . . .	\$22.50

\*An additional fee may be required as determined by the lacrosse club

- There is no family maximum per year.
- Families who are eligible for free or reduced lunches should contact the Activities Office because they may be eligible for a discount on their athletic fees.
- Athletic fee refunds will be given through the fourth week of a season. Failure to make a team due to tryouts will result in a full refund. It is the responsibility of the athlete to complete a check request form and return it to the activities office for a refund.

A fee will be charged to students who participate in extracurricular athletic activities for use of athletic equipment and apparel. Fees are based on varying expenditures and depreciation according to the following schedules:

**TOURNAMENT POLICY-STUDENT/ATHLETIC ATTENDANCE**

Mahtomedi High School Policy regarding Tournaments:

Should any of the high school teams be participating in a State Tournament, provisions will be made for student attendance at the tournament. Only athletes of a given sport may attend their respective tournament if Mahtomedi does not qualify for participation. Students will be dismissed one (1) hour prior to the start of the first game.

**PHILOSOPHY OF SPORTSMANSHIP**

A discussion of sportsmanship, ideas that should be stressed include:

1. Spectators, players and coaches have an obligation to accept the officials’ decision in an appropriate manner.
2. Visiting teams and fans are guests of the home team.
3. The most important objective of all games is to learn to play and cheer appropriately while being fair to opposing players and treating officials with dignity.
4. Spectators should support and not be negative towards opposing players or fans.

**FANS’ RESPONSIBILITIES**

1. Attention to the National Anthem.
2. Show respect for the officials.
3. Stand for your school song.
4. Show respect for other team.
5. Cheer appropriately for your team.
6. Applaud for any outstanding play.
7. Show respect for other fans.
8. Keep a positive attitude.
9. Stay in the stands.
10. No profanity.

Failure to follow any of these guidelines may result in losing the privileges of attending a Mahtomedi High School event for a period of time as determined by the school administration.

## STUDENT PARTICIPATION IN DANCES

There are a number of dances at the high school throughout the year. The following are rules for all dances.

1. Respectful dancing and touching.
2. No bending over or leaning against a wall
3. Dresses cannot rise up
4. Dancing is from side to side (no up and down dancing)
5. Dance like Mrs. Breening is watching
6. **Dances are open to current Mahtomedi High School students (grades 9-12).** Mahtomedi students may bring only one guest to a dance. The school reserves the right to ask any student for school ID to ensure they are a Mahtomedi High School student.
7. Preliminary Breath Tests (PBTs) will be administered to all students attending Homecoming, Silverbelle, and Prom. The school reserves the right to administer a PBT to any student on a case by case basis at all other dances. Students who are under the influence of a mood-altering chemical (for example: marijuana, alcohol) will be suspended from school and referred to the Washington County Sheriff's Department. Parents will be notified. Students refusing to take a PBT will be treated the same as having a positive test.
8. Once a student has left the dance, he/she will not be allowed to return to the dance even if he/she is willing to pay again. Students are not allowed to go to their cars during a dance.
9. Students must pay the full amount of a ticket no matter what time they come to the dance. Tickets will be taken until the end of the dance. No refunds will be given to students who have purchased tickets but do not attend the dance.
10. The administration reserves the right to ask any person to leave if his/her behavior is deemed unacceptable behavior for a school-sponsored activity.

## **E. DISTRICT POLICIES**

All district policies can be found on the Mahtomedi Public Schools home page ([www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)).

### MAHTOMEDI SCHOOL DISTRICT POLICY PROHIBITING BULLYING (#514)

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

### MAHTOMEDI SCHOOL DISTRICT POLICY PROHIBITING HARASSMENT AND VIOLENCE (# 413)

The purpose of this policy is to maintain a learning and working environment that is free from harassment or violence. The school district prohibits any form of harassment or violence based on, but not limited to, the following factors: sexual orientation, race, religion, national origin, marital/familial status, gender, economic status, or disability.

Harassment, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Harassment is aggressive behavior with the intent to harm, is repetitive in nature, and involves an imbalance of power and strength. The school district cannot monitor the activities of students at all times and eliminate all incidents of harassment between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students, and employees, and is within the control of the school district in its normal operations, it is the school district's intent to prevent harassment and to take action to investigate, respond, remediate, and discipline those acts of harassment which have not been successfully prevented.

