

MINNETONKA HIGH SCHOOL

NAVIGATOR



2011-2012

WELCOME TO MINNETONKA HIGH SCHOOL

A STUDENT'S PLAN FOR SUCCESS

Dear Students:

We welcome you to MHS for the 2011-2012 school year! We hope that the time you spend with us will be filled with enjoyable and challenging learning experiences. This handbook has been prepared to help you become better acquainted with Minnetonka High School. This handbook explains most of the policies and operations of your school. Please read it carefully and become familiar with its contents as students are held accountable for knowing the guidelines and policies. For clarification on information in the handbook or other school issues, feel free to contact any staff member.

Minnetonka High School has a rich tradition of excellence in both the academics and co-curriculars. Numerous experiences are available to you that are designed to enhance learning, encourage participation, and foster service. We encourage you to take advantage of these opportunities. Feel free to contact any one of the principals. It is our desire for you to have a great school year!

Sincerely,

David Adney, Principal

Adam Ehrmantraut, Assistant Principal

Jeffrey Erickson, Assistant Principal

Ted Schultz, Activities Director

Important Phone Numbers

952.401.5700—Main Office

952.401.5800—Attendance Office

952.401.5000—District Office

952.470.5366—First Student Bus Company

952.401.5702—Principal, Dave Adney

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I. INTRODUCTION

MISSION OF THE MINNETONKA SCHOOLS

The mission of the Minnetonka School District, a community that transcends traditional definitions of excellence and where dreams set sail, is to ensure all students envision and pursue their highest aspirations while serving the greater good, through teaching and learning which

- ◆ Value and nurture each individual,
- ◆ Inspire in everyone a passion to excel with confidence and hope, and
- ◆ Instill expectations that stimulate extraordinary achievement in the classroom and in life.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is recited by students and staff at least one time per week according to Minnesota Statute 121A.11.

SCHOOL PRIDE

Students are encouraged to take pride in MHS by keeping the building and campus clean and attractive. Recycling containers can be found throughout the building for the disposal of cans, paper and food items.

STUDENT RECORDS

Certain information about students is considered “public” under state and federal laws and school district policy. Unless parents or students over age 18 give specific instructions to the contrary, schools will give out this information to anyone who requests it. Public information includes: name, address, phone

number, date and place of birth, weight and height (for athletes only), dates of attendance, participation in activities, degrees and awards received, and pictures for school-approved publications, newspapers and videotapes. Students over age 18 and parents that do not want this information to be given out must notify the building principals in writing. All other student records are considered private and are open only to parents and to school personnel with a legitimate interest.

DAILY SCHEDULE

ACTIVITY PERIODS:

7:10 to 7:55 a.m. – M, T, Th, F

ZERO HOUR

7:00 - 7:55 a.m.

PERIODS

Period 1
Period 2
Period 3
Period 4A
Period 4B
Period 4C
Period 5A
Period 5B
Period 5C
Period 6

LUNCHES

4	Lunch 1
4D	Lunch 2
5	Lunch 3
5D	Lunch 4
5E	Lunch 5



11-12 CALENDAR

- August 19-26 New Teacher Workshops (*tentative*)
- August 30-September 1 Teacher Workshop & Planning
- September 5 No School, Labor Day, District Office Closed
- September 6 School Begins (1-12), Begin 1st Quarter
- September 6-7 Kindergarten Assessment
- September 8 School Begins, Kindergarten
- October 13 P/T Conferences 4-8pm
- October 14 No School, P/T Conferences 8am-4pm
(4 additional hours will be scheduled by site for P/T conferences the weeks of October 10 and October 17)
- October 20-21 No School, Teacher Statewide Meetings
- October 24 Two Hour Late Start,
No AM Kindergarten, Teacher PLC Meetings
- November 4 End of 1st Quarter
- November 7 No School,
Teacher Staff Development/Planning/Grading
- November 8 Begin 2nd Quarter
- November 24-25 No School, District Office Closed
Thanksgiving Break
- December 23-26 District Office Closed
- December 23-January 2 No School, Winter Break
- January 2 District Office Closed
New Year's Holiday
- January 3 Classes Resume
- January 16 No School, District Office Closed, MLK Jr. Day
- January 20 End of 2nd Quarter, End of 1st Semester
- January 23 No School,
Teacher Staff Development/Planning/Grading
- January 24 Begin 3rd Quarter, Begin 2nd Semester
- February 17 Two Hour Early Release, No PM Kindergarten
Teacher PLC Meetings
- February 20 No School; District Office Closed,
Presidents Day
- March 1 P/T Conferences, 4-8pm
- March 2 No School, P/T Conferences 8am-4pm
(4 additional hours will be scheduled by site for P/T conferences the weeks of February 27 and March 5)
- March 28 End 3rd Quarter
- March 29 No School,
Teacher Staff Development/Planning/Grading
- March 30-April 6 No School, Spring Break
- April 6 District Office Closed
- April 9 Begin 4th Quarter
- May 28 No School, District Office Closed,
Memorial Day
- June 7 Last Day of School;
End 4th Quarter, End 2nd Semester
- June 8 Full Day Teacher Workshop

AUGUST							FEBRUARY						
s	m	t	w	th	f	s	s	m	t	w	th	f	s
		1	2	3	4	5	6			1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28	29			

SEPTEMBER							MARCH						
s	m	t	w	th	f	s	s	m	t	w	th	f	s
				1	2	3				1	2	3	
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30		25	26	27	28	29	30	31

OCTOBER							APRIL						
s	m	t	w	th	f	s	s	m	t	w	th	f	s
						1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	8	9	10	11	12	13	14
9	10	11	12	13	14	15	15	16	17	18	19	20	21
16	17	18	19	20	21	22	22	23	24	25	26	27	28
23	24	25	26	27	28	29	29	30					
30	31												

NOVEMBER							MAY						
s	m	t	w	th	f	s	s	m	t	w	th	f	s
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30				27	28	29	30	31		

DECEMBER							JUNE						
s	m	t	w	th	f	s	s	m	t	w	th	f	s
				1	2	3						1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29	30	31	24	25	26	27	28	29	30

JANUARY							JULY						
s	m	t	w	th	f	s	s	m	t	w	th	f	s
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				

KEY

- First/last day of school; New Quarter Begins
- First day of school for Kindergarten
- Parent/Teacher Conferences after school
- ▨ No school for students - Parent/Teacher Conferences
- All district offices and schools closed
- No school for staff and students - School Closed
- No school for students - Teacher Workshop/Planning/Grading Days
- △ Early Release or Late Start Day

STUDENTS RIGHTS AND RESPONSIBILITIES

Learning

Rights	Responsibilities
<ul style="list-style-type: none"> • Students have the right to receive a comprehensive appropriate education. • Students have the right to attend school in a safe environment that is free from disruptive behavior by others. • Students have the right to make up schoolwork missed during an excused absence. • Students have the right to necessary homebound instruction, as regulated by state guidelines, when absent for an extended period. 	<ul style="list-style-type: none"> • Students are responsible for daily attendance for completing class assignments on time, and for bringing appropriate materials required for class. • 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 are responsible to obtain and complete make-up work assigned for periods of absence. • Students are responsible to obtain and complete assigned work as part of the homebound instructional process.

Free Speech

Rights	Responsibilities
<p>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.</p>	<p>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.</p>

Fair Treatment

Rights	Responsibilities
<ul style="list-style-type: none"> • 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 have the right to be informed of current school policies, 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 meet classroom expectations, and evaluation procedures that apply to them. • Students have the right to be treated respectfully by staff and other students. • Students have the right to be free from unreasonable physical contact from teachers and other staff persons. 	<ul style="list-style-type: none"> • Students are responsible to treat all persons respectfully and to follow rules and regulations that apply to them. • Students are responsible to be knowledgeable about and to follow school policies, rules, and regulations that apply to them. • Students are responsible to be knowledgeable about and to follow school policies, rules, and regulations that apply to them. • Students are responsible to treat others, including other students and staff, in a respectful manner. Students are also expected to treat the property of others and the district responsibility. • Students have the responsibility to refrain from using force or physical contact for the purposes of inflicting physical and emotional harm on another.

	<ul style="list-style-type: none"> Students have the responsibility to respect the space and freedom of those around them. Students also have the responsibility to not engage in conduct that threatens to injure themselves, other persons, or property.
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Harassment

Rights	Responsibilities
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 incident 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 the building principal.

Nondiscrimination

Rights	Responsibilities
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 building principals.

Equal Opportunity

Rights	Responsibilities
Students have the right to equal opportunity to participate in all school activities and school education programs for which they are eligible, within legal limits.	Students are responsible to follow the rules and regulations of the school-sponsored activity in which they or others participate. Students are not to discourage the participation of other students.

Student Government

Rights	Responsibilities
Students have the opportunity to participate in student government. The purpose of the existence of student government is to represent, and to be responsive, to the needs of all students.	Student government representatives have the responsibility to communicate with the student body, faculty, and administration, and to be aware of and comply with any policies of the school district that may affect.

