

INDEPENDENT SCHOOL DISTRICT #832
REGULAR MEETING – BOARD OF EDUCATION
Thursday, August 14, 2014 - 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. ORGANIZATIONAL MATTERS
 - A. Board Member Appointments for 2014 6
4. APPROVAL OF THE AGENDA
5. APPROVAL OF THE CONSENT AGENDA - See #14 for Consent Agenda Items
6. PRESENTATIONS/RECOGNITION
 - A. Mahtomedi High School - ReCap of 2013-2014 Student Activities
Presenter: Matt Menier
7. 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.
8. REPORT FROM STUDENT REPRESENTATIVE
 - A. There will be no student representative report this month.
9. APPROVAL OF MINUTES
 - A. July 7, 2014 - Special Meeting 8
 - B. July 10, 2014 - Study Session 10
 - C. July 10, 2014 - Regular Meeting 12
10. DISCUSSION/INFORMATION ITEMS
 - A. Calendar of Events 18
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Presenter: Lynne Viker
 - C. Title Report and Special Education Updates 20
Presenter: Beth Sneden
 - D. First Reading of Policy
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Presenter: Mark Larson

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Presenter: Mark Larson	
11. ACTION ITEMS	
A. Approval of 2015 School Board Meeting Schedule	
Presenter: Mark Larson	
B. Approval of Resolution Relating to 2014-2015 Open Enrollment (Closing All Grades)	34
Presenter: Mark Larson	
C. Approval of Resolution Relating to the Election of School Board Members and Calling the School District General Election	36
Presenter: Mark Larson	
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Presenter: Mark Larson	
E. Approval of Resolution Rescinding Prior Resolution that Converted Voter Approved Referendum Authority to a Board Approved Referendum Authority, Authorizing a New Board Approved Referendum Authority and Determining the Necessity of Increasing General Education Revenue and Calling a Special Election and Referendum Thereon	44
Presenter: Mark Larson	
F. Approval of Student Directory Information Form	53
Presenter: Mark Larson	
G. Approval to Direct Administration to Prepare Individual Contracts	55
Presenter: Mark Larson	
12. SCHOOL BOARD COMMITTEE REPORTS	
A. Association of Metropolitan School Districts (AMSD) Board	
Presenter: Mark Larson	
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	56
Presenter: Judy Schwartz	
E. Other Items/Reports	
13. SUPERINTENDENT'S REPORT	
14. ADJOURNMENT	
15. CONSENT AGENDA ITEMS (Items Approved Under #4)	
A. Approval of Treasurer's Report	58
B. Approval to Pay Bills	
1. Check Register 02 - Check No. 384823 to 385056 and 80005259 to 80005303	59

2. Check Register 05 - Check No. 50000243 to 50000245	65
C. Approval of Wire Transfer Transactions	66
D. Approval of Donations/Grants Totaling \$13,175	
All donations and grants are greatly appreciated. The use of these funds will be to further the mission of the school district and are used towards the wishes of the donor.	
1. From Golden Plump/Just BARE Chicken to Mahtomedi Area Community Education Garden Program - \$5,000	
2. From Mahtomedi Youth Lacrosse Association to Mahtomedi Area Community Education - \$3,000	
3. From Wildwood Lions Club to Mahtomedi Area Community Education Preschool Program - \$2,825	
4. From Wildwood Lions Club to Mahtomedi High School Gymnastics Program - \$1,000	
5. From Team Ortho Foundation to Mahtomedi High School Gymnastics Program - \$600	
6. From Mahtomedi Garden Club to Mahtomedi Area Community Education Garden Program - \$500	
7. From Kowalski's to Mahtomedi High School Boys' Soccer Program - \$250	
E. Approval of Fiscal Agency Agreement Between Mahtomedi Public Schools and the Mahtomedi Area Educational Foundation	67
F. Approval of Parent/Student Handbooks	
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3. Mahtomedi Middle School	113
4. Mahtomedi High School	135
G. Personnel	
1. Approval of Contracts and Work Agreements	
a. Suzanne Cranston - Art Teacher - Mahtomedi Middle School (2014-2015)	
b. Morgan Deneen - Spanish Teacher - Mahtomedi High School (2014-2015)	
c. Alan Fossen - Theater - Mahtomedi High School (7/1/14)	
d. Sarah Gertz - Math Teacher - Mahtomedi Middle School (2014-2015)	
e. Hans Harlane - Science Teacher - Mahtomedi High School (2014-2015)	
f. Bridgette Hase - PreSchool Teacher - Community Education (2014-2015)	
g. Darcy Mears - Engineering Assistant - Wildwood Elementary School	

Agenda - August 14, 2014

- and O. H. Anderson Elementary School (2014-2015)
- h. Jeffrey Pratt - Parking Lot Supervisor - Mahtomedi High School (2014-2015)
- i. Philip Rabcevich - Math Teacher - Mahtomedi Middle School (2014-2015)
- j. Jeffrey Sansgaard - Social Studies Teacher - Mahtomedi High School (2014-2015)
- k. Cole Seidl - Theater - Mahtomedi High School (7/1/14)
- l. James Tosney - Custodian - District Office (7/16/14)
- 2. Approval of Resignations/Retirements/Terminations
 - a. Sarah Danforth - Paraprofessional - O. H. Anderson Elementary School (8/5/14)
 - b. Claire Gallo - Paraprofessional - O. H. Anderson Elementary School (8/4/14)
 - c. Susan Hoffman - Business Education Teacher - Mahtomedi High School (7/21/14)
 - d. Tara Iyer - Community Education Secretary - Community Education (7/29/14)

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 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.



SCHOOL BOARD ORGANIZATIONAL MEETING

ELECTION OF OFFICERS

<u>OFFICE</u>	<u>PURPOSE</u>	<u>2014</u>
Chairperson	The Chairperson presides at all meetings of the school board, countersigns all orders upon the Treasurer for claims allowed by the board, represents the school district in all actions, and performs all of the duties usually incumbent on such officer.	Judith Schwartz
Clerk/Vice Chair	The Clerk keeps records of all meetings of the school board, oversees all elections conducted by the district, and files a report on or before October 15 of each year of the revenues, expenditures, and balances in each fund for the preceding fiscal year. / The Vice Chair shall perform the duties of the chair in the event of the chair’s temporary absence.	Mary Jo Deters
Treasurer	The Treasurer shall deposit the funds of the school district in the official depository, make all reports that may be called for by the school board, and performs all of the duties usually incumbent on such officer.	Kevin Donovan

COMMITTEE APPOINTMENTS

<u>COMMITTEE</u>	<u>PURPOSE</u>	<u>2014</u>
Facilities Committee	The purpose of the Facilities Committee is to assist the school board and administration to achieve safe, clean, well-maintained, and attractive buildings and grounds. The committee will review and comment on proposed budgets for buildings and grounds, significant system or staffing changes, and proposed capital projects prior to final review or action by the board.	Cathy Dalton Mary Jo Deters Lucy Payne
Finance Committee	The purpose of the Finance Committee is to assist the school board and administration with long-range planning related to district finance. The committee will work with the superintendent and director of business services to identify long-range economic strategies and maintain district financial health.	Mary Jo Deters <hr/> Judith Schwartz
Personnel Committee	The purpose of the Personnel Committee is to assist the school board and administration to maintain a quality work force and resolve employee grievances. This will be accomplished by providing parameters and guidance on contract negotiations, employee grievances, and reviewing significant changes in staffing or personnel policies prior to final review or action by the board.	Cathy Dalton Kevin Donovan, <i>chair</i> Judith Schwartz

ADVISORY BOARD APPOINTMENTS

ADVISORY BOARD

PURPOSE

2014

Association of
Metropolitan School
Districts (AMSD)

The Association of Metropolitan School Districts exists to represent member school districts in the legislative process and to initiate and support legislation in the best interests of public education, member school districts, students, and works to achieve funding equity.

Lucy Payne (A)

Minnesota School Boards
Association (MSBA)
Legislative Committee
Liaison

During the legislative session, the Minnesota School Boards Association Legislative Liaisons will serve as the contact person for MSBA’s legislative effort. Legislative Liaisons should stay current on key education issues and provide reports to his/her board at each meeting during the legislative session.

Kevin Donovan
Lucy Payne (A)

Minnesota State High
School League (MSHSL)

This individual serves as the district representative for Minnesota State High School League matters in combination with the superintendent and serves as a voting member on specific policy issues.

Mary Jo Deters (A)

GOVERNING BOARD APPOINTMENTS

GOVERNING BOARD

PURPOSE

2014

Integration District:
Educational Equity
Alliance

The integration district partnership with North St. Paul-Maplewood-Oakdale School District was formed to address the Minnesota Desegregation Law.

Mary Jo Deters
Cathy Dalton (A)

Mahtomedi Area
Educational Foundation
(MAEF)

The mission of the Mahtomedi Area Educational Foundation is to recognize and develop the full potential of all people living and working within District 832 through teaching and learning.

Kevin Donovan
Mark Larson, ex officio

Metropolitan Educational
Cooperative Service Unit
(ECSU)

The Metropolitan Educational Cooperative Services Unit provides cost-effective, high-quality education-based services and programs to school district.

Cathy Dalton

Northeast Metro 916
Governing Board

Northeast Metropolitan Intermediate School District-916, in cooperation with member school districts, provides programs and services to students including secondary vocational, special education, telecommunications, and other low-incidence specialties.

Judith Schwartz
Lucy Payne (A)

TIES Joint Board Rep

TIES is an education technology collaborative that offers cutting-edge school administration software, hardware, Internet services, and professional development designed by educators for education.

Cathy Dalton (A)

The following committees will also be attended by school board members: Elementary PTO, Mahtomedi Middle School Parent Association (MMSPA), Mahtomedi High School Parent Communication Network, Community Education Advisory Council-Kevin Donovan, and District Advisory Council-Mary Jo Deters and Judy Schwartz.

Minutes of Special Meeting

Board of Education Mahtomedi Public Schools

A **Special** Meeting of the Board of Education of the Mahtomedi Public Schools was held **Monday, July 7, 2014**, beginning at 5:30 PM in the Mahtomedi District Education Center - Community Room.

1. CALL TO ORDER

Acting Chair Mary Jo Deters called the special meeting to order at 5:35 p.m.

2. ROLL CALL OF ATTENDANCE

Present: Cathy Dalton; Mary Jo Deters; Kevin Donovan; Lucy Payne; and Judy Schwartz.

Also Present: From Ratwik, Roszak & Maloney Patricia Maloney, school district attorney, and her associate Jennifer Earley.

3. APPROVAL OF THE AGENDA

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

4. ACTION ITEMS

A. Approval to Accept the Resignation of School Board Member Robert Donohoe

Acting Chair Mary Jo Deters read the letter received on June 30, 2014 from school board chair Robert Donohoe tendering his resignation effective July 1, 2014. Donovan moved, Schwartz seconded, approval to accept the resignation of school board member Robert Donohoe. Carried. School Board Treasurer Kevin Donovan read his letter that he had submitted to the *White Bear Press* thanking Bob for his service on the school board.

5. DISCUSSION/INFORMATION ITEMS

A. Status of Superintendent's Contract

Acting School Board Chair Mary Jo Deters explained that the superintendent contract is a fixed-term contract, expiring on June 30, 2014, not a continuing contract like other district employees. Due to some language issues in the duration, expiration, termination and mutual consent portion of the contract, the contract was pulled from the June 12 school board meeting agenda. The contract was to be finalized, discussed,

and approved at the June 26 school board special meeting/study session. Due to lack of a quorum, that June 26 meeting was cancelled. School board members discussed with Pat Maloney the notification language and agreed on the language that should be in the contract.

B. Superintendent's Evaluation

Dalton moved, Deters seconded, approval to close meeting. Discussion of Personnel Matter Pursuant to Minnesota Statute 13D.05, subd. 3(a). Carried.

Dalton moved, Deters seconded, approval to open meeting. Carried.

Kevin Donovan stated that the school board is satisfied with Dr. Larson's performance and will be offering him a three-year contract to be approved at the July 10, 2014, school board meeting.

C. Interim Superintendent

No discussion needed.

6. ADJOURNMENT

Dalton moved, Schwartz seconded, adjournment. Meeting adjourned at 6:50 p.m. Carried.

KEVIN DONOVAN, 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.

Minutes of Study Session

Board of Education Mahtomedi Public Schools

A **Study Session** of the Board of Education of the Mahtomedi Public Schools was held **Thursday, July 10, 2014**, beginning at 2:00 PM in the Mahtomedi District Education Center - Teaching & Learning Center.

1. CALL TO ORDER

Acting Chair Kevin Donovan called the study session to order at 2:10 p.m.

2. ROLL CALL OF ATTENDANCE

Present: Cathy Dalton; Kevin Donovan; Lucy Payne; Judy Schwartz; and Superintendent Mark Larson, ex officio. Absent: Mary Jo Deters.

Also Present: Rochel Manders, Director of Business Services, and Lynne Viker, Director of Teaching and Learning and Support Services.

3. APPROVAL OF THE AGENDA

Payne moved, Dalton seconded, approval of the agenda. Carried.

4. DISCUSSION/INFORMATION ITEMS

A. School Board Vacancy

School board members discussed how to fill the vacancy created by the resignation of school board chair Robert Donohoe effective July 1, 2014. Members discussed whether to start fresh by posting the position or going back to the February candidate pool. Six candidates were interviewed in February when filling the position vacated by Steve Wolgamot. School board members felt the qualifications of those applicants were very good and agreed to review their applications again. After discussion of the applications/interviews of Chuck DeCoster, Andy Gammons, Loren Langan, Julie McGraw, and Alex Rogosheske, school board members determined that they would call Julie McGraw to see if she would be interested in filling the vacancy.

B. Operating Levy Renewal Scenarios

Superintendent Mark Larson gave an operating levy presentation to school board members which included the following: overview, modest state funding increases, operating levy 2013 - response to levy defeat and what we learned, specifics of a failed 2014 levy - detailed the 2.2 million dollars in reductions that will have to be made, general fund by expense object, closing open enrollment, state funding comparisons - Mahtomedi to Metro, levy options (no levy, renewal, increases: \$145, \$330, \$500, \$600, \$650, \$750, \$964 (the cap)), average residential value by dwelling type, tax impact, and ballot options (one or two questions). School board members discussed the pros and cons of each increase amount, the cuts that will have to be made if the levy doesn't pass, and whether or not to have one or more questions on the ballot.

5. ADJOURNMENT

Schwartz moved, Payne seconded, adjournment. Meeting adjourned at 3:54 p.m. Carried.

LUCY PAYNE, 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.

Minutes of Regular Meeting

Board of Education Mahtomedi Public Schools

A **Regular** meeting of the Board of Education of the Mahtomedi Public Schools was held **Thursday, July 10, 2014**, beginning at 4:00 PM in the Mahtomedi District Education Center - Community Room.

1. CALL TO ORDER

Meeting called to order at 4:11 p.m. by Acting Chair Kevin Donovan.

2. ROLL CALL OF ATTENDANCE

Present: Cathy Dalton; Mary Jo Deters (arrived at 4:14 p.m.); Kevin Donovan; Julie McGraw; Lucy Payne; Judy Schwartz; and Superintendent Mark Larson, ex officio.

3. ORGANIZATIONAL MATTERS

A. Election of Chairperson

At a special school board meeting on July 7, the school board accepted the resignation of school board chair Robert Donohoe effective July 1, 2014. Payne moved to nominate Director Judy Schwartz as chairperson. All those voting in favor thereof: Dalton, Donovan, Payne, and Schwartz. Approval of Judy Schwartz as chairperson. Carried.

4. APPROVAL OF THE AGENDA

Payne moved to amend the agenda by moving up approval of superintendent's contract and adding approval of resolution filling school board vacancy by appointment. Donovan seconded. Carried. Donovan moved, Dalton seconded, approval of the agenda. Carried.

5. APPROVAL OF THE CONSENT AGENDA - See #16 for Consent Agenda Items

School Board Chair Judy Schwartz noted the \$61,664 in donations and expressed the school board/district's formal thank you. Donovan moved, Dalton seconded, approval of the actions recommended on the consent agenda. Carried.

6. DISCUSSION/ACTION ITEM

A. Summary of July 7, 2014 Closed Meeting

The School Board met on July 7 in a closed session to evaluate Dr. Mark Larson's performance as Superintendent. The Board reviewed the successes the School District has had under Superintendent Larson's leadership and determined that his performance warranted an offer of a three-year extension of his Superintendent's contract.

B. Approval of Superintendent's Contract

Donovan moved, Payne seconded, approval of superintendent's contract (7/1/14 – 6/30/17). Carried.

7. PRESENTATIONS/RECOGNITION

A. There will be no presentations/recognition this month.

8. PUBLIC COMMENT

The following members of the audience spoke to the school board about:

- Superintendent's Contract/Wildwood School Property: Bob Zick
- Detaching District's Property Located in the City of Grant into the City of Mahtomedi: Larry Lanoux
- Online Meeting Minutes and Publication Dates: Chris DeWuske

9. REPORT FROM STUDENT REPRESENTATIVE

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

10. APPROVAL OF MINUTES

A. June 12, 2014 - Regular Meeting

Donovan moved, Dalton seconded, approval of the minutes from the June 12, 2014, regular school board meeting. Carried.

11. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

Chair Judy Schwartz reviewed the calendar of events.

12. ACTION ITEMS

A. Approval of Resolution Filling School Board Vacancy by Appointment

Donovan moved, Payne seconded, approval of resolution to appoint Julie McGraw to fill the school board vacancy created by Robert Donohoe's resignation. Carried.

B. Approval of Health and Safety Program Budget

Julie Osterbauer, Supervisor of Buildings and Grounds, presented the health and safety program budgets for 2013-2014, 2014-2015, and 2015-2016 and stated that there would be no changes to the current health and safety policy. Deters moved, Dalton seconded, approval of the health and safety program budgets 2013-2014 (revised), 2014-2015, and 2015-2016. Carried.