### MAHTOMEDI SCHOOL DISTRICT HAZING PROHIBITION POLICY (#543)

Hazing means committing or coercing a student to commit an act that creates a substantial risk of harm, either to the student or to another person. The term hazing includes, but is not limited to any kind of physical brutality; activities such as sleep deprivation, exposure to weather, and confinement; and activities that cause or require students to perform a task that involves violation of law or School District policies. Any person who believes she/he has been the victim of hazing, or any person with knowledge of activities which may constitute hazing shall report the acts to a teacher, counselor, or principal. The School District shall authorize an investigation and will take action as it deems appropriate.

### EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES POLICY

It is the policy of Mahtomedi School District 832 to provide equal educational and employment opportunities to all persons within its jurisdiction. This policy prohibits discrimination in all areas of school district activity on the basis of sex, race, religion, color, national origin, economic status, or disability.

### MAHTOMEDI SCHOOL DISTRICT PLEDGE OF ALLEGIANCE POLICY

Mahtomedi School District 832 is in compliance with Minnesota Statute 121A.11 regarding the pledge of allegiance: "Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another

person's right to make that choice."

### MAHTOMEDI SCHOOL DISTRICT DISCIPLINE POLICY

We believe that a fair and equitable district-wide school discipline policy contributes to the quality of school climate and supports high achievement for all students. Through consistent discipline and high expectations, each student becomes self-sufficient, self-confident, self-controlled, and develops the life skills necessary for successful participation in a democratic society.

This policy has been developed in accord with M.S. Sections 121A.40 through 121A.56, of the Minnesota Pupil Fair Dismissal Act. It provides the broad framework within which specific building procedures can be developed. Procedures outlining the implementation of the policy at each building will be specified in the building's Code of Conduct, reviewed annually by the School Advisory Council, written in the building's handbook and reviewed with all students at the start of the school year. The contents of this policy are in force in school classrooms, buildings, grounds, and vehicles used to transport students to and from school or school sponsored events and at school-sponsored events at home or away.

It is the responsibility of the School Board, administrators, and teachers to safeguard the health and safety of each student. Classroom and building rules must be established which support these needs and establish a school and classroom atmosphere where all students can learn. Students must know these expectations will be consistently enforced and the consequences for misbehavior applied. The goal of this discipline plan is to help students exhibit acceptable standards of conduct.

Pursuant to M.S. 121A.58, an employee or agent of a public school district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct. However, a teacher, school employee, school bus driver, or other agent of the school district may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another in compliance with M.S. 121A.582 or other state laws.

### SAFETY IN OUR SCHOOLS

The School Board Approved the Following Resolution on August 8, 1996:

The Mahtomedi Public Schools are committed to providing an atmosphere in which teachers can teach and students can learn. Safety is a critical component of this environment

Our goal is to create for all students and staff a secure environment – one in which students are safe among other students as well as protected from outside visitors. To reinforce this goal, we have developed policies, regulations, and procedures that are supported by curriculum and special programs for educating students. To this end we reaffirm the following positions:

#### **1. Discipline Policy**

The school district's discipline policy is available in all school buildings and is published in grades 6-12 student handbook. Students and parents have a responsibility for knowing the contents of the policy and abiding by it.

#### **2. Discipline Enforcement**

School discipline policies will be enforced fairly to ensure that all students can be safe in school and are encouraged to make responsible decisions regarding their behavior. This includes positive rewards and recognition for students who make correct decisions and do not violate discipline and attendance policies. Students who do violate policies and regulations will be subject to disciplinary action.

#### **3. Parental Reinforcement**

We believe that the majority of students are serious about their studies, make good choices, and follow school rules. While students are responsible for their own behavior in school, we believe that parents share the responsibility as they influence, monitor, and guide their children. The school staff is committed to keeping parents informed when students are disciplined by involving the parents in the process through telephone calls, personal contacts, and conferences.

#### **4. Law Enforcement**

The school district is committed to providing an environment that is free of illegal or criminal behavior. Students who commit offenses that are a violation of the law, such as assault or harassment, will be referred to law enforcement agencies for criminal prosecution.