Privacy

Rights	Responsibilities
<ul style="list-style-type: none">• Students generally have the right to privacy in their persons and personal property when engaging, participating or pursuing curricular activities on a school location.• Students have the opportunity to utilize school lockers, desks, and other designated area 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.• Matters of child or sexual abuse must be reported to the proper authorities according to state law. Matters involving criminal behavior may also be reported to the proper authorities.	<ul style="list-style-type: none">• Students are responsible to refrain from bringing onto school property or to school-sponsored events any item or materials that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students of other people.• Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.• Students have the responsibility to inform school personnel when a discussion of personal matters is to be confidential. Matters of abuse or illegal activity should be reported to school personnel.

II. ACADEMICS

ACADEMIC INTEGRITY

Integrity is essential to excellence both in education and life. Assessments and other school work are measures of a student's academic performance. Honesty is required to ensure an accurate measurement of a student's academic knowledge. Each assessment must be evaluated on what the student knows or can do in order for the student and his/her family to have a clear and accurate accounting of the student's mastery of the material. When a student chooses to violate the academic integrity policy, it is a behavior infraction. As a result, the teacher will need to find an alternative way to assess the student's knowledge. It is at this point that all parties—parents, teachers, administrators, and the student—work to identify the root cause of the behavior and to help the student learn from the experience in a caring, consistent, and instructive way.

DEFINITIONS

Cheating: Using dishonest methods to gain an advantage -- *Webster's New International Dictionary*

Collusion: A secret agreement or cooperation especially for an illegal or deceitful purpose -- *Webster's New International Dictionary*

Plagiarism: To steal or purloin and pass off as one's own the ideas, words, artistic production of another; to use, without credit, the ideas, expressions or productions of another. -- *Webster's New International Dictionary*

CLASSIFICATIONS OF ACADEMIC DISHONESTY

As a guiding principle, academic dishonesty includes, but is not limited to, cheating on schools assessments (formative or summative), plagiarism or collusion. Additional classifications may be added at any point.

1. Copying homework or allowing someone to copy your homework.
2. Letting your project partner do all the work and just putting your name on the final project.
3. Sharing test questions and/or answers what is on a test with other students either verbally or electronically (i.e. text messages, IPODS, earphones, calculators with memory systems, PDAs, Bluetooth technology.)
4. Looking on another's test/quiz or allowing another to copy a test/quiz.
5. Submitting other's work as your own with or without the other person's knowledge. (i.e. plagiarism.)

6. Working with others on an assignment that is designed to be done individually.

GUIDELINES FOR TESTING

In order to create the best testing environment, a standard protocol and responsibilities will be established for both students and teachers. During a testing situation, the student has the following responsibilities:

1. Act honestly and with integrity
2. Adhere to the academic integrity policy.
3. Follow the teacher's directions and testing protocol.

CONSEQUENCES FOR VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY

A violation of the academic integrity policy is a behavioral infraction and shall be treated as such. All offenses are cumulative for all courses over the high school academic career. *If the behavior warrants it, the administration may increase the level of consequences based on the facts and the violations of other policies.*

PROCEDURES FOR REPORTING ACADEMIC DISHONESTY

1. If a staff member has belief that a student violated the academic honesty policy, he/she will discuss the incident with the student.
2. The staff member will complete a behavior referral form and submit it to the principal or designee outlining the infraction.
3. The staff member will inform the parent(s) of the infraction via the phone or a letter.
4. The teacher will set a date and time not to exceed 4 school days of the violation to complete an alternate assessment.
 - A. If a student fails to complete it within the stated timeframe, the teacher will issue a score of zero.
5. The administration will meet with the student, and parent(s) if required, to review the incident and to establish the consequences. A follow-up meeting may be necessary to review the student's actions subsequent to the incident.
6. The violation will be entered into the student's discipline record.

The administration will use the following grid to establish the consequence for the violation. If the student already has three violations during his/her academic career, the administration will use the consequences in the 3rd offense category and may increase them significantly.

CONSEQUENCES FOR VIOLATIONS

	1 st Offense	2 nd Offense	3 rd & Additional Offenses
Behavior Modification	The student will have a conference with a principal. In addition, the student will complete a required ethics study.	The student with his/her parents(s)/guardian will have a conference with a principal and parent(s.) It may be necessary for the student to meet with his/her counselor.	The student with his/her parents(s)/guardian will have a conference with a principal and parent(s.) The student will meet with his/her counselor. As well, further ethics training may be required.
Consequences	<p>*Failure to complete the ethics study within 5 school days of receipt will result in one ASIP After School Intervention Program.</p> <p>*Student may be assigned community service.</p>	<p>*Student will serve one ASIP.</p> <p>*Student's status in honor organizations, athletics (considered a violation of the MSHSL Rules), Student Government and/or other similar organizations may be affected.</p> <p>*Student may be assigned community service.</p> <p>*Other consequences may include, but not limited to, behavior contract, and/or loss of student privileges (i.e. parking permit, attendance at activities.)</p>	<p>*Student may earn a loss of credit for course in which the infraction occurred.</p> <p>*Student will serve one ASIP.</p> <p>*Student's status in honor organizations, athletics (considered a violation of the MSHSL Rules) Student Government, and/or other similar organizations may be affected.</p> <p>*Student may be assigned community service.</p> <p>*Other consequences may include, but not limited to, behavior contract, and/or loss of student privileges (i.e. parking permit, attendance at activities.)</p>
Documentation	The offense will be recorded in official discipline record.	The offense will be recorded in official discipline record.	The offense will be recorded in official discipline record.
Notification	Teacher will contact parent(s)/guardian(s). Parents will receive a letter from the school.	Teacher will contact parent(s)/guardian(s).	Teacher will contact parent(s)/guardian(s).
Evaluation of assessment	The student will complete an alternate assessment within 4 school days of offense. The teacher will set the time and location for re-assessment. The administration will determine the amount of credit to be earned. <i>Failure to complete the assessment within the required timeframe will result in the score of 0.</i>	The student will complete the assessment within 4 school days of offense. The teacher will set the time and location for re-assessment. The administration will determine the amount of credit to be earned. <i>Failure to complete the assessment within the required timeframe will result in the score of 0.</i>	The student will complete the assessment within 4 school days of offense. The teacher will set the time and location for re-assessment. The administration will determine the amount of credit to be earned. <i>Note: Failure to complete the assessment within the required timeframe will result in the score of 0.</i>

GRADING

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.

TYPES OF ASSESSMENT

For grades 9-12, Academic Practice grades will count for a maximum of 15% of the quarter grade. Academic Achievement grades will count for a minimum of 85%.

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.

WEIGHTED GRADES

The following grade points scales are used to assign point values to each letter grade in order to compute the GPA. International Baccalaureate (IB) and Advanced Placement (AP) courses use different, weighted scales to differentiate between IB/AP and regular courses. Each point value represents a full year of academic work. The weighted GPA is used to determine all honors.

Standard Scale <i>(for all non-AP/IB course)</i>	IB/AP Weighted Scale <i>(for students successfully complete the course and taking the AP/IB exam(s) with a score of 3 or better)</i>
A= 4.0	A= 5.0
A-= 3.7	A-= 4.7
B+= 3.3	B+= 4.3
B= 3.0	B= 4.0
B-= 2.7	B-= 3.7
C+= 2.3	C+= 3.3
C= 2.0	C= 3.0
C-= 1.7	C-= 2.7
D+=1.3	D+=2.3
D= 1.0	D= 2.0
D-= 0.7	D-= 1.7
F= 0.0	F= 0.0

A, B, C, D, E, F, P, LOC, ML, NC, I, NG, +, -, are grades used for students at MHS.

E = Student is given an E (credit) when working at, or very near potential.

P/F = this grade is used in the Pass (credit)/Fail (no credit) option. Students who receive an “F” under the pass/fail option, do fail the class, the F is recorded on their transcript and counts in their GPA.

LOC= No credit is earned due to excessive absences

ML = Middle Level

NC = No Credit is awarded for the class.

I = Students will receive an “I” if they have not completed their course work in a particular class and have not had sufficient time to complete the work. An “I” that has not been changed to a letter grade (A-F) within 3 weeks after the quarter has ended will automatically be changed to an “F”.

NG = No Grade. This is used when books, fines, fees are not turned in. Report cards (and diplomas in the case of fourth quarter obligations for seniors) will be held until the obligations are taken care of.

T = Test Out. Student has successfully demonstrated knowledge of the curriculum without having to attend the class. Credit is received for the class.

CALCULATION OF GPA

All courses for which the student receives from an A to an F are included in the GPA. Both a Term GPA and a Cumulative GPA are calculated. An official transcript is maintained for grades 9-12. Pass grades are not included in the GPA calculation, but do count for graduation credit.

