

MAHTOMEDI PUBLIC SCHOOLS ISD 832

STUDENT AND FAMILY HANDBOOK

2021-22 SCHOOL YEAR



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School District Policies

A full listing of School Board policies is available on the [School Board policy manual web page](#). Students and Families should click on each policy listed below and read the policy.

- [Policy 102: Equal Educational Opportunity](#)
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Mahtomedi Public Schools Nondiscrimination Policy

It is the policy of Mahtomedi Public Schools to provide equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, disability, sexual orientation, age, gender identity or expression, or socio-economic status. Students with disabilities are entitled to a free appropriate public education that includes general education, special education and/or related aids and services.

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Welcome to Mahtomedi Public Schools

Thank you for choosing Mahtomedi Public Schools! We are so grateful that you and your family are a part of our school community.

This handbook contains information for families and students about our policies, practices, and expectations. We hope the handbook will help you access the information you need about Mahtomedi Public Schools. If you have additional questions, please feel free to contact us or the staff members in your school building.

As a district, we are extremely grateful for the partnership we have with our neighbors and families. We know that one of the defining features of our district is the unprecedented commitment of our community members in our rich Zephyr traditions of excellence and the interest in exploring what is possible for our students in the future. We see you as a partner in investing in students and believe collaboration with you is key to providing the best learning experience for students.

We value your partnership in your child's education and please feel free to contact us at any time.

Barb Duffrin, Superintendent

651-407-2001

barb.duffrin@isd832.net

Twitter: <https://twitter.com/BDuffrin>



Verification of Receipt of Handbook

All students and Parents/Guardians must annually verify that they have read and understand the General Information and School Policies and the Summaries of District Policies contained in the Mahtomedi Public Schools Student and Family Handbook.

In addition, students and Parents/Guardians must annually verify that they have read the school district policies ([Policy #524](#)) relating to safety and acceptable use of the school district computer system and the Internet.

Both verifications take place via the Mahtomedi Student and Family Handbook Verification Google Form (below).

Students and families should click the link below for their child's building. A form must be submitted for each student. Please submit only one form per student, please review together as a family.

[Mahtomedi Area Preschool Handbook Verification Form](#)

[Wildwood Elementary School Handbook Verification Form](#)

