

# MINNETONKA MIDDLE SCHOOL EAST

## PARENT-STUDENT HANDBOOK



**17000 Lake Street Extension  
Minnetonka, MN 55345**

Main Office:	952-401-5200
Attendance Hotline:	952-401-5155
Guidance Office:	952-401-5209
Health Office:	952-401-5210
Media Center:	952-401-5232
Co-Curricular Activities Hotline:	952-401-5201
Bus Information – First Student Bus:	952-470-5366

Classroom Teacher:	952-401-5200
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Guidance Counselors:	952-401-5209
Dawn Bruesehoff - 6 <sup>th</sup> Grade	
Tara Kamann - 7 <sup>th</sup> Grade White Team	
Matt Lichty – 7 <sup>th</sup> Grade Blue Team	
Lindsay Rosati - 8 <sup>th</sup> Grade	

Administration:	952-401-5200
Pete Dymit, Principal	
Jason Bodey, Assistant Principal	

# Calendar 2011/12

Aug. 25	7 <sup>th</sup> /8 <sup>th</sup> Grade Back-to-School Open House, 4-8 PM
Aug. 30	6 <sup>th</sup> Grade Back-to-School Open House, 4-6 PM New Family Welcome, 6:00-7:00 PM, Media Center
Sept. 5	Labor Day, No School
Sept. 6	School Begins
Sept. 7	Lifetouch Picture Make-up Day, 8:00-10:45 AM
Sept. 9	Magazine Sale Kick-off
Sept. 12	Magazine Sale Postcard Booklet Turn In Day
Sept. 12-30	Fall NWEA Testing
Sept. 15	First Turn in & Prize Day
Sept. 16	PTA Executive Board Meeting, 11:30-12:30, PCR
Sept. 20	6 <sup>th</sup> Grade Curriculum Night, 6:00-8:00 PM
Sept. 22	Magazine Sale Final Turn In & Prize Day 7 <sup>th</sup> and 8 <sup>th</sup> Grade Curriculum Night, 6:00-8:00 PM
Sept. 23	MHS Homecoming
Sept. 26	PTA Meeting, Noon, Media Center
Oct. 6	Lifetouch Picture Retake Day, 8:00-10:45 AM
Oct. 12-14	PTA Book Fair, Media Center
Oct. 13	Parent/Teacher Conferences, 4:30-8:30 PM
Oct. 14	No School, Parent/Teacher Conferences, 8:00 AM – 4:00 PM
Oct. 20-21	No School, Teacher Statewide Meetings
Oct. 24	Two Hour Late Start, Teacher PLC Meetings
Oct. 25	7 <sup>th</sup> Grade Courage Retreat, 9:30-3:30, Excelsior Covenant Church /Ridgewood Church
Oct. 28	6 <sup>th</sup> Grade Party, 4:00-6:00 PM, MME Cafeteria/Gyms 7 <sup>th</sup> and 8 <sup>th</sup> Grade Party, 7:00-9:00, MME Cafeteria/Gyms
Nov. 4	End of 1 <sup>st</sup> Quarter
Nov. 7	No School, Teacher Staff Development/Planning/Grading
Nov. 8	Begin 2 <sup>nd</sup> Quarter Election Day, all schools, 7 AM – 8 PM
Nov. 11	PTA Executive Board Meeting, 11:30-12:30, PCR
Nov. 14	PTA Meeting, 7:00 PM, Media Center
Nov. 24-25	No School, Thanksgiving Break
Dec. 6	7 <sup>th</sup> Grade Choir Concert, 6:45 PM, MME Cafetorium 8 <sup>th</sup> Grade Choir Concert, 8:00 PM, MME Cafetorium 6 <sup>th</sup> -8 <sup>th</sup> Grade Orchestra Concert, 7:00 PM, MHS ArtsCenter
Dec. 8	7 <sup>th</sup> Grade Band Concert, 6:45 PM, MME Cafetorium 8 <sup>th</sup> Grade Band Concert, 8:00 PM, MME Cafetorium
Dec. 23-Jan. 2	No School, Winter Break
Jan. 3	Classes Resume
Jan. 16	No School, MLK Jr. Day
Jan. 20	End of 2 <sup>nd</sup> Quarter, End of 1 <sup>st</sup> Semester
Jan. 23	No School, Teacher Staff Development/Planning/Grading
Jan. 24	Begin 3 <sup>rd</sup> Quarter, Begin 2 <sup>nd</sup> Semester
Jan. 26	6 <sup>th</sup> Grade Band Concert, 7:00 PM, MME Cafetorium
Jan. 27	PTA Executive Board Meeting, 11:30-12:30, PCR
Jan. 30	PTA Meeting, Noon, Media Center
Feb. 7	Precinct Caucus Night
Feb. 11 (or 4)	Dream Makers Dinner
Feb. 17	Two Hour Early Release, Teacher PLC Meetings
Feb. 20	No School, Presidents Day
March	PTA Plant Sale Kick-off
March 1	Parent/Teacher Conferences, 4:30-8:30 PM

March 2	No School, Parent/Teacher Conferences, 8:00 AM – 4:00 PM
March 5-23	Spring NWEA Testing
March 16	PTA Executive Board Meeting, 11:30-12:30, PCR
March 19	PTA Meeting, 7:00 PM, Media Center
March 28	End 3 <sup>rd</sup> Quarter
March 29	No School, Teacher Staff Development/Planning/Grading
March 30-April 6	No School, Spring Break
April 6	Holiday
April 9	Begin 4 <sup>th</sup> Quarter
April	8 <sup>th</sup> Grade “East Meets West” Spring Party at MHS, 7:00-9:30, date TBD
April 29	6 <sup>th</sup> /7 <sup>th</sup> Grade Spring Party, 4:00-6:00 PM, MME
April 17-18	Grades 6-8 Reading MCAs
April 24-25	Grade 6 Math MCAs
April 26-27	Grade 7 Math MCAs
April 26	MME Music Recital, 7:00 PM, MME Cafetorium
May	PTA Changeover Luncheon, 11:30 AM, DSC Community Room, date TBD
May 1	6 <sup>th</sup> Grade Music Concert, 8:15 PM, MHS West Gym
May 1-2	Grade 8 Math MCAs
May 9-10	Grade 8 Science MCAs
May 10	Celebration of Excellence Event
May 14	7 <sup>th</sup> Grade Band Concert, 6:45 PM, MME Cafetorium
	8 <sup>th</sup> Grade Band Concert, 8:00 PM, MME Cafetorium
May 15	7 <sup>th</sup> Grade Choir Concert, 6:45 PM, MME Cafetorium
	8 <sup>th</sup> Grade Choir Concert, 8:00 PM, MME Cafetorium
	7 <sup>th</sup> /8 <sup>th</sup> Grade Orchestra Concert, 7:00 PM, MHS ArtsCenter
May 22	District Retirement Event
May 28	No School, Memorial Day
	7 <sup>th</sup> /8 <sup>th</sup> Grade Memorial Day Parade, Downtown Excelsior
June 7	Last Day of School

Minnetonka Middle School East welcomes you! The following pages in your student planner explain a few things that you will need to know to make this year successful. Please take time to go over these pages with your parent(s)/guardian(s). A complete description of student rights and responsibilities is available in the district parent/student handbook and in the MME Parent/Student Handbook, both available on the district's website.

**HELPING YOUR CHILD SUCCEED**

There are a number of things you can do to help your child assume increasing responsibility for having a successful school year:

- Be sure your child attends school every day he/she is well.
- Use the materials sent home to help you help your child.
- Create an area and a time for your child to study at home. It should be a quiet place, without distractions. If your child doesn't have homework on a particular night, his/her scheduled study time should be used for reading.
- Be positive with your child about school. Take every opportunity to recognize his/her accomplishments.
- If you have a concern, please pursue it with the school staff before making a judgment. That way you will model for your child a positive problem-solving approach.
- Show support for what school is trying to do with your child.
- Hold your child accountable for the decisions he/she makes and the positive or negative consequences of the decision.
- Create a place in your home where your child gathers all of the materials and supplies he/she needs to bring to school the next day. Discuss plans for after school activities he/she may have the next day and make the appropriate arrangements.
- Communicate to your child in many ways that education is a high priority in your family.
- Keep up on your student's progress by looking over papers he/she brings home, discussing important topics at the dinner table, and studying report cards.
- Be active in the PTA, and volunteer time at school if you are able.
- Come to school events such as the curriculum open house and conferences.
- Read the News-O-Gram, and other Minnetonka Schools' publications.