Cumulative Grade Point Average (GPA): the student's numerical average for all courses taken. It is computed by adding the total number of the letter grades' point values and dividing it by the number of credits completed.

Term Grade Point Average (GPA): the student's numerical average for a given quarter. It is computed by adding the total number of the letter grades' point values and dividing it by the number of courses for a given quarter.

PASS/FAIL OPTIONS

The PASS/FAIL option may only be initiated by a teacher and requires administrative approval. If a student is taking the course PASS/FAIL, the student must have passing work to receive credit for the course. A student must earn the grade of D- to receive credit.

ATTENTION ATHLETES

Athletes that plan to participate in Division I or Division II college athletics, please note that courses awarded Pass/Fail may NOT be used to satisfy college core-course requirements. A "core course" is defined by the NCAA Bylaw 14.3 as a recognized academic course designed to prepare a student for college level work. Courses that are taught at a level below the regular academic level may not be considered as core courses regardless of course content. Examples of courses that would not be considered "core courses" are: special education courses, remedial courses, and introductory math courses below algebra. Check with the Guidance Office for additional information.

GRADUATION HONORS

Throughout the student's journey at Minnetonka High School, the school will provide a positive and stimulating learning environment in order to inspire a passion to excel in each student. The curricular offerings are designed to encourage students to stretch their minds. The course curriculum will provide the necessary rigor to challenge students to meet the highest of academic standards. The Minnetonka diploma signifies the pursuit of academic excellence. The transcript will reflect a student's personal achievement and rigorous course selection. As well, both shall recognize and commend the highest level of a student's academic achievement. To stimulate achievement as measured by its extraordinary expectations, the District will establish an academic honor system.

Class of 2010 and Beyond

The *Laude* Latin model will be used to recognize academic excellence at the conclusion of a student’s high school career. Students will work to compete against the criterion for academic honors—not each other.

A student’s cumulative GPA will be used to determine the level of honor on a student’s high school transcript, diploma, and for academic recognition at commencement exercises. The following three levels of academic honors will be used:

Summa Cum Laude “*with highest distinction*”—Cumulative GPA average of 4.000 and above

Magna Cum Laude “*with great distinction*”— Cumulative GPA average of 3.850 to 3.999

Cum Laude “*with distinction*”— Cumulative GPA average of 3.667 to 3.849

- ◆ The weighted GPA will be used to calculate all academic honors.
- ◆ This model will replace the practice of using class rank and Valedictorian and Salutatorian on all official Minnetonka Schools documentation.

In the event that a miscalculation occurs honors may be awarded after the fact, but honors mistakenly awarded will not be retracted.

GRADUATION REQUIREMENTS

Students need to earn 22.5 credits in order to receive a Minnetonka High School diploma. Please refer to the *Skipper Log* for specific information.

SCHEDULE CHANGES

All schedule change requests must be completed **before the beginning of each semester**. No schedule changes will be granted after the start of each semester. The only changes that will be considered after the beginning of the semester are those that address the level of a class (e.g. Spanish 3 versus Spanish 3X). *Requests for reasons of teacher preference will not be addressed at any time.* Schedule changes should be based on sound educational planning.

Common reasons schedule changes are approved include the following:

1. A different academic level course is needed.
2. Making up a failed course.
3. Adding a class to an open period.

Common reasons schedule changes are NOT approved include the following:

1. Teacher preference
2. Sports/Co-Curriculars (except Nordic Skiing and Golf).
3. Moving classes to achieve a particular lunch or early release time.
4. Moving classes to achieve same start/end time for parking permit purposes.
5. Work.

DROPPING A CLASS

If it becomes necessary to drop a class, students are encouraged to do so as soon as possible after the first week of a course. **DROPS FOR SEMESTER CLASSES MUST BE MADE WITHIN THE FIRST SIX WEEKS OF A COURSE.** Any semester class dropped after six weeks will be reflected as an **F** on the student's report card and transcripts. Students should discuss this situation with their instructor. Counselor and parental approval is required when dropping a class. Students will not be allowed to drop a class at any time if the class load goes below the required five (5) classes.

REPEATING A CLASS

Students who receive an F for a class failed or dropped have the option of retaking the class. If the student then receives a passing grade, the new grade will be recorded. The original F will still **REMAIN** on the student's transcript. Both grades will be used in calculating Grade Point Average (GPA) and class rank.

STATE TESTING

Grade	Test/Date	Required for Graduation
9	GRAD 9/Test of Written Composition—April 17	<i>Yes</i>
10	MCA II/GRAD/ Reading—April 17-18	<i>Yes</i>
11	MCA II/ Math—April 17-18	<i>Yes (Student must pass the test OR take it 3 times with remediation sessions between each exam).</i>
12	MCA II/ Science—May 10	No

Students will complete other assessments throughout the year. Please refer to the MHS website for further details.

STUDENT RECOGNITION

We strive to recognize outstanding student achievement at MHS. Students are recognized not only for academic achievement but also for overall school performance and effort.

STUDENT RECOGNITION PROGRAM

At the end of each quarter, teachers may nominate students from their classes that they feel have shown extra effort in class, a good attitude, personal improvement, creativity, initiative, performance on specific projects, etc. All students who are recognized have their picture taken and displayed in the main showcase in the foyer of the building. Students are also honored at a reception at which they receive a certificate and a pin. Parents of the recognized students are invited to the reception.

MINNETONKA HONOR SOCIETY

The Minnetonka Honor Society provides encouragement, support and recognition to juniors or seniors who have shown outstanding performance in all or two out of three of the following categories: scholarship (3.5 cumulative GPA), leadership, and service. Students are recognized for their achievement at a special ceremony in April. Students may be nominated in the area(s) of service and/or leadership by staff members, peers, community members or self-nomination. Students selected as juniors can be nominated again as seniors. Senior members are given a gold tassel to indicate their membership during the graduation ceremony. Nomination forms are available in the Student Support Services Office or the principal's office after the second semester of each year.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization established for the purpose of creating enthusiasm for high academic achievement stimulating a desire to perform service, promote leadership, and develop character in the students of secondary schools. Membership in local chapters is an honor bestowed upon a student. Junior and senior students who have achieved an accumulated GPA of 3.5 are invited to apply. Membership is selected by a faculty council and is based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Members in each local chapter are required to attend regular meetings, elect officers, and carry out individual and group service projects. Students who are selected to National Honor Society are automatically members of Minnetonka Honor Society.

ACADEMIC LETTERING

Academic letting is another way in which MHS students can be recognized for outstanding school work. Students eligible for an academic letter must average an overall 3.85 GPA over the first three quarters for seniors and throughout all four quarters for freshmen, sophomores and juniors. Students who meet the 3.85 GPA standard and successfully completed a MHS accelerated or AP class, either year long or two semester classes would receive an academic letter marked with “Honors.” Senior academic letters will be handed out at the spring awards program and to freshmen, sophomores and juniors at a program at the start of the next school year.

III. ATTENDANCE

It is the responsibility of the Minnetonka Public Schools to the community that all school members will work to challenge and support students in the pursuit of their highest levels of academic and personal achievement. Recognizing the strong relationship between regular attendance for each class and high academic achievement, the District will establish a clear attendance system. Such a system will promote this relationship and hold students accountable for regular attendance. It is essential that Minnetonka High School students and their families take responsibility for knowing and following the Attendance Policy.

RESPONSIBILITIES FOR STUDENTS -It is the responsibility of each student to:

1. Attend all classes on a daily basis.
2. Monitor the total number of absences in each course. Report any errors to the teacher of the course **within 3 days of absence. After which, the absence will remain unexcused.**
3. Monitor the total number of school authorized absences. When more than three class periods of a specific course are missed during a quarter, the student will appeal to the teacher to be out of the class for any subsequent school authorized activities.
4. Ensure that a parent or guardian calls the attendance office prior to absence or within 24 hours after an absence.
5. Attend every class that is considered to be his/her “official” and “current” schedule. Students should not discontinue attendance to a class if he/she anticipates changing or dropping that class. Until the class is officially dropped and the counselor has provided a new “official” schedule, students are expected to attend each of the classes on their schedule. Failure to do so will constitute an unexcused absence.
6. Report, when ill, to the Health Office.

7. Follow all check-in and check-out procedures.
8. Contact teacher to arrange make-up work.
9. Communicate with a teacher when approaching the limit of school authorized absences.
10. Complete detention for unexcused absences within one week of notification,
10. Ensure that a teacher changes the absence notation to a tardy (within the first 7 minutes,) if a student is late to class.
11. Complete SBR (detention) hours within the required timeframe for an unexcused absence.
12. Complete all make-up work for all absence types within 4 days of return. Previously announced projects and/or assessments must be turned in or taken on the day of the student's return to school. If extenuating circumstances exist, the teacher may grant additional make-up time. An administrative conference will be held with students who exhibit a pattern of unexcused.

TYPES OF ABSENCES (PER SEMESTER COURSE)

EXCUSED ABSENCES

Note: These count toward 10-absence policy.