#### **5. Chemical-Free Environment**

The school district is committed to providing a chemical-free environment in the parking lots, on school grounds and in school buildings. The school district will take all necessary steps to determine if illegal drugs are present or in the possession of students.

#### **6. Building Security**

The school district will enforce a uniform policy of building security. Building principals have primary responsibility for implementing practices and procedures within the building during the school day to assure safety of students. At a minimum, this will include restricted entry points, notices for visitors to report to the principal's office, and name tags for identification of non-staff members when they are in the building.

### UNACCEPTABLE STUDENT BEHAVIOR

Corrective measures used will depend upon the nature of the misconduct, the frequency, and the degree to which the student is willing to try to correct the undesirable behavior. These measures normally begin at a minimum level and then proceed to more severe levels. Child study teams shall decide whether or not and to what extent these consequences are appropriate for students with IEP's, on an individual basis.

Behaviors identified are those deemed to meet the following criteria as per M.S. 127.41, Subd. 2.

- a) willful conduct which materially and substantially disrupts the rights of others to an education;

- b) willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school;
- c) willful violation of any rule of conduct specified in the discipline policy adopted by the School Board;
- d) inability to control behavior which materially and substantially disrupts the rights of others to an education;
- e) inability to control behavior which endangers school district employees, the pupil or other pupils, or property of the school

**DEFINITIONS**

**ACTION PLAN:** A written plan developed by the administrator and parent, modifying a student’s daily program within the school or enacting a specific behavior contract to address specific concerns. **CORPORAL PUNISHMENT:** Hitting or spanking a person with or without an object; or unreasonable physical force that causes bodily harm or substantial emotional harm.

**DETENTION:** Additional time spent in school after or before the school day. Specific procedures for assigning detention and the rules of conduct during detention will be identified in each building’s handbook.

**EXPULSION AND EXCLUSION:** Under M. S. 121A.41, Subdivision 5 expulsion means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the School Board.

Under M. S. 121A.41, Subdivision 4 exclusion means an action taken by the School Board to prevent enrollment or reenrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the School Board.

**IN-SCHOOL MONITORING:** In-school monitoring means that a student is required to follow a check-in procedure to verify movement and/or consistent appropriate behavior throughout the day. After a student completes a modified program, in-school monitoring may be used to assist the student in adjustment to the school rules and environment.

**LOSS OF SCHOOL PRIVILEGES:** Loss of school privileges may result from one or more breaches of the Code of Conduct. These privileges could include activities during the school day, participation in or attendance at activities that are not part of the core curriculum, or extracurricular activities.

**OUT-OF-SCHOOL SUSPENSION:** Out-of-school suspension means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days. However, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension and alternative educational services shall be implemented.

**PARENT:** A parent or one acting as a parent in accordance with law.

**PARENT CONFERENCE:** School personnel or the parent/guardian may request a parent conference, with or without the student present, to ensure parent understanding of the student’s academic and/or behavior problem and to mobilize a cooperative effort to correct the difficulty.

**PARENT CONTACT:** Depending on the violation and the seriousness of the action, a student’s parent/guardian may be contacted by telephone or mail. School personnel will talk to the student about the violation. The intent of the parent contact is to inform the parent of the violation and to elicit parent support for correcting the unacceptable behavior.

**WORK DETAIL:** Work detail may be required of a student for one or more breaches of the Code of Conduct. Students may be required to work before or after school in order to repair or refurbish an area or item belonging to the school district.

**IN SCHOOL SUSPENSION (ISS):** ISS is an alternative to out-of-school suspension for Mahtomedi High School students. The ISS program provides academic and behavioral support for students who need such interventions. While students attend ZAP, the focus is on academic work, restorative measures, intervention, diversion, and reinstatement back to school. ISS provides students immediate consequences for their actions while creating opportunities to learn alternative ways to conduct themselves when presented with other difficult situations. ISS may be used instead of an out of school suspension, or when the administration feels it would be beneficial.