**STUDENT RIGHTS AND RESPONSIBILITIES**

<b>LEARNING</b>	
<b>Rights</b>	<b>Responsibilities</b>
Students have the right to receive a comprehensive, appropriate education.	Students are responsible for daily attendance, for completing class assignments on time, and for bringing appropriate materials required for class.
Students have the right to attend school in a safe environment that is free from disruptive behavior by others.	Students are responsible to behave in such a manner that does not pose a potential or actual danger to themselves or others, and that is not disruptive to the learning process of others.
Students have the right to make up schoolwork missed during an excused absence.	Students are responsible to obtain and complete make-up work assigned for the period of absence.
<b>FAIR TREATMENT</b>	
Students have the right to due process when involved in a violation of district rules. Included is the right to hear the nature of the violation and to give their account of the situation.	Students are responsible to treat all persons respectfully and to follow rules and regulations that apply to them.
Students have the right to be informed of classroom expectations.	Students are responsible to be knowledgeable about and to follow the school policies, rules and regulations that apply to them.
Students have the right to be treated respectfully	Students are responsible to treat others, including

by staff and other students.	other students and staff, in a respectful manner. Students are also expected to treat the property of others and the district responsibly.
<b>FREE SPEECH</b>	
Students have the right to free speech so long as such speech does not violate the rights of others or disrupt or undermine the educational processes of the school	Students are responsible to follow school regulations regarding time, place, and manner when expressing opinions through published written materials. Students are to distribute such literature in a manner that is not libelous, obscene, or discriminatory; does not interfere with the rights of others; or disrupt the atmosphere of learning in the school.
<b>HARASSMENT</b>	
Students have the right to be free from any form of harassment arising out of the physical or verbal conduct of other students, school staff, or others.	Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual, and verbal harassment, intimidation, and/or abuse that they have experienced, or of which they are aware. Such reports should be made to a building principal.
<b>NONDISCRIMINATION</b>	
Students have the right to be free from discrimination based upon race, color, creed, sex, religion, national origin, marital status, sexual orientation, status with regard to public assistance, or disability.	Students are responsible to treat other students and district employees in a nondiscriminatory manner. Violations should be reported to a building principal.
<b>PRIVACY</b>	
Students have the opportunity to utilize school lockers, desks, and other designated areas for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district, and that such areas may be searched for any reasons, at any time, without permission, consent, or requirement of a search warrant.	Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.

### **DISCIPLINE PROCEDURES**

The district's full student discipline and code of conduct can be found by clicking the following link:

[\*\*POLICY 506: STUDENT DISCIPLINE AND CODE OF CONDUCT\*\*](#)

Maintaining an orderly school environment for learning and participation in all school activities is essential. The District and MME student discipline policy reflects the rights and responsibilities of students, parents and school personnel in achieving this goal will ensure:

1. The welfare and safety of students and staff.
2. The orderly conduct of the education.
3. The fulfillment of the legal responsibilities and liabilities of the Minnetonka School District.

MME utilizes a progressive discipline approach to the extent reasonable and appropriate based upon the specific facts and circumstances of the student misconduct. This approach may include the following:

#### **Restitution**

Restitution is a philosophy that helps people become self-directed and self-disciplined. This is a process that emphasizes each person being in control of the choices he or she makes, rather than adults controlling students.

The major focus of restitution needs to be on “restituting” the self; the offender restores himself/herself back to the person he or she wants to be. The goal is to have students become self-managers with staff members guiding them to the right decisions and outcomes. Ideally, students’ behavior choices come from intrinsic, rather than extrinsic, motivation.

At MME, our goal through appropriate discussion and questioning is to create the conditions and relationships needed for students to strengthen themselves and make the right decisions. Mistakes happen and one of the best ways to learn from them is to make restitution for them. Part of the restitution philosophy is that making up for a mistake is what strengthens people.

- Mistakes are viewed as opportunities to teach and to learn.
- There are natural consequences for choices.
- Fair is not always equal.
- Cooperation and agreement are better than enforcement and coercion.

### **Detention/Alternative Lunch**

Detention sessions will be conducted before school and during lunch periods. A teacher, administrator, or designee may assign detention as a consequence for inappropriate behavior. Assignment to detention takes priority over participation in District sponsored after school activities. A bag lunch is required for a lunch detention.

Parents/guardians will be notified when their child is assigned to detention either by an individual teacher, support staff or by an administrator using the SDR form. A parent/guardian signature on the SDR form or phone call, acknowledging the detention, is required as part of this communication.

### **Removal from Class**

#### Student Support Room (SSR), Room 105

Staff may assign students to Room 105 based on classroom discipline procedures. It is the intention of the school that Room 105 will be a quiet place where students are sent to reflect upon their behavior.

1. Students can be sent to Room 105 with a pass or staff phone call. When a student arrives it will be assumed that he/she stays for the rest of the class period.
2. When students are in Room 105 for more than 10 minutes, they will be asked to fill out an SDR reflection form. This form may need to be returned to the assigning staff member to complete. After it is reviewed by the staff in Room 105 and the assigning staff member, one copy of the form will be sent home with the student. Additional copies will be given to the issuing staff member (the staff member who sent the student to 105), the student’s Advisor, and the 105 staff for documentation. This will not be the case for students serving in-school suspension since that communication takes place between administration and the family.
3. When students are in Room 105 for more than 10 minutes, it will be recorded in Skyward so incidents may be easily monitored.
4. Communication will be sent to all of parents of students sent to 105 for disciplinary reasons. Parents should expect an SDR form from their child that evening. A phone call, email or SDR form may be used in the communication home.
5. When in Room 105, students are given an assigned seat and are expected to maintain a quiet environment.
6. Teachers may also assign students to Room 105 for test taking, makeup work or for short time-outs (less than 10 minutes).
7. Students should expect meetings with parents, teachers, and administration when their classroom behavior results in frequent or patterned referrals to Room 105. In addition, students who are removed from class multiple times in a day may be required to meet with a principal before returning to class.
8. If a student’s behavior in room 105 continues to be disruptive, disrespectful, or inappropriate this student will be sent to the main office to meet with an administrator. The

administrator will need to determine possible additional consequences based on the situation.

### **In School Suspension**

Students may be referred to In School Suspension (ISS) by an administrator or designee as the result of escalating consequences, or as the result of exhibiting “prohibited behavior.” The Parent/Guardian will be notified by phone and by the use of the SDR form. A student may be assigned to In School Suspension for all or part of a day(s). In School Suspension (ISS) will be monitored by a school paraprofessional in the Student Support Room or another appropriate setting as needed. The paraprofessional or staff can assist students with assignments as appropriate.

### **One-Day Dismissal**

This is an action taken by the school administration to prohibit a student from attending school for a period of one day or less. This is not an official “suspension” but serves as an alternate placement for students when it has been determined that having the student in school is detrimental to him/her or to the educational process.

### **Out of School Suspension**

For the purposes of this policy, the [PUPIL FAIR DISMISSAL ACT](#) is hereby incorporated by reference as a part of this discipline policy.

“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. This definition 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.

Some behaviors may result in a student being excluded from school for part of a day, or one or more days. In these cases an informal administrative conference will be held with the pupil prior to the out of school suspension except where it appears that the pupil will create an immediate or substantial danger to persons and property around him.

A written notice containing grounds for suspension will be forwarded to the parent. It will include a description of the prohibited or chronic conduct with which the student has been charged, a brief statement of the facts, a description of the testimony received at the conference, and a readmission plan which shall include a provision for alternate programs of education to be implemented upon readmission of the pupil. Upon readmission, another conference may be held with the student, parent/guardian and affected teachers to implement provisions of the readmission plan.

Students assigned Out of school Suspension are expected to:

- Leave the building in an orderly manner.
- Not attempt to enter the school building or be present on school grounds or participate in school sponsored activities during the suspension.
- Make up work assigned during the absence.

### **MME Bottom Lines**

There are some behaviors that are never acceptable. These behaviors are called ‘bottom line’ behaviors and when they occur, they will always result in a suspension. At MME, our bottom line behaviors are:

- Fighting

- Drugs/alcohol use
- Weapons
- Serious harassment
- Serious insubordination

### SCHOOL RULES AND PROCEDURES

#### Academic Dishonesty

##### [POLICY 636: SECONDARY ACADEMIC INTEGRITY POLICY](#)

As a guiding principle, academic dishonesty includes, but is not limited to, cheating on schools assessments (formative or summative), plagiarism or collusion. Students are responsible for being aware of both the violations and consequences. When in doubt, the student should always ask the teacher or an administrator for further clarification.