1. College visits (on/off campus)
2. Driver's license examination –not the permit test.
3. Family emergency
4. Illness
5. Visit to the nurse's office
6. Pre-arranged excused absences for student participation in non-school competition and performance activities
7. Pre-arranged family vacations
8. Professional appointments that cannot be scheduled outside of the school day
9. Spectators at state/regional competitions: student spectators must have parent/guardian approval and follow all attendance policy

**COUNTS TOWARD
10-ABSENCE
POLICY**

UN-EXCUSED ABSENCES

Note: These count toward 10-absence (combined) AND toward the 4 unexcused policy

1. Any absence in which a student and/or parent fails to comply with MHS reporting attendance procedures
2. Work at home
3. Work at a business, except under a school-sponsored work release program
4. Non-prearranged family vacations
5. Missed bus
6. Overslept
7. Truancy/Skipping school
8. Other non-school authorized excuses

**COUNTS TOWARD
10 ABSENCE
POLICY AND 4
UNEXCUSED
POLICY**

SCHOOL AUTHORIZED ABSENCES

Note: These DO NOT count toward maximum 10-absence policy.

1. Chronic Illness
2. Court-ordered appearances.
3. Death in the student's immediate family or of a close friend or relative.
4. Field trips
5. Interscholastic meets and events
6. Musical sectionals
7. Religious holidays and/or instruction (up to three hours per week)
8. Illness in student's immediate family (documentation required by medical personnel)
9. Suspension
10. Student government and related activities
11. Verified meeting conducted with school personnel

DO NOT COUNT

INTERVENTIONS AND CONSEQUENCES

EXCUSED & UN-EXCUSED ABSENCES

Students with excessive excused or unexcused absences can anticipate that they will meet with an assistant principal to discuss attendance issues and its impact on their academic performance. Students that incur nine excused/unexcused absences will be placed on an attendance contract. Students absent 10 class periods from a credit course during one semester and have been placed on an attendance contract prior to the 10th absence may be dropped from the course and will not receive credit for the course. Students have the right to appeal any LOC decision.

(Per semester course)

7th Excused/Unexcused Absence Combination

- An automated letter is sent home informing parents.

9th Excused/Unexcused Absence Combination

- Meeting with an assistant principal or designee with the student to sign an attendance contract expressing the understanding that upon the 10th excused/unexcused absence the student will receive a LOC for the course. A copy of the contract is sent to the parent(s)

10th Excused/Unexcused Absence Combination

- Student will be dropped from the course and will have a LOC for the course.

A student may appeal a LOC. The student will remain in the course until the decision is made.

UN-EXCUSED ABSENCES

Students with excessive unexcused absences can anticipate that they will meet with an assistant principal to discuss the attendance issues. Students that incur three unexcused absences will be placed on an attendance contract. Students absent (unexcused) four class periods from a credit course during one semester and have been placed on an attendance contract prior to the 4th absence will be dropped from the course and will not receive credit for the course.

(Per semester course)

1st Unexcused Absence

- Automated phone call home informing parent(s)
- Referral to SBR room; 1 hour of detention assigned
- Potential loss of student privileges (parking, lunch pass, activities)

2nd Unexcused Absence

- Automated phone call home informing parent(s)
- Meeting with truancy coordinator.
- Referral to SBR room and conversation with staff about absence; 1 hr of detention assigned
- Potential loss of student privileges (parking, lunch pass, activities)

3rd Unexcused Absence

- Student Intervention Meeting—Parents, Student, Principal or designee, and guidance counselor will meet to sign an attendance contract expressing the understanding that upon the 4th unexcused absence the student will receive a LOC for the course.
- Automated phone call home informing parent(s)
- An automated letter sent home informing parents
- Referral to SBR room and conversation with staff about absence; 1 hr of detention assigned
- Potential loss of student privileges (parking, lunch pass, activities)

4th Unexcused Absence

- Student will be dropped from the course and will have a LOC for the course.
- *A student may appeal a LOC. The student will remain in the course until the decision is made.*

GENERAL GUIDELINES FOR TARDIES.

Students are expected to be in their assigned areas at designated times. Being on time to class is essential. Not only are you missing important information, it is a sign of respect toward your teacher and fellow classmates. Students who arrive to class after the second tone sounds are considered tardy. **IMPORTANT FOR THIS YEAR:** After several tardies to school, students holding a parking permit will face a suspension of parking privileges. (Please keep in mind that we can guarantee the buses arrive on time!) Students without permits will face detention. When you arrive more than 7 minutes late to class, it is considered an unexcused absence!

PROCESS FOR APPEALING LOSS OF CREDIT (LOC)

An Appeals Committee will review the appeal and make a decision. A student wishing to appeal must download an attendance appeal form from the District's website and complete and return it with supporting documentation to the main office no later than five school days following the notification of a loss of credit from a course. The student should continue in the course until the outcome of the appeal is determined.

SCHOOL AUTHORIZED ABSENCES GUIDELINES

The student may miss three (3) periods from the same course during a quarter due to a school authorized absence (SAA.) This only applies to following types of SAA:

1. Field trips
2. Interscholastic meets and events
3. Student government and related activities
4. Verified meeting conducted with school personnel

***After the third SAA, the student will need to appeal to the teacher in order to be out of the class for one of the aforementioned activities.*

HABIUTALLY TRUANT

A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, or high school. A school district attendance officer shall refer a habitual truant child and the child's parent(s) or legal guardian to appropriate services and procedures, under Minnesota Statute §260A.03

The school truancy coordinator will work with students with attendance issues.

III. STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT DISCIPLINE AND CODE OF CONDUCT

PURPOSE

The purpose of this handbook is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct.

MHS DISCIPLINE POLICY

The Minnetonka High School Discipline Policy consists of guidelines and procedures developed and supported by students, parents, teachers, administrators, and the Board of Education to encourage appropriate actions of staff and students so that a positive teaching-learning environment can be maintained. Certain conduct has been determined to be unacceptable and will be subject to the high school discipline policy. At the discretion of a principal, the referral may be shared with the Police Liaison Officer for review of a possible criminal violation.

REASONABLE FORCE

According to Minnesota Statutes and other laws: "A teacher, school employee, school bus driver or other agent of a district may use reasonable force according to Minnesota Statute §121A.582.

REMOVAL FROM CLASS

It is critical that every effort be made to keep students in the classroom so that their potential for learning is maximized. A student is removed from class and sent to the SBR room when the student's behavior significantly interferes with the educational process, poses a danger to self or others, or threatens, damages or destroys public or private property. Behaviors that result in referrals to the SBR room may result in removal from class for the remainder of that class period: (The student may be removed for a longer period of time at the discretion of a principal.)

STUDENT BEHAVIOR RESOURCE (SBR) ROOM

MHS staff refers students to the SBR room when students display inappropriate behavior(s) that do not respond to staff interventions or which require immediate dismissal from class, hallways, or the student commons area. In addition, the SBR room also serves as the detention room.

PROHIBITED BEHAVIORS THAT MAY RESULT IN DISCIPLINARY ACTION

Offense	Description	Consequence
<i>Minor Disruptions</i>	Acts in a classroom, other school settings and at school sponsored events which disrupt the education rights of others such as noise, using inappropriate gestures or manners, or bothering others with unnecessary remarks or physical contact.	The following are general guidelines for consequences. The administration reserves the right to increase any consequence.
<i>Inappropriate Behavior Minor Insubordination</i>	<ul style="list-style-type: none"> -Acts lacking taste, manners and acceptable decorum. -Actions or language out-of-place in a school environment: abusive language, cursing, sexually explicit language or acts, possession of obscene material. -Inappropriate behavior/language in the hallway or classroom -Disobedience, disrespect, continued inappropriate behavior such as bringing food or drink to class or excessive tardies. -Language that is discriminating. 	<p>1st Offense: 1-2 hours of detention</p> <p>2nd Offense: 2-4 hours of detention</p> <p>3rd Offense and subsequent offense: ASIP</p> <p>Failure to comply with the above consequences may result in the ASIP or out-of-school suspension.</p>
<i>Minor Vandalism</i>	A willful and malicious or thoughtless destruction or damage to public or private property, real or personal, amounting to less than \$50.00.	
<i>Forgery</i>	Affixing the signatures of parents or school personnel to documents, notes, or forms in order to circumvent school rules and requirements. Allowing another unauthorized person to alter or falsely sign documents, notes, or forms in order to circumvent school rules and/or requirements. Forgery also includes telephone misrepresentation.	
<i>Off Limits</i>	Present in a school area designated by personnel as not available to student use.	
<i>Off Campus</i>	Absent from assigned school building, school grounds, or school scheduled events without permission of school personnel. Once a student	

		comes on campus, he/she may not leave during the school day without permission.	
<i>TOYS OTHER NUISANCE OBJECTS</i>	<i>AND</i>	Toys, and other nuisance objects such as laser pens, games, squirt guns, water balloons, hacky sacks, etc. are not permitted in school and will be confiscated by MHS staff and not returned. Possession of these objects may also be subject to the MHS discipline policy.	
<i>Unexcused Absences</i>			
<i>Violations of the Academic Integrity Policy</i>			

DETENTION

Detention is strictly supervised time spent by a student outside of regular classroom hours. Detention is served in the SBR Room. Failure to serve original assignment of detention will result in a block detention of 3 hours to be completed in one sitting.