**REMOVAL FROM CLASS**

“Removal from class” and “removal” means any action taken by a teacher, principal, or other school district employee to prohibit a pupil from attending class for a **period of time not to exceed** five classes or activity periods, pursuant to procedures pursuant to M. S. 121A.61. “Class period” or “activity period” means, in secondary grades, instruction for a given course of study. A class period or activity period means, in elementary grades, a period of time not to exceed one hour, regardless of the subject of instruction. A student may be removed from class after teacher consultation with, and receipt of approval from the principal or his/ her designee. If the student has an IEP or a Behavior Intervention Plan (BIP), the teacher must review these documents before moving to remove the student from class.

**GROUND FOR REMOVAL FROM CLASS**

1. Willful violation of any reasonable School Board regulation, school rule, or classroom rule.
2. Willful conduct which materially and substantially disrupts the right of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn.
3. Willful conduct which endangers surrounding persons including school district employees, the pupil or other pupils, or the property of the school.
4. Other conduct which, in the discretion of the administration, requires removal of the student from class. **STEPS**

**FOR REMOVAL FROM CLASS**

Classroom rules must be reviewed at the beginning of each school year, each subsequent grading period or as new students enroll. The student who violates classroom rules may be subject to any or all of the following interventions:

Step 1: The teacher shares specific concerns with the student and suggests and attempts to implement positive alternatives with the student.

- a. The teacher reviews the student’s IEP and BIP and follows the procedure developed by the IEP team to address specific behaviors.

Step 2: The teacher will contact the student’s counselor/administrator.

Step 3: Teacher contacts student’s parent/guardian if problem continues.

Step 4: An administrator will invite parents to a conference amongst teacher, counselor/administrator and will share the discipline concern with the parent.

Step 5: An administrative conference will be held with the student, teacher and principal; and a decision will be made regarding the student’s removal from class if the problem persists.

- a. The principal or designee shall make the decision for removal.
- b. The student is notified verbally.
- c. The parent/guardian will be notified by telephone or first-class mail.
- d. The removal shall not exceed five class periods.
- e. The length of time of the removal rests with the principal and/or designee.
- f. The school retains custody of the “removed” student during the period of removal from class. The principal or designee has responsibility for the student who has been removed from class.

The student shall return to class upon completion of the removal period.

A parent conference may be scheduled at any point of the process to decide if additional information is needed to determine whether the student has a disability.

**INSTANT REMOVAL**

Students may be removed from class by the teacher without an informal administrative conference if it appears that the student will create an immediate and substantial danger to self or surrounding persons or property or if the student engages in other conduct which, in the discretion of the administration, requires instant removal of the student from the class.

**DISMISSAL**

Dismissal means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding, which may result in suspension, exclusion, or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. willful violation of any reasonable school board regulation, including those found in this policy;
2. willful conduct that significantly disrupts the rights of others to an education including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
3. willful conduct that disrupts the classroom, the school environment, or the functions of a school; or
4. willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

**SUSPENSION PROCEDURES**

1. Suspension means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. The school administration may not impose consecutive suspensions against the same cause of conduct or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property, or where the school district is initiating an expulsion in which the school administration may extend the suspension for a total of fifteen (15) days. The definition of suspension herein does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.
2. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension.
3. The school administration shall implement alternative educational services when the suspension exceeds five (5) days.
4. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student’s version of the facts. A separate administrative conference is required for each period of suspension.
5. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, M. S. Sections 121A.40 through 121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student’s parent or guardian by mail within forty-eight (48) hours of the conference.
6. The school administration shall make reasonable efforts to notify the student’s parent or guardian of the suspension by telephone as soon as possible following suspension.

7. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
8. Notwithstanding the foregoing provisions, the student may be suspended pending the School Board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

**EXPULSION AND EXCLUSION PROCEDURES**

Under M. S. 121A.41, Subdivision 5 expulsion means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the School Board.

Under M. S. 121A.41, Subdivision 4 exclusion means an action taken by the School Board to prevent enrollment or reenrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, M. S. Sections 121A.40 through 121A.56.

1. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, M. S. Sections 121A.40 through 121A.56.
2. No expulsion or exclusion shall be imposed without a hearing, unless the student and parent or guardian waives the right to a hearing in writing.
3. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, M. S. Sections 121A.40 through 121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Children, Families and Learning.
  4. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
5. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
6. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
7. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Children, Families and Learning. The school board may appoint an attorney to represent the school district in any proceeding.
8. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to the student's records and allowing the representative to obtain copies thereof.
9. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
10. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including records upon which the proposed dismissal action may be based.
11. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon that which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district
12. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
13. The student cannot be compelled to testify in the dismissal proceedings.
14. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon parties within two (2) days after closing of the hearing.
15. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of Children, Families and Learning of the basis and reason for the decision.
16. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner of Education with twenty-one (21) calendar days of school board action pursuant to M. S. 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
17. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
18. The school district shall report each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner of Education. This report shall include a statement of alternative educational services given the student and the reason

for, the effective date, and the duration of the exclusion or expulsion. The report must include state student identification numbers of affected students on all dismissal reports required by the department.

19. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

**ADMISSION OR READMISSION PLAN**

A school administrator may prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior.

**NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal, or other school district official may provide additional notification as deemed appropriate

**STUDENT DISCIPLINE RECORDS**

It is the policy of the school district that complete accurate student discipline records and they be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

**DISMISSAL FOR ONE DAY OR LESS**

Unless prohibited by a student's IEP, an administrator may send a student home for one day or less as a result of inappropriate behavior. Parents will be contacted. A student who has been dismissed for the day will not be allowed on school grounds before or after school or be able to participate in any school sponsored event that occurs during the day of her or his dismissal.

**POLICE OR JUVENILE AUTHORITY REFERRAL**

If a student's misbehavior is so extreme that a law violation is involved, the principal or a designated representative will contact police or juvenile authorities. Every reasonable attempt shall be made to notify parents at the same time juvenile authorities are called. If the officer indicates that he/she is arresting the pupil, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter and the principal shall not interfere with the pupil's removal from the building. It is expected that the contact with a pupil shall be arranged in a manner to make it as unobtrusive as possible. The parent/guardian and the Superintendent shall be informed of the pupil's removal from school as soon as possible. If a disabled student's violation threatens the safety of self or others, no parental consent is needed to forward the necessary documents to the appropriate law enforcement authorities. If a disabled student's violation threatens the safety of self or others, no parental consent is needed to forward the necessary documents to the appropriate law enforcement authorities. If, however, a disabled student's violation does not threaten the safety of self or others, parental consent is required to release information to law enforcement authorities.

**STUDENT SEARCHES**

The school district reserves the right to conduct reasonable searches; including, but not limited to lockers, desks, a student's person or possessions, and vehicles on school grounds. Personal possessions found within a vehicle on school grounds are presumed to be knowingly possessed by person to whom a parking permit has been issued for that vehicle. School lockers are the exclusive property of the school district. School authorities may search the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. Personal possessions of students within a school locker may be searched when school authorities have reasonable suspicion that the search will reveal a violation of law or school rules. See policy 510-Student Searches and Criminal Investigations for specific guidelines.

# GENERAL DISCIPLINE POLICY: VIOLATIONS AND CONSEQUENCES

UNACCEPTABLE STUDENT BEHAVIORS WHICH MAY RESULT IN DISCIPLINE UNDER THIS POLICY INCLUDE, BUT ARE NOT LIMITED TO: **violations pertaining to:**

Attendance	Gambling
Arson	Harassment/Bullying (including cyber-bullying)
Assault/Battery	Hazing
Blackmail, Coercion or Extortion	Insubordination
Bomb Threat	Interference with School Authorities
Bus Incidents	Nuisance Articles
Cheating	Student Grooming or Attire
Chemicals	Theft
Dress Code	Tobacco
Drug Paraphernalia	Vandalism
Fighting	Weapon (including "look-alikes") possession
Fire Alarms	

**Firearm Possession** - Consistent with state and federal law, any student bringing a firearm to school shall be expelled for a period of at least one year. The district may unilaterally relocate a disabled student into a 45-day alternative setting and, pending evaluation results, move for a change in placement.