The following are example violations:

1. Copying homework or allowing someone to copy your homework
2. Looking on another's test/quiz or allowing another to copy a test/quiz
3. Plagiarism
4. Reporting to another student what is on a test or quiz, either verbally or electronically and including specific questions and/or answers

Students who engage in academically dishonest behavior will be required to complete an "ethics study" as assigned by a school administrator. Students will be written an SDR and a meeting between the student and a school administrator will occur. The purpose of this meeting is to identify the reasons behind the dishonesty, help the student learn from the situation, and develop a plan to make things right. Additional consequences may be assigned as appropriate.

#### Care and Use of School Property

Each year students use thousands of dollars worth of school equipment, computers, books, and supplies in the instructional process. It is expected that students will use the equipment and supplies responsibly with a minimum of wear occurring. Students are expected to respect the building and its furnishings and not deface school property. This includes "kicking open" lockers; that is prohibited. In the event a student abuses school property, he or she will be charged for the damage(s) or loss(es). A bill will be mailed directly to the parent(s)/guardian(s).

#### Cell Phones and Other Personal Electronic Devices

##### [POLICY 526: STUDENT USE OF CELLULAR PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES](#)

Students may bring cell phones and other electronic devices to school **at their own risk**, however at MME, they must be locked in their locker during the entire school day— 9:15 a.m.-3:55 p.m. Use of a cell phone or electronic device during the day will result in confiscation of the device.

- First offense: Documented, can be picked up by the student at the end of the school day in the main office.
- Second offense: Documented, can be picked up by a parent or student may pick up after one week in main office.
- Third offense: Documented, parent must pick up in main office, and conference with a building Principal.

#### Chemical Use

##### [POLICY 547: STUDENT CHEMICAL USE POLICY](#)

Minnetonka School District 276 is committed to providing a safe and supportive chemical-free school environment for all students, employees and patrons. Our buildings, campuses and school-related activities are chemical and tobacco-free. Tobacco-free environment is defined as no use of tobacco in any form. Having tobacco on one's person or in one's possession also is forbidden. We recognize that underage use of alcohol, illicit drugs and tobacco is wrong and illegal, a threat to health and safety of students and others, and harmful to learning.

## **Computer Usage Policy**

### **POLICY 524: ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY**

Computers are a tool to help students learn. Only appropriate uses are allowed.

For student use we have four PC computer labs, PC computers in the Media Center, and a PC computer in virtually every classroom. The use of these computers is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. All student computer users are expected to abide by MME's Computer Usage Access & Use Guidelines, which falls under the Minnetonka School District's Computer Network Access & Use Guidelines. The MME guidelines are taught to all students at the beginning of the school year, and are reviewed at the beginning of each semester. These guidelines allow them to fully understand just what is expected, and what the consequences will be for those who fail to follow the rules that have been established. These are the guidelines that every staff member in the school uses and enforces with every student. We are proud of our students and expect only the best from them.

#### The following rules will apply:

- Physical Vandalism is prohibited. Examples of physical vandalism include, but are not limited to the following examples: harming the mouse, disconnecting computer wires, or physically damaging the computer.
- Electronic Vandalism is prohibited. Examples of electronic vandalism include but are not limited to the following examples: opening/changing/deleting district, staff, or other student files, sending threatening email, creating or using material that contains language or graphics inappropriate for school use, downloading executable files, creating threatening or harassing work. Software, text files, graphics, and other information available via the Internet may not be downloaded without permission of your instructor.
- Users are prohibited from doing anything that would degrade the performance of the school district's computers or communication equipment, including but not limited to deliberately crashing a computer or the computer network. Students may not attempt to gain unauthorized access to the District system or to any other computer system through the district system, or go beyond authorized access.
- Computers are to be used for curriculum purposes only. Non-curriculum uses, such as game playing, surfing the Internet, or playing music CD-ROMs, is not allowed. Accessing inappropriate materials on the Internet is prohibited. The Internet is available as a media resource; you may access only those resources, which pertain to the mission of Minnetonka Middle School East.
- Transmission, installation, or downloading of materials in violation of copyright laws is prohibited.
- All web pages posted by students on the district web server must comply with the district Web Page Guidelines. (Available on the Minnetonka Public Schools homepage.)

#### The system:

- Each student will be assigned an individual login and password in order to use the computers at MME. The Minnetonka District will assign the logins and passwords.
- Login privileges will be removed if students fail to comply with MME's Computer Network Access & Use Guidelines.

- If a student sees a problem with the computer he/she should report it to a staff person immediately.
- Teachers will always have a “textbook alternative” (curriculum-wise) ready for students who have lost computer privileges.

Consequences:

- Using a school computer in a harassing or abusive manner will result in the loss of computer privileges for a period of time up to the remainder of the school year and possible criminal charges.
- Using a school computer for non-school curriculum, or accessing the Internet for non-curricular purposes, will result in the loss of computer privileges for a period of time up to the remainder of the school year.

**Disruption of the School Environment/Unsafe Behavior**

**POLICY 543: UNSAFE BEHAVIOR OF STUDENTS**

Middle school should be a safe and respectful place for students to learn. Student behavior that is disruptive to the learning environment or unsafe to themselves or others may result in the following consequences.

- Verbal warning and/or alternative strategies to address the student behavior before it escalates to a written Student Discipline Report (SDR).
- Referral to the Student Support Room.
- Chronic non-compliance with student behavioral expectations will result in progressive disciplinary actions.

**Dress Code**

**POLICY 504: STUDENT DRESS AND GROOMING CODE**

The Minnetonka School District recognizes schools as a place of learning where dress of employees and students should be appropriate for a quality workplace and school environment. Modesty is appropriate.

The Minnetonka Public Schools encourage students to take pride in their attire at school. The dress and grooming of students becomes the concern of the school if it causes disruption of the educational program or is offensive or inappropriate to others. Students should dress in a manner that takes into consideration the educational environment, safety, health, and welfare of others.

School administration and staff will make reasonable dress code violation decisions that at times, may not be specifically outlined in the dress code policy described below.

The following district guidelines apply while the student is in school and/or at school-sponsored activities and events held at school or away from school.

The following dress and grooming items are **not allowed**:

- Clothing that does not cover the shoulders, midriff, and chest; clothing that does not cover undergarments, and undergarments that are worn as outer garments are all examples of dress that creates a distracting environment.
- Clothing that defines or outlines the contour of an individual’s body (i.e. clothing that is too tight).
- Clothing that includes words or pictures that are obscene, vulgar, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.

- Clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups.
- Jewelry or accessories that present a safety hazard to self and/or others.
- Hats, caps, bandanas, hoods, and other head attire during the school day. Exceptions are made for special theme days, or if headwear is necessary for health or religious reasons.
- Wearing of masks or grooming that limits or prevents the identification of a student.
- Wearing winter coats during the school day. Exceptions may occur at the teacher's discretion for outdoor activities (e.g., PE class).

Guidelines for common dress code issues:

- If you have to adjust your clothing to make it fit dress code guidelines, it does not meet dress code.
- Shoulder straps on shirts/tops, such as tank tops, should be two inches wide (or the width of the index, middle and ring finger combined).
- Standing with arms and hands straight at one's sides, a student should have fingertips equal to or higher than the hem of the clothing (e.g., skirt, skirt or shorts). If a student is wearing leggings under a skirt, dress, or shirt the hem length guidelines still apply.
- There should be no holes in clothing that expose undergarments or skin on the torso or above the acceptable hemline length mentioned above.

Consequences:

- 1<sup>st</sup> incident = record offense, cover/change of clothes, student is notified
- 2<sup>nd</sup> incident = record offense, communication home, cover/change of clothes
- 3<sup>rd</sup> incident = record offense, communication home, cover/change of clothes, detention assigned and/or possibly sent home for the remainder of the day

After the third offense within one semester, the student behavior will be considered insubordination and appropriate consequences may be assigned.

### **Insubordination**

Failure to accept and carry out the reasonable instructions given by one in authority such as moving to a new location, answering an appropriate question, placing materials in designated places, or continuing in a conduct for which a change has been explicitly directed.

Consequences:

- Immediate action will be taken by the administration.
- Minnetonka School District Discipline Policy will be implemented for these infractions

### **Items Not Allowed in School**

You are expected to bring to school only appropriate school items. Therefore, nuisance articles that can be harmful to others or interfere with the learning process are not allowed.