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

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

D. Approval to Direct Administration to Prepare Resolution Calling a Special Election and Referendum

Superintendent Mark Larson gave an operating levy presentation to school board members which included the following: overview, modest state funding increases, operating levy 2013 - response to levy defeat and what we learned, specifics of a failed 2014 levy - detailed the 2.2 million dollars in reductions that will have to be made, general fund by expense object, closing open enrollment, state funding comparisons - Mahtomedi to Metro, levy options (no levy, renewal, increases: \$145, \$330, \$500, \$600, \$650, \$750, \$964 (the cap)), average residential value by dwelling type, tax impact, and ballot options (one or two questions). School board members discussed the pros and cons of each amount and what they felt most comfortable supporting. After much discussion, school board members directed the administration to prepare a resolution calling for a special election and referendum asking for approximately \$600 in new levy authority and asking it in one question. Dalton moved, Donovan seconded, approval. Carried.

13. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

Superintendent Mark Larson stated that there is no July AMSD meeting. The next meeting is in August.

B. Integration District: Educational Equity Alliance (EEA)

No report.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Treasurer Kevin Donovan encouraged school board members to attend the upcoming MSBA Summer Seminar.

D. Northeast Metro 916 Board

School Board Director Judy Schwartz reported that there will be an open house for the Karner Blue Education Center on Thursday, August 7, and school board members should have received their invitation.

E. Other Items/Reports

None.

14. SUPERINTENDENT'S REPORT

Superintendent Mark Larson reported on the following: curriculum writing, preliminary audit, and Minnetonka Summer Institute.

15. ADJOURNMENT

Donovan moved, Dalton seconded, adjournment. Meeting adjourned at 5:37 p.m. Carried.

16. CONSENT AGENDA ITEMS (Items Approved Under #5)

A. Approval of Treasurer's Report

B. Approval to Pay Bills

1. Check Register 02 - Check No. 384387 to 384822 and 80005146 to 80005280
2. Check Register 05 - Check No. 50000238 to 50000242

C. Approval of Wire Transfer Transactions

- D. Approval of Donations/Grants Totaling \$61,664
All donations and grants are greatly appreciated. The use of these funds will be to further the mission of the school district and are used towards the wishes of the donor.
 - 1. From 4M Fund City of Mahtomedi to Mahtomedi Area Community Education - \$51,679
 - 2. From Wildwood Lions to Mahtomedi Area Community Education Adult Senior Program - \$4,250
 - 3. From Zephyr Youth Football Association to Mahtomedi Area Community Education - \$3,000
 - 4. From Kramer-Berg American Legion Post 507 to Mahtomedi Area Community Education Youth Programs - \$2,159
 - 5. From Wildwood Lions Club Foundation to Mahtomedi Area Community Education Youth Programs - \$576
- E. Approval of Joint Powers Agreement Between ISD #834 (Stillwater) and ISD #832 (Mahtomedi) for the Provision of Food Services
- F. Approval of Increase in Lunch Prices
- G. Approval of Membership in the Association of Metropolitan School Districts (AMSD) for 2014-2015
- H. Approval of Membership in the Metropolitan Educational Cooperative Service Unit (ECSU) for 2014-2015
- I. Approval of Membership in the Minnesota School Boards Association (MSBA) for 2014-2015
- J. Approval of Resolution Establishing Dates for Filing Affidavits of Candidacy
First Day: July 29, 2014 / Last Day: August 12, 2014
- K. Approval of Student Teaching Agreement with the University of St. Thomas
- L. Personnel
 - 1. Approval of Contracts and Work Agreements
 - a. Rebecca Arco - Reading Teacher - Wildwood Elementary School (2014-2015)
 - b. Andrew Bernstrom - Third Grade Teacher - O. H. Anderson Elementary School (2014-2015)
 - c. Nicole Gillet - Preschool Associate - Wildwood Elementary School (2014-2015)
 - d. Charlotte Henning - Assistant to the Activities Director - Mahtomedi High School (2014-2015)
 - e. Beth Horihan - Long-Term Substitute First Grade Teacher - Wildwood Elementary School (2014-2015)
 - f. Bethany Johnson - Math Teacher - Wildwood Elementary School (2014-2015)
 - g. Daniel Kizaur - Physics Teacher - Mahtomedi High

School (2014-2015)

h. Mahtomedi Paraprofessionals - Education Minnesota
Local 7310 (7-1-13 to 6-30-15)

i. Courtney McCormick - Engineering Program
Coordinator - District Wide (2014-2015)

j. Megan McMahon - Licensed School Nurse - District
Wide (2014-2015)

k. Matthew Oswald - Math Teacher - Mahtomedi High
School (2014-2015)

l. Rob Pontious - .5 FTE Teacher on Special
Assignment/.5 FTE Q-Comp - District Wide (2014-
2015)

m. Joanne Pratt - Reading Teacher - O. H. Anderson
Elementary School (2014-2015)

n. Lynnette Showers - Math Teacher - Wildwood
Elementary School (2014-2015)

o. Brittni Weber - Speech and Language Therapist - Early
Childhood Special Education (ECSE) (2014-2015)

p. Amy Winter - Reading Teacher - Wildwood Elementary
School (2014-2015)

q. Jodi Zemek - Third Grade Teacher - O. H. Anderson
Elementary School (2014-2015)

2. Approval of Resignations/Retirements/Terminations

a. Sandy Krause - Foods and Consumer Science (FACS)
Teacher - Mahtomedi High School (6/10/14)

b. Nancy Rohde - Second Grade Teacher - Wildwood
Elementary School (8/22/14)

c. Annette Sallman - Community Education Director -
Community Education (6/30/14)

LUCY PAYNE, 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.

CALENDAR OF EVENTS

AUGUST

DATE/TIME	MEETING/EVENT	LOCATION
<u>Thursday, August 14</u> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<u>Wednesday, August 20</u> Noon	Adult Senior Community Lunch	District Education Center - Community Room
<u>Thursday, August 21 – Friday, August 22</u>	New Employee Orientation	
<u>Monday, August 25 – Thursday, August 28</u>	Staff Development	
<u>Tuesday, August 26</u> 1:00-7:00 p.m. 6:30-8:30 p.m.	MMS Open House MHS Open House	Mahtomedi Middle School Mahtomedi High School
<u>Wednesday, August 27</u> 10:00 a.m.	Opening Workshop (lunch to follow)	Chautauqua Center
<u>Thursday, August 28</u> 4:30-6:30 p.m. 4:30-6:30 p.m. 7:00 p.m.	WW Open House OHA Open House School Board Study Session	Wildwood Elementary School O. H. Anderson Elementary School District Education Center - Community Room

SEPTEMBER

DATE/TIME	MEETING/EVENT	LOCATION
<u>Tuesday, September 2</u> 6:00 p.m.	First Day of School, Grades 1-12 Northeast Metro 916 School Board Meeting (Schwartz)	Bellaire School, White Bear Lake
<u>Thursday, September 4</u>	First Day of School, Kindergarten	
<u>Friday, September 5</u> 7:00-9:00 a.m.	AMSD Board of Directors Meeting	TIES Building, St. Paul
<u>Monday, September 8</u> 5:00-7:00 p.m.	MHS Curriculum Night	Mahtomedi High School
<u>Thursday, September 11</u> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<u>Monday, September 15</u> 7:00 p.m.	MAEF Board of Trustees Meeting	District Education Center - Community Room
<u>Thursday, September 18</u> 6:00 p.m.	WW Curriculum Night	Wildwood Elementary School
<u>Tuesday, September 23</u> 6:00-7:30 p.m.	OHA Curriculum Night	O. H. Anderson Elementary School
<u>Thursday, September 25</u> 6:00-7:45 p.m. 6:00 p.m. 7:00 p.m.	MMS Curriculum Night School Board Facilities Committee Meeting School Board Study Session	Mahtomedi Middle School District Education Center - Board Room District Education Center – Room 102/104
<u>Friday, September 26</u> 4:00 p.m. 7:00 p.m.	<i>Homecoming</i> <ul style="list-style-type: none"> • Parade • Football Game 	
<u>Tuesday, September 30</u> 6:00 p.m.	Northeast Metro 916 School Board Work Session (Schwartz)	Bellaire School, White Bear Lake

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

Regular Meeting - Board of Education

Date: August 14, 2014

Agenda Item #10. B

TOPIC: Workshop Week (August 25-28)

BACKGROUND: Every year we prepare and plan for staff and students to return after summer break. This presentation will give you an overview of the activities that will be occurring prior to the start of the school year.

PURPOSE OF PRESENTATION: The purpose of this presentation is to provide the Board and community with an overview of the activities that will be happening during Workshop Week and the month of August to get ready for students.

LEARNING OBJECTIVE: As a result of this presentation, the Board will have an understanding of the District's Goals and focus preparing for a successful school year.

ACTION RECOMMENDED: Discussion Only.

Submitted By:

Lynne Viker

Name

Director of Teaching & Learning &
Support Services

Title

Concurrence By:

Mark Larson

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 14, 2014

Agenda Item #10. C

TOPIC: Title Report and Special Education Updates

BACKGROUND: Each year the District is allocated funding through Title I and II. This money is used to supplement academic instruction for students who are below grade level in math or reading. Special Education services are also reviewed each year to determine programming and staffing needs.

PURPOSE OF PRESENTATION: The purpose of this presentation is to provide the Board and community with an overview of the Title I and II program along with changes in Special Education programming.

LEARNING OBJECTIVE: As a result of this presentation, the Board will have an understanding of a menu of services that are provided to students to ensure academic success.

ACTION RECOMMENDED: Discussion Only.

Submitted By:

Beth Sneden

Name

Professional Development &
Special Education Supervisor

Title

Concurrence By:



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 14, 2014

Agenda Item #10. D. 1.

TOPIC: First Reading of Policy 514 Bullying Prohibition Policy

BACKGROUND: The last legislative session included a mandate that each school district have a Bullying Prohibition Policy. Mahtomedi has had a policy in place for several years and the first reading of the new policy is very similar to the existing policy. However, as required by legislation, the policy that is presented for a first reading includes the mandated sections.

PURPOSE OF PRESENTATION: The purpose of this presentation is to provide the Board and community with an overview of the new Bullying Prohibition Policy and the changes from the existing Policy 514.

LEARNING OBJECTIVE: As a result of this presentation, the Board will have an understanding of the changes in Policy 514.

ACTION RECOMMENDED: The Board provide direction to administration regarding any recommended changes or request further information with the intent of a second reading of the policy at the August 28th study session.

Submitted By:



Name

Superintendent of Schools

Title

Concurrence By:



Dr. Mark Larson

Superintendent of Schools



First Reading: August 14, 2014

Revised: _____ 5/13/10

Adopted: _____ 2/12/09

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The 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, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for 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, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of

school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA).

However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall

serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct, or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials must take immediate steps, as they deem necessary and appropriate, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers

and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. Recognizing responding to and reporting bullying;
 5. The incidence and nature of cyberbullying;
 6. Internet safety and cyberbullying; and
 7. A review of the district's reporting requirements related to bullying and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop

and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 413 (Harassment and Violence)
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Policy 423 (Employee-Student Relationships)
Policy 501 (School Weapons Policy)
Policy 506 (Student Discipline)
Policy 507 (Corporal Punishment)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Student Sex Nondiscrimination)
Policy 524 (Internet Acceptable Use and Safety Policy)
Policy 525 (Violence Prevention)
Policy 526 (Hazing Prohibition)
Policy 529 (Staff Notification of Violent Behavior by Students)
Policy 709 (Student Transportation Safety Policy)
Policy 711 (Video Recording on School Buses)
Policy 712 (Video Surveillance Other Than on Buses)

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

Regular Meeting - Board of Education

Date: August 14, 2014

Agenda Item #10. B. & #11. A.

TOPIC: School Board Meeting Schedule 2015

PURPOSE OF PRESENTATION: To discuss and approve the 2015 school board meeting schedule.

Regular Meetings - All regular meetings will be held on the second Thursday of the month.

Study Sessions - All study sessions will be held on the fourth Thursday of the month.

Dinner Sessions and Committee Meetings - Have been scheduled throughout the year.

July Planning Retreat - The School Board Planning Retreat will be held on the same day as the regular school board meeting. The retreat will be from 8:00 a.m. until 3:00 p.m. with the school board meeting starting at 4:00 p.m.

ACTION RECOMMENDED: The Board discuss and then approve the School Board Meeting Schedule as presented.

Submitted By:



Name

Superintendent of Schools

Title

Concurrence By:



Dr. Mark Larson
Superintendent of Schools



SCHOOL BOARD MEETING SCHEDULE - 2015				
Day	Date	Time	Type	Location
Thursday	January 8	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	January 22	7:00 p.m.	Study Session	DEC - Teaching & Learning Center
Thursday	February 12	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	February 26	6:00 p.m.	Finance Committee	DEC - Board Room
		7:00 p.m.	Study Session	DEC - Teaching & Learning Center
Thursday	March 12	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	March 26	5:45 p.m.	Dinner Session	DEC - Board Room
		7:00 p.m.	Study Session	DEC - Teaching & Learning Center
Thursday	April 9	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	April 23	6:00 p.m.	Personnel Committee	DEC - Board Room
		7:00 p.m.	Study Session	DEC - Teaching & Learning Center
Thursday	May 14	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	May 28	5:45 p.m.	Dinner Session	DEC - Board Room
		7:00 p.m.	Study Session	DEC - Teaching & Learning Center
Thursday	June 11	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	June 25	7:00 p.m.	Study Session	DEC - Teaching & Learning Center
Thursday	July 9	8:00 a.m.-3:00 p.m.	Planning Retreat	TBD
		4:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	August 13	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	August 27	7:00 p.m.	Study Session	DEC - Teaching & Learning Center
Thursday	September 10	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	September 24	6:00 p.m.	Facilities Committee	DEC - Board Room
		7:00 p.m.	Study Session	DEC - Teaching & Learning Center
Thursday	October 8	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	October 22	6:00 p.m.	Finance Committee	DEC - Board Room
		7:00 p.m.	Study Session	DEC - Teaching & Learning Center
Thursday	November 12	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	December 10	5:45 p.m.	Dinner Session	DEC - Board Room
		7:00 p.m.	Regular Meeting	DEC - Community Room

Additional meetings will be scheduled as needed.

The District Education Center (DEC) is located at: 1520 Mahtomedi Avenue, Mahtomedi, MN 55115

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

Regular Meeting - Board of Education

Date: August 14, 2014

Agenda Item #11. B.

TOPIC: Approval of Resolution Relating to 2014-2015 Open Enrollment (Closing All Grades)

BACKGROUND: There are four open enrollment windows (February, April, June, and August) where enrollment numbers are looked at and it is determined whether or not grades should be closed to open enrollment. Open enrollment is used to balance out class sizes, fill grade levels, and use our buildings most efficiently.

In February, of the 444 applications that had been received in Window #1, 71 of them were approved. All 71 were either a child of an employee or had a sibling currently attending. Grade 12 was closed. (Of the 71 that were approved, 8 declined attendance.)

In April, of the 57 applications that had been received in Window #2, 7 of them were approved. All 7 were either a child of an employee or had a sibling currently attending. Also 16 applications on the 6th grade waiting list were approved. Kindergarten was closed. (Of the 23 that were approved, 6 declined attendance.)

In June, of the 37 applications that had been received in Window #3, 2 of them were approved. All 2 were either a child of an employee or had a sibling currently attending. Also 12 applications on the 6th grade waiting list and 21 applications on the 9th grade waiting list were approved. Grades 1-5 were closed. (Of the 35 that were approved, 12 declined attendance.)

RECOMMENDATION: At this time, of the 11 applications that have been received in Window #4, 2 of them are recommended for approval. All 2 are either a child of an employee or have a sibling currently attending. It is recommended that the remaining open grades 6-11 be closed.

ACTION RECOMMENDED: The Board approve the resolution relating to 2014-15 Open Enrollment as presented.

Submitted By:



Name

Superintendent of Schools

Title

Concurrence By:



Dr. Mark Larson
Superintendent of Schools



Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO 2014-2015 OPEN ENROLLMENT
(Window #4 – August 1 Deadline)
(CLOSING ALL GRADES)**

WHEREAS the State of Minnesota has established an enrollment options program permitting students to attend nonresident districts (Minnesota Statutes §124D.03), and

WHEREAS the State of Minnesota has also established criteria for school districts to approve or deny open enrollment applications based upon capacity of a program, class, or school building (Minnesota Statutes § 124D.03 Subdivision 6).

WHEREAS the school board seeks to maintain continuity of programs, curriculum, and services through consistent student enrollment and recognizes that sufficient student enrollment ensures high quality course offerings for resident students as well as students enrolling under the enrollment options program, and

WHEREAS open enrollment was closed February 13 to grade 12, April 10 to kindergarten, and June 12 to grades 1-5 for the 2014-2015 school year due to anticipated enrollment and school building capacity, and

BE IT THEREFORE RESOLVED that open enrollment now be closed in grades 6-11 and K-12 for children of employees and children who have a sibling that currently attends for the 2014-2015 school year.

BE IT FURTHER RESOLVED that the superintendent is authorized to approve applications for open enrollment for currently enrolled students who move out of the district

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.

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

Regular Meeting - Board of Education

Date: August 14, 2014

Agenda Item #11. C.

TOPIC: Approval of Resolution Relating to the Election of School Board Members and Calling the School District General Election

BACKGROUND: School board members are elected every two years at the General Election held in even years. The next school board election will be held Tuesday, November 4, 2014. Three seats for four-year terms will be on the ballot. The terms of Cathy Dalton, Kevin Donovan, and Robert Donohoe (currently held by Julie McGraw) expire on the first Monday in January 2015.

ACTION RECOMMENDED: Approval of resolution calling for the school board general election.

Submitted By:



Name

Superintendent of Schools

Title

Concurrence By:



Dr. Mark Larson
Superintendent of Schools



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 4th day of November, 2014.