THE AFTER SCHOOL INTERVENTION PROGRAM (ASIP)

Students are required to complete the ASIP within a two week period. The ASIP is equivalent to 3 school hours. Students must attend one three-hour sessions. Students that do not complete the entire 3 hours within two weeks will receive an out-of school or in-school suspension.

- The ASIP will be held tow days per week from 2:45 p.m. – 5:45 p.m.
- The ASIP is held in the SBR room.

END OF THE YEAR - DETENTION

Detention hours that have not been completed by the end of the school year will be served during the summer.

SUSPENSIONS

A principal authorizes suspensions as a consequence to serious infractions of school rules or an accumulation of the same infraction. A student who has been suspended from school has lost the privilege of being at MHS for the period of the suspension.

Students who have committed violations may be suspended to home from one to fifteen days, depending on the severity of the offense. In addition, if a student

breaks the rules and refuses to accept in-school discipline, the student is remanded to the home for a specific period of time. A parent-student-principal readmission conference may be necessary for reinstatement to school.

Behavior that interferes or disrupts with the educational process, poses a danger or potential danger, or threatens public or private property, is unacceptable and will not be tolerated in the school setting.

- General Guidelines for Suspensions**
- All infractions will result in a 1-15 day suspension.
 - If a recommendation is made to the Superintendent for expulsion, an additional five (5) days may be added to the suspension period.
 - At the discretion of a principal, the infraction may be shared with the Police Liaison Officer for review for possible criminal violation.

**INFRACTIONS THAT RESULT IN AN OUT OF SCHOOL
SUSPENSION**

<i>Major Insubordination</i>	Failure to carry out reasonable instructions of one in authority, willful defiance, repeated tardiness, unexcused absences, insulting and/or abusive language, refusal to identify oneself.	1-10 days
<i>Threats</i>	Statement of intent to cause bodily harm, to destroy private or public property, to disrupt the educational process.	1-10 days
<i>Physical Assault Abuse/Fighting</i>	An abusive physical attack upon another. Forceful, physical contact, including but not limited to fighting, kicking, shoving, pushing, striking or laying of hands upon another.	1-10 days
<i>Verbal Assault</i>	Abusive verbal attack upon another student or any school employee.	1-10 days
<i>Theft</i>	Taking objects, materials, or possessions that rightfully belong to another or to the school district without permission of the proper owner or proper school authority.	1-10 days
<i>Major Disruptions</i>	Acts or actions in the school building, on school grounds, in school assigned vehicles, or at school activities wherever they may be held which result in confusion, disorganization, safety hazard, as may be caused by loud talking, shouting, milling about, loitering in a rowdy manner.	1-10 days
<i>Hazing</i>	Committing an act against a student or coercing a student into committing an act that creates risk of personal harm in order to be initiated or affiliated with any student organization or activity that may	1-10 days

	<p>or may not be officially recognized by the school. Hazing is any activity that risks or affects mental or physical health, including physical brutality such as whipping or beating; activities such as sleep deprivation or weather exposure; consumption of alcohol, drugs, tobacco or other substance; intimidation or threats of ostracism, mental stress, embarrassment, shame, humiliation; or any illegal activity. Students may not participate with each other or with others to plan, direct, encourage, aid or engage in hazing. Apparent permission or consent to be hazed does not lessen the prohibition. At no time will hazing of any kind be tolerated at MHS. This includes initiations.</p>	
<i>Statutory Crime</i>	<p>Acts of conduct in violation of criminal codes of Minnesota or the United States or violations of municipal or county ordinances that take place on school property or school sponsored events may be subject to restitution.</p>	1-10 days
<i>Major Vandalism</i>	<p>A willful and malicious destruction or damage of public or private property, real or personal, over \$50.</p>	1-10 days
<i>Accumulation of Disruptions</i>	<p>Commission of a series of major or minor infractions prohibited by this policy.</p>	1-10 days
<i>Possession of a Weapon</i>	<p>Possession of a weapon or instruments, which have the appearance of a weapon, may result in suspension of 5 - 15 days. Possession refers to having a weapon on one's person or on school property. A police referral will be made and expulsion may be recommended in cases of students possessing the following: all firearms, ammunition, explosives and knives. School authorities will confiscate all other items deemed inappropriate. (See WEAPONS-FREE ENVIRONMENT policy.)</p>	1-10 days
<i>Disruption in the school cafeteria</i>	<p>Any student identified as throwing food/utensils/objects will be suspended</p>	1-10 days

CHEMICAL USE POLICY

The Minnetonka School Board is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and visitors. The school board recognizes the significant problems created by chemical use and abuse in society. Tobacco or other chemical use by students is wrong and harmful. The School Board believes that public schools have an important role in education, intervention and prevention of chemical use and abuse.

The purpose of this policy is to assist the school district in maintaining a safe

and healthy environment for students, staff, and visitors by prohibiting the **use, abuse, possession, sale, or transfer of any chemicals**. The School Board is concerned about the health of its employees and also recognizes the importance of adult role modeling for students during formative years. Therefore, the Board shall enforce a chemically-free environment.

Definitions

Chemicals shall be defined as all tobacco products (pipes, cigarettes, cigars, cigarette papers, chewing tobacco), alcoholic beverages, malt beverages or fortified wine and other intoxicating liquor, any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, inhalants, or other controlled substance, as defined by state and federal law. Abuse of a prescription drug without a physician's prescription, **over-the-counter (OTC) drugs**, and facsimile drugs, as well as, possession of drug paraphernalia constitute violations of this policy.

Drug Paraphernalia shall be defined as having in possession instruments or equipment, which can be used to inhale, ingest, or cause drugs to be introduced into one's body.

Those found in possession of selling, distributing, and/or under the influence of mind-altering chemicals or in the possession of drug paraphernalia will be suspended from school. The school defines under the influence as detectable consumption. This includes violations in or on school property, 24 hours per day, or away from school property while participating in school-sponsored activity and/or on school buses and stops.

The police will be called at the time of the suspension and all paraphernalia and substances will be turned over to them and the incident will be recorded. Parents will be called and asked to come to school immediately to remove the student. If the student is incapable of transporting himself/herself and/or if the parents cannot come to school or refuse to come to school, transportation to detox will be arranged

Tobacco Violations

1 st Offense	2 nd Offense	3 rd Offense
<p>-Suspension for one to three school days</p> <p>-Referral to law enforcement</p> <p>- Conference at school with a parent and a principal.</p> <p>-Supportive Requirements: The student must confer with the Chemical Health Specialist who will recommend they participate in tobacco discussions or cessation classes.</p>	<p>-Suspension for 3 days</p> <p>-Referral to law enforcement</p> <p>-Conference at school with a parent and principal. Supportive requirement: The student must participate in a series of smoking cessation class sessions or a series of sanctioned counseling sessions addressing tobacco use issues. A written certificate of completion must be presented to the Chemical Awareness Program staff.</p>	<p>-Suspension for six to ten school days.</p> <p>- The high school administration will make a recommendation to the Superintendent that the student be expelled from school for the remainder of the school year. During the time required for the expulsion process the student will be provided with homebound or some alternative form of instruction.</p>

Chemical Violations

1 st Offense	2 nd Offense	3 rd Offense
<p>-Suspension suspended for 4-15 school days,</p> <p>-Law enforcement referral - Possible recommendation on expulsion.</p> <p>-Conference at school with the student a parent and a principal.</p>	<p>-Suspension suspended for 6 to 15 school days,</p> <p>-Law enforcement referral -Possible recommendation on expulsion.</p> <p>-Conference at school with the student a parent and a principal.</p>	<p>-Suspension suspended for 10-15 school days,</p> <p>-Law enforcement referral -Recommendation on expulsion for remainder of the year.</p> <p>-Conference at school with the student a parent and a principal.</p> <p>- During the time required for the expulsion process, the student will be provided with homebound or some alternative form of instruction.</p>
<p>Support Requirements: Student must meet with chemical health staff for screening interview and if warranted, participate in a chemical dependency evaluation and follow the resulting recommendations. This must be completed or scheduled prior to the school reentry conference. Failure to comply with this or the chemical health screening or assessment recommendations may result in further disciplinary action.</p>		

Recommendation for Expulsion Explanation: The recommendation to expel will be forwarded by the Superintendent to the school board unless an alternative plan is worked out. That is, the Superintendent or designee will offer to meet with the student and parent in a conference to determine whether to proceed with expulsion or by mutual agreement to implement an alternative instructional program off the high school campus for a period not to exceed 12 months. If agreement on the alternative program is reached, the recommendation to expel will be tabled. At the end of the alternative instructional period and prior to return to normal campus activities, the student and parent must participate in a conference with the high school principal or assistant principal. After the third if a future violation occurs, the recommendation to expel for the rest of the school year will be removed from the table and be forwarded to the school board for immediate action.