- Items such as weapons, water guns, knives, lighters, matches, firecrackers and laser pens will be confiscated as will subject a student to significant consequence.
- Cell phones, music player/headphones, and electronic games are not allowed during the school day.
- For the safety of skate boarders and others, no skateboards are allowed at school or on the bus

### **Offensive Behavior and Bullying Policy for Students and Employees**

[\*\*POLICY 427: HARASSMENT AND VIOLENCE POLICY\*\*](#)

[\*\*POLICY 514: BULLYING PROHIBITION POLICY\*\*](#)

It is the policy of the Minnetonka Public Schools to maintain a positive learning and working environment that is free from religious, racial or sexual harassment and violence. Employees and students must be able to carry out their responsibilities within a climate of mutual respect, support, trust and safety.

Learning and working environments that are free from offensive behavior, including the threat to inflict, the attempt to inflict, or the actual infliction of religious, racial or sexual violence, is School District Policy.

It shall be a violation of this policy for any employee or student of the school district to engage in offensive behavior relative to another employee or student, as defined in District Policy.

#### **How to Deal with Offensive Behavior and Bullying**

Students or staff who feel they have been subjected to any offensive behavior by any other employee, or student of the Minnetonka Public Schools should inform the person involved of the specific behavior found objectionable and insist that it be stopped immediately.

In the event the behavior continues or if the person believes a direct confrontation cannot effectively deal with the offensive behavior, the conduct should be reported to a building principal.

Any case of violence or assault, involving any district student or staff, should be brought immediately to the attention of the building principal.

#### **Public Displays of Affection**

Public displays of affection are prohibited.

#### **Violations of the law**

Acts or conduct which are in violation of the criminal code of this state or the United States, or are in violation of municipal or county ordinance are prohibited.

#### **Weapons-Free Environment**

##### **[POLICY 501: SCHOOL WEAPONS POLICY](#)**

The policy in Minnetonka Schools is to maintain a positive, safe, learning and working environment. All weapons or instruments which have the appearance of a weapon, are prohibited within all school environment and the school zone (defined as the grounds of a school or within a distance of 1,000 feet from school grounds), except for educational purposes as authorized in advance by the school principal or designee. This prohibition applies to school-sponsored activities, such as field trips, wherever they occur.

Violation of this policy will result in a police report, confiscation of the weapon or object giving the appearance of a weapon, and disciplinary measures including suspension from school and possible expulsion from school.

### **OTHER SCHOOL EXPECTATIONS AND INFORMATION**

#### **Backpacks**

Students should have a backpack to carry their things to and from school. During the school day, however, backpacks must be kept in the student's locker. Exceptions may be made for students using wheelchairs, crutches, or who have made prior arrangements with administration.

#### **Blackboard/Schoology and Skyward**

Blackboard and Schoology are internet-based communication and information conduits for teachers to use as a communication tool with students and parents. Through the Blackboard or Schoology system you are able to view individual teacher “web sites” containing information about their classes. Both can be accessed through the Minnetonka home page and signing on to My Minnetonka (single sign on).

Skyward is an access port for parents and students to see grades and assignments for each class. Parents, please check Skyward often to keep up with your child’s progress. Please understand that some assignments, projects, or test/quizzes may take time to be entered into Skyward. If you have questions regarding a grade, please call or email the teacher directly. Skyward can be accessed through the Minnetonka home page and signing on to My Minnetonka (single sign on).

### **Before School Supervision**

The school’s cafeteria is supervised starting at 7:30am each day. It is a place and time where students may study and socialize before school. Once a student is dropped off in the morning on our campus, the student must stay on campus. Students are prohibited from leaving the campus once they have been dropped off. If there are any repeated or severe behavior concerns when a student is dropped off early, that student may lose the privilege to be on campus before the buses arrive.

### **Bicycles**

School bus transportation is provided for most students who attend Minnetonka Middle School East because it is the safest way to get to and from school. If you live within an area that is close to school, bicycles may be ridden. Caution should be adhered to when arriving and departing the school grounds due to the large number of buses. For safety reasons, students are asked to walk, not ride, their bicycles on school grounds before and after school. Once they have left school grounds they are welcome to ride. Each bicycle should be parked and locked in the designated bike area. Supervision in that area is minimal.

### **Bus Expectations**

#### **[POLICY 707: TRANSPORTATION OF PUBLIC SCHOOL STUDENTS](#)**

#### **[POLICY 709: STUDENT TRANSPORTATION SAFETY POLICY](#)**

Transportation to and from school is a student privilege. Adhering to transportation safety rules is a requirement that goes along with the privilege of riding the bus. Safety depends upon the cooperative effort of all students, bus drivers, parents and school personnel. When riding a school bus or van, students are expected to do the following:

- Be on time to help keep the bus on schedule.
- Arrive at the bus stop five minutes ahead of the scheduled bus arrival time.
- Stand back from the edge of the roadway or on the sidewalk while waiting for the bus.
- Stay out of the street so you do not become a traffic hazard to people driving past the stop. The bus stop area is not a playground.
- Don't be a litterbug. You are a guest at the bus stop area, and it is a privilege for you to use the area.
- Line up three to five feet away from the edge of the road single file. Do not approach the bus until it has stopped moving and the door is open. Wait for the bus driver to signal you to board the bus.
- If the bus stop is on the opposite side of the street, wait until the bus has stopped and the red light warning system has been activated. The bus driver will signal you to cross the street. Look both ways before crossing.
- Board the bus signal file. Use the handrails. Go directly to your seat.
- Follow the bus driver's instructions.
- Remain seated.

- Do not endanger yourself or others.
- Do not bring animals, food, beverages, tobacco, chemicals or hazardous objects on the bus.
- Speak and act courteously.
- Help to keep your bus clean and safe.
- Wait for the bus to stop before standing. Use the handrail, take one step at a time, do not push or shove, and go directly to the school or home.
- Students who must cross the road should live up 10 feet in front of the bus, look up at the bus driver, and wait for his / her hand signal to cross the street. When crossing the street, look both ways. Remember to move away from the bus after exiting.

#### Bus Pass Required for Different Bus or Different Bus Stop

When students want to ride a bus other than the one assigned to them, or want to get off at a bus stop other than their own, they need to bring a note from a parent or guardian to that effect. The note must include the following information: Date, Student's Full Name, Exact Destination (Street/Bus Stop), Student they are riding with, Parent's Signature and Daytime Phone Number. The note should be placed in the basket in the cafeteria before the student's first class. The student can pick up the bus pass at the end of the day outside room 105 before they leave for the departing buses. The student must give the bus pass to the bus driver when he/she boards the bus to leave school. Without a pass, students are not allowed to board a different bus or get off at a different bus stop.

#### **Classroom Visits**

Parents are welcome to visit their child's classrooms. Please call your child's teachers in advance to schedule a visit. When you arrive, please check in at the office. We require all visitors to check in to ensure the safety of our students. **School-age children who are visiting in our community and preschool children are not allowed to attend classes as visitors.** We have found that their presence disrupts the learning process for other children.

#### **Delivery or Pick Up of Children by Parent/Guardian**

Whenever possible, allow your child to ride the school bus to and from school. Less traffic around the school area enhances the safety of all students. If it is necessary to drive your child to school in the morning, **please drop your child off near the sidewalk along the rear of the cafeteria in the back parking lot.** Your child will enter the building through the rear cafeteria door that is near this drop off point. **Please do not stop or wait in the front loop of the building or in the handicapped bus loading areas.** If it is necessary to pick up your child at dismissal time, please time your arrival after the buses leave the grounds at 4:05. Please arrange to pick up your child in the back parking lot by the pool door. Buses have priority right-of-way from 3:45 to 4:05 pm. At dismissal 900 students are going to over 20 buses, and additional cars on the grounds at this time are not desirable.

#### **Dropping Off Items for Students**

Please ensure your children arrive at school in possession of everything they will need for the day. Before your children leaves the house, please double check that they have taken their homework, lunch, musical instrument, sporting equipment, clothing, etc. Due to the large amount of items dropped off at school on a given day, we cannot guarantee the safety of such items and/or that it will be delivered to your student in a timely manner. Please do not fall into the habit of bringing items to your children on a regular basis.

#### **Lockers**

**[POLICY 512: Search of Student Lockers, Desks, Personal Possessions, Student Vehicles, and Student's Person](#)**

You will be assigned a hallway locker and combination. You should be certain to keep your locker locked at all times to safeguard belongings. Under no circumstances should you reveal your lock

combination to anyone, including close friends. No other student should enter your locker and you may not share lockers with other students. The school will assume no responsibility for the loss of property. All possessions should be marked so they can be identified if they are lost. Jackets, gloves, band instruments, and glasses should be labeled. Your locker should be neat and clean at all times. Students may wish to decorate their locker. The magnetized locker accessories that do not deface the surface of the locker are desirable. The school reserves the right to inspect the contents of lockers and to remove anything that violates school rules and/or the law if reasonable suspicion exists indicating the locker contains prohibited items. If a locker malfunctions or it can be kicked open, it must be reported to Room 105 so assistance may be arranged. Kicking open of lockers is prohibited and may result in an SDR for damage to school property.