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 4, 2014

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this: 

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

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.

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

Regular Meeting - Board of Education

Date: August 14, 2014

Agenda Item #11. D.

TOPIC: Approval of Resolution Calling Special Election to Fill School Board Vacancy

BACKGROUND: When a school board member resigns from his or her position before the first day to file affidavits of candidacy for the next school district general election and more than two years remain in the unexpired term, a special election shall be held in conjunction with the school district general election.

Steve Wolgamot resigned in February 2014 and the remainder of his term (currently held by Lucy Payne) will be a special election on the November 4, 2014 ballot. The term will be for two years (expiring January 2, 2017) and will begin as soon as the elected individual qualifies after the election. (Qualifies means all campaign financial reports have been filed.)

ACTION RECOMMENDED: Approval of resolution calling for the special school board election to fill vacancy.

Submitted By:



Name

Superintendent of Schools

Title

Concurrence By:



Dr. Mark Larson

Superintendent of Schools



Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION CALLING SPECIAL ELECTION TO
FILL SCHOOL BOARD VACANCY**

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2017; and

WHEREAS, the vacancy has occurred before the first day to file affidavits of candidacy for the next school district general election and more than two years remain in the unexpired term;

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 832, State of Minnesota, as follows:

1. The clerk shall accept affidavits of candidacy for this office during the same filing period as applicable to the school district general election.
2. It is necessary to hold a special election to elect an individual to fill the vacancy in the term of School Board Member expiring the first Monday in January, 2017.
3. The special election shall be held in conjunction with the November 4, 2014 school district general election and the polling places, precincts served, hours of voting, and election judges shall be the same as at the general election.
4. The clerk is hereby authorized and directed to cause written notice of said special 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 special election. The notice shall include the date of said special election and the office to be voted on at said special election. The clerk may combine this notice with the notice of the general election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said 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 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 shall reflect the offices, candidates and rotation sequence on the ballot used in that polling place.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

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.

The notice of election so posted and published shall state the office to be filled set forth in the form of ballot below, and shall include information concerning precincts and polling places.

The notices to be posted and published may be combined with the Notice of General Election.

5. The names of candidates to fill a vacancy who have filed an affidavit of candidacy must be listed on the general election ballot under the separate heading "SPECIAL ELECTION FOR SCHOOL BOARD MEMBER TO FILL VACANCY IN TERM EXPIRING JANUARY 2, 2017." Their names must be listed 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.

6. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill the vacancy in in the manner specified in Minnesota law.

7. The ballot shall be in substantially the following form:

GENERAL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 832
(MAHTOMEDI)

NOVEMBER 4, 2014

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this: ●

**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
-

**SPECIAL ELECTION
FOR SCHOOL BOARD MEMBER TO FILL VACANCY
IN TERM EXPIRING JANUARY 2, 2017**

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this: ●

VOTE FOR ONE

- NAME
- NAME
- _____
write-in, if any

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.

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

Regular Meeting - Board of Education

Date: August 14, 2014

Agenda Item #11. E.

TOPIC: Approval of Resolution Authorizing a New Board Approved Referendum Authority and Determining the Necessity of Increasing General Education Revenue and Calling a Special Election and Referendum Thereon

BACKGROUND: The Board and community have had several presentations, discussion forums, and listening sessions about the school district financial picture. With the operating levy that was passed in 2004 set to expire, it is essential to replace it. After all the input from community, staff, and administration, it is recommended that the Board authorize a special election.

PURPOSE OF PRESENTATION: The purpose of this presentation is to provide the Board and community with the information regarding the need for an increased levy.

ACTION RECOMMENDED: Approval.

Submitted By:



Name

Superintendent of Schools

Title

Concurrence By:



Dr. Mark Larson

Superintendent of Schools

CERTIFICATION OF MINUTES RELATING TO BOARD APPROVED REFERENDUM
AUTHORITY AND SPECIAL ELECTION

Issuer: Independent School District No. 832 (Mahtomedi), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on August 14, 2014, at 7:00 p.m., at the District offices.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (including):

RESOLUTION RESCINDING PRIOR RESOLUTION THAT CONVERTED
VOTER APPROVED REFERENDUM AUTHORITY TO A BOARD
APPROVED REFERENDUM AUTHORITY, AUTHORIZING A NEW
BOARD APPROVED REFERENDUM AUTHORITY AND DETERMINING
THE NECESSITY OF INCREASING GENERAL EDUCATION REVENUE
AND CALLING A SPECIAL ELECTION AND REFERENDUM THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on August 14, 2014.

School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RESCINDING PRIOR RESOLUTION THAT CONVERTED VOTER APPROVED REFERENDUM AUTHORITY TO A BOARD APPROVED REFERENDUM AUTHORITY, AUTHORIZING A NEW BOARD APPROVED REFERENDUM AUTHORITY AND DETERMINING THE NECESSITY OF INCREASING GENERAL EDUCATION REVENUE AND CALLING A SPECIAL ELECTION AND REFERENDUM THEREON

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 832 (Mahtomedi), Minnesota (the School District) as follows:

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare:
 - (a) that this Board, by its resolution dated August 8, 2013 (the Conversion Resolution), converted \$300 per adjusted pupil unit of its existing voter approved referendum authority to a Board approved authority. The Conversion Resolution is hereby rescinded, effective for taxes payable in 2015 and thereafter.
 - (b) that the School District has no voter approved referendum authority for fiscal year 2016, after subtraction of local option revenue, and that pursuant to Minnesota Statutes, Section 126C.17, subdivision 9a, the Board hereby determines to authorize a new Board approved referendum authority in the amount of \$300 per adjusted pupil unit. This new Board approved referendum authority shall be further adjusted based on final pupil unit data. It is the intention of the Board to create the maximum authority for which it is eligible, not to exceed \$300 per adjusted pupil unit. This new Board approved referendum authority, as adjusted, shall be applicable for five years, beginning with taxes payable in 2015. The Board may subsequently reauthorize the Board approved referendum authority in increments of up to five years.
 - (c) that it is necessary and expedient to increase its general education revenue by \$593 per pupil over its expiring referendum levy authority for a total proposed referendum revenue authorization of \$743.74 per pupil. The proposed referendum revenue authorization would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law.
2. The question of increasing the general education revenue of the School District shall be submitted to the qualified electors of the School District at a special election, which is

hereby called and directed to be held in conjunction with the state general election on Tuesday, November 4, 2014, between the hours of 7:00 a.m. and 8:00 p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those precincts or parts of precincts located within the boundaries of the School District which have been established by the governing bodies located in whole or in part within the School District.

4. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to the County Auditor at least seventy-four (74) days before the date of the special election; (b) provided to the Commissioner of Education at least seventy-four (74) days before the date of the special election; (c) mailed by first class mail to every taxpayer in the School District, at least fifteen (15) days but no more than thirty (30) days prior to the date of the special election; (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (e) published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week prior to the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 832
(MAHTOMEDI), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 832 (Mahtomedi), Minnesota, on November 4, 2014, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following question:

**SCHOOL DISTRICT BALLOT QUESTION
APPROVAL OF SCHOOL DISTRICT REFERENDUM REVENUE AUTHORIZATION**

The Board of Independent School District No. 832 (Mahtomedi), Minnesota has an existing referendum levy authority of \$150.74 per pupil which is expiring after taxes payable in 2014 and has proposed to increase its general education revenue by \$593 per pupil over its existing referendum levy authority for a total proposed referendum revenue authorization of \$743.74 per pupil. The proposed referendum revenue authorization would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

Shall the increase in the revenue proposed by the Board of Independent School District No. 832 (Mahtomedi), Minnesota be approved?

**PASSAGE OF THIS REFERENDUM WILL RESULT IN AN INCREASE
IN YOUR PROPERTY TAXES**

For the ballot question, the property tax portion of the revenue authorized will require an estimated referendum tax rate of 0.1503394% of the referendum market value of all classes of taxable property in the School District, as defined by Minnesota Statutes, Section 126C.01, Subdivision 3, which excludes certain agricultural property, seasonal property and post-secondary student housing.

The projected annual dollar increases for typical residential homesteads, apartments, commercial-industrial properties, and most other classes of property within the School District are as shown in the table below.

For agricultural property (both homestead and non-homestead), the taxes for the proposed referendum will be based on the value of the house, garage and one acre of land. There will be no referendum taxes paid on the value of agricultural land and buildings. For seasonal recreational residential property (e.g., cabins), there will be no taxes paid for the proposed referendum.

The figures in the table below are based on taxes for the voter approved referendum levy only, and do not include taxes for other purposes:

Homestead Residential, Apartments, and Commercial/Industrial Properties

<u>Market Value</u>	<u>Expiring Levy Authority Taxes Payable in 2014</u>	<u>Proposed New Levy Authority Taxes Payable in 2015</u>	<u>Difference between Expiring Authority and Proposed Authority</u>
\$50,000	\$-15.24	\$75.17	\$59.93
75,000	-22.85	112.75	89.90
100,000	-30.47	150.34	119.87
125,000	-38.09	187.92	149.84
150,000	-45.71	225.51	179.80
175,000	-53.32	263.09	209.77
200,000	-60.94	300.68	239.74
250,000	-76.18	375.85	299.67
300,000	-91.41	451.02	359.61
350,000	-106.65	526.19	419.54
400,000	-121.88	601.36	479.48
450,000	-137.12	676.53	539.41
500,000	-152.35	751.70	599.34
600,000	-182.82	902.04	719.21
800,000	-243.76	1,202.72	958.95
1,000,000	-304.71	1,503.39	1,198.69

The precincts and polling places for the special election will be the precincts and polling places used for the state general election.

All qualified electors residing in said School District may cast their ballots at the polling places for the precincts in which they reside during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling places on election day.

Dated: August 14, 2014

BY ORDER OF THE SCHOOL BOARD

/s/ _____, Clerk

5. If paper ballots are being used, the Clerk is authorized and directed to secure a goldenrod colored ballot box for the deposit of ballots at the polling places and to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting any 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 other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

6. If paper ballots are being used, the Clerk is authorized and directed to cause a goldenrod colored printed ballot for the question to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 4 for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

SCHOOL DISTRICT QUESTION BALLOT
INDEPENDENT SCHOOL DISTRICT NO. 832
(MAHTOMEDI), MINNESOTA
SPECIAL ELECTION

November 4, 2014

To vote for a question, put an (X) in the square next to the word "YES" for that question.
To vote against a question, put an (X) in the square next to the word "NO" for that question.

**SCHOOL DISTRICT BALLOT QUESTION
APPROVAL OF SCHOOL DISTRICT REFERENDUM REVENUE AUTHORIZATION**

The Board of Independent School District No. 832 (Mahtomedi), Minnesota has an existing referendum levy authority of \$150.74 per pupil which is expiring after taxes payable in 2014 and has proposed to increase its general education revenue by \$593 per pupil over its existing referendum levy authority for a total proposed referendum revenue authorization of \$743.74 per pupil. The proposed referendum revenue authorization would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

- YES Shall the increase in the revenue proposed by the Board of Independent
 NO School District No. 832 (Mahtomedi), Minnesota be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A
PROPERTY TAX INCREASE**

(Reverse side of ballot)

OFFICIAL BALLOT

November 4, 2014

Judge

Judge

(The ballot is to be initialed by two judges)

7. If the School District will be contracting to print the ballots for this special 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, upon request, 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.

8. The individuals designated as judges for the state general election shall act as election judges for this special election and shall conduct the special election at the various polling places in the manner prescribed by law.

9. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day, November 7, 2014, and the tenth day, November 14, 2014, after the special election for the purpose of canvassing the results thereof.

10. Pursuant to Minnesota Statutes, Section 126C.17, Subdivision 9(f) and Minnesota Statutes, Section 205A.07, Subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the referendum and to provide the certified vote totals for the ballot question in written form within fifteen (15) days after the results have been certified by the Board.

11. The Clerk is hereby instructed to submit a copy of this resolution to the Minnesota Department of Education by September 30, 2014.

Upon vote being taken thereon, the following voted in favor thereof

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

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

Regular Meeting - Board of Education

Date: August 14, 2014

Agenda Item #11. F.

TOPIC: Approval of Student Directory Information Form

BACKGROUND: Directory information is information that is available to the public. The information form follows all federal and state laws. There is an addition which is email addresses. With the technological advancements, communication via email is much more prevalent and necessary.

PURPOSE OF PRESENTATION: The purpose of this presentation is to provide the Board and community with an overview of directory information. Families will be asked to complete the form as part of the back-to-school information.

ACTION RECOMMENDED: Approval.

Submitted By:



Name

Superintendent of Schools

Title

Concurrence By:



Dr. Mark Larson

Superintendent of Schools

Mahtomedi Public Schools

Student Directory Information

Organizations and/or any member of the public can request information about students attending Mahtomedi Public Schools. "Directory information," as it is known, is defined by the Mahtomedi School Board policy as the student's name, date and place of birth, sex, major field of study, participation in officially recognized activities and sports, dates of attendance, grade levels completed, degrees and awards received, the most recent previous educational agency or institution attended by the student, pictures for district-approved publications/newspapers, district websites or cablecasts, district-produced social media, bulletins, programs, or similar district-produced information pieces, name/address/telephone number/email of the student's parent(s) for use in matters pertaining to school district business, functions, or purposes.

The district's policy complies with state and federal laws, which require us to release this information upon request. However, you have the right to deny the release of directory information, except to school officials or as provided under federal law. Please know that, if you choose to keep directory information private, names will not be available for any purpose. In such cases, for example, students would not be listed in school programs, yearbooks, publicized honor roll lists, and classroom directories because these documents are considered public domain. *Please note the "Opt Out Exemption for Yearbook" on the form below.*

To make directory information private, parents, legal guardians, and students of legal age should complete the form below and forward it to the school office by October 1, 2014. Please complete a form for each student. When a child enters early childhood/preschool, elementary (Wildwood and O.H. Anderson), and secondary (Mahtomedi Middle School and Mahtomedi High School) the request will remain in effect while at that level or unless modified or rescinded via a written request submitted to the school office.

If you have any questions, please call Laura Eliason at 651.407.2004.

Non-Release of Directory Information

By signing this form I am requesting that Mahtomedi Public Schools **not** release Directory Information for ANY use for the following student except to school officials or as provided under federal law.

I understand this student will not be listed in publications such as school programs and yearbooks because these documents are considered public domain.

Opt Out Exemption for Yearbook: Although I do not want my child's directory information released, I grant special permission for my child's name and photo to be included in the school's yearbook ONLY.

Student's First and Last Name: _____

Grade: _____

Parent/Guardian Signature: _____

Student of Legal Age Signature: _____

Date: _____

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

Regular Meeting - Board of Education

Date: August 14, 2014

Agenda Item #11. G.

TOPIC: Approval to Direct Administration to Prepare Individual Contracts

BACKGROUND: The Finance Committee provided parameters for the negotiation of all contracts and bargaining groups. The individual contracts are for employees that are not part of any bargaining group. The contracts provide a salary increase that is within the parameters set by the Finance Committee and is less than the teacher contract that was approved last spring.

PURPOSE OF PRESENTATION: The Board has requested that contracts be approved as part of the regular School Board agenda and this approval follows that request.

ACTION RECOMMENDED: Approval

Submitted By:



Name

Superintendent of Schools

Title

Concurrence By:



Dr. Mark Larson

Superintendent of Schools



TO: Northeast Metro 916 Board of Education
FROM: Connie Hayes
DATE: August 11, 2014
RE: August 6 Board of Education Meeting Talking Points

Members present: Auge'-622, Brunnette-833, Forsberg-16, Lindblad-14, Lodico-12, Newberg-624, Palmer-13, Ptacek-834, Sager-621, Schwartz-832, and Theisen-831.
 Members absent: Edstrom-623

Among a number of topics discussed at the August 6, 2014, meeting of the Northeast Metro 916 School Board, the following agenda items were addressed:

1. **Superintendent Evaluation:** The school board conducted an evaluation of the superintendent in June and Chair Tracy Brunnette reported on it at the meeting. The summary indicated a high degree of satisfaction with the superintendent's performance. The average scores for each area are as follows:

<u>Dimension</u>	<u>Overall Rating</u>
Leadership	9
Board Relations	9
Policy & Governance	8.5
Organizational Management	9
Curriculum & Instructional Mgmt	7
Personnel	8
Communication & Community Relations	9.5

Some interest was indicated for more regular board reports rather than an intermittent schedule. Superintendent Hayes will set the goal for two times per month.

2. **Approval of the Fiscal Agent for Metro Heights Academy:** This year marks the completion of planning to fully integrate the ALC programs between Columbia Heights and Spring Lake Park at the location in Fridley. Many years ago the MDE asked that Northeast Metro 916 use a fiscal host for our ALC programs. This agreement is intended to ensure that all funds generated by the students follow them to their ALC program. We do anticipate that some amendments to this agreement may be needed as our partnering districts work through legislative changes that impact funding for ALC programs.
3. **Organizational Chart:** The board approved the new organizational chart which includes administrative assignments for Karner Blue Education Center and several newly hired administrators including Sandy Strand (South Campus) and Lela Olson (Valley Crossing Community School). The chart also recognizes our new Communications Coordinator, Alyssa Diamond.