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DRESS CODE & SCHOOL ATTIRE

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.

While we understand the importance of self expression and style in one's dress, it is expected that students **will strive for modesty in their attire** during the school day and at school events. The following guidelines apply to students during regular school hours.

DRESS AND GROOMING

The following dress and grooming items are prohibited:

- Clothing that does not cover the 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 includes words or pictures that are obscene, vulgar, sexually explicit, 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 or gangs.
- Jewelry that presents a safety hazard to self and/or others.
- Hats, caps, bandanas and other head attire during the school day.

Exceptions will be made for religious and medical reasons. This limitation does not apply at the high school in the hallways, commons area and cafeteria.

- Wearing of masks, painted faces, disguises or grooming that limits or prevents the identification of a “student.”

CONSEQUENCES FOR WEARING INAPPROPRIATE CLOTHING

1 st Offense	2 nd Offense	3rd Offense
<ul style="list-style-type: none"> ▪ Record of Offense ▪ T-shirt to cover ▪ Student is notified 	<ul style="list-style-type: none"> ▪ Record of offense ▪ Letter home ▪ T-shirt to cover or sent home 	<ul style="list-style-type: none"> ▪ Record of Offense ▪ Detention as assigned ▪ T-shirt to cover or sent home

After the third offense within one semester, the behavior will be considered insubordination. When situations arise that are not specifically covered in this policy, the building administrator(s) will interpret the situation in light of the spirit and/or intent of this policy.

IMPROPER CONDUCT

The following is the Minnetonka City Ordinance regarding disorderly conduct: “1045.040. Improper Conduct Affecting Schools.”

1. No person shall disturb or interrupt the peace and order of a school while in session.
2. No person shall trespass in or on any school by remaining on the school premises after being ordered to leave by a school administrator or teacher.
3. No person who has been ordered to leave school premises shall reenter those premises without the written permission of an authorized school official.
4. No person shall loiter on any school ground or in any school building or structure.

HARRASSMENT AND VIOLENCE POLICY

It is the policy of the Minnetonka Public Schools to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence.

VIOLATIONS

Violations of the sexual, racial, and religious harassment or violence policy may include but not limited to:

- ◆ Sexual harassment may include but is not limited to unwelcome: verbal harassment or abuse, pressure for sexual activity; sexually motivated or inappropriate patting, pinching or physical contact; sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats
- ◆ Religious, Racial harassment may include but not limited to physical abuse or verbal conduct (i.e. teasing, joking, or making derogatory or dehumanizing remarks) related to an individual's race or religion.
- ◆ Sexual Violence—a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts including the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. It may include, but is not limited to: touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; coercing, forcing or attempting to coerce or force the touching on anyone's intimate parts; coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- ◆ Racial, Religious Violence—a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or religion
- ◆ Assault—an act done with intent to cause fear in another of immediate bodily harm or death; the intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat.

REPORTING ANY TYPE OF HARASSMENT

Students are to report any violations of these policies immediately to any teacher, any building principal, or a school counselor or social worker.

A complete copy of these policies is available on the district web—www.minnetonka.k12.mn.us

ITEMS NOT COVERED IN THIS LIST OF PROCEDURES

It would be impossible to address every situation that arises during the school day and its related extra curricular/enrichment activities. The administration will develop and implement additional procedures and policies that they see necessary in operating the school.

At the discretion of a principal, all of the above infractions may be shared with the Police Liaison Officer for review for possible criminal violation.

RESPECTFUL LANGUAGE

At MHS, students are to use language that is respectful to themselves and to others. Inappropriate language includes swearing, sexual innuendo, vulgarity or that which is disrespectful to another person. The use of inappropriate language will result in a warning from staff. Students will need to choose and use appropriate vocabulary. Students continuing to use inappropriate language will be subject to the consequences for inappropriate behavior according to the MHS discipline policy.

TECHNOLOGY USE AGREEMENT

By signing the Minnetonka High School Technology Use Agreement Policy, students agree that any violations of these statements will result in suspension of privileges to use the Internet connection and may result in further disciplinary action and/or possible legal referral as is spelled out in the Minnetonka High School Handbook. Students are responsible for compliance with the District's Electronic Technologies Acceptable Use Policy available on the District Web site at www.minnetonka.k12.mn.us

EDUCATIONAL PURPOSE

1. The Internet is available as a media resource; you may access only those resources which pertain to the mission of Minnetonka High School. Games and chat rooms will be considered unauthorized access.
2. Your search for information must meet the curriculum guidelines and educational goal for your project.
3. Transmission, installation, or downloading of materials in violation of copyright laws is prohibited. You are not allowed to plagiarize works that are found on the Internet.
4. All web pages posted by students on the district web server must comply with the district *Web Page Guidelines*.
5. Threatening or harassing material or transmissions, material which contains

language or graphics inappropriate for school use, or vandalism of equipment used for transmission of data is not allowed.

6. Use of another organization's network or computing resources must comply with the rules appropriate for that network. You will 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.
7. Software, text files, graphics, and other information available via the Internet may not be downloaded without permission of your instructor. Data must be saved to your personal folder or your data disk (if allowed). Printing may be restricted.
8. Your use of the Internet connection should not disrupt the use of the network by other users.

PRIVELEGES

1. The use of the Internet connection is a privilege, not a right, and inappropriate use will result in cancellation of privileges.
2. To receive access, you must be part of a discussion and training with a staff member regarding proper use of the Internet connection.

NETIQUETTE

1. Language appropriate to the school setting is expected.
2. Personal addresses or phone numbers of students, staff, or friends should not be revealed over the Internet. Use the school address and phone numbers.
3. All communications and information accessible via the network should be assumed to be private property.
4. Users are prohibited from doing anything which 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.

SEARCH AND SEIZURE

1. District staff reserves the right to electronically monitor student terminals.
2. You should expect only limited privacy in contents of your personal files on the district system. The situation is similar to the rights you have in the privacy of your locker.
3. Routine maintenance and monitoring of the network may lead to discovery that you have violated this policy, the Minnetonka Discipline Policy, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy.
4. Your parents have the right at anytime to request to see the contents of your files.

SECURITY

1. You are responsible for your account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to anyone.
2. The fact that you can perform a particular action does not imply that you should take that action. If you identify a security problem in the building or district networks, notify the system administrator, through the media center, at once.
3. Any user identified as a security risk will be denied access to the network and may be liable for disciplinary action or prosecution.

Consequences for violations to this agreement which result in disruption and damage to the system are as follows:

First Offense	Second Offense
5 days suspension, loss of computer access at school and loss of all classes, which require computer access.	15 days suspension and a recommendation for expulsion to the superintendent of schools.

DUE PROCESS

1. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
2. In the event that you have violated this policy, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.

WEAPONS-FREE ENVIRONMENT

The policy in Minnetonka Schools is to maintain a positive, safe, learning and working environment. According to School Board Policy W-4, all weapons or *instruments which have the appearance of a weapon* are prohibited within all school environments 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.

Weapons are objects or substances that can do physical harm to other persons or be used to inflict self injury. Weapons include but are not limited to: guns, knives, daggers, brass knuckles, arrows, bullets, chains, fire crackers and fireworks, incendiary devices, poisons, razor blades, hand grenades, swords and

any object that has been modified to serve as a weapon.

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.

VI. SCHOOL LIFE

AFTER SCHOOL HOURS ACCESS

After school hours access to MHS will be through the West Entrance

THE BOOSTER STORE

The Booster Store is a place where students can purchase school supplies and MHS apparel. The MHS Booster Club sponsors this store. The Booster Store is open during the lunch mods.

COMMUNICATION

ANNOUNCEMENTS

Announcements will be given over the P.A. system and/or TV by a principal or designee. Announcements will also appear on the monitors in the main entry and in the Student Commons area. Students requesting announcements to be read over the P.A. and/or TV system must be approved by a Principal. Announcement forms are available in the Principals' Office and must be submitted before 1st period.

STUDENT GENERATED NOTICES

Student generated notices must be pre-approved by administration or a designee. Notices can only be posted in the *Commons and Harbor Café*. Notices must be of an **approved district sponsored** activity.

TELEPHONES/MESSAGES

Phones are available for student use in the Main Office or Attendance Office. The Information Desk will notify students of any emergency messages.

CO-CURRICULAR ACTIVITIES

While recognizing the priority of the academic programs, the staff values the participation in co-curricular activities. Involvement in co-curricular contributes to students overall development and academic success. Co-curricular opportunities at MHS include a balance of activities in the following categories:

- Athletic activities
- Enrichment activities
- Intramurals
- Clubs

Participation in co-curricular activity programs at MHS requires students meet certain academic, attendance and behavior standards, which will be explained in detail by each advisor or coach. For information on the co-curricular programs or the addition of new programs contact the Assistant Principal in charge of Student Activities.