### **Lost and Found**

There are two main “Lost and Found” areas in the building: the physical education locker rooms and in Room 105. Jewelry, money, wallets, purses, and other valuable items should be turned in and claimed in the main office. If you leave something on the bus, you should call the bus company directly - First Student Bus Company, 952-470-5366.

### **Lunch**

[For online lunch payments, click here.](#)

Minnetonka School District acknowledges that the better-nourished student generally will have better attendance, be more attentive and have more energy to cope with school-day opportunities.

The goal of the school lunch program is to provide high quality, nutritious lunches to all students in school, commensurate with the student's ability to pay. Eligible students can receive meals free or at a reduced price. To qualify for free or reduced meals, a family must complete an application form, available throughout the year at the Child Nutrition Office located at the District Services Center or the Guidance Office. The district follows strict non-discrimination rules to protect the anonymity of students receiving free or reduced meals.

All Minnetonka Schools use a computerized lunch accounting system. This system allows parents to make prepayments into their student's account. Each student has their own account, separate from siblings. To access their account during lunchtime the student enters a Personal Identification Number (PIN). The student's name comes up on the screen and the cost is deducted from the student's account. When the student's account is running low, the cashier will inform the student that it is time to add money to the account and a reminder will be given to him/her. A negative cash balance will not be extended. An August mailing from the District Food Service Department will provide greater details and PIN numbers for incoming sixth graders.

There are two main ways to pay for lunches. You may give a check written out to “Minnetonka Food and Nutrition Services” to a cashier at lunch. Write your name and key pad number in the memo line. Secondly, credit card payments may be done using the district website, but it takes 24 hours after an online payment is made for it to be credited to your account.

Students are expected to recycle and compost organics as well as clean up after themselves in the lunchroom: pick up items off the floor and table, put garbage in garbage cans, return their trays to the dish room, and wipe up spills with a dish cloth from the dish room. If the spill is large enough that a mop is needed, students should ask a lunchroom paraprofessional for assistance. Minor consequences and interventions are assigned by the paraprofessional staff in the lunch room to maintain a safe and respectful environment. Larger or continued behavioral issues at lunch are reported to building administration and are subject to greater consequences (including loss of lunch room privileges for a period of time).

## **Morning Help Sessions**

For a morning help session pass, [click here](#).

On Thursday mornings from 8:20-9:00am, teachers are available on a drop-in basis for students (with a pass from home or teacher) to receive additional help. Many times, this is when students take a quiz or test from an absence, or ask questions about assignments or assessments.

On Monday, Wednesday, and Friday mornings from 8:20 – 9:00 am, there are supervised morning help sessions in the computer labs. These labs are staffed by school paraprofessionals that are familiar with the grade level curriculum and expectations. Students need enter the cafeteria, give the cafeteria staff a note from home or a teacher, and sign in to access the morning help sessions.

## **Parking**

Visitors' parking spaces are provided in front of the school. Additional parking is available in the back lot. Please DO NOT park in the fire lanes near the building when picking up your child at any time during the day.

## **Passes**

Students are not to be in the halls during class periods. If a student must leave a classroom, the student will need permission from the teacher and a hall pass or signed student planner.

## **Posting of Signs**

Students should not post signs in the building unless they have prior approval from the main office or from the advisor of an activity. Approved signs must be stamped, signed, and dated. Unless specifically exempted, no sign should be posted for more than one week. Please use only tacky-tack or the cork boards/strips to hang signs. Signs may not be posted on windows.

The custom of decorating the outside of a student's locker for their birthday is not permitted. Students are encouraged to use the "Birthday Board" located just inside of the cafeteria doors at the top of the ramp.

## **Phone**

Students may use the phone located in the hallway outside of the main office before or after school or during the school day with staff permission. In the event of a critical need or emergency, school personnel will call parents. Students are expected to bring all materials they will need for class to school, and to make after school arrangements to go to a friend's home prior to coming to school so phone calls are unnecessary.

## **Pledge of Allegiance**

On the first day of each school week during advisory students will recite 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. Student must respect another person's right to make the choice.

## **Safety Drills**

During the school year your child will participate in fire drills, inclement weather drills, bus evacuation drills and lockdown drills. These drills are very important for students to take seriously so that in the event of a real emergency everyone is well prepared and understands what is expected of them.

## **School Pictures**

School pictures will be taken on August 25, 2011 for 7th and 8th Graders from 4:00-8:00 p.m. and on August 30, 2011 for 6th graders from 4:00-6:00 p.m. A make up day is scheduled for 9/7/11. Retake day is scheduled for 10/6/11. Purchasing the pictures is optional. All students must have their picture taken for their student identification card and the yearbook.

## **Student Records**

### **POLICY 515: PROTECTION AND PRIVACY OF PUPIL RECORDS**

Only staff members with a legitimate reason to know, have access to information about the student. Parents who feel that information in the record is inaccurate or have a concern about the record are asked to contact the principal.

## **Study Lunch**

Study lunch is an opportunity for students to utilize part of the school day to work on missing assignments and improve course grades. Study lunch is for 55 minutes and occurs during the student's lunch and advisory time. Students are expected to bring their own bag lunch or a bag lunch from the cafeteria will be provided. Students are to directly report to room 105, or other designated location, immediately and not enter the cafeteria. Study lunch is coordinated through the guidance office or administration and students will be assigned to this intervention.

## **Saturday School**

Saturday School is an opportunity for students to work on missing assignments and improve course grades. Saturday School is staffed by MME teachers and staff. Saturday School occurs on most Saturday's from 8:30-10:30 in the MME media center. Any student is welcome to attend, however, some students will be assigned to a mandatory Saturday School by the guidance staff or administration. Please check with the guidance office for a more detailed schedule of when Saturday School occurs.

## **Treats**

Your child may bring treats for the class on special occasions. Please get permission from the teachers in advance. Home-baked treats are delicious, but state law requires that food provided in school must be commercially prepared. Additionally, please be sensitive to students with food allergies.

## **Visitors' Check-In**

When you come in the building to volunteer, visit your child's classroom, deliver something left at home, or for any other reason, check in at the Main Office in the front of the building. This requirement is for the safety of our students.

### **ATTENDANCE, TARDY, AND TRUANCY PROCEDURES**

We believe that regular attendance and punctuality in school are important factors in determining a student's success in academic work and meeting state and local requirements for graduation. Students who regularly attend school and are consistently on time develop better socially, establish better communication with their teachers, become more self-sufficient, and have more success academically.

In the event that a student must be absent or tardy from school, parents are expected to call the absence hotline **(952-401-5155)** between 6:00 a.m.-9:30 a.m. to report the absence or parents may report absence online through Skyward Family Access. [Click here for instructions how to report absences online.](#)

## **POLICY 502: ATTENDANCE AND TRUANCY**

### **Student's Responsibility**

It is the student's responsibility to:

- attend all assigned classes and other instructional activities on time every day that school is in session;
- be aware of and follow the correct procedures when absent from an assigned class or other instructional activity;
- request any missed assignments due to an absence; and
- complete assigned work in a timely manner.

### **Excused Absences**

These include family authorized absences and school authorized absences. The following reasons shall be sufficient to constitute excused absences:

1. Family authorized excused absences:
  - a. Personal illness
  - b. Family emergency or death in the family
  - c. Medical or dental treatment
  - d. Prearranged college visits
  - e. Religious instruction not to exceed three hours any week and major religious holidays
  - f. Legal matters including court appearances
  - g. Other activities as approved by the school
2. School authorized excused absences
  - a. Approved field trips
  - b. Interscholastic athletic and fine arts competitions and events
  - c. Student recognition/awards ceremonies
  - d. Suspension from class or school
  - e. Other activities as approved by the school

#### **Excused Pre-arranged Absences:**

Students who plan to be absent for family vacations or other unrelated school events/activities, may have these absences excused if they bring a written note from their parent/guardian indicating the reason for the absence to the Guidance Office secretary. Family vacation days will be marked as excused provided they not exceed 5 days per school year. Family vacation days in excess of 5 days will be marked as unexcused. The secretary will give a pre-arranged absence form to the student to take to their teachers. Teachers may wish to give students their regular class assignments to complete in advance of the absence, or assign activities for the student to do during the absence.