4. **Resolution Authorizing Minnesota School Forest:** The board approved a new school forest designation at Karner Blue Education Center. The forest is included in the land purchased to build the school and will provide an opportunity to emphasize nature as a learning theme in the building.
5. **Letter of Understanding with North St. Paul-Maplewood-Oakdale for the ALC:** Northeast Metro 916 will educate the juniors and seniors who enroll in ALC programming from District 622 at the 916 Mahtomedi Academy and East View Academy. District 622 will bus the students to those locations. Northeast Metro 916 will purchase .75 of the contract for a teacher from District 622 to coordinate enrollment and special education at the two sites.
6. **Approval of Educational Services Agreement with Mounds View District 621:** Life Span, a day treatment facility located in the Mounds View District is required to ask the resident district if it wishes to provide the educational services at the day treatment program. The special education director at Mounds View asked Northeast Metro 916 to provide those services on their behalf.
7. **Approval of Custodial and Food Service Agreements with Centennial for Karner Blue Education Center:** Northeast Metro 916 does not have a food service director and always seeks to partner with the district where the program is located for food service. In addition, Centennial will provide custodial services for Karner Blue Education Center.
8. **Approval of New Locked Quiet Room (LQR) at South Campus:** Currently, the program at South Campus has only one LQR room which requires that students be transported through the program which often causes other students to be anxious and upset. The new LQR room is estimated to cost around \$40,000 and will be paid for with medical assistance billing revenue.

INDEPENDENT SCHOOL DISTRICT #832

MAHTOMEDI, MINNESOTA

TREASURER'S REPORT

MONTH ENDING 6/30/14

	CLOSING BALANCE 5/31/14	RECEIPTS	A/P DISBURSEMENT	PAYROLL DISBURSEMENTS	JOURNAL ENTRY TRANSFERS	BALANCE AS OF 06/30/14
GENERAL FUND (01)	7,277,618.72	3,809,788.13	(2,312,085.27)	(2,276,588.94)	(606,846.67)	5,891,885.97
FOOD SERVICE FUND (02)	550,127.70	57,695.79	(128,128.69)	0.00	0.00	479,694.80
COMMUNITY EDUCATION FUND (04)	667,331.31	235,957.61	(107,511.17)	(96,413.49)	(31,929.43)	667,434.83
CONSTRUCTION (06)	8.53	0.00	(8.53)	0.00	0.00	0.00
DEBT SERVICE FUND (07)	917,449.28	1,251,245.22	(900.00)	0.00	0.00	2,167,794.50
INTERNAL FUND (20)	563,957.51	8,987.05	(307,405.43)	0.00	634,766.85	900,305.98
DONATIONS (25)	1,021,623.76	185,340.15	(90,169.88)	0.00	6,663.18	1,123,457.21
ACTIVITIES (50)	186,380.95	33,266.04	(26,626.13)	0.00	(3,195.66)	189,825.20
OPEB TRUST FUND (45)	2,485,067.91	0.00	(73,491.00)	0.00	2,550.37	2,414,127.28
OPEB DEBT SERV (47)	135,259.87	77,493.35	0.00	0.00	0.00	212,753.22
	13,804,825.54	5,659,773.34	(3,046,326.10)	(2,373,002.43)	2,008.64	14,047,278.99
BANK	BANK STATEMENT	OUTSTANDING (-) CHECKS	OUTSTANDING (+) DEPOSITS	OUTSTANDING WIRES	BANK BALANCE 06/30/14	
MSDLAF Acct# 1289	852,651.27		10,175.00	(359,316.08)	503,510.19	
MSDLAF Acct# 1521 checking	327,822.39	(250,580.97)			77,241.42	
MN TRUST-OPERATING (30822-101)	11,048,400.05				11,048,400.05	
OHA #601344	500.01				500.01	
WW # 601343	500.01				500.01	
COM ED #601355	1,000.01				1,000.01	
MS ACT #601500	1,000.01				1,000.01	
HS ACT #601366	1,000.01				1,000.01	
MN TRUST-OPEB TRUST (30822-301) 45-101-00	2,414,127.28				2,414,127.28	
MN TRUST- 2010B BOND- 06-101-00	0.00				0.00	
TOTAL	14,647,001.04	(250,580.97)	10,175.00	(359,316.08)	14,047,278.99	

JUL 2014 CHECK REGISTER -BANK 02

Bank	Check Number	Check Amount	Check Date	Vendor Number	Vendor Address	Vendor Name	Check Status
2	384823	500.00	07/10/2014	10116	0	ROBERT HANSON /1ST SWING GOLF SCHOOL, LLC	Cleared
2	384824	207.95	07/10/2014	00032	1	ACCURATE LABEL DESIGNS	Cleared
2	384825	545.08	07/10/2014	09140	0	AFFINETY SOLUTIONS INC	Cleared
2	384826	550.00	07/10/2014	10251	0	AIR DUCT CLEANERS	Cleared
2	384827	337.00	07/10/2014	04234	0	BLUE CROSS BLUE SHIELD OF MN/SUPPORT SOURCE	Cleared
2	384828	13,935.00	07/10/2014	00527	0	COMSTOCK & SONS INC	Cleared
2	384829	525.00	07/10/2014	00541	0	CONTINENTAL CLAY COMPANY	Cleared
2	384830	2,983.57	07/10/2014	00599	0	DALCO	Cleared
2	384831	322.42	07/10/2014	00679	0	DONATELLI'S	
2	384832	3,409.00	07/10/2014	00714	0	EAGLE SCREEN PRINTING/JEFFREY POESCHL	Cleared
2	384833	3,435.62	07/10/2014	00803	0	EXPRESS SERVICES INC	Cleared
2	384834	78,880.60	07/10/2014	09122	0	EI-JAY PLUMBING & HEATING INC	Cleared
2	384835	212.33	07/10/2014	10094	0	FAMILY SPEECH & THERAPY SERVICES LLC	Cleared
2	384836	19,077.83	07/10/2014	06819	0	FIRST STUDENT	Cleared
2	384837	2,398.28	07/10/2014	00856	0	FOLLETT SCHOOL SOLUTIONS, INC	Cleared
2	384838	297.11	07/10/2014	06697	0	FRATTALLONE'S ACE HARDWARE STORES	Cleared
2	384839	240.79	07/10/2014	00936	1	GBC/ACCO BRANDS USA LLC	Cleared
2	384840	86,807.90	07/10/2014	09339	0	GRESSER COMPANIES INC	Cleared
2	384841	269.30	07/10/2014	01105	0	HEJNY RENTALS INC	Cleared
2	384842	8,451.54	07/10/2014	01164	1	HOUGHTON MIFFLIN RECEIVABLES CO LLC	Cleared
2	384843	1,825.54	07/10/2014	03248	0	I.S.D # 834 STILLWATER	Cleared
2	384844	538.39	07/10/2014	03141	0	JOAN STAHLMANN	Cleared
2	384845	1,515.18	07/10/2014	08077	1	JOHN DEERE LANDSCAPES/ LESCO	Cleared
2	384846	10,820.98	07/10/2014	08458	0	K12 TRANSPORTATION MANAGEMENT SERVICES INC	Cleared
2	384847	1,331.94	07/10/2014	03195	0	LASERPLUS, LLC	Cleared
2	384848	110.00	07/10/2014	10076	0	MANSHIP PLUMBING & HEATING INC	
2	384849	5,323.00	07/10/2014	07211	0	MARGIE ROISUM/SCHOOL PROJECT	Cleared
2	384850	4,004.20	07/10/2014	08289	0	MATRIX COMMUNICATIONS	Cleared
2	384851	4,549.20	07/10/2014	04063	1	MCGRAW HILL EDUCATION LLC	Cleared
2	384852	327.00	07/10/2014	03384	0	MID CITY SERVICES-INDUSTRIAL LAUNDRY	Cleared
2	384853	45.00	07/10/2014	07783	0	MINNESOTA COMMUNITY ED.ASSN	Cleared
2	384854	16,515.47	07/10/2014	01971	1	NORTHEAST METRO 916	Cleared
2	384855	1,090.00	07/10/2014	01974	0	NORTHERN ELECTRIC- ELECTRICAL CONTRACTORS	Cleared
2	384856	103,426.00	07/10/2014	10020	0	NOW MICRO	Cleared
2	384857	4,721.00	07/10/2014	10250	0	OLSON'S SEWER SERVICE INC	Cleared
2	384858	590.01	07/10/2014	05985	0	PAMS LUNCHROOM LLC	Cleared
2	384859	92.99	07/10/2014	02151	0	PLUNKETTS PEST CONTROL INC	Cleared
2	384860	76.88	07/10/2014	02161	0	POPP.COM INC	Cleared
2	384861	651.25	07/10/2014	02180	0	PRESS PUBLICATIONS	Cleared
2	384862	126.00	07/10/2014	06784	0	SANDY SCHOENECKER	Cleared
2	384863	1,000.00	07/10/2014	10248	0	SCOTT HIGHLANDS MIDDLE SCHOOL	
2	384864	266.95	07/10/2014	00553	3	STAPLES ADVANTAGE	Cleared
2	384865	250.00	07/10/2014	10249	0	THE FIGHT BACK PROJECT	
2	384866	487.00	07/10/2014	08784	0	TRUSTED EMPLOYEES	Cleared
2	384867	58.87	07/10/2014	09693	0	UNIVERSAL ATHLETIC	Void
2	384868	2,000.00	07/10/2014	08411	0	WEST METRO LEARNING CONNECTIONS INC	Cleared
2	384869	30,051.24	07/10/2014	00723	0	XCEL ENERGY	Cleared
2	384870	2,764.51	07/10/2014	04827	0	ALLIANCE PUBLISHING & MARKETING	Cleared

JUL 2014 CHECK REGISTER -BANK 02

Bank	Check Number	Check Amount	Check Date	Vendor Number	Vendor Address	Vendor Name	Check Status
2	384871	7,649.00	07/10/2014	03930	1	AMSD	Cleared
2	384872	116.00	07/10/2014	00364	0	BUDGET SIGN AND GRAPHICS INC	Cleared
2	384873	5,000.00	07/10/2014	06820	0	CLASS 5 INC	Cleared
2	384874	29,805.00	07/10/2014	09332	0	DAKOTA TRUCK UNDERWRITERS	Cleared
2	384875	240.95	07/10/2014	00599	0	DALCO	Cleared
2	384876	2,447.68	07/10/2014	03433	1	DELL COMPUTER CORP.	Cleared
2	384877	1,053.99	07/10/2014	00996	0	GREAT AMERICAN BUSINESS PROD'S	Cleared
2	384878	8,074.91	07/10/2014	10242	0	GUIDE K12	Cleared
2	384879	800.00	07/10/2014	03430	3	I.S.D # 011 ANOKA HENNEPIN	Cleared
2	384880	213.20	07/10/2014	01557	0	MAHTOMEDI AUTO SERVICE	Cleared
2	384881	3.95	07/10/2014	09269	0	MARY VUKELICH	
2	384882	1,266.00	07/10/2014	01609	4	MASA	Cleared
2	384883	6,044.82	07/10/2014	08289	0	MATRIX COMMUNICATIONS	Cleared
2	384884	550.00	07/10/2014	03983	0	METROPOLITAN PRINCIPALS ACADEMY	Cleared
2	384885	60.00	07/10/2014	06794	0	MN CRIME ALERT NETWORK	
2	384886	2,544.00	07/10/2014	05836	0	NASSP	Void
2	384887	59,402.93	07/10/2014	01971	1	NORTHEAST METRO 916	Cleared
2	384888	1,087.00	07/10/2014	10020	0	NOW MICRO	Cleared
2	384889	31,125.00	07/10/2014	03188	0	NWEA-NORTHWEST EVALUATION ASSN	Cleared
2	384890	135.00	07/10/2014	02365	1	SAM'S CLUB	Cleared
2	384891	3,000.00	07/10/2014	03369	0	SCHOOLFINANCES.COM	Cleared
2	384892	925.00	07/10/2014	06462	0	SCHOOLHOUSE EDUCATIONAL SERVICES LLC	
2	384893	500.00	07/10/2014	02581	0	ST CROIX BOAT & PACKET CO	Cleared
2	384894	4,101.00	07/10/2014	02745	1	THYSSENKRUPP ELEVATOR	Cleared
2	384895	34,039.00	07/10/2014	02748	0	TIES	Cleared
2	384896	61,654.00	07/10/2014	02748	1	TIES/ TIES DEPOT	Cleared
2	384897	9,963.00	07/10/2014	02748	1	TIES/ TIES DEPOT	Cleared
2	384898	1,138.50	07/10/2014	02807	0	U S BANK TRUST N A	Cleared
2	384899	285.00	07/10/2014	02936	0	WHITE BEAR AREA CHAMBER OF COM	Cleared
2	384900	68.16	07/15/2014	00094	0	AMERICAN FAMILY ASSURANCE	Cleared
2	384901	1,127.00	07/15/2014	01556	0	MAHTOMEDI AREA EDUC.FOUNDATION	Cleared
2	384902	9.90	07/15/2014	01888	0	NATIONAL INSURANCE SERVICES OF WI INC	Cleared
2	384903	320.00	07/15/2014	01740	0	NCPERS MINNESOTA-179220	Cleared
2	384904	724.50	07/15/2014	02017	0	OFFICE & PROFESSIONAL	Cleared
2	384905	909.50	07/15/2014	02048	0	OPERATING ENGINEERS LOCAL #70	Cleared
2	384906	700.00	07/15/2014	04342	0	WISCONSIN SCTF	Cleared
2	384907	1,470.00	07/17/2014	09809	0	AMIOT SCHOLASTIC RECOGNITION INC	Cleared
2	384908	6,000.00	07/17/2014	01214	0	AUL	Cleared
2	384909	49,127.12	07/17/2014	01214	0	AUL	Cleared
2	384910	117.00	07/17/2014	10153	0	BRUCE CEDARHOLM STARIHA	
2	384911	15,705.45	07/17/2014	01572	0	CITY OF MAHTOMEDI	Cleared
2	384912	3,511.72	07/17/2014	00485	0	CLASSIC SUBURBAN CONFERENCE	Cleared
2	384913	518.72	07/17/2014	09499	0	DALCO ROOFING & SHEET METAL	Cleared
2	384914	131.76	07/17/2014	00679	0	DONATELLI'S	Cleared
2	384915	206.94	07/17/2014	00725	0	ECKROTH MUSIC COMPANY	Cleared
2	384916	440.36	07/17/2014	05986	0	EDUCATORS BENEFITS CONSULTANTS,LLC	Cleared
2	384917	2,745.02	07/17/2014	00803	0	EXPRESS SERVICES INC	Cleared
2	384918	5,319.70	07/17/2014	06146	1	GOPHER	Cleared

JUL 2014 CHECK REGISTER -BANK 02

Bank	Check Number	Check Amount	Check Date	Vendor Number	Vendor Address	Vendor Name	Check Status
2	384919	102.96	07/17/2014	03669	1	GUITAR CENTER TWIN CITIES	Cleared
2	384920	262.50	07/17/2014	09123	0	HUFCOR MINNESOTA LLLC	Cleared
2	384921	1,264.57	07/17/2014	03378	0	KELLY SERVICES, INC	Cleared
2	384922	129.56	07/17/2014	01372	0	KNOWLAN'S SUPER MARKETS	Cleared
2	384923	388.00	07/17/2014	08645	0	LARKIN HOFFMAN DALY & LINDGREN LTD	Cleared
2	384924	2,170.00	07/17/2014	09010	0	LETTERMEN SPORTS	Cleared
2	384925	7,158.96	07/17/2014	09807	0	LIFETOUCH NSS INC	Cleared
2	384926	570.50	07/17/2014	07073	0	LOFFLER	Cleared
2	384927	4,671.52	07/17/2014	07606	2	LOFFLER COMPANY INC	Cleared
2	384928	852.27	07/17/2014	02115	1	MACKIN EDUCATIONAL RESOURCES	Cleared
2	384929	16,016.80	07/17/2014	08289	0	MATRIX COMMUNICATIONS	Cleared
2	384930	191.28	07/17/2014	01684	0	MENARDS OAKDALE CASHWAY LUMBER	Cleared
2	384931	44,829.00	07/17/2014	01971	1	NORTHEAST METRO 916	Cleared
2	384932	3,764.00	07/17/2014	10020	0	NOW MICRO	Cleared
2	384933	1,730.20	07/17/2014	03699	0	OAK GLEN COUNTRY CLUB	Cleared
2	384934	1,122.50	07/17/2014	02043	0	ON SITE SANITATION INC	Cleared
2	384935	417.86	07/17/2014	01081	0	PHIL HASTINGS	Cleared
2	384936	1,054.91	07/17/2014	02748	1	TIES/ TIES DEPOT	Cleared
2	384937	35.50	07/17/2014	09833	0	UNITED STATES TREASURY	Cleared
2	384938	3,299.50	07/17/2014	10113	0	VARISPORT INC	Cleared
2	384939	498.00	07/17/2014	03636	1	APPLE INC	Cleared
2	384940	161.39	07/17/2014	08859	1	AWS SERVICE CENTER	Cleared
2	384941	206.00	07/17/2014	00599	0	DALCO	Cleared
2	384942	401.95	07/17/2014	00722	0	EBSCO	Cleared
2	384943	943.11	07/17/2014	00803	0	EXPRESS SERVICES INC	Cleared
2	384944	2,804.58	07/17/2014	00856	0	FOLLETT SCHOOL SOLUTIONS, INC	Cleared
2	384945	198.00	07/17/2014	10255	0	FRONTRUNNER EVENTS/ VACATION SPORTS	Cleared
2	384946	91.89	07/17/2014	00937	1	GENERAL INDUSTRIAL SUPPLY CO	Cleared
2	384947	130.00	07/17/2014	03081	0	GRAY SEEVER	Cleared
2	384948	718.96	07/17/2014	01018	0	GROTH MUSIC	Cleared
2	384949	2,996.31	07/17/2014	01171	0	HUMAN KINETICS	Cleared
2	384950	29.95	07/17/2014	06533	0	KRISTINA SCHMALZ	Cleared
2	384951	224.94	07/17/2014	03195	0	LASERPLUS, LLC	Cleared
2	384952	76.00	07/17/2014	07073	0	LOFFLER	Cleared
2	384953	7,110.66	07/17/2014	07606	1	LOFFLER COMPANY INC	Cleared
2	384954	3,800.00	07/17/2014	07568	0	LORETTA NORGON	Cleared
2	384955	5,413.39	07/17/2014	03182	1	MADISON NATIONAL LIFE INS CO INC	Cleared
2	384956	3,260.00	07/17/2014	03229	0	MATTHEW SOBIESKI	Cleared
2	384957	187.58	07/17/2014	01684	0	MENARDS OAKDALE CASHWAY LUMBER	Cleared
2	384958	1,696.00	07/17/2014	05836	0	NASSP	
2	384959	4,026.62	07/17/2014	01888	0	NATIONAL INSURANCE SERVICES OF WI INC	Cleared
2	384960	27,265.63	07/17/2014	01971	1	NORTHEAST METRO 916	Cleared
2	384961	93.25	07/17/2014	06012	1	PREMIUM WATERS INC	Cleared
2	384962	56.50	07/17/2014	02180	0	PRESS PUBLICATIONS	Cleared
2	384963	250.00	07/17/2014	10252	0	RONALD FEDIE	Cleared
2	384964	9,021.00	07/17/2014	03742	1	RSCHOOL TODAY/DISTRIBUTED WEBSITE CORPORATIC	Cleared
2	384965	496.97	07/17/2014	00553	3	STAPLES ADVANTAGE	Cleared
2	384967	9,906.85	07/17/2014	02748	1	TIES/ TIES DEPOT	Cleared