LAKE CONFERENCE SPORTSMANSHIP POLICIES AND PROCEDURES

MISSION STATEMENT

The Lake Conference is to promote and recognize excellence by providing quality experiences for students in programs of academics, arts, athletics, and activities.

Basic Fundaments of Human Respect, Sportsmanship and Acts of Good Conduct

- ◆ Know, understand, and appreciate the rules of the contest.
- ◆ Show respect for the officials, players, and fans regardless of school affiliation or ethnic, racial, or religious background.
- ◆ Maintain self-control at all times.
- ◆ Be in the appropriate spectator area.

Consequences will be issued for violations of the above guidelines.

ELECTRONIC COMMUNICATION DEVICES

Minnetonka High School holds high expectations for student behavior, academic integrity and responsible use of cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess or use such devices at school must do so with the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

Electronic devices including but not limited to cellular phones, digital picture/video cameras and/or camera phones, personal digital assistants (PDAs), iPods, MP3s, pagers and other personal electronic devices capable of transmitting data or images devices are to be turned off and kept out of sight during instructional time. Use of cellular phones or other personal electronic devices is prohibited in classrooms during the school day, in media centers and testing centers, and during fine arts performances. *Students will not be allowed to leave class in response to a communication device without administrative approval. In the case of medical necessity or emergency, a student should speak with a school principal to receive advanced permission for cell phone use during the school day.*

CONSEQUENCES FOR USE OF ELECTRONIC DEVICES

First Infraction	Second Infraction	Third Infraction
<p>An employee shall direct the student to turn off the device. The employee shall then confiscate the device and turn it in to the Attendance Office where the student may retrieve it at the end of the school day.</p>	<p>The second infraction shall result in confiscation of the device, which is to be turned in to the Attendance Office notification of a parent or guardian, and a warning that the next infraction will result in the termination of the right to possess a cellular phone or any electronic device at school for a period of 45 school days. A parent may be required to retrieve phone from school.</p>	<p>The third infraction shall result in confiscation of the device, which is to be turned in to the Attendance Office, notification of a parent or guardian, and termination of the right to possess a cellular phone or any electronic device at school a period of 45 school days.</p>
<p>Repeated or Severe Infraction</p>		
<p>Any violation of this policy may also, at the principal’s discretion, result in additional disciplinary action.</p>		

RIGHT TO PRIVACY

Students shall not use cell phones, digital cameras or any other device to photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent. Students shall not e- mail, post to the Internet, or other otherwise electronically transmit images of other individuals taken at school without their expressed written consent. Use of cellular phones, cameras or other personal electronic devices is strictly prohibited in locker rooms and restrooms. For more specific information

regarding the District policy on student use of cell phones and other personal electronic devices, visit the District Web site at www.minnetonka.k12.mn.us/district/policyindex.

EMERGENCY EVACUATION DRILLS

Emergency evacuation drills are held periodically throughout the school year. Displayed in each room and office in the building are posters of the nearest evacuation routes, take cover and lock down instructions, and the appropriate shelter in case of threatening weather. Students are to evacuate, move quickly and quietly out of the building to about 100 feet from the building. Orderly building evacuation is a serious matter and the response to an alarm should always reflect this. Students are to remain outside the building until signaled to return.

FRIENDLY PRESENCE

Throughout the school day, students will notice adults (parent volunteers) roaming the hallways. This “friendly presence” is to help maintain a safe school environment. Students are expected to respond to these adults in the same appropriate, respectful manner in which they would respond to a staff member.

HEALTH OFFICE

The Health Office is located on the first floor at the end of the Main Hallway. **Students who become ill during the school day must report to the Health Office.** Students reporting that they spent the period in the lavatory **will not** be given an excused absence. The Health Para will determine if the student should remain in school or go home. If it is determined that the student is too ill to remain in school, the health para will contact the parent/guardian or designated emergency contact person. Students must have an emergency number on file in the Health Office. **Reminder: all medications (prescription and over the counter) must include a note from a physician and parental permission. Students must leave and take all medications in the health office.**

LOST AND FOUND

Lost items such as notebooks, folders, and items of clothing are kept in the Mail Room. Valuables (billfolds, watches, jewelry, calculators, keys, etc.) can be claimed in the Police Liaison’s Office. Any items not claimed two weeks after the school year ends will be given to a charitable organization.

MEDIA CENTER

The media center is located in the Student Union area and is open from 7:17 a.m. to 4:00 p.m. As academics are of primary importance, socializing is not allowed in the media center. A pass from a classroom teacher is required for 9th and 10th graders using the media center during the school day. Passes are not required for Juniors and Seniors.

STUDENT COMMONS

The student commons are for students to gather and socialize. The commons includes the Harbor Cafe, The Skipper Store, Student Government Office, Media Center, Student Support Service Offices and the Career Center. The student commons are open to juniors and seniors during an open period and before and after the school day. Students are welcome to be in this area and can move from place to place within the student commons without passes.

Students with open periods are required to be in the student commons when the end of passing time is indicated by the tones. Freshman and sophomores may **only** be in the student commons before and after school, during passing time and during their lunch. Juniors and seniors have the privilege of open periods during unassigned class periods. Open periods must be spent in the Student Union area. All other areas of the building are off-limits during class time.

All food and beverages must be consumed in the student dining section of the Student Union. Students are encouraged to drink water throughout the day as it enhances the learning process. Students cannot bring food and beverages purchased from food service out of the cafeteria.

If a student brings food or beverages to school, he/she may store them **unopened** in his/her locker.

GUIDELINES FOR STUDENT UNION

- All food and beverages should be consumed and properly disposed of before leaving the Harbor Café. Students are asked to keep this area clean.
- Students who abuse the privilege of having an “open” period will be assigned to a supervised area.

OUTDOOR PATIO AREA

Students are limited to the patio area. The patio includes areas up to the road. It is especially important that students clean up after themselves to reduce the attraction of bees. Consequences that apply to the Harbor Café also apply to the

patio area.

PARKING INFORMATION

PARKING PERMIT APPLICATION PROCESS

Parking permits will be sold on a yearly basis. The parking permit application is on-line. Please refer to the MHS website in order to apply.

PARKING PERMIT VIOLATIONS

The following violations will result in a fine or permit revocation.

- Significant number of tardies and/or unexcused absences
- Failure to display permit
- Revoked permit
- Illegal/Improper parking
- Exhibition driving/speeding
- Failure to stop
- Going the wrong way on a one way

All violations are cumulative (i.e. failing to stop at the stop sign is one violation, failing to display the permit is a second violation, failing to stop again, is a third violation, etc.) There are fines assessed to the student for each violation. Please consult the MHS website for the list of fines. Failure to pay a fine will result in the loss of parking privileges. Students parking without a permit, as well, will be assessed a fine.

PERMIT RULES

1. Students must present a valid driver's license upon submitting an application. A Learner's Permit is not a valid license.
2. Students can only submit one permit application per semester.
3. If a permit is lost or stolen, students will be charged a replacement fee.
4. Students are responsible for knowing and following all parking rules and regulations.
5. Only one permit will be issued per application. Students must remember to move the permit from vehicle to vehicle.
6. Freshmen and sophomores cannot purchase nor be in possession of parking permits. If found to be in possession of a parking permit, the consequences will be such that you will be subject to a fine and lose all your parking privileges for the subsequent semester in which you are eligible for a parking permit.
7. Please note that your partner's actions (i.e. tardies, attendance, behavior) may impact your parking permit.

PARKING RULES/REGULATIONS

1. A parking permit is required for all student vehicles on campus during the school day. The permit must be displayed and suspended from the rearview mirror with the

printed side facing forward or on the dashboard face up and visible from the outside.

2. Students must park their vehicles in a designated student lot. Parking is not allowed in any of the designated staff parking lots including the front circle, the east lot, and any other staff spaces. Unauthorized vehicles in staff areas will be issued a stickered parking violation and constitutes the consequences for parking permit violations.
3. The Arts Center parking lot has two parts, one part is for the city and the other part is for MHS. The city portion is for visitors doing business in the Arts Center. MHS portion is assigned to staff. If you park in the Arts Center, you will be issued a stickered parking violation and constitutes the consequences for parking permit violations.
4. The Pagel Center parking lot is monitored by the Pagel Center staff. Students are not allowed to park in this lot unless you have been granted a Pagel Parking Permit.
5. Students are responsible for all towing and related charges.
6. Permits cannot be sold, traded or duplicated without the permission of an MHS principal.
7. Permits are not transferable even for one day.
8. The on-campus speed limit is 10 miles per hour.
9. Students must observe all parking signs and traffic control signs.
10. Drivers must follow the instructions of the staff and parking lot attendants.
11. All parking violations are assigned to the permit not to an individual. Permits can be revoked due to parking rule violations.
12. Students park at their own risk. District 276 is not responsible for stolen and/or damaged vehicles or property.
13. Motorcycles must be parked on the concrete near the stoplights/bicycle racks. Motorcycles parked anywhere else will be issued a stickered parking violation and constitutes the consequences for parking permit violations.
14. Possession of an altered/forged or stolen permit will be considered theft of school property and may result in an out of school suspension, a fine and loss of parking privileges for 90 days. A 2nd violation may result in another suspension, fine and loss of parking privileges for another 90 days.
15. School personnel, for reasonable suspicion or probable cause, may conduct a search of the vehicle parked on campus.