#### **Excessive Excused Absences:**

Excused absences exceeding 10 days in any semester, without written documentation from a physician or pre-approval from school administration, will be marked as unexcused. Parents and guardians will be sent a letter explaining this in further detail if excused absences exceed 10 days. Unexcused absences will be addressed through the truancy process.

### **Leaving School During the Day**

Please send a signed note to school if your student has an appointment during the school day. Your student should give the note to the Attendance Office. When picking up your child during

school hours, you are asked to sign your student out in the Guidance Office so we can record that your child is leaving school. Please do not ask us to send your child home from school unattended. This procedure is for the safety of your child. Students will only be released to a parent/guardian or other individual identified on the student’s emergency contact card.

**Unexcused Absences**

These are absences which are not authorized by the parent or guardian or the school. The following absences are examples of absences which will not be excused:

1. Class “cuts” or “skips”.
2. Leaving school premises without authorization from the nurse, the attendance office or the principals’ offices.
3. Family trips/vacations for which no prior arrangement have been made with the school.
4. Other absences not authorized by the school or parent/guardian.

**Tardiness**

Student Procedure if Tardy to Period 1 (9:15-9:25am):

If a student has a note to excuse a Period 1 tardy or absence, he or she needs to sign-in at the attendance office. All other students should report directly to their Period 1 class and will be marked unexcused.

Student Procedure if Late to School (9:25am or later):

Student needs to sign-in at the attendance office and receive a pass to class. The student will be marked excused or unexcused depending on the reason for arriving late. A student who arrives after 1st hour, without a valid excuse, will be considered truant for the period(s) missed.

Consequences of Unexcused Tardiness:

<b><u>Tardies</u></b>	
3 unexcused tardies	=Advisor notifies student of unexcused tardies
4 unexcused tardies	=SDR written, detention assigned
Each 2 additional unexcused tardies	=SDR written, detention(s) assigned, and/or additional interventions/consequences assigned

\*This process will start over each quarter.

**Tuancy**

A student truant from school or class (absent without the knowledge and approval of the parent/guardian or school) will be written an SDR and assigned a consequence (typically an In-School Suspension) as determined by building administration. Additionally, a student who is truant from school will be subjected to the Hennepin County Attorney’s be@school program guidelines as follows:

<b><u>Unexcused Absences</u></b>	<b><u>Stage</u></b>	<b><u>Intervention</u></b>
1 & 2 Days	SCHOOL	Telephone calls to parents, including automated calls.
3 Days	SCHOOL	Mandatory 3-day/ Principal’s Letter: school generated letter.

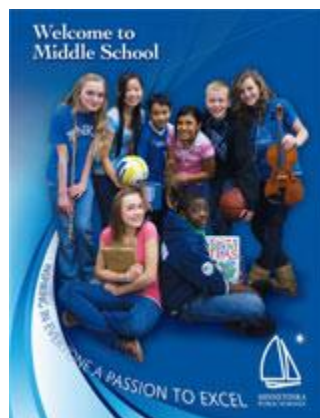
4-5 Days	SCHOOL	School attempts personal contact with parents, phone calls, face-to-face meetings, notes sent home with student.
6+ FULL Days	PGM REFERRAL	<b>Fax completed Parent Group Meeting (PGM) Referral form to Hennepin County Attorney's Office Group Meeting-lecture, video, agency services available, if requested.</b>
3 Additional FULL Days (after the PGM meeting date; Minimum of 9 FULL Days)	1 <sup>ST</sup> REPORT	Fax completed Educational Neglect/Truancy Report form with updated attendance records. School Team Attendance Review ( <b>STAR</b> )- Individual family meeting
8 Additional FULL Days (after the 1 <sup>ST</sup> Report was sent to HCAO)	2 <sup>ND</sup> REPORT	Fax completed Educational Neglect/Truancy Report form with updated attendance records. Process to report continued absenteeism.
3 Additional FULL Days (after the 2 <sup>ND</sup> Report was sent to HCAO)	Additional REPORT	Fax completed Educational Neglect/Truancy Report form with updated attendance records. Process to report continued absenteeism.
	PETITION	The Hennepin County Attorney's Office may file a petition in court to address attendance issues.

Adapted from: <http://www.hennepinattorney.org/schoolservices/beschool/tabid/359/Default.aspx>

### **CURRICULUM, PROGRAMS, AND SERVICES**

The middle school program lays an important foundation for higher level study. At Minnetonka Middle School East, academics are designed to stimulate, challenge and encourage exploration of student interests and abilities. The curriculum provides learning activities that are responsive to the diversity of students' learning styles, and students are evaluated using a variety of assessment techniques. Students have opportunities to enhance their academic development by exploring individual interests in a particular curriculum area.

For more information regarding the middle level program, please click here to access the [Welcome to Middle School](#) document on the MME website.



### **Characteristics of Minnetonka Middle School East**

- Strong interdisciplinary curriculum which provides for the achievement of all students;
- Curriculum and instructional methods that address individual styles, needs, rates and abilities for learning;
- Experiences which develop positive problem-solving and decision-making skills;
- Opportunities for the individual to discover and explore new ideas and to develop new skills and interests;
- Experiences that develop sensitivity to the diversity in our community and world;
- School/community connections through identified service opportunities and partnerships to enrich the curriculum;
- Learning arrangements which encourage development of stable, close, mutually respectful relationships with adults and peers;
- Experience that motivate students as both independent and cooperative-group learners;
- Support services which promote academic potential, stability, growth toward self-realization, increasing independence and responsible behavior;
- Opportunities for students to be recognized as individuals;
- Educational programs which engage families

### **Honors and High Potential Services**

Minnetonka Public Schools is dedicated to meet the unique, individual academic needs of each student. High ability students have unique learning, social and emotional needs that require special service to assist them in performing at a level commensurate to their ability.

High Potential Services continues to meet the needs of 6th grade High Potential (HP) students through High Potential Seminar. The units in the nine week course are designed to address both the intellectual and affective (social and emotional) needs of high ability students. The course will foster the development of academic skills, creative talents, and cognitive leadership abilities. Students will discover, develop and realize their potential as individuals and as contributing, responsible members of the community. Identified High Potential students have the opportunity to participate in HP Seminar in place of FACS 6. In addition to providing direct instruction to 6th grade H.P. students through High Potential Seminar, enrichment activities are offered to eligible H.P. students through SAIL offerings.

While the majority of 7th and 8th grade students at Minnetonka Middle School East find appropriate levels of challenge within general classroom settings, some students' needs are better met in other settings. Honors and Advanced Math courses provide more rigor and challenge than the general curriculum. Honors Language Arts courses are provided in 6th, 7th and 8th grade. Honor Science classes are provided in 7th and 8th grades and a Pre-Advanced Placement United States History class is offered in 8th grade. These courses are designed to meet the needs of students who are performing academically at a superior level relative to their peers, functioning at an abstract thinking level, and possess a very strong talent in the specific subject area. Identified students placed in advanced courses are expected to have strong motivation and work habits in order to be successful.

For more information on honors and high potential services, please refer to the Welcome to Middle School document which can be found on the MME website or at the link at the top of this section.

### **Field Trips**

[To pay for a field trip online, please click here](#) (some payments may still require a check)

From time to time teachers plan activities away from school designed to give children firsthand experience in what they've been learning in class. Parents must sign a permission slip in advance for each trip. The slip will describe the purpose of the trip and indicate whether there is a fee for

the activity. Checks for field trip expenses should be made payable to Minnetonka Middle School-East or may be paid online.

If you do not want your child to go on a particular field trip, he/she will be assigned alternative activities to do at school. A decision not to participate in a field trip experience is not an excuse to be absent from school. The child is expected to attend school and participate in an alternative learning experience.

There is usually a fee to cover transportation and, sometimes, admission charges. The PTA maintains a scholarship fund so that no child will miss a trip because of the cost. Contact your child's teachers or the principal to request assistance. Your request will be handled in a confidential manner.

### **Physical Education Clothing**

Students are required to provide the following uniform for use during physical education classes:

- Official Uniform - Shirt \$6.00, mesh shorts \$14.00 will be on sale in the school store during Open House and during lunch hours the first week of school. We strongly recommend these for ease of identification.
- Or similar shirt (white, with student's name on front) and shorts (royal blue, with name on front).
- Tennis shoes (tie or Velcro fastened) and white socks.
- Sweatshirt and sweatpants for added layering in cool weather. The PTA has sweats with the Minnetonka logo available in the school store.