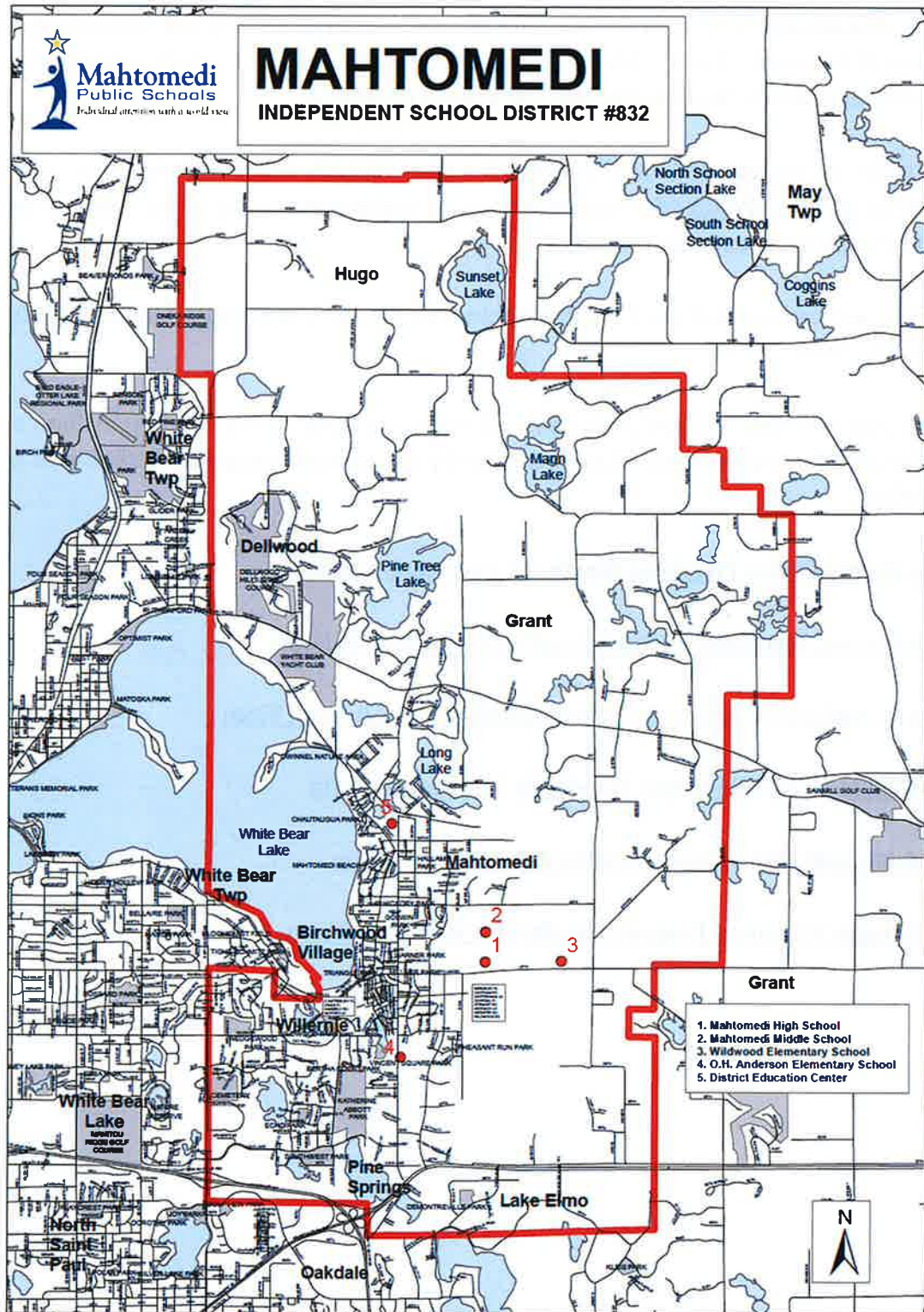
[O.H. Anderson Elementary School Handbook Verification Form](#)

[Mahtomedi Middle School Handbook Verification Form](#)

[Mahtomedi High School Handbook Verification Form](#)

[Passages Transition Program Handbook Verification Form](#)

Mahtomedi District Map



About the District

Mahtomedi School District 832 covers approximately 28 square miles including the east shore of White Bear Lake and serves Willernie, Mahtomedi, Dellwood, Pine Springs, and portions of Hugo, Lake Elmo, Grant, and White Bear Lake. School district resident population is nearly 17,000. Mahtomedi Public Schools is a small and strong community built on tradition with a love for innovation.

Mahtomedi Public Schools is consistently recognized for academic excellence on the state and national levels. The district prides itself on an exceptionally high level of parent/guardian involvement and communication. The district is supported in its efforts of innovation and support to students with the help of the [Mahtomedi Area Educational Foundation](#) (MAEF), the [Mahtomedi Elementary Parent Teacher Organization](#) (PTO) and parent/guardian groups at Mahtomedi Middle School and High School.

Mahtomedi Public Schools Strategic Plan

[Mahtomedi's Strategic Plan](#) was developed by a Planning Team and Action Teams in 2019. School-level plans were completed during the 2019-20 school year. Close to 100 individuals were involved in the Strategic Planning process. Individuals participating in the process included parents, teachers, staff, alumni, students, and community leaders and members. Several themes emerged from our Strategic Planning process: our desire for students to define their own futures and pursue their passions as agents of their own learning, our commitment to inclusive and empathetic communities, the importance of a broad worldview, and the value of civic and community engagement.

Belief Statements

We believe that...

- everyone needs to give and receive love.
- integrity is critical to trusting relationships.
- success does not demand perfection.
- joy must be a part of the human experience.
- diversity strengthens community and individuals.
- all people deserve compassion and unconditional acceptance.
- change is necessary for growth.
- all voices deserve to be honored.
- each person has immeasurable worth.
- each person has the desire and capacity to learn and grow.
- everyone has the right to be and feel safe.
- hope motivates people to persist.