## Possible Consequences/Results:

1. Administrative Conference
2. Parent Contact
3. Detention
4. In School Suspension
5. Loss of credit for assignment
6. Expulsion
7. Out of School Suspension
8. Police Referral/Fire Marshall
9. Chemical Evaluation
10. Referral to outside agency

## COMMUNICATION AND DISTRIBUTION OF THE DISCIPLINE POLICY

1. Publication: This policy shall be published and distributed annually using one or more of the following measures: publication in a student handbook; publication in a principal's newsletter to parents with the request that the parent discuss the policy with the student; publication in pamphlet form to be distributed; and/or publication in a district-wide mailing to parents.
2. Building-Level Supplement: The building principal may supplement this policy with rules and regulations for a particular building. However, no such rule or regulation shall be inconsistent with School Board policy.
3. Dissemination to Students: The policy and supplemental building rules and regulations shall be reviewed with students at the beginning of each school year.

## MAHTOMEDISCHOOL DISTRICT EQUAL ACCESS POLICY

- A. It is the policy of this school district not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. This policy applies to student events, groups and activities initiated, organized, created and/or operated by Mahtomedi Public School students.
- C. The school board has created a limited open forum for students enrolled in secondary schools during which non-school sponsored student groups shall have equal access and a fair opportunity to conduct meetings during non-instructional time.
- D. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- E. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- F. In adopting and implementing this equal access policy, the school district will NOT:
  1. Influence the form or content of any prayer or other religious activity;
  2. Require any person to participate in prayer or other religious activity;

3. Expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
4. Compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
5. Sanction meetings that are otherwise unlawful;
6. Limit the rights of groups of students based on the size of the group;
7. Abridge the constitutional rights of any person.

## MAHTOMEDISCHOOL DISTRICT SCHOOL SPONSORED ACTIVITIES V. STUDENT INITIATED ACTIVITIES POLICY

School Sponsored Activities: Criteria

- An activity is automatically school sponsored if the activity has a School District paid advisor and the fiscal agent for the activity is the School District or Community Education.
- Must comply with the District liability insurance policy and District policies (such as: anti-harassment, anti-bullying, religious and anti-hazing policies).
- The School District is responsible for assigning adequate supervision at school sponsored events and activities. The designated person(s) will have adequate training for supervisors and a current background check.
- Must be approved through the District-established application process or sanctioned by the Minnesota State High School League.
- District must provide supplementary aids, services, supports, and accommodations to students with disabilities who want to participate in a school sponsored event or activity if the student's IEP/504 determines that those aids/services/supports/accommodations are necessary to ensure access to participation. The student case manager or director of special education will be involved in attending to the student needs.
- School sponsored activities will have access to publicizing the group's activities via the School District communication methods; such as e-news and electronic sign/TV monitors, wall posters, etc.

The School Sponsored Curriculum Related Activities will be reviewed by Administration on annual basis.

The School District will post on its website (1) The approved application for recognition as a School Sponsored Activity; (2) the criteria for consideration as a School Sponsored Activity; and (3) a listing of all recognized School Sponsored Activities (updated annually).

Student Initiated Activities (that are not school sponsored): Criteria

- Meetings must be voluntary and student led.
- Has equal access under the EAA to a school building needs to comply with district facilities procedures to reserve space at no cost as per the district facility use policy.
- Are allowed to post administrator-approved materials in a designated area within the school building. All postings must comply with School District policies.
- The School District is responsible for assigning adequate supervision at school sponsored events and activities. The designated person(s) will have adequate training for supervisors and a current background check.
- Must not use school supplies and materials.



Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 832, State of Minnesota, as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 6th day of November, 2012.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the

date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

GENERAL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 832  
(MAHTOMEDI PUBLIC SCHOOLS)

NOVEMBER 6, 2012

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**INSTRUCTIONS TO VOTERS**

To vote, completely fill in the oval(s) next to your choice(s) like this: ●

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SCHOOL BOARD MEMBER  
VOTE FOR UP TO THREE

- CANDIDATE U
- CANDIDATE V
- CANDIDATE W
- CANDIDATE X
- \_\_\_\_\_  
write-in, if any
- \_\_\_\_\_  
write-in, if any

○ \_\_\_\_\_  
write-in, if any

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Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_, and the following voted against: \_\_\_\_\_, whereupon said resolution was declared duly passed and adopted.