JUL 2014 CHECK REGISTER -BANK 02

Bank	Check Number	Check Amount	Check Date	Vendor Number	Vendor Address	Vendor Name	Check Status
2	384968	1,415.00	07/17/2014	03438	1	TR EQUIPMENT SERVICES LLC	Cleared
2	384969	375.16	07/17/2014	02800	0	TWIN CITY FILTER SERVICE INC	Cleared
2	384970	150.00	07/17/2014	05875	1	WHITE BEAR LAKE HIGH SCHOOL	
2	384971	7,043.95	07/17/2014	10047	0	ZAYO GROUP LLC	Cleared
2	384972	671.68	07/24/2014	00208	1	BARNES & NOBLE	Cleared
2	384973	5,632.39	07/24/2014	03196	0	BF LAUZON ENTERPRISES INC	Cleared
2	384974	1,249.46	07/24/2014	00558	1	COURAGE KENNY REHABILITATION INSTITUTE	Cleared
2	384975	301.75	07/24/2014	06495	0	CREATIVE RESOURCES	Cleared
2	384976	4,950.48	07/24/2014	09009	0	D & J QUALITY SOURCING LLC	Cleared
2	384977	975.00	07/24/2014	00714	0	EAGLE SCREEN PRINTING/JEFFREY POESCHL	Cleared
2	384978	407.21	07/24/2014	00787	0	ERICKSON OIL PRODUCTS INC	Cleared
2	384979	1,245.00	07/24/2014	06809	0	GARY FORD/METRO TESTING MECHANICAL LLC	Cleared
2	384980	51.09	07/24/2014	01372	0	KNOWLAN'S SUPER MARKETS	Cleared
2	384981	1,250.03	07/24/2014	03195	0	LASERPLUS, LLC	Cleared
2	384982	1,518.38	07/24/2014	02115	1	MACKIN EDUCATIONAL RESOURCES	Cleared
2	384983	115.04	07/24/2014	01683	0	MENARDS	Cleared
2	384984	12,034.00	07/24/2014	08739	0	NAC MECHANICAL & ELECTRICAL SERVICE	Cleared
2	384985	77.50	07/24/2014	02043	0	ON SITE SANITATION INC	Cleared
2	384986	69.00	07/24/2014	02180	0	PRESS PUBLICATIONS	Cleared
2	384987	635.50	07/24/2014	03136	0	RATWIK ROSZAK & MALONEY P A	Cleared
2	384988	2,704.00	07/24/2014	02252	0	REGION 4AA	Cleared
2	384989	1,237.76	07/24/2014	07113	0	SAM'S CLUB	Cleared
2	384990	391.06	07/24/2014	00553	3	STAPLES ADVANTAGE	Cleared
2	384991	119.16	07/24/2014	02680	0	T A SCHIFSKY & SONS INC	Cleared
2	384992	292.50	07/24/2014	07398	0	TECH 4 LEARNING	Cleared
2	384993	3,585.00	07/24/2014	08232	0	WHITE BEAR LAKE SPORTS CENTER	Cleared
2	384994	12,613.91	07/24/2014	09523	0	AGOSTO	Cleared
2	384995	2,028.37	07/24/2014	03196	0	BF LAUZON ENTERPRISES INC	Cleared
2	384996	188.00	07/24/2014	04353	0	CEC/COUNCIL FOR EXCEPTIONAL CHILDREN	Cleared
2	384997	1,216.00	07/24/2014	07989	0	CONCORDIA LANGUAGE VILLAGES	Cleared
2	384998	5,477.73	07/24/2014	00599	0	DALCO	Cleared
2	384999	72.72	07/24/2014	00856	0	FOLLETT SCHOOL SOLUTIONS, INC	Cleared
2	385000	85.03	07/24/2014	10137	0	GOFF ENTERPRISES, INC	
2	385001	550.00	07/24/2014	10257	0	JERRY KWAPICK	Cleared
2	385002	684.98	07/24/2014	08077	1	JOHN DEERE LANDSCAPES/ LESCO	Cleared
2	385003	577.50	07/24/2014	10256	0	JUSTIN GERVAIS	
2	385004	59.75	07/24/2014	01394	0	KROMER CO LLC	Cleared
2	385005	240.00	07/24/2014	03486	1	LRP PUBLICATIONS	Cleared
2	385006	825.00	07/24/2014	01609	4	MASA	
2	385007	1,165.00	07/24/2014	01609	0	MASE	
2	385008	61.84	07/24/2014	01684	0	MENARDS OAKDALE CASHWAY LUMBER	Cleared
2	385009	6,438.90	07/24/2014	01699	0	METRO ECSU	Cleared
2	385010	8,089.00	07/24/2014	01799	0	MSBA-MN SCHOOL BOARDS ASSOC	Cleared
2	385011	3,624.07	07/24/2014	08739	0	NAC MECHANICAL & ELECTRICAL SERVICE	Cleared
2	385012	2,267.00	07/24/2014	09849	0	NORSAN	Cleared
2	385013	1,720.00	07/24/2014	01974	0	NORTHERN ELECTRIC- ELECTRICAL CONTRACTORS	Cleared
2	385014	89.10	07/24/2014	02180	0	PRESS PUBLICATIONS	Cleared
2	385015	500.00	07/24/2014	09874	0	ROD THOMPSON SIGN PAINTING	Cleared

JUL 2014 CHECK REGISTER -BANK 02

Bank	Check Number	Check Amount	Check Date	Vendor Number	Vendor Address	Vendor Name	Check Status
2	385016	103.80	07/24/2014	02473	0	SHERWIN-WILLIAMS CO	Cleared
2	385017	123.95	07/24/2014	00553	3	STAPLES ADVANTAGE	Cleared
2	385018	283.74	07/24/2014	10245	0	STEINBRECHER CO INC	Cleared
2	385019	48.70	07/24/2014	10258	0	STEPHANIE ADAMS	
2	385020	425.25	07/24/2014	03438	1	TR EQUIPMENT SERVICES LLC	Cleared
2	385021	277.26	07/24/2014	00047	0	TYCO INTEGRATED SECURITY LLC	Cleared
2	385022	294.00	07/24/2014	02941	0	WHITE BEAR GLASS INC	Cleared
2	385023	13,984.62	07/24/2014	00723	0	XCEL ENERGY	Cleared
2	385024	5,753.50	07/31/2014	00856	0	FOLLETT SCHOOL SOLUTIONS, INC	
2	385025	25.74	07/31/2014	03669	1	GUITAR CENTER TWIN CITIES	
2	385026	5,100.00	07/31/2014	03617	0	HUMAN EX VENTURES	
2	385027	170.90	07/31/2014	02115	1	MACKIN EDUCATIONAL RESOURCES	
2	385028	31,858.17	07/31/2014	01971	1	NORTHEAST METRO 916	
2	385029	1,002.81	07/31/2014	01971	1	NORTHEAST METRO 916	
2	385030	7,617.60	07/31/2014	01971	1	NORTHEAST METRO 916	
2	385031	7,400.00	07/31/2014	10020	0	NOW MICRO	
2	385032	12,600.00	07/31/2014	07590	1	APEX LEARNING	
2	385033	516.17	07/31/2014	08859	1	AWS SERVICE CENTER	
2	385034	337.00	07/31/2014	04234	0	BLUE CROSS BLUE SHIELD OF MN/SUPPORT SOURCE	
2	385035	8,559.50	07/31/2014	07031	0	CARRIE ARDITO	
2	385036	2,937.15	07/31/2014	02740	2	CENGAGE	
2	385037	2,040.11	07/31/2014	09009	0	D & J QUALITY SOURCING LLC	
2	385038	58.80	07/31/2014	00722	0	EBSCO	
2	385039	2,268.00	07/31/2014	05986	0	EDUCATORS BENEFITS CONSULTANTS,LLC	
2	385040	958.08	07/31/2014	00803	0	EXPRESS SERVICES INC	
2	385041	34,801.42	07/31/2014	01096	1	HEALTHPARTNERS	
2	385042	490.88	07/31/2014	08077	1	JOHN DEERE LANDSCAPES/ LESCO	
2	385043	280.00	07/31/2014	01609	0	MASE	
2	385044	2,079.00	07/31/2014	03229	0	MATTHEW SOBIESKI	
2	385045	8,838.67	07/31/2014	04063	1	MCGRAW HILL EDUCATION LLC	
2	385046	50.87	07/31/2014	01684	0	MENARDS OAKDALE CASHWAY LUMBER	
2	385047	3,423.30	07/31/2014	09861	1	MPS	
2	385048	43,826.31	07/31/2014	09509	0	NATURAL PLAYGROUNDS CO LLC	
2	385049	75.00	07/31/2014	02043	0	ON SITE SANITATION INC	
2	385050	258,781.67	07/31/2014	08212	0	PREFERRED ONE	
2	385051	22.00	07/31/2014	06012	1	PREMIUM WATERS INC	
2	385052	76.00	07/31/2014	02180	0	PRESS PUBLICATIONS	
2	385053	18,240.00	07/31/2014	09703	0	SECURE GATEWAY	
2	385054	95.00	07/31/2014	10259	0	SPRING LAKE PARK HS	
2	385055	980.00	07/31/2014	03336	1	STRATEGIC EQUIPMENT	
2	385056	586.00	07/31/2014	09833	0	UNITED STATES TREASURY	
2	80005259	50.00	07/10/2014	99999	10522	Bouwens, Kirsten	Cleared
2	80005260	50.00	07/10/2014	99999	10412	Hamre, Mark B	Cleared
2	80005261	50.00	07/10/2014	99999	10639	Larson, Mark	Cleared
2	80005262	50.00	07/10/2014	99999	10910	Wagner, Luanne	Cleared
2	80005263	50.00	07/10/2014	99999	10686	Neubeck, Michael	Cleared
2	80005264	50.00	07/10/2014	99999	2292	Nickleby, Kathe	Cleared
2	80005265	45.83	07/10/2014	99999	10700	Sorenson, Susan	Cleared

JUL 2014 CHECK REGISTER -BANK 02

Bank	Check Number	Check Amount	Check Date	Vendor Number	Vendor Address	Vendor Name	Check Status
2	80005266	50.00	07/10/2014	99999	10224	Viker, Lynne M	Cleared
2	80005267	50.00	07/10/2014	99999	10908	Menier, Matthew	Cleared
2	80005268	50.00	07/10/2014	99999	10971	Manders, Rochel	Cleared
2	80005269	25.00	07/10/2014	99999	1038	Crothers, Patrick	Cleared
2	80005270	25.00	07/10/2014	99999	10196	Hering, James P	Cleared
2	80005271	25.00	07/10/2014	99999	10323	Kostuch, Tonya M	Cleared
2	80005272	50.00	07/10/2014	99999	5125	Albrecht, Daniel	Cleared
2	80005281	19.56	07/10/2014	99999	10427	Young, Matthew V	Cleared
2	80005282	25.20	07/10/2014	99999	5081	Metz, Leroy R	Cleared
2	80005283	141.53	07/10/2014	99999	2200	Allen, John E	Cleared
2	80005284	134.29	07/10/2014	99999	2159	Sneden, Bethany	Cleared
2	80005285	29.24	07/10/2014	99999	10707	Channon, Lisa	Cleared
2	80005286	49.12	07/10/2014	99999	4057	Counihan, Lynda	Cleared
2	80005287	11.49	07/10/2014	99999	10668	Giuliani, Lisa	Cleared
2	80005288	35.11	07/10/2014	99999	10196	Hering, James P	Cleared
2	80005289	30.80	07/10/2014	99999	1038	Crothers, Patrick	Cleared
2	80005290	62.72	07/10/2014	99999	1038	Crothers, Patrick	Cleared
2	80005291	57.12	07/10/2014	99999	1038	Crothers, Patrick	Cleared
2	80005292	105.28	07/10/2014	99999	1038	Crothers, Patrick	Cleared
2	80005293	99.00	07/10/2014	99999	10426	Hokanson, Carol	Cleared
2	80005294	31.36	07/10/2014	99999	8080	Poirier, Nicole	Cleared
2	80005296	17.92	07/17/2014	99999	4549	Lovgren, Dyan L	Cleared
2	80005299	183.15	07/24/2014	03115	0	CHARLES LINDERKAMP	Cleared
2	80005303	21.71	07/31/2014	99999	10707	Channon, Lisa	Cleared
	Total	1,528,558.02					

JUL 2014 CHECK REGISTER -BANK 05

Bank	Check Date	Check Number	Check Amount	Vendor Number	Vendor Address Number	Vendor Name	Check Status Description
5	07/17/2014	50000243	144.40	02227	0	CENTURYLINK	
5	07/17/2014	50000244	2,191.95	02227	0	CENTURYLINK	
5	07/31/2014	50000245	1,646.64	02747	0	TIERNEY BROTHERS INC	
		Total	3,982.99				

**INDEPENDENT SCHOOL DISTRICT #832
WIRE TRANSFER TRANSACTIONS
MONTH OF JULY 2014**

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
7/1/14	State of Minnesota	MN Trust	\$35,375.42	direct state payment
7/2/14	Washington County	MN Trust	\$416,117.04	direct payment
7/8/14	US Bank	Preferred One	\$12,513.12	claims payment
7/9/14	State of Minnesota	MN Trust	\$22,810.35	direct state payment
7/9/14	MN Trust	MSDLAF	\$1,000,000.00	cover checks
7/10/14	US Bank	Chase Card Service/Bank One	\$35,712.71	cardmember payment
7/11/14	MN Trust	MSDLAF	\$500,000.00	cover checks
7/14/14	US Bank	Preferred One	\$11,626.42	claims payment
7/14/14	US Bank	Preferred One	\$1,111.57	claims payment
7/15/14	US Bank	Peoples Bank of Commerce-EBC Flex	\$645.84	flex benefits
7/15/14	US Bank	Peoples Bank of Commerce-403-B/457	\$8,413.17	TSA payment/Deferred Comp
7/15/14	MSDLAF	US Bank	\$128,904.77	cover checks
7/15/14	US Bank	IRS	\$51,583.91	federal & fica taxes
7/15/14	US Bank	MN Dept of Revenue	\$8,489.27	state payroll taxes
7/15/14	US Bank	Public Emp. Retirement Assoc.	\$13,241.38	pera retirement
7/15/14	US Bank	Mn Teachers Retirement	\$12,721.60	teachers retirement
7/15/14	US Bank	Mn Child Support	\$206.40	child support
7/16/14	State of Minnesota	MN Trust	\$3,781.31	direct state payment
7/17/14	US Bank	MN Dept of Revenue	\$394.00	sales tax payment
7/21/14	US Bank	Preferred One	\$213.31	claims payment
7/21/14	US Bank	Preferred One	\$20,792.58	claims payment
7/23/14	State of Minnesota	MN Trust	\$2,985.05	direct state payment
7/28/14	US Bank	Preferred One	\$12,045.69	claims payment
7/28/14	US Bank	Preferred One	\$1,009.95	claims payment
7/29/14	MN Trust	US Bank	\$6,187.50	Cert. of Participation 1997A
7/29/14	MN Trust	US Bank	\$150,025.00	GO Bond 2010A payment
7/29/14	MN Trust	US Bank	\$1,144,355.00	GO Bond 2010B payment
7/29/14	MN Trust	US Bank	\$61,728.75	OPEB BOND 2009A
7/29/14	MN Trust	US Bank	\$6,571.25	GO Bond 2012A payment
7/29/14	State of Minnesota	MN Trust	\$4,260.63	direct state payment
7/30/14	US Bank	Peoples Bank of Commerce-EBC Flex	\$645.84	flex benefits
7/30/14	US Bank	Peoples Bank of Commerce-403-B/457	\$8,413.17	TSA payment/Deferred Comp
7/30/14	State of Minnesota	MN Trust	\$63,553.58	direct state payment
7/31/14	MSDLAF	US Bank	\$153,021.75	cover checks
7/31/14	US Bank	IRS	\$53,456.39	federal & fica taxes
7/31/14	US Bank	MN Dept of Revenue	\$8,629.38	state payroll taxes
7/31/14	US Bank	Public Emp. Retirement Assoc.	\$15,643.65	pera retirement
7/31/14	US Bank	Mn Teachers Retirement	\$13,225.62	TRA payment

**FISCAL AGENCY AGREEMENT BETWEEN
MAHTOMEDI PUBLIC SCHOOLS AND
THE MAHTOMEDI AREA EDUCATIONAL FOUNDATION**

THIS AGREEMENT is made and entered into by and between the Mahtomedi Public Schools, Independent School District No. 832, hereinafter known as the “School District”, and the Mahtomedi Area Educational Foundation, hereinafter known as the “Foundation,” and is effective for all purposes as of July 1, 2014.