Mission

The mission of the Mahtomedi School District, the unified community of courageous hearts and curious minds dedicated to inspiring personal excellence, is to ensure that each student is a bold agent of learning who successfully pursues their passions while advancing the greater good, through a vital system distinguished by:

- environments that inspire curiosity
- an inclusive learning community
- an array of exceptional learning experiences
- teaching and learning that imparts a global view
- culture of empathy that empowers the whole person

Parameters

We will make all decisions based on the best interest of the student.

We will honor the worth and dignity of each person.

We will ensure that the allocation of resources is equitable.

We will practice participatory decision making.

We will not compromise excellence.

We will be responsible stewards of all of our resources.

Objectives

All students are bold participants in shaping democracy.

All students complete their chosen learning program.

All students discover and pursue their passions.

All students have a beneficial impact on their community.

All students know how their authentic strengths intersect with the needs of the world.

Strategies

- I. We will define learning and teaching without barriers.
- II. We will ensure the social and emotional well-being of each student with an emphasis on mental wellness.
- III. We will create the organizational capacity necessary to pursue our mission and objectives.
- IV. We will provide students opportunities to draw out and pursue their passions.
- V. We will foster reciprocal relationships of learning experiences for all students with civic, service, and community groups.

VI. We will expand existing worldviews to promote understanding.

Mahtomedi School Board

The school board consists of six elected members and is the governing body of the school district. For more information about our school board and their upcoming meetings, please visit the [Mahtomedi School Board webpage](#).



Lucy Payne
Chair



Stacey Stout
Vice Chair



Julie McGraw
Clerk



Tony Vosooney
Treasurer

Mahtomedi School Board



Kevin Donovan
Director



Kelly Reagan
Director



Superintendent Barb Duffrin
Ex Officio



Toluwalase Akintola
Student Representative

Lucy Payne	Chairperson	651-773-5045	lucy.payne@isd832.net
Stacey Stout	Vice Chairperson	612-516-6560	stacey.stout@isd832.net
Julie McGraw	Clerk	651-248-2253	julie.mcgraw@isd832.net
Tony Vosooney	Treasurer	651-368-2279	tony.vosooney@isd832.net
Kevin Donovan	Director	651-470-1716	kevin.donovan@isd832.net
Kelly Reagan	Director	651-226-6872	kelly.reagan@isd832.net
Toluwalase Akintola	2021-22 Student Representative		22akintola-toluwalase@isd832.net

District Administrators 2020-21

Barb Duffrin	Superintendent of Schools	651-407-2001	barb.duffrin@isd832.net
Jennifer Reichel	Director of Teaching and Learning	651-407-2013	jennifer.reichel@isd832.net
Jeff Priess	Director of Finance and Operations	651-407-2003	jeff.priess@isd832.net
Tony Pierce	Director of Student Support Services	651-407-2164	tony.pierce@isd832.net
Kate Andersen	Director of Community Education	651-407-2030	kate.andersen@isd832.net
Patrick Crothers	Technology Coordinator	651-407-2212	patrick.crothers@isd832.net
Nicole Flesner	Human Resources Supervisor	651-407-2005	nicole.flesner@isd832.net
Alice Seuffert	Communications Specialist	651-407-2028	alice.seuffert@isd832.net

Building Principals and Leadership 2019-20

Scott Briske	Principal, Wildwood Elementary	651-407-2101	scott.briske@isd832.net
Susie Prather	Principal, O.H. Anderson Elementary	651-407-2301	susan.prather@isd832.net
<u>TBD</u>	Principal, Mahtomedi Middle School	651-407-2201	
Jackie Collins	Associate Principal, Mahtomedi Middle School	651-407-2233	jackie.collins@isd832.net
Justin Hahn	Principal, Mahtomedi High School	651-762-5801	justin.hahn@isd832.net