Student's suits should be appropriate for a classroom instructional setting. Boy's suits must have an inside liner - no shorts or cutoffs. Girls must have a one-piece suit with straps attached front and back and no buttons or zippers. We recommend darker, non-fluorescent colors. If a suit is brought from home, a plastic bag should also be supplied in order to take the suit home each day to dry.

### **Academic Enrichment Events**

Academic achievement is emphasized. The school and the PTA sponsor a number of academic and skill competitions and performance opportunities available to students. Some of these may include the following:

Holiday Ensemble	Knowledge Bowl	Jazz Band
Instrumental Ensembles	Math Competitions	Geography Bee
Spelling Bee	Science Olympiad	

Some teams, individual classrooms, or departments may also sponsor events of this nature. Students enter these competitions on a voluntary basis. Information on opportunities to participate in these activities is included in the News-O-Gram throughout the school year.

In addition, our school has several Odyssey of the Mind and Academic Triathlon teams. These competitions are sponsored by outside agencies. However, the actual performances and competitions frequently take place within the schools. Parents and/or teachers serve as coaches. Students enter these competitions on a voluntary basis also. Information on opportunities to participate in these activities is included in the News-O-Gram throughout the school year.

## **GRADING AND REPORTING**

### **Report Cards**

Four times during the school year, report cards and mid quarter progress reports will be available online through Skyward. You will also be reminded of report cards and mid-quarter reports in the News-O-Gram throughout the school year. These reports are a supplement to the two-parent/teacher conferences

## Grading

### POLICY 626: SECONDARY GRADING AND REPORTING PUPIL ACHIEVEMENT

The primary purpose of grading is to communicate the academic achievement status of students to the students, their families, employers, and post-secondary institutions. Teachers of the same course will apply the grading parameters in the same manner. Students should refer to the grading syllabus for specific grading procedures such as common percentage scale, extra credit, late work, use of the zero, grade calculation, and other topics.

Course grades will reflect the level of the student's academic achievement. While nonacademic factors may be highly valued and often contribute to the student's academic achievement, they should be reported separately from an achievement grade. Relying upon these factors, if merged with achievement evidence, can mask important learning problems and contribute to miscommunication about the student's knowledge.

92.45-100= A 89.45-92.44= A-	Exemplary work (90-100% Mastery of Subject Goals)
86.45-89.44= B+ 82.45-86.44 = B 79.45-82.44 = B-	Proficient/Thorough work (80-89% Mastery of Subject Goals)
76.45-79.44= C+ 72.45-76.44= C 69.45-72.44= C-	Acceptable work (70-79% Mastery of Subject Goals)
66.45-69.44= D+ 62.45-66.44= D 59.45-62.44= D-	Mediocre work (60-69% Mastery of Subject Goals)
00.0-59.44= F	Unacceptable work (less than 59% Mastery of Subject Goal)

## Types of Assessments

For grades 7-8:

Academic Practice grades will count for a maximum of 20% of the quarter grade. Academic Achievement grades will count for a minimum of 80%.

For 6<sup>th</sup> grade:

Academic Practice grades will count for a maximum of 30% of the quarter grade. Academic Achievement grades will count for a minimum of 70%.

Formative Assessments (Academic Practice): work conducted when a student is still learning the material. It is an assessment that is designed to provide direction for both students and teachers. For the students, the adjustment may mean reviewing, additional practice, or confirmation that they are ready to move forward. For the teachers, it may mean changing instructional strategies, providing additional practice, or being ready to move forward. (e.g. teacher observation, quizzes, homework, rough drafts, peer editing, or notebook checks.)

Summative Assessments (Academic Achievement): work conducted when a student has had adequate instruction and practice to be responsible for the material. It is designed to provide

information to be used in making judgment about a student's achievement at the end of a sequence of instruction. (e.g. final drafts/attempts, tests, exams, assignments, projects, performances)

Students are provided an Assignment Notebook in which to record assignments and assignment boards are common in many classrooms. Each team works together to coordinate homework assignments and deadlines.

When students do not complete their homework a teacher may hold a student-teacher conference and have the student come in before school for assistance on the designated days. When parental assistance is necessary, parents/guardians will be notified through letters, phone calls, or conferences.

Parents are encouraged to support their child in completing homework by providing a private, personal, quiet place to study. The homework area should be stocked with materials to meet student study needs. We also recommend that the parent's role during study time is to help clarify and interpret directions, give examples, and check to see that work is completed. Help given should be brief yet encouraging.

### **Make-up Work Assignments When a Child Is Ill**

When students are absent from school due to illness, they are expected to make up the schoolwork missed. If the absence is for one or two days, it is expected that the students request the assignments from the teacher upon their return to school and check Blackboard for missing assignments. Generally, students will be allowed two days of make-up time for each day they were absent.

When students are ill for more than three school days, parents may wish to pick up the assignments that have been missed. If you wish to have the assignments prepared for your child to do at home, please call the Health Office. The classroom teacher will be advised of your request and have the assignments available for you to pick up in the Health Office. Assignments will be sent only for the skills or concepts already taught. Generally, the students will be allowed two days of make-up time for each day they were absent.

When students are gone from school for an extended time due to illness, provisions are available for providing homebound instruction. Absences of fifteen or more consecutive days warrant homebound services. A doctor's statement regarding the anticipated length of the absence can serve to initiate homebound services. Arrangements for homebound instruction can be made by contacting the assistant principal.

### **Testing**

Students take a variety of teacher-developed and standardized tests to help assess their progress.

Spring – Minnesota Comprehension Assessment (MCA II):

- Reading
- Math
- 8th grade Science

Fall & Spring – North West Education Assessment (NWEA)

- Reading
- Math
- 6th grade Science

Standardized Tests: 6th, 7th and 8th graders take the Minnesota Comprehension Assessment II (MCA II) tests in the areas of Language Arts and Math; 8th graders also take the Science portion.

All three grade levels also take the NWEA tests in the areas of reading and math. The results from these assessments are also shared with parents.

## STUDENT ACTIVITIES

### Student Co-Curricular Activities

#### [POLICY 510: Co-Curricular Activities Program Policy](#)

Student co-curricular activities play a significant role in the learning process through their contribution to a good self image, the ability to work with others, development of leadership qualities, goal-setting and attainment, competition, enjoyment in learning a skill, and ethics.

### Student Participation Fee

[To pay the student participation fee and other required payments, click here.](#)

The Minnetonka School Board recognizes that athletic and enrichment activities play a valuable role in enhancing a student's educational experience. Recognizing that we have a growing student population with finite resources, the Board directed the co-curricular council to ensure opportunities for students and to explore ways to generate additional revenue for both athletic and enrichment programs.

The co-curricular council implemented a participation fee, which went into effect on January 1, 1996. The fee for the 2010/11 school year is \$50.00 for middle school students. All students who participate in a co-curricular activity, athletic or enrichment are expected to pay this fee. This is a one-time fee. The student pays the fee only once per year regardless of the number of activities in which he/she participates. Please refer to the letter in the parent packet.

### Middle School Co-Curricular Athletics and Activities

HOTLINE 952-401-5201

#### A. Athletic Activities:

<b>Activity:</b>	<b>Participants:</b>	<b>Dates:</b>
Cross Country Running	Gr. 6-8, Boys, Girls	Fall
Volleyball	Gr. 7-8, Girls	Fall
Wrestling	Gr. 6-8, Boys	Winter
*Cross Country Skiing	Gr. 6-8, Boys, Girls	Winter
Track and Field	Gr. 6-8, Boys, Girls	Spring
Golf	Gr. 6-8, Boys, Girls	Spring
Tennis	Gr. 6-8, Boys, Girls	Girls – Fall, Boys - Spring

*\*Not competitive with other schools or districts*

There will be a \$60.00 charge for each activity beyond the initial one time participation fee mentioned above. Greens fees for golf will be at cost.

Announcements of opportunities to participate in these athletic activities will appear in the News-O-Gram. These will also be available on the MME website.

If a student needs financial assistance in order to participate, the parent should make arrangements with the principal. Scholarship request forms are available in the main office.

Students must have a signed parent permission form and a current three-year physical examination card on file with the Health Office. These forms are available from the coaches or the Health Office.

**B. Intramural Athletic Activities:**

Intramural athletic activities offer student's opportunities to use the skills learned and developed in physical education classes and give them practice participating in the sport. Participants do not compete with schools from other districts. These opportunities are offered throughout the school year and are based upon student or staff interest.

**C. Community Education Youth Recreation:**

To see a list of Community Education Youth Recreation options, [click here](#).

Additional athletic activities may be offered through Community Education and Services throughout the school year. Typically there is a fee for these activities.