WHEREAS, the Foundation provides funding for educational opportunities within the School District and the Mahtomedi area community; and

WHEREAS, the Foundation desires to retain an Executive Director and other personnel to manage its programs; and

WHEREAS, the School District has the resources to facilitate the payment of salary and benefits to the Foundation’s Executive Director and other personnel on behalf of the Foundation;

WHEREAS, the School District’s sole obligation under this Agreement shall be to act as fiscal agent as set forth in this Agreement; and

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, it is agreed as follows:

1. The School District shall serve as the fiscal agent to the Foundation. Services shall include the School District’s bi-monthly payment of the compensation set by the Foundation Board of Directors, including applicable taxes, directly to the Foundation’s Executive Director and other personnel agreed to from time to time by the parties. These payments shall be made by the School District to the Executive Director and other specified personnel as per the regular payroll cycle of the school district.
2. The Foundation shall reimburse the School District for such compensation, including taxes, of the Foundation’s Executive Director and other specified personnel contractual costs on the 15th day of the month following the end of the quarter. The dates quarterly payments are due are: January 15, April 15, July 15, and October 15. The school district will submit an invoice to the Foundation prior to the due dates.
3. As payment for services provided by the School District as fiscal agent, the Foundation shall pay the School District an annual fee of \$1,500. This fee may be changed annually by mutual agreement of both parties. Acting as fiscal agent includes payroll services, telephone and mail services, office computer and technology assistance from IT staff.

4. The Foundation is organized as an independent, self-sustaining educational foundation and is not a part of the legal structure of the School District. The Foundation is governed by its own Board of Directors, which is comprised of community volunteers, one member of the School Board, and the School District Superintendent as an ex officio member. The Foundation Board of Directors shall enter into whatever contracts it deems necessary to facilitate its purposes and programs, without the input of the School District.
5. To the extent that any profit or loss is sustained by the Foundation, such profit or loss is attributed only to the Foundation and its Board of Directors, and not to the School District. As the fiscal agent for the Foundation, the School District shall not have authority to approve or disapprove expenditures made pursuant to the Foundation's contract with its Executive Director and other agreed upon personnel, but shall only function as the conduit of compensation paid by the Foundation to the Executive Director and other Foundation personnel.
6. The Foundation shall acquire and keep in full force and effect liability insurance coverage as is necessary to adequately insure against any and all potential losses resulting directly or indirectly from the operation of the Foundation, and shall provide proof of such insurance to the School District prior to July 1, 2014.
7. The Foundation shall assume full liability for its activities and programs and shall indemnify and hold harmless the School District, its officers, agents, and employees from any suits, claims, or liability arising under this Agreement or arising from the operation of the Foundation.
8. All payments made in the operation of the Foundation, shall be made from funds generated by the Foundation and it is understood and agreed that under no circumstances is the School District undertaking or obligated to provide its funds for the operation of the Foundation.
9. No employee, independent contractor or agent of the Foundation shall be considered an employee of the School District for any purpose, including, but not limited to, salaries, wages or other compensation or fringe benefits; worker's compensation; unemployment compensation; public employees' retirement; social security; liability; insurance; keeping of personnel records; termination or discharge of employment and individual contracts.
10. The School District shall have no authority under any circumstances to hire or retain, discipline, supervise, provide work direction, set hours of work or operation of the Foundation's Executive Director and other personnel, or discharge any employee, independent contractor, or agent of the Foundation.

11. This agreement may be amended only in writing executed by both parties.
12. This agreement shall be governed by the laws of the State of Minnesota.
13. This agreement shall be in full force and effect for the period from July 1, 2014 through June 30, 2015, and will be renewed for successive one-year terms upon mutual agreement of the School District and the Foundation unless terminated by the Foundation. Either party wishing to either renew or terminate this agreement must give a 90-day notice prior to the renewal or termination date.

IN WITNESS WHEREOF, the parties have hereunto set their hands and each warrants that they each are empowered and authorized to execute this agreement.

Date: 7-29-14 MAHTOMEDI AREA EDUCATIONAL FOUNDATION

By Suzanne J. Arden
Its President

Date: 7/15/14 MAHTOMEDI PUBLIC SCHOOLS, ISD NO. 832

By Mark Larson
Its Superintendent

Agenda Item _____

Wildwood Elementary School

2014-15

Family Handbook



**8698 75th Street North
Stillwater, MN 55082**

www.wildwood.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	407-2100
Attendance (24 hours)	407-2108
Health Office, Gloria Fong	407-2104
Secretary, Nanette Chow	407-2102
Principal, Mr. Hamre	407-2101
Psychologist, Joe Pendleton	407-2122
First Student Busing	407-9080
Busing Route Coordinator	407-7684
MAC (AM/PM Child Care)	407-2150

School Hours: 9:15-3:35

ARRIVAL AT SCHOOL

For safety reasons, students should not arrive before 8:55 am unless special arrangements have been made with the teacher. Early arriving students will be asked to wait in the entrance foyer until 9:05.

ADVANCED LEARNERS

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. For more information call our Gifted and Talented Coordinator at 651 407-2319

ASSESSMENTS

First and second grade students will participate in the district mandated assessment, Measures of Academic Progress (MAP). 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 Dibels three times per year to measure students' progress in reading and another CBM measure in math. These assessments are used to measure students' 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—651-407-2108. 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 (9:45 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 may be 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 or non-food items such as pencils, books, etc.***

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 grade. It is a non-profit organization staffed by professionally trained individuals who meet the state's requirements for licensure. Contact person is Meg Klabunde 407-2150

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 651-407-2150. You and your child are welcome to come in and visit the program at any time.

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

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 or PE classes.

- 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

CONFERENCES

Parents are invited to Parent/Teacher conferences in November and again in February (Kindergarten) or March/April (first and second grade) 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 quarter. ***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 651-407-2122

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.

Language

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 district elementary math curriculum is called Math Expressions. 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. The physical education 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.wildwood.mahtomedi.k12.mn.us

CELL PHONES

Students are discouraged to bring cell phones to school. The school is not responsible if the devices are lost or stolen. If a cell phone is displayed during the school day without permission, staff will hold the item until the end of the day.

ELECTRONIC DEVICES

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 on file. 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, residence or emergency contact information.

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. For more information please contact Lindsey Scanlon at 651 407-2296.

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.

Vision (District)

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

Growing Scholars

Growing Scholars is a program for first and second 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 Audra Haveman, Growing Scholars Coordinator at 651-407-2118.

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/ATTENDANCE 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 new material that has not been presented in class. 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**

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 offers 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 foyer of the bus entrance. 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/BREAKFAST PROGRAMS

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.

Breakfast: *Starting the fall of 2014* we will offer breakfast for Wildwood students. Due to legislative funding all kindergarten students and students qualifying for free/reduced are eligible to receive a free breakfast. Costs for first and second graders, who are not eligible for free/reduced lunches will be \$1.30.

All students' food 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 2014-15: Lunches: \$2.40 Extra Milk: 50¢ (*Prices are subject to change*)
Breakfast: \$1.30 Extra Milk: 50¢

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.

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"

Our school participates in the General Mills Box Tops for Education Fundraising Program to earn cash for our school. Please clip the Box Top logo from General Mills products and

send them to school with your child.

Campbell Labels for Education

The labels for education is a great way to get free merchandise for our school. Simply save proof of purchase from participating Campbell products and send them to Wildwood with your child.

Target Stores "Take Charge of Education"

Target will donate up to 1% of the total purchases made with your Target RED 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 RED card, call 1-800-316-6142 or visit any Target kiosk. Wildwood's school number is 64827.

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 651-407-2100
- 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 651-407-2108
- Wildwood school office is open from 7:45 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.

RECESS

We monitor the temperature each day at 10:40 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 their 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

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.

STUDENT SUPPORT 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 407-2122 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 (1-5 days)

3rd Offense: Possible suspension of bus privileges (1-5 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 DISTRIBUTED 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

Go to Menu Bar and select: Student Services

From the drop-down menu select: Transportation Services

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.

VISITORS

- 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.

**O.H. ANDERSON PARENT/STUDENT
HANDBOOK
2014-15**



**Mahtomedi
Public Schools**

Individual attention with a world view

MAHTOMEDI PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT NO.832

MAHTOMEDI, MN 55115

PARENT/STUDENT HANDBOOK FOR 2014-15

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—9:05 a.m. - 3:25 p.m.

For safety reasons, students should not arrive prior to 8:55 a.m., unless special arrangements have been made with the teacher. Students will be asked to wait outside the school building until 8:55 a.m.

ASSESSMENT

Assessments are used for a variety of purposes—a tool for learning as well as of learning. Students will participate in ongoing classroom assessments as well as several building, district and state assessments. Please see below for a general overview of assessments for O. H. Anderson.

<u>MONTH</u>	<u>ASSESSMENT</u>
September	MAP Reading/Math Oral Fluency-CBM's Math Computation Screener and Basic Facts Fluency Benchmarks
January	Oral Fluency CBM's for those students whose Scores indicated a need for close progress monitoring Reading MCA III OLPA ("practice" MCA III assessment) Math MCA-III OLPA
End of March-May	MCA-III Reading MCA-III Math MCA Science (5th grade only) MAP Reading MAP Math Oral Fluency CBM's Basic Fact Fluency Benchmarks

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 3:25 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
Health Paraprofessional 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 responses will occur depending on the situation. O.H. Anderson staff uses the "Fix-It 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 "Fix-It 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)

CLOTHING

- 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 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 or higher.

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 a 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 effort and 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 uses a balanced literacy framework, and “Being A Writer”, along with other supplementary materials. 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

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. Students are placed in math blocks at their instructional level to ensure continued success, interest and rigor.

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/Engineering

Our science 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. All OHA students participate in the 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, guitar 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.

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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 can become a distraction and interfere with the educational process.

GIFTED AND TALENTED

The IDEA Program

Many years ago, our district adopted the following belief:

"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."

This belief along with our district vision of "Learning without Limits" guides our work in the IDEA program. IDEA is an acronym that stands for **I**dentifying for **D**ifferentiation, **E**nrichment, and **A**cceleration.

Identification processes for services will depend on the type of service provided. See each service format.

Acceleration: Students will be identified for subject acceleration or accelerated pacing in reading and math with teacher observations, readiness tests, standardized tests, and classroom performance. Students will be called advanced learners in the area that they are identified.

Grade acceleration will be determined through a group recommendation including parents, teachers, administrators, and the gifted coordinator and by following the Iowa Scale of Acceleration.

Enrichment: Teachers can work with parents to learn about a student's interests and then offer information on enrichment opportunities through PTO, Community Education, or other resources. Also, teachers can include student interests in daily instruction and/ or provide opportunities for learning throughout the day. Teachers can also contact the district coordinator for ideas about specific students.

Differentiation can occur in all subject matters using Responsive Classroom's Academic Choice model, menus, or other methods. Teachers will determine differentiation needs based on classroom assessments and observations.

Growing Scholars is a first grade program aimed at students who are making great gains in their academics but have not yet been in an advanced math or reading class. Students are identified based on performance tasks, rapid & large gains in academics, and the HOPE scale. Students will be invited to attend a summer camp that provides rigorous academic learning experiences.

Always feel free to contact the district coordinator for any questions or to share ideas. Lisa Boland Blake at 651-407-2319 or lisa.blake@mahtomedi.k12.mn.us

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 Educational Services.

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 can have a variety of purposes. Some of the purposes for homework at O.H. Anderson are to reinforce skills that have been learned and assessed, to provide an avenue for connectedness between home learning and school learning, as well as to explore areas of interest. Our goal is that whatever the homework is, it provides value and meaning to the learning. The guideline of 10 minutes per grade level is a widely held guideline in elementary schools, but we also know that this amount may be different for each child. Your child's teacher will provide you with specific homework information. If your child is spending more than the amount of time indicated by the teacher or the homework is becoming a significant stress on your child, please communicate with your child's teachers.

INSTRUCTIONAL SETTINGS/SUPPLEMENTAL SUPPORT

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.

If a child is demonstrating below grade level skills in math and/or reading, he/she will receive supplemental support beyond the math or literacy block. Parents will receive specific information about their child's supplemental instruction.

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**

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

Beginning in September 2012 all schools had new meal regulations to follow. For a meal to be sold, students MUST have at least 1/2 cup of fruit or vegetables 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 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.

Breakfast: \$1.30 (second breakfast \$1.90)
Lunch: \$2.40 (second lunch is \$3.50)
Milk—One 8 oz. milk is included with a meal.
Milk—\$.50 if purchased separately

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 10:40 a.m. Students will be outdoors for recess unless it is raining, or the temperature is or below 0 degrees or if the wind chill is -10 degrees. 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.

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 concern 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. We will post the date in our newsletter.

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.

Instant Alert: Instant Alert for Schools 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.

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 daily 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:

- Developmental/Cognitively Delayed
- 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 or mathematics 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/math 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.

Transportation is for the purpose of bringing students to and from home and school. We strongly discourage bus passes for situations other than emergencies. If your child must ride a bus home with another student, a note from both parents is required.

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 distributed 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

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 3:25 p.m. Because we are not staffed to supervise students after 3:25 p.m., students not picked up by 3:45 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 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. 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 than one year, except as otherwise determined by the Superintendent.

MAHTOMEDI SCHOOLS 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

2014-2015
O.H. Anderson
Student Expectations

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

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

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.

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
- Fix-It 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.

BEHAVIOR

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.

What should I do on the playground?

BEHAVIOR

- Demonstrate good citizenship by responsible actions, words, and work.
- For a safe and 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).

BEHAVIOR

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.

What about the bus?

- 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 and look under transportation.

Drivers may assign seats in the front of the bus to students who have special needs or who 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.

BEHAVIOR

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 2014 – 2015 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 Zimmerman 407-2203

Assistant Principal:

Mrs. Su Sorenson 407-2233

Main Office:

Receptionist: Helen Gilbertson 407-2200

Counselors:

Scott Regnier – Gr. 6 (Eagles) & Gr. 7 407-2235

Paul Beggin -- Gr. 6 (Coyotes) & Gr. 8 407-2224

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: Megan McMahon 407-2263

Athletics/Activities:

Athletic Director: Matt Menier 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.middleschool.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 be under the direct supervision of a staff member after 2:45 p.m.

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

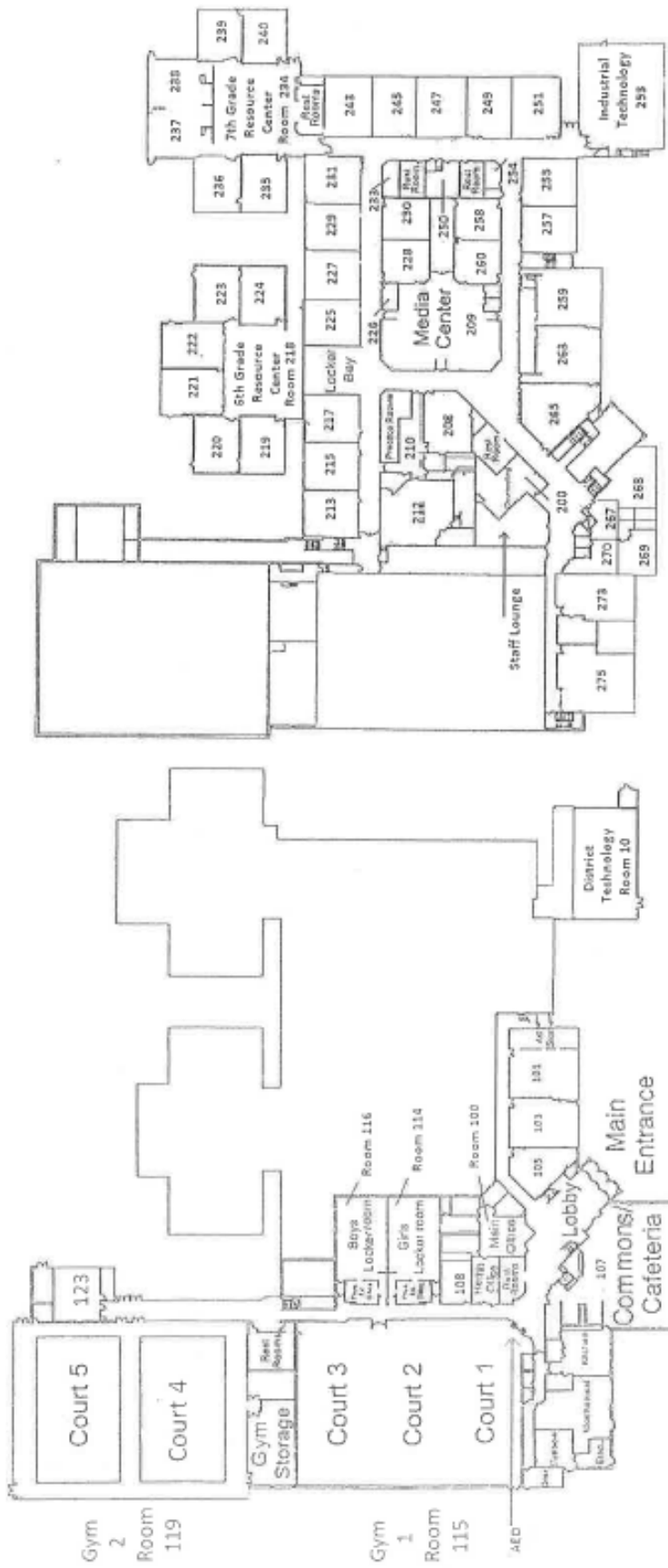
<u>Period</u>	<u>In-Time</u>
1	8:00 a.m. – 8:52 a.m.
2	8:56 a.m. – 9:48 a.m.
3 (Advisory)	9:52 a.m. – 10:14 a.m.
4	10:18 a.m. – 11:10 a.m.
Lunch	11:10 a.m. – 11:40 a.m.
5	11:44 a.m. – 12:36 p.m.
6	12:40 p.m. – 1:32 p.m.
7	1:36 p.m. – 2:30 p.m.