Carrie Gillund	Associate Principal, Mahtomedi High School	651-762-5802	carrie.gillund@isd832.net
Aaron Forsythe	Activities Director, Mahtomedi High School	651-762-5803	aaron.forsythe@isd832.net

School Calendars

[District Calendar web page with printable pdf document](#)

[Add the District Calendar to your Google Calendar](#)

[Assessment Calendar](#)

[School Board Meeting Schedule](#)

[High School Activities Calendar](#)

Building Hours

Building	Start Time	End Time
Wildwood Elementary School	9:15 AM	3:35 PM
O.H. Anderson Elementary School	9:05 AM	3:25 PM
Mahtomedi Middle School	8:00 AM	2:30 PM
Mahtomedi High School	8:00 AM	2:30 PM
Passages Transition Program	8:00 AM	2:30 PM
Early Childhood Office	9:00 AM	3:30 PM

District Communication

ParentVUE

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ParentVUE is the online system in Mahtomedi Public Schools for parents/guardians to view student information and includes attendance, assessment results, and report card information. The URL for ParentVUE and StudentVUE is: <https://pvue6.region1.k12.mn.us/rt0832>. If you do not have your ParentVue login information, please contact your child's school building.

SchoolMessenger and SMS Texting

Our SchoolMessenger system allows us to email, send automated voicemail, and Short Message Service (SMS) texts (text-only messages) for general information and emergency notices. If you are having problems receiving our SchoolMessenger notices, please contact Patrick Crothers, Technology Coordinator, at patrick.crothers@isd832.net

Our SMS text message service is used to share important school-level messages, emergency notices, transportation issues, weather delays and closings. If you have not received an opt-in message, it means your cell phone number is not registered in ParentVUE or you have previously opted in to receive SMS text messages from SchoolMessenger. In some cases, if your student was previously in another school district that used SchoolMessenger or if you worked in a different school district that used SchoolMessenger, you may have already opted in to allow SMS text messages to be sent to your phone number.

If your cell phone number is registered in ParentVUE and you inadvertently deleted the opt-in message, or are unsure if you may have received an opt-in message from another school district in the past, you may text Y or Yes to 67587. Please note, your cell phone number must be registered first.

Weekly District e-News

Every Sunday night during the school year (once a month during the summer), Mahtomedi Public Schools sends out a weekly district eNews via email. The eNews contains information about our students, staff, schools, and programs. All families and staff are subscribed to the District eNews. You may unsubscribe if you do not wish to receive the information. Community members or extended family may also subscribe to the newsletter via the signup form:

<http://eepurl.com/gynSDD>

Building Communication

Every Thursday during the school year, each school building sends out a weekly district eNews via email. All families will be automatically added to their student's building eNews. If you would like to receive a different building's eNews, please contact communications@isd832.net

Principal Communication

Principals communicate via eNews and SchoolMessenger as needed for updates. School-specific communication practices are noted in the building sections.

Website and Web Pages

You can access the Mahtomedi Public Schools website at www.mahtomedi.k12.mn.us/

Each of our school buildings and programs have their own web pages.

- [Wildwood Elementary School](#)
- [O.H. Anderson Elementary School](#)
- [Mahtomedi Middle School](#)
- [Mahtomedi High School](#)
- [Passages Transition Program](#)
- [Early Childhood/Preschool](#)
- [Community Education](#)

Social Media

Mahtomedi Public Schools uses the following social media channels:

[Facebook: https://www.facebook.com/mahtomedipublicschools](https://www.facebook.com/mahtomedipublicschools)

[Twitter: https://twitter.com/mahtomedi832](https://twitter.com/mahtomedi832)

[Instagram: https://www.instagram.com/mahtomedi832/](https://www.instagram.com/mahtomedi832/)

[YouTube: www.youtube.com/c/MahtomediPublicSchools](http://www.youtube.com/c/MahtomediPublicSchools)

The Globe Newsletter

The Globe Newsletter is printed and mailed to families, staff, and community members in District 832. Each school year, the Globe Newsletter is distributed in January and June.

The District Annual Report

The district annual report is released in the fall of each year.