**Middle School Enrichment Activities**

Enrichment activities provide opportunities for students to explore, enhance, and extend classroom experiences. The following enrichment activities may be offered to middle school students: drama/musical, art club, cooking club, computer club, leadership development, and yearbook. Fees will be determined by the specific activity.

Announcements of opportunities to participate in these enrichment activities will appear in the News-O-Gram and/or will be available on the MME website.

To see a list of Community Education Youth Recreation options, [click here](#). Additional enrichment activities may be offered through Community Education and Services throughout the school year. Typically there is a fee for these activities.

**Participation in High School Co-curricular Activities**

[CO-CURRICULAR GRADE LEVEL ELIGIBILITY WAIVER REQUEST FORM, click here](#)

Generally participation in co-curricular activities at Minnetonka High School shall be limited to students in grades 9-12. Seventh and eighth grade students shall be allowed to request a waiver for possible participation in a high school co-curricular activity.

The decision regarding seventh and eighth grade students will be based on:

- The individual skills of the student as it relates to the needs of the specific sport/activity at any given level of competition.
- The social maturity, academic history, and discipline history of the student.
- The lack of opportunity for the student to improve his/her skill level in a school or non-school program.

No class time at Minnetonka Middle School East/Minnetonka Middle School West will be missed for practices/team meetings at the high school level. Missing class time at either middle school for high school games/meets may be authorized by the respective middle school principal.

**Procedural Steps:**

1. Parents are required to fill out the form and turn it into the Activities Director at Minnetonka High School within 2 weeks of the start date of the activity. Forms are on line at [www.minnetonka.k12.mn.us](http://www.minnetonka.k12.mn.us), in the MME and MMW main offices, and the Minnetonka High School Activity Office.

2. Once completed, the form is forwarded on to the head coach/advisor of the activity involved.
3. The head coach/advisor shall communicate with the parent to gather the necessary information about the specific student.
4. The coaches/advisors shall make a recommendation to the Activities Director who shall make a recommendation to the Principal. The Principal will make the final decision.
5. A letter is sent from the Activities Director to the parent explaining the decision.
6. If the waiver is granted the parent/student registers for the activity just as all other high school students do by filling out all forms on line. Students who have paid the middle school participate fee do not need to pay the MHS participation fee. The MHS activity fee for the specific sport is required.
7. If the waiver is granted parents are responsible for transporting their child from MME or MMW to the practices and for bus pick-up for games.
8. Middle school students may not start practice at MHS before 4 pm.

### **HEALTH SERVICES**

The health office is staffed by a licensed school nurse and health paraprofessional to give first aid in emergencies, contact parents of sick children, keep health records and do health screenings.

#### **Annual Verification of Census and Emergency and Health Information**

Parents will receive this form in the mail from the District. Please fill out and return this form at MME's back-to-school Open House or turn in to the Health Office.

We must have a way to reach parents during the day, plus the phone number of a friend or neighbor if you are unavailable. If your child needs emergency medical help, we need to be able to contact you. There can be a significant delay in getting medical care for your child if you cannot be reached. Please be sure the friend or neighbor you list on the form knows that the school may contact him/her and is willing to pick your child up from school during the day when you cannot. It also helps if your friend or neighbor is apt to be home when you are not.

If your work number changes during the year, or your neighbor moves away, please call the school to update your child's form.

#### **Illness/Attending School**

One of the goals of health services is to assure a healthy environment. Many families are frequently concerned about when a student should stay home or attend school. The following information is intended to help with this decision.

- If a student has a fever of 100° or more, the student should stay home for 24 hours after the temperature returns to normal (without medication).
- If a student has vomited or has diarrhea, the student should stay home 24 hours after the last episode.
- If a student has any rash that may be disease related – or the cause is unknown, check with your family physician before sending your child to school.
- If a student is ill at home, please call the school attendance line (952-401-5155) daily to report the reason for absence.

#### **Immunizations**

##### **[Policy #530: Immunization Requirements](#)**

Minnesota law requires that every child attending school be immunized against diphtheria, tetanus, whooping cough, polio, measles, mumps, German measles and Hepatitis B. We cannot allow your child to attend school unless you return the form verifying that your child has had these shots.

Please check with your doctor to be sure that the specific immunizations your child received conferred lifetime immunities.

### **Insurance**

An accident insurance plan is available to all students. Participation in the plan is optional, based on your individual insurance needs. The plan is offered to provide insurance coverage for injuries incurred by a child at school.

### **Medications**

#### **[Policy #516: Student Medication](#)**

If your child must take medication at school, it must be kept in the Health Office and given to the student only by the nurse/health paraprofessional.

This procedure and information is extremely important for several reasons:

- If medications were in a child's desk or backpack, other children would have access to them.
- Children share. If one child has cold medicine, he/she is likely to offer it to another child with a cold. The second child could be severely allergic.
- We need detailed information on your child's illness and the prescribed medication in case your child has a reaction to the medicine while at school.
- All medication required during school hours must be kept in health office and administered by school nurse/ health paraprofessional.
- Medication must be brought to health office in original labeled container. The student's physician must either write a separate prescription for school or use the district medication form describing when and why student should take medication. Parent must provide written permission for student to receive medication during school day.

## **STUDENT RECOGNITION PROGRAMS**

### **President's Award for Educational Excellence** (Middle School Level)



The President's Education Awards Program, sponsored by the U. S. Department of Education, in partnership with the national school principals associations, was developed to help principals recognize and honor those students who have achieved high academic goals by their hard work and dedication to learning. Participation in the program grows each year with 57,000 schools and nearly four million students receiving these esteemed awards last year.

Students who are eligible for the President's Award for Educational Excellence receive certificates signed by the President, the U.S. Secretary of Education and the school principal. A congratulatory letter from the President is included with the awards. There are also optional lapel pins, inscribed with the Presidential Seal, to accompany the certificates. There is no limit on the number of awards that your school can order, as long as the students meet the criteria presented.

#### **Criteria for selection:**

To be eligible for the President's Award for Educational Excellence, middle school students must meet the requirements in Category A and Category B.

- A. Grade Point Average: Students are to earn a grade point average of 90 or higher on a 100 point scale or a 3.5 on a 4.0 scale. The middle school cumulative grade point average includes grade 6 through end of first semester grade 8.
- B. In addition to grade point average, schools are to include one or more State Tests or Nationally-Normed Achievement Tests to demonstrate high achievement in reading or mathematics. When analyzing the nationally normed tests, the following criteria will be used:
  - 90<sup>th</sup> percentile or higher nationally on NWEA Reading Test administered in fall of 8<sup>th</sup> grade or
  - 90<sup>th</sup> percentile or higher nationally on NWEA Math Test administered in fall of 8<sup>th</sup> grade

**The school principal has final authority to determine which students receive this award.**

### **President's Volunteer Service Award** (Middle and High School)



The President's Council on Service and Civic Participation created the President's Volunteer Service Award program as a way to thank and honor Americans who, by their demonstrated commitment and example, inspire others to engage in service.

Recognizing and honoring volunteers sets a standard for service to others. It encourages a sustained commitment to civic participation and inspires others to make volunteering a central part of their lives. The President's Volunteer Service Award recognizes individuals, families, and groups that have achieved a certain standard – measured by the number of hours served over a 12-month period or cumulative hours earned over the course of a lifetime.

#### **Award Criteria**

Any student or adult may receive Presidential recognition for volunteer hours earned over a 12-month period or over the course of a lifetime at home or abroad. The following are the eligibility requirements for each age group:

**12-month period: September 1 - August 31 (Application deadline September 8)**

Awards are presented in early fall (October).

**Presidential Volunteer Service Award Criteria - Bronze Level**

Kids to age 14: 50 to 74 hours

Young Adults 15 - 18: 100 to 174 hours

Adults 18 and older: 100 to 249 hours

**Presidential Volunteer Service Award Criteria - Silver Level**

Kids to age 14: 75 to 99 hours

Young Adults 15 - 18: 175 to 249 hours

Adults 18 and older: 250 to 499 hours

**Presidential Volunteer Service Award Criteria - Gold Level.**

Kids to age 14: 100 hours or more

Young Adults 15 - 18: 250 hours or more

Adults 18 and older: 500 hours or more

Award recipients receive:

- An official President's Volunteer Service Award pin package
- A personalized certificate of achievement package.
- A note of congratulations from the President of the United States.
- A letter from the President's Council on Service and Civic Participation.

Procedures for tracking service include:

- Online recording at [www.presidentialserviceawards.gov](http://www.presidentialserviceawards.gov)
- Volunteer log with signature of supervising adult or authority submitted to District