Grade 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.
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 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.



Upper Level

Mahtomedi Middle School

Main level



MAHTOMEDI PUBLIC SCHOOLS ISD#832
2013-2014 School Calendar

ADOPTED - January 10, 2013

July 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2013						
S	M	T	W	T	F	S
				1	2	3
	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October 2013						
S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2013						
S	M	T	W	T	F	S
					1	2
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2014						
S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2014						
S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2014						
S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2014						
S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2014						
S	M	T	W	T	F	S
					1	2
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Aug 21-23 New Employee Orientation
- Aug 26-29 Staff Development
- Aug 30 Non-Duty Day
- Sept 2 Labor Day {No School}
- SEPT 3 SCHOOL STARTS, GRADES 1-12
- Sept 3-4 Kindergarten Assessment
- SEPT 5 SCHOOL STARTS, GRADE K
- Oct 17-18 Professional Conference {No School}
- Oct 31 End of 1st Quarter (41)
- Nov 1 Staff Development {No School}
- Nov 7 Evening Conferences K-12
- Nov 8 Conferences K-12 {No School}
- Nov 14 Evening Conferences K-12
- Nov 27 Staff Development {No School}
- Nov 28-29 Thanksgiving Break {No School}
- Dec 23-27 Winter Break {No School}
- Dec 30-31 Winter Break {No School}
- Jan 1 Winter Break {No School}
- Jan 16 End of 2nd Quarter (42)
- Jan 17 Staff Development {No School}
- Jan 20 Martin Luther King, Jr. Day {No School}
- Feb 13 Evening Conferences 6-8
- Feb 17 President's Day {No School}
- Feb 18 Evening Conferences K
- Feb 20 Evening Conferences K, 6-8
- Feb 21 Staff Dev. 1-5, 9-12/Conf. K, 6-8 {No School}
- Mar 6 K-Round-Up - No School for Half-Day K
- Mar 10-14 Spring Break {No School}
- Mar 20 Evening Conferences 9-12
- Mar 27 End of 3rd Quarter (41)
- Mar 27 Evening Conferences 1-5, 9-12
- Mar 28 Conf. 1-5, 9-12 / Staff Dev. K, 6-8 {No School}
- Apr 3 Evening Conferences 1-5
- Apr 18 {No School}
- May 26 Memorial Day {No School}
- June 6 End of 4th Quarter (48)
- June 7 Graduation - Aldrich Arena
- June 9 Staff Development

Student Days = 172

Teacher Days = 185

- ◇ = New Employee Orientation
- = Teacher Duty Day - No School
- = No School

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: 1st Quarter: Thursday, October 30, 2014; 2nd Quarter: Thursday, January 15, 2015; 3rd Quarter: Thursday, March 26, 2015; and 4th Quarter: Friday, June 4, 2015. Mid-term reports are posted on SchoolView 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 through SchoolView.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held October 30th and November 6th (evening) and November 7th (morning) after first quarter. They will be held February 12th and 19th (evening) and February 20th (morning) for third quarter courses. More information will be available on the building website and in the 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 racks located in the hallway leading to the custodial area by 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 2014-2015 school year:

NWEA Measures of Academic Progress (MAP) Testing

Who: Sixth, seventh, and eighth grade students

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

Minnesota Comprehensive Assessments in Reading, Mathematics and Science (8th Grade Students only for Science)

Who: Sixth, seventh, and eighth 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, vision screening, 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. Watch for meeting dates and agendas in the weekly eNews.
- **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. Five (5) truantries will result in notifying a Washington County Community Services Truancy Worker.

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 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 by the Health Office 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 sign them out.

Parents must come into the Main Office or Health Office to sign out their child. 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. 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.communityed.mahtomedi.k12.mn.us

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.communityed.mahtomedi.k12.mn.us 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

Three Dance/Activity Days are held on the following dates: Friday, October 3, 2014; Friday, December 12, 2014; and Friday, March 20, 2015. Dances will be from 2:45 – 6:00 PM. 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 16, to Sunday, April 19, 2015 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 762-5803 or 762-5807.

<u>Season</u>	<u>Eligible Grade Levels</u>	<u>Cost</u>
Fall		
Girls' Swimming & Diving	7 th and 8 th grades	\$220
Girls' Tennis	7 th and 8 th grades	\$220
Winter		
Girls' Hockey	7 th and 8 th grades	\$320
Gymnastics	7 th and 8 th grades	\$220
Boys' & Girls' Alpine Skiing	8 th grade	\$220
Boys' & Girls' Nordic Skiing	7 th and 8 th grades	\$220
Wrestling	7 th and 8 th grades	\$220
Spring		
Boys' Tennis	7 th and 8 th grades	\$220
Girls' Softball	7 th and 8 th grades	\$200

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

COUNSELING OFFICE

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 Counseling Office before or after school or during a passing period to arrange an appointment. Parents can contact the Counseling Office at the following numbers:

Gr. 6 (Eagles) & Gr. 7	Mr. Scott Regnier	407-2235
Gr. 6 (Coyotes) & Gr. 8	Mr. Paul Beggin	407-2224
Counseling 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. Medications that are not picked up at the end of the year 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), 3 doses of Hepatitis B, Diphtheria, Tetanus & Pertussis (DTaP, DTP, DT) and Polio (IPV, OPV), 2 doses of varicella vaccine or date of chicken pox disease, and first dose of Meningococcal (MCV, MPSV).

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 go 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 Counseling 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 are available on the website.

Starting in September 2012, all schools 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 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, including taking pictures and/or videos, 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 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 including all adults serving and supervising in the cafeteria.
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 or to organize parties. If a student wishes to bring treats, he/she must have prior approval from 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
Second Offense
Third Offense
Fourth Offense

Warning to student, notification to parent
Five days suspension
Ten days suspension
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, the Counseling Office and the Middle School website.

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.



2014-2015 STUDENT HANDBOOK




MAHTOMEDI HIGH SCHOOL



SEPTEMBER 2014

Sunday	Monday	Tuesday	Wednesday
	1	2 Welcome Back!	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	

Thursday	Friday	Saturday
4	5	6
11	12	13
18	19	20
25	26	27
	<p>"Learning is a treasure that will follow its owner everywhere." — Chinese Proverb</p>	

Go Zephyrs!

SEPTEMBER 2014



	1 • MONDAY	2 • TUESDAY	3 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



Fact: The last time the Chicago Cubs won the World Series, the Ottoman Empire still existed.



	4 • THURSDAY	5 • FRIDAY	6 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			7 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			





SEPTEMBER 2014

	8 • MONDAY	9 • TUESDAY	10 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



Fact:

Only 2% of the world's population has green eyes.





	11 • THURSDAY	12 • FRIDAY	13 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			14 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			






SEPTEMBER 2014

	15 • MONDAY	16 • TUESDAY	17 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact: J.K. Rowling says the idea of Harry Potter just "strolled into her head" during a four-hour train delay.





	18 • THURSDAY	19 • FRIDAY	20 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			21 • SUNDAY 
PERIOD 5			
PERIOD 6			
NOTES			





SEPTEMBER 2014

	22 • MONDAY	23 • TUESDAY	24 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact: The chicken is the closest living relative of the Tyrannosaurus Rex.



	25 • THURSDAY	26 • FRIDAY	27 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			28 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			



SEPTEMBER 2014



	29 • MONDAY	30 • TUESDAY	
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			







OCTOBER 2014

Sunday	Monday	Tuesday	Wednesday
"Integrity is the essence of everything successful." — R. Buckminster Fuller			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29



**GO
ZEPHYRS!**

Thursday	Friday	Saturday
2	3	4
9	10	11
16 Professional Conference (No School)	17 Professional Conference (No School)	18
23	24	25
30 End of 1st Quarter Evening Conferences	31 Staff Development (No School)	

We are Zephyrs!

OCTOBER 2014

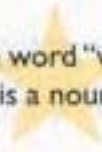
• WEDNESDAY		
PERIOD 1		
PERIOD 2		
PERIOD 3		
PERIOD 4		
PERIOD 5		
PERIOD 6		
NOTES		





Fact:

The word "verb"
is a noun.



	2 • THURSDAY	3 • FRIDAY	4 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			5 • SUNDAY
PERIOD 6			
NOTES			





OCTOBER 2014

	6 • MONDAY	7 • TUESDAY	8 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			





Fact: If you ate a new kind of apple every day it would take more than 20 years to try them all.



	9 • THURSDAY	10 • FRIDAY	11 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			12 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			




OCTOBER 2014

	13 • MONDAY	14 • TUESDAY	15 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact: Leonardo Da Vinci could write with one hand and draw with the other at the same time.



	16 • THURSDAY	17 • FRIDAY	18 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			19 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			



OCTOBER 2014

	20 • MONDAY	21 • TUESDAY	22 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



Fact: If you keep going North, you will eventually go South. But if you keep going East, you will never go West.

**GO
ZEPHYRS!**

	23 • THURSDAY	24 • FRIDAY	25 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			26 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			





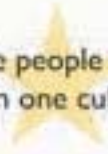
OCTOBER 2014

	27 • MONDAY	28 • TUESDAY	29 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



Fact:

All of the people on Earth
can fit in one cubic mile.



	30 • THURSDAY	31 • FRIDAY	1 • SATURDAY
PERIOD 1			★
PERIOD 2			
PERIOD 3			
PERIOD 4			2 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			



NOVEMBER 2014

Sunday	Monday	Tuesday	Wednesday
		<i>"You don't need a license to drive a sandwich." — SpongeBob SquarePants</i>	
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30			Staff Development (No School)

Zephyr Prides!

Thursday	Friday	Saturday
		1
6	7	8
Evening Conferences	Conferences (No School)	
13	14	15
20	21	22
27	28	29
Thanksgiving Break (No School)	Thanksgiving Break (No School)	



NOVEMBER 2014



	3 • MONDAY	4 • TUESDAY	5 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



Fact:



There's a town or city named Lincoln in every state in the United States.



	6 • THURSDAY	7 • FRIDAY	8 • SATURDAY
PERIOD 1			9 • SUNDAY 
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



NOVEMBER 2014

	10 • MONDAY	11 • TUESDAY	12 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact: Neil Armstrong took wood and fabric from the Wright Brothers' first plane to the moon.





	13 • THURSDAY	14 • FRIDAY	15 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			★
PERIOD 4			16 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			





NOVEMBER 2014

	17 • MONDAY	18 • TUESDAY	19 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			




Fact: More than 2,000 species of bacteria live inside your belly button.



	20 • THURSDAY	21 • FRIDAY	22 • SATURDAY	
PERIOD 1			<div data-bbox="1299 525 1412 630" style="color: blue; font-size: 2em;">★</div>	
PERIOD 2				
PERIOD 3				
PERIOD 4				23 • SUNDAY
PERIOD 5				
PERIOD 6				
NOTES				<div data-bbox="1039 1533 1315 1785" style="background-color: blue; color: yellow; padding: 5px; transform: rotate(-5deg); display: inline-block;"> GO ZEPHYRS! </div>

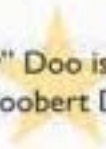
NOVEMBER 2014

	24 • MONDAY	25 • TUESDAY	26 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



Fact:

“Scooby” Doo is short
for Scoobert Doo.



	27 • THURSDAY	28 • FRIDAY	29 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			30 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			



DECEMBER 2014

Sunday	Monday	Tuesday	Wednesday
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24 Winter Break (No School)
28	29 Winter Break (No School)	30 Winter Break (No School)	31 Winter Break (No School)

Go Zephyrs!

Thursday	Friday	Saturday
4	5	6
11	12	13
18	19	20
25	26	27
Winter Break (No School)	Winter Break (No School)	
	"Education is not the filling of a pail, but the lighting of a fire." — William Butler Yeats	

DECEMBER 2014

	1 • MONDAY	2 • TUESDAY	3 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			





Fact: It's illegal to force a monkey to smoke a cigarette in South Bend, Indiana.



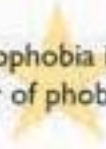
	4 • THURSDAY	5 • FRIDAY	6 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			7 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			

DECEMBER 2014

	8 • MONDAY	9 • TUESDAY	10 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact:


Phobophobia is the fear of phobias.



	11 • THURSDAY	12 • FRIDAY	13 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			14 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			







DECEMBER 2014

	15 • MONDAY	16 • TUESDAY	17 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact: Walt Disney was once fired by a newspaper editor for "lack of creativity."



	18 • THURSDAY	19 • FRIDAY	20 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			21 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			

DECEMBER 2014




	22 • MONDAY	23 • TUESDAY	24 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



Fact:

You do not need a state driver's license to be a NASCAR driver.



	25 • THURSDAY	26 • FRIDAY	27 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			28 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			

DECEMBER 2014

	29 • MONDAY	30 • TUESDAY	31 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



JANUARY 2015

Sunday	Monday	Tuesday	Wednesday
	<p>"I never look back, Darling. It distracts from the now." — Edna 'E' Mode, The Incredibles</p>		
4	5	6	7
11	12	13	14
18	19 Martin Luther King, Jr. Day (No School)	20	21
25	26	27	28

Fact: If there was no space between any of its atoms, Earth would be the size of a baseball.

Thursday	Friday	Saturday
1 Winter Break (No School)	2 Winter Break (No School)	3
8	9	10
15 End of 2nd Quarter	16 Staff Development (No School)	17
22	23	24
29	30	31

We are Zephyrs!



JANUARY 2015

PERIOD 1		
PERIOD 2		
PERIOD 3		
PERIOD 4		
PERIOD 5		
PERIOD 6		
NOTES		



Fact:

In Fresno, California
it is against the law to annoy
a lizard in a city park.



	1 • THURSDAY	2 • FRIDAY	3 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			4 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			



JANUARY 2015



	5 • MONDAY	6 • TUESDAY	7 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



Fact: A pizza that has a radius "z" and height "a" has volume $\pi \times z \times z \times a$.



	8 • THURSDAY	9 • FRIDAY	10 • SATURDAY
PERIOD 1			★
PERIOD 2			
PERIOD 3			
PERIOD 4			• SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			





JANUARY 2015

	12 • MONDAY	13 • TUESDAY	14 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact: The Library of Congress has about 838 miles of bookshelves.



	15 • THURSDAY	16 • FRIDAY	17 • SATURDAY
PERIOD 1			  
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			
			18 • SUNDAY

JANUARY 2015

	19 • MONDAY	20 • TUESDAY	21 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



Fact:

A group of owls
is called a
parliament.



	22 • THURSDAY	23 • FRIDAY	24 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			25 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			





JANUARY 2015

	26 • MONDAY	27 • TUESDAY	28 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact:

The growling sound your stomach makes is called borborygmus.



	29 • THURSDAY	30 • FRIDAY	31 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			1 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			

FEBRUARY 2015

Sunday	Monday	Tuesday	Wednesday
1	2	3	4
8	9	19	11
15	16 Presidents' Day (No School)	17	18
22	23	24	25



Fact:

Today is about
0.00000002 seconds
longer than yesterday.

Thursday	Friday	Saturday
5	6	7
12	13	14
Evening Conferences		
19	20	21
Evening Conferences	Conferences (No School)	
26	27	28
	"The beautiful thing about learning is nobody can take it away from you." — B.B. King	

Zephyr Pride!

FEBRUARY 2015

	2 • MONDAY	3 • TUESDAY	4 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact:

Women's hearts
tend to beat faster
than men's hearts.



	5 • THURSDAY	6 • FRIDAY	7 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			★
PERIOD 4			8 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			




FEBRUARY 2015

	9 • MONDAY	10 • TUESDAY	11 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact:

Bumble bees perform small warm-up exercises before taking flight.



	12 • THURSDAY	13 • FRIDAY	14 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			15 • SUNDAY
PERIOD 6			
NOTES			






FEBRUARY 2015

	16 • MONDAY	17 • TUESDAY	18 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact:



The world's largest cheesecake weighed 6,900 lbs.



	19 • THURSDAY	20 • FRIDAY	21 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			22 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			



FEBRUARY 2015

	23 • MONDAY	24 • TUESDAY	25 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact:

You cannot snore
and dream
at the same time.



	26 • THURSDAY	27 • FRIDAY	28 • SATURDAY
PERIOD 1			★
PERIOD 2			
PERIOD 3			
PERIOD 4			• SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			A photograph showing three students in a classroom. One student in the center has their arms raised in excitement. They are wearing grey hoodies.

MARCH 2015


Sunday	Monday	Tuesday	Wednesday
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30 Spring Break (No School)	31 Spring Break (No School)	

Fact: Humans and dogs are the only species known to seek visual cues from another individual's eyes.

Thursday	Friday	Saturday
5	6	7
12	13	14
19	20	21
26 End of 3rd Quarter	27 Staff Development (No School)	28
	"If you always do what interests you, at least one person is pleased." — Katharine Hepburn	


Go Zephyrs!

MARCH 2015

	2 • MONDAY	3 • TUESDAY	4 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact: The "silk" of a spider is stronger than steel threads of the same diameter.



GO ZEPHYRS!

	5 • THURSDAY	6 • FRIDAY	7 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			8 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			



MARCH 2015




	9 • MONDAY	10 • TUESDAY	11 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact:

Shakespeare invented the name "Jessica" for one of his plays.



	12 • THURSDAY	13 • FRIDAY	14 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			15 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			





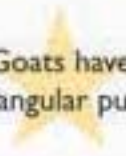
MARCH 2015

	16 • MONDAY	17 • TUESDAY	18 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



Fact:

Goats have rectangular pupils.



	19 • THURSDAY	20 • FRIDAY	21 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			22 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			 

MARCH 2015

	23 • MONDAY	24 • TUESDAY	25 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact:

You aren't "stuck"
in traffic,
you ARE traffic.



	26 • THURSDAY	27 • FRIDAY	28 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			29 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			 

MARCH 2015

	30 • MONDAY	31 • TUESDAY	
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



APRIL 2015

Sunday	Monday	Tuesday	Wednesday
			1 Spring Break (No School)
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

Fact:

White Castle is the oldest hamburger restaurant chain in the United States.