ONE DAY PARKING PERMITS

One-day parking permits are available. There are limited spaces available per day for one-day permits and they are expected to be used for various appointments during the school day (8:00-2:40). Daily permits are not a substitute for a parking permit.

MENTOR CONNECTION, PSEO and OPEN ENROLLMENT

Students enrolled in Mentor Connection and PSEO are eligible for an individual permit depending on their schedule. Permits may be purchased during the dates and times listed above. Proof of program verification (e.g. a school-issued schedule, PSEO fee statement, etc.) must be presented at the time the permit application is submitted. An individual permit will not be granted just because you are an open enrollment student.

DISCLAIMER

The parking permit policy is as follows: Minnetonka High School parking permits are the property of the school districts. At no time does the school district relinquish its exclusive control of these parking permits provided for the convenience of students.

PASSES

MHS is a closed campus. Students may receive the following:

HALLWAY PASSES

Students in the hallways during class time are required to have a pass. Passes may be issued by classroom teachers, guidance office, principals' office, attendance office, health office and media center may issue a pass. Juniors and seniors who have an open period may be in the student commons area. Students **are not allowed** to sit by their lockers in the hallway.

OFF-CAMPUS PASSES

Students are to remain on campus from the beginning until the end of their school day unless authorized to leave by a school official who will issue the student a pass. Students who are enrolled in alternative programs will receive a permanent pass. They must have this pass at all times and present it to a school official when requested.

SENIOR OFF-CAMPUS LUNCH PASS

Seniors are allowed to go off-campus only for lunch. Each semester students must submit a signed parent permission form. These forms are available in the principals' office. Off-campus lunch passes will be issued upon the return of a signed parent(s)/guardian permission form. A new form must be completed each semester. If the student abuses the pass or is placed on an attendance contract, the pass may be revoked.

OFF LIMIT AREAS

During the academic school day, students must be in classrooms, in the student commons area, or resource rooms. All other sections of the school are "off limits" unless the student has a pass from MHS staff.

STUDENT DINING

EXPECTATIONS

It is the expectation that all students have the responsibility for cleaning their eating area and leaving the dining room presentable for the other students. Unacceptable dining room behavior will result in a referral to the Student Behavior Resource Room (SBR).

All students will bear the responsibility to cleanup after themselves and leave the lunchroom clean. The following are expectations, which apply to the Harbor Café and the patio area. All students must adhere to these expectations:

1. Each student is expected to clean up their immediate area.
2. If students choose to sit at a table with a mess on it, those students will become responsible for the cleaning up of the mess.
3. Each student is expected to deposit his/her trash in the proper trash and recycling containers.
4. The number of chairs allowed at any one table is limited to ten (10).
5. There will be no throwing of food/beverages/utensils/objects.

CONSEQUENCES FOR FAILING TO CLEAN UP AFTER YOURSELF:

1. On the first offense, the student will be required to clean and wash tables. Failure to comply will be considered major insubordination.
2. On the second offense, the student will be assigned the After School Intervention Program (ASIP). Failure to comply will be considered major insubordination.
3. The third offense will result in a 1 to 5 day out of school suspensions determined by principals.

STUDENT FEES

Students fees at MHS may include: co-curricular participation fees, uniforms, parking permits, drivers' training, locks, activity tickets, food service, physical education and athletic equipment, show fees, musical instrument rental, drama, field trips, etc. All fees are handled through the Bursar's Office.

STUDENT GUESTS

Students, who wish to bring a visitor to school, must pick up a pass from the Guidance office at least 48 hours prior to the visit. A principal must sign the pass before the guest can enter the building. Student guests may only spend one day at MHS and will be required to submit an emergency phone number. Guests are not allowed during the last two weeks of each quarter. All of the student's teachers must sign off on the pass and the pass must be in the student's possession on the day of the visit. The visitor must sign in and out through the Guidance office and wear a visitor's tag. If any one of the above is not followed, the principal's office has the right to ask the visitor to leave or turn down the visit.

STUDENT LOCKERS

Students are assigned a locker for use at MHS during the school year. The attendance office assigns lockers and locker location to students.

STUDENT LOCKER FEES

Students are assessed a \$5.00 fee to replace a lost or broken lock. District 276 does not assume responsibility for lost, stolen or damaged property. Please remember:

- Do not share lockers with another person.
- Lock your locker!
- Do not give locker combination to another student.
- Do not leave money and/or valuables in your locker.
- Report theft to the Police Liaison Officer.

STATE LAW REGARDING LOCKER SEARCHES

According to Minnesota Statute 121A.72, "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students.

"School authorities, for any reason, may conduct inspection of the interior of

lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

BUS TRANSPORTATION

The Minnetonka Public School system provides bus transportation to and from school. Riding the school bus is a privilege, not a right. Students not complying with the following bus rules may be denied bus privileges. If a student wishes to take a different bus or get off at a different stop than usual, he/she must have a BUS PASS from the Information Desk. Students must bring a note from home signed by a parent/guardian explaining the situation.

Minnesota State Law requires annual bus safety certification of each student in grades 9 and 10. Students must participate in a safety instruction program, bus safety drill, and bus evacuation drill. Certification will take place during the month of August. Students who are not certified by October 1, 2011, will no longer be eligible to ride the bus. A date for the safety drill will be announced.

BUS RULES

- Be on time. Keep the bus on schedule.
- Board and depart from the bus correctly.
- Follow the driver's instructions.
- Remain seated.
- Do not endanger yourself or others.
- Do not bring food, beverages, animals, tobacco, chemicals, weapons, or hazardous objects on the bus.
- Speak and act courteously.
- Help to keep your bus clean and safe.

CONSEQUENCES FOR MISBEHAVIOR ON THE SCHOOL BUS

Upon receipt of a Bus Misbehavior Report, the principal will meet with the student and determine whether further action should be taken.

VISITORS

All visitors must enter at the main entrance or west entrance. Visitors are required to sign in, sign out, and wear a nametag while in the building.

V. STUDENT GUIDANCE SERVICES

COLLEGE FAIR

As part of the Career and Post-Secondary Planning process, Minnetonka High School is providing a field trip for juniors who wish to attend the College Fair. It is an opportunity for students to access various technical, community, and 4-year college and university representatives at one time and place. Students have found this to be a valuable experience in gathering information to start the post-secondary institution selection process. This type of activity is most valuable at the beginning of the junior year. Please refer to the website for the date and more details.

STUDENT SUPPORT SERVICES

MHS offers a variety of Student Support Services to meet the needs of all students. Student Support Services include Guidance Counselors, College Counselor, Social Workers, the Chemical Health Specialist, and the High Potential Coordinator. Student Support Services also includes the Guidance Office and the College and Career Center. Students are encouraged to pick up a Student Support Services Brochure that describes the services available in the Student Support Services office.

COLLGE AND CAREER CENTER

The College and Career Center is located next to the Student Support Services office. The center is available to students and offers information and computer programs on occupations, careers and post secondary institutions. The College and Career Center is staffed with knowledgeable volunteers who can assist students with their future plans.

GUIDANCE OFFICE

For schedule questions, plans for the future, or other personal concerns, students are encouraged to make an appointment with their guidance counselor. Counselors are assigned according to the first letter of the student's last name.

Brad Burnham (A-Buq)

(952) 401-5816

Dan Marek (Br-Er)

(952) 401-5818

Theresa Exenberger (Es-Her)

(952) 401-5824

Jill Walker (Hes-K)

(952) 401-5819

Mary Beth Wiig (L-Mol)

(952) 401-5821

Farrah Jennings (Mom-Re)

(952) 401-5817

Keri Brenden (Rf-Str)

(952) 401-5823

Kathy Zenk (Sts-Z)

(952) 401-5820

Phil Trout, College Counselor

(952) 401-5746

LIMITATION OF LIABILITY

Minnetonka Public Schools make no guarantee that the functions of the services provided by or through the district system will be error-free or without defect. Minnetonka Public Schools will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Minnetonka Public Schools will not be responsible for financial obligations arising through the unauthorized use of the system.

For the complete list of policies, please refer to the district's website at www.minnetonka.k12.mn.us

Minnetonka Schools does not discriminate on the basis of race, color, national origin, sex or disability.