Electronic Backpack, Flyers, and Signs (Sports Associations and Community Activities)

Sports associations and community organizations who wish to share activity or event information with our families may submit information to communications@isd832.net The information upon approval, may be placed on the [district's electronic backpack web page](#) and/or included as a link in the district eNews.

If you would like to place a sign or distribute flyers at one of our buildings, please contact communications@isd832.net and include a pdf for approval. Decisions on signs and flyers are made on a case-by-case basis and permission to distribute materials by non-school persons on school district property is a privilege not a right. Flyers are not distributed at Mahtomedi Middle School or Mahtomedi High School. [School Board Policy 904](#).

Emergency Weather Information

We want to make sure you have the information you need about weather emergency closings, delays, and early dismissals. Please know, decisions to close school are taken very seriously and we use closings, delays, and early dismissals only when absolutely necessary.

If school is closed or released early due to weather-related circumstances, Community Education activities and High School athletics and activities are canceled unless otherwise noted in the emergency message.

Students who leave the district to attend classes at other institutions through programs like PSEO should watch for communication from the institution they attend.

Passages students will follow the Mahtomedi School District delays and closings. For Passages students attending 916 or PSEO, please make sure to check your email and the web pages for delays and closings. If 916 is closed but Mahtomedi is open, Passages students are expected to attend classes at Passages and MHS students would be expected to attend their regularly scheduled classes at the high school (MHS students would not be expected to come to the high school during their 916 time).

When We Notify Families and Staff About Weather Emergency Closings, Delays, and Early Dismissals

- The decision to **cancel** or **delay** school is made prior to 6:00 a.m. if the necessary information is available.
- The decision for an **early dismissal** will be made during the school day when weather and road conditions become unsafe for students to continue until the end of the school day.

How We Notify Families and Staff About Weather Emergency Closings, Delays, and Early Dismissals

- Automated Voicemail
- SMS Text Message
- Email
- Social Media: We will make notifications on our accounts.
- Web pages: All of our building web pages will be updated with closing information on the front pages.
- Television and Radio: notifications will be on KARE channel 11, KSTP channel 5, WCCO channel 4, and WCCO radio 830.

Get Prepared for Emergency Notifications

- If your phone or email contact has recently changed, please let your child's school office know the new information.

- If you would like to receive SMS text notifications about emergency closings and have not yet opted in, you may text Yes to 67587. Please note that the cell phone you text with your opt-in must be registered in your child's school record.
- Follow our [Facebook](#), [Twitter](#), and [Instagram](#) accounts.

Ultimately the final decision of whether a student goes to school during a weather emergency rests with the family. If you choose to keep your student home, please call the school's attendance line and the absence will be excused.

Safety and Lockdown Drills

Minnesota State Statute 121A.035 requires all public schools to perform at least five fire drills, five lockdown drills, and one severe weather drill per school year.

Fire Drills

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

Severe weather

We conduct one severe weather drill each spring in conjunction with the statewide drill.

Emergency lockdown and evacuation drills

We are required to conduct periodic lock-down and evacuation drills in case of a school emergency such as a gas leak or an intruder.

Transportation Services

A safe and pleasant bus ride to and from school is a primary concern and is a shared responsibility of students, families, school, bus contractors, and bus drivers. Please know, riding the school bus is a privilege, not a right. The following expectations will be in effect while a student is riding the bus or at the bus stop:

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

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

- Stay back from the curb so as not to distract passing motorists or accidentally slip and fall into the street.
- Wait for directions from the bus driver before crossing the street, then cross ten feet in front of the bus.

- Wait for the bus to come to a complete stop before approaching the bus.
- Never chase or run beside a moving bus. Such actions will result in a one-week suspension of bus riding privileges or other appropriate discipline.

While on the bus, students are expected to:

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

While on the bus, students may NOT:

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

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

Consequences:

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

Bus Consequences		
	Pre-school - Grade 5 Students	Grade 6 - 12 Students

First Offense	Warning to student	Warning to student, notification to parent/guardian
Second Offense	