Thursday	Friday	Saturday
2 Spring Break (No School)	3 Spring Break (No School)	4
9	10	11
16	17	18
23	24	25
30	"No one can make you feel inferior without your consent." — Eleanor Roosevelt	

We are Zephyrs!



APRIL 2015



• WEDNESDAY		
PERIOD 1		
PERIOD 2		
PERIOD 3		
PERIOD 4		
PERIOD 5		
PERIOD 6		
NOTES		

Fact:

You have a 0.5% chance
of being related
to Genghis Khan.



	2 • THURSDAY	3 • FRIDAY	4 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			5 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			

APRIL 2015



	6 • MONDAY	7 • TUESDAY	8 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



Fact: A banana is actually a berry while a strawberry isn't a berry.



9 • THURSDAY		10 • FRIDAY		11 • SATURDAY	
PERIOD 1					
PERIOD 2					
PERIOD 3					
PERIOD 4				12 • SUNDAY	
PERIOD 5					
PERIOD 6					
NOTES				GO ZEPHYRS!	

APRIL 2015

	13 • MONDAY	14 • TUESDAY	15 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			





Fact: Homer Simpson's quote "d'oh!" was added to the Oxford English Dictionary in 2001.



	16 • THURSDAY	17 • FRIDAY	18 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			19 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			






APRIL 2015

	20 • MONDAY	21 • TUESDAY	22 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact:

It's possible to lead a cow upstairs but it's not possible to lead a cow downstairs.



	23 • THURSDAY	24 • FRIDAY	25 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			26 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			 

APRIL 2015

	27 • MONDAY	28 • TUESDAY	29 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			




Fact:

According to records, only 11 people have been born in Antarctica.



30 • THURSDAY

PERIOD 1			
PERIOD 2			★
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



MAY 2015

Sunday	Monday	Tuesday	Wednesday
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31	Memorial Day Spring Break (No School)		

Fact:

Humans and giraffes have the same number (seven) of vertebrae bones in the neck.

Thursday	Friday	Saturday
	1	2
7	8	9
14	15	16
21	22	23
28	29	30

Zephyr Prides!

MAY 2015






PERIOD 1		
PERIOD 2		
PERIOD 3		
PERIOD 4		
PERIOD 5		
PERIOD 6		
NOTES		



Fact:

The record for folding a single piece of paper on itself is 12.



	1 • FRIDAY		2 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			3 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			





MAY 2015

	4 • MONDAY	5 • TUESDAY	6 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



Fact: In English, a dog goes "woof".
 In South Korean it's "meong".
 In Albania it's "ham" and in Ireland it's "amh".





	7 • THURSDAY	8 • FRIDAY	9 • SATURDAY
PERIOD 1			
PERIOD 2			★
PERIOD 3			
PERIOD 4			10 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			



MAY 2015

	11 • MONDAY	12 • TUESDAY	13 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



Fact: The world's leggiest creature — the Illacme plenipes millipede — has 750 legs.



	14 • THURSDAY	15 • FRIDAY	16 • SATURDAY
PERIOD 1			
PERIOD 2			★
PERIOD 3			
PERIOD 4			17 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			



MAY 2015

	18 • MONDAY	19 • TUESDAY	20 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			



Fact: In Kentucky, it's against the law to carry an ice cream cone in your back pocket.



	21 • THURSDAY	22 • FRIDAY	23
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			24 • SUNDAY
PERIOD 6			
NOTES			



MAY 2015



	25 • MONDAY	26 • TUESDAY	27 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact: Two grandsons of John Tyler, the 10th U.S. president, are still alive today. (Tyler died 153 year ago.)



	28 • THURSDAY	29 • FRIDAY	30 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			31 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			



JUNE 2015

Sunday	Monday	Tuesday	Wednesday
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	



Fact:

You can give change for a dollar in 293 different coin variations.

Thursday	Friday	Saturday
4 Last Day of School!	5	6 Graduation at Aldrich Arena
11	12	13
18	19	20
25	26	27
	"Wisdom begins with wonder." — Socrates	

Go Zephyrs!

JUNE 2015

	1 • MONDAY	2 • TUESDAY	3 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
TES			

Fact:


More than 75% of people who read this fact will try to lick their elbow.



	4 • THURSDAY	5 • FRIDAY	6 • SATURDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			7 • SUNDAY
PERIOD 5			
PERIOD 6			
NOTES			




GO ZEPHYRS!

JUNE 2015

	8 • MONDAY	9 • TUESDAY	10 • WEDNESDAY
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
NOTES			

Fact: More than 50% of people in the world have neither made nor received a phone call.



	11 • THURSDAY	12 • FRIDAY	13
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			14 • SUNDAY 
PERIOD 5			
PERIOD 6			
NOTES			



MHS Policies

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
Ms. Luanne Wagner, A. Principal	651-762-5802	luanne.wagner@mahtomedi.k12.mn.us
Mr. Matthew Menier, A. Director	651-762-5803	matthew.menier@mahtomedi.k12.mn.us
Ms. Joan McCormick, Assistant	651-762-5808	joan.mccormick@mahtomedi.k12.mn.us
Ms. Joan DeMars, Assistant	651-762-5805	joan.demars@mahtomedi.k12.mn.us
Ms. Charlotte Henning, Assistant	651-762-5807	charlotte.henning@mahtomedi.k12.mn.us
Ms. Nancy Brown, Attendance	651-762-5800	nancy.brown@mahtomedi.k12.mn.us
Ms. Anne Erickson, Counselor	651-762-5847	anne.erickson@mahtomedi.k12.mn.us
Mr. Keith Miley, Counselor	651-762-5846	keith.miley@mahtomedi.k12.mn.us
Mr. John Akins, Counselor	651-762-5844	john.akers@mahtomedi.k12.mn.us
Ms. Chris King, Assistant	651-762-5843	christine.king@mahtomedi.k12.mn.us
Ms. Monica Kubow, Nurse	651-407-2263	monica.kubow@mahtomedi.k12.mn.us
Ms. Tani Pulver, Health Para	651-762-5852	tani.pulver@mahtomedi.k12.mn.us
ATTENDANCE HOTLINE	651-762-5851	

SIX PERIOD ADVISORY SCHEDULE

Period	Time Interval
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

SIX PERIOD REGULAR SCHEDULE

Period	Time Interval
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)	11:35 - 12:30
4 B (class)	11:00 - 11:30
4 B (lunch)	11:30 - 12:00
4 B (class)	12:05 - 12:30
4 C (class)	11:00 - 11:55
4 C (lunch)	12:00 - 12:30
5	12:36 - 1:30
6	1:36 - 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 are your own, and which ones you read elsewhere. In some cases, it is OK 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.

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. Weekly eNews: Anyone interested in receiving a weekly electronic copy of the weekly announcements should visit the high school web page to sign up for this service.

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 with the permission of ISD 832. Students must fill out the application form available on the high school website. All students may apply for a parking permit beginning on July 14, 2014. Applications will be accepted if all fines and fees are paid in full. The online application will close on August 14, 2014 to process the requests received. It will reopen again on September 2, 2014.

Parking permits will be assigned based on the following order:

1. Outstanding fines or fees are paid in full.
2. 12th grade students only will be eligible for the Blue Lot (Main Lot)
3. 12th grade students interested may purchase a permit for the Yellow or Black lots beginning July 14, 2014.
4. All other students may apply for Yellow or Black lots beginning July 14, 2014.

Parking fees for 2014-2015 School Year

- \$275 + tax Blue Lot (Main Lot)
- \$225 + tax Yellow Lot (Tennis Court Lot)
- \$50 + tax Black Lot (Athletic Complex Lot)

Permits purchased after the start school will be sold at full price until the beginning of Semester 2, and will be half-price. Students withdrawing from school may receive a prorated refund. Replacement of a lost, stolen, or damaged permit is \$20.00 + tax. Motorcycles, scooters, and mopeds must be registered and pay a \$10 + tax fee per semester. Snowmobiles are not permitted on school property.

Students parking at the high school without purchasing a permit:

- 1st time: Warning ticket and report to main office
- Subsequent violations: \$10 fine and vehicle may be towed

Students parking in violation of regulations, with a permit:

1. First offense: Warning ticket and report to main office
2. Subsequent violations: \$10 fine and vehicle may be towed and/or parking permit suspended.

Parking Lot Rules

1. Proper display of parking permit:
 - a. The permit must hang from the rear-view mirror.
 - b. Altered permits may be revoked.

2. Parking in approved spaces:
 - a. Student vehicles may not park in staff or visitor lots before 3:00 PM
3. 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, fees paid will not be refunded.
6. Parking permits honor only the plates registered. New and/or additional plate information must be submitted prior to parking.

Invoices for Student Fines: Invoices will be mailed at the end of each semester.

CELL PHONES/ELECTRONIC DEVICES

1. Students are expected to use their cell phones responsibly. Failure to do so may result in confiscation of the cell phone/electronic device.
2. Mahtomedi Public Schools are not responsible for lost or stolen cell phone/electronic devices.

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 when classes are not in session.
2. If visits are necessary during the school day, please notify the main office and your student's teachers at least five days prior to the visit.

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

Students may receive credit for courses if they demonstrate mastery of curriculum outcomes.

DETENTION

Students may be assigned detention when they violated 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.

EMERGENCY SCHOOL CLOSING

School closing information will be communicated through School Messenger. Closure information will also be sent to various media outlets. Please call (651) 762-5807 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.

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.

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, and pass required State assessments. Students must earn credits in grades 9-12 in the following areas:

English/Language Arts: 4 credits
Fine Arts (Art or Music): 1 credit
Mathematics: 3 credits
Physical Education: 0.5 credit
Health: 0.5 credit
Science: 3 credits
Social Studies: 3 credits
Economics: 0.5 credit
Electives: 6.5 credits
Total Credits: 22 credits

GRADUATION CEREMONY

The graduation ceremony is optional. Students will be provided with a free cap and gown. To offset cost of commencement a \$50 donation is accepted.

GRADUATION PICTURES

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.

HALL CONDUCT AND PASSES

A student pass is required to be carried by students outside of the classroom during a class period.

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. 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.

LIABILITY

Items of personal property are brought to school at the owner's risk. Mahtomedi Public School District #832 is not liable for any losses or damage. Loss or damage may be reported to Washington County Sheriff's Office.

LOCKERS

All lockers are property of District 832, and will be assigned to each student. Students are responsible for the care and content of the locker assigned. Inspection of lockers may be conducted by school authorities with reasonable suspicion, and students will be notified following such inspections. Students will clean out their locker before the end of each school year. Students may view their locker assignment and combination from their SchoolView account.

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 lost and found cabinet.

MEALS

Breakfast and lunch is available for students and staff. 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 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 on the district website. 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 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. ADD: No child turned down for lunch

MEDIA CENTER

Media center hours are 7:30 AM-3:00 PM during student contact 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.

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 student 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 Counseling office. Final approval of any changes will be granted by an administrator and/or counselor and must 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. Dropping a class after the fourth day may result in an F and a loss of credit for that class.

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 should call the guidance office at 651-762-5843. Information may also be found on the high school's website. 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 their class will be recognized and presented with 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 9th 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 their class will be recognized and presented with an academic letter in the fall of their 11th grade year. Academic letters are presented to students based on their weighted and/or unweighted annual grade point average at the end of their 10th 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 their class will be recognized and presented with an academic letter in the fall of their 12th grade year. Academic letters are presented to students based on their weighted and/or unweighted annual grade point average at the end of their 11th 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 their class 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 12th grade year. This grade point average will include classes completed in the Mahtomedi School District. Senior students with a weighted and/or un-weighted cumulative grade point average of 3.00 and above at the end of semester one of their senior year will be eligible to wear a sash 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 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 may 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 who have 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 11th grade student are invited to apply for membership in the National Honor Society. National Honor Society students are eligible to wear a National Honor Society recognized stole during the commencement ceremony upon fulfillment of the NHS expectations.

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, materials containing nicotine, e-cigarettes, and look-alike products.

TRANSCRIPTS

Student transcripts include high school classes and grades, MCA test information, and GPA.

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 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 privileges

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. 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 in the blue lot 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 of their classes every day. Teachers take attendance each period. The school day is from 8:00 AM to 2:30 PM.

When absences occur, 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 may result in referral to Child Protection Services at Washington County for truancy proceedings.

Students assume responsibility for completion of work, in accordance with building and teacher procedures and time lines. Teachers will not be expected to offer extraordinary sessions explaining work that will be missed due to student absence for reasons other than illness.

EXCUSED ABSENCES

Appointment: Appointments with doctors, dentists, lawyers, etc., should be arranged after school hours, or on days when school is not in session. For absences during the school day, students must bring a parent note to the main office or health office.

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: Whenever possible, visits should be arranged on days when high school classes are not in session.

Court Appearance: Court appearances are considered excused absences.

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. 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.

Funeral/Illness: A parent/guardian should call the school attendance line at 651-762-5851 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. Parents will be contacted through 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
- Missed Bus
- Oversleeping/Running Late
- Transportation Problem
- Personal (no reason given)
- Staying home or going to another location to do homework
- Work

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 a student is more than 5 minutes late to class without an excused reason, it 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 truanies 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 three unexcused absences, the Washington County Truancy Office is notified. Typically, formal written notices 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 its 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 reflect a need for an altered school day.

Early Dismissals: A student who has an appointment must present a note from a parent/guardian in either to the main office or the health office 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. The attendance line is primarily used for all-day absences.

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.

TARDIES

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

1. 1st tardy: Student receives a reminder from the teacher and a possible consequence
2. 2nd tardy: Teacher notifies parent and student receives a possible consequence
3. 3rd (+) tardy: Written referral, administrator notifies parent and 1 hour detention or ISS 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.

COUNSELING SERVICES

Counseling services are available to all students at Mahtomedi High School. The purpose of counseling 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
- Assisting 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

RN/LSN: 651-407-2263

Tani Pulver, Health Paraprofessional: 651-762- 5852

Terry Trautman, Mental Health: 651-762-5845

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

- 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 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.mahtomed.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 must report to the health office or nurse and the school will contact the parent to get permission to dismiss the student.

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.

COMPUTER LABS 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 media center computer lab is open from 7:30 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.

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

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.

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.

NORTHEAST METRO 916

Students interested in Northeast Metro 916 should see their counselor for registration information. One of the goals of the Northeast Metro 916 is to provide advanced vocational training to high school students who have determined their interest in entering a special vocation. Students must be on track to graduation and free of attendance and/or discipline issues to be recommended to attend 916.

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:

Matthew Menier, Activities Director: 651-762-5803
Activities Assistant: 651-762-5807

Fall Sports

Cross Country (G/B)
 Football (B)
 Soccer (G/B)
 Swimming and Diving (G)
 Tennis (G)
 Volleyball (G)

Winter Sports

Alpine Skiing (G/B)
 Basketball (G/B)
 Gymnastics (G)
 Hockey (G/B)
 Nordic Skiing (G/B)
 Wrestling (B)

Spring Sports

Adapted Bowling (G/B)
 Baseball (B)
 Golf (G/B)
 Lacrosse (G/B)
 Softball (G)
 Tennis (B)
 Track (G/B)

School-Sponsored Activities

Band
 Chess Club
 Choir
 Danceline
 Shades of Youth
 Mahtomedi Service Partnership (MSP)
 Fall Play National Honor Society (NHS)
 National Art Honor Society (NAHS)

French Club
 Interact Club
 Knowledge Bowl
 MN Mathematics League
 Drama Club
 Eco Club
 Yearbook

Real World Design Challenge
 Rocket Club
 Students Against Destructive
 Decisions (SADD)
 Spanish Club
 Student Leadership Council
 One Act Plays

Student-Initiated Activities

Equestrian
 Fellowship of Christian Athletes (FCA)

First Robotics
 Gay-Straight Alliance (GSA)

Sailing
 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 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.

MSHSL Policy/Mahtomedi High School Rules

- I. 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.

- 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.
- 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.
- 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.

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

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:

Activity (grade 9-12)	
Hockey:	\$320
Football:	\$270
Soccer:	\$220
Basketball:	\$220
Gymnastics:	\$220
Swimming:	\$220
Volleyball:	\$220
Tennis:	\$220
Cross Country:	\$220
Wrestling:	\$220
Lacrosse:	\$220*
Softball:	\$220
Baseball:	\$220
Track:	\$220
Golf:	\$220
Nordic Skiing:	\$220
Alpine Skiing:	\$220
Dance Line:	\$220
Drama:	\$75 for entire year if student appears on stage
Inst. Rental (wind):	\$45
Inst. Rental (percussion):\$22.50

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.

Tournament Policy: Student/Athletic Attendance

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 to the officials
3. Stand for your school song
4. Show respect for the other team
5. Cheer appropriately
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, Silverbellie, 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.mahtomedik12.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 Mahomet 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 principals 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.

- 1) willful conduct which materially and substantially disrupts the rights of others to an education;
- 2) willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school;
- 3) willful violation of any rule of conduct specified in the discipline policy adopted by the School Board;
- 4) inability to control behavior which materially and substantially disrupts the rights of others to an education;
- 5) 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 re-enrollment 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.

Grounds 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.

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

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.

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.

The school administration shall implement alternative educational services when the suspension exceeds five (5) days.

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.

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.

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.

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.

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 re-enrollment 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 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 that may result in discipline under this policy include, but are not limited 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, including E-cigarettes
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

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 principals 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.

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.

Dissemination to Students: The policy and supplemental building rules and regulations shall be reviewed with students at the beginning of each school year.

MAHTOMEDI SCHOOL DISTRICT EQUAL ACCESS POLICY

1. 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.
2. This policy applies to student events, groups and activities initiated, organized, created and/or operated by Mahtomedi Public School students.
3. 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.
4. 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.

MAHTOMEDI SCHOOL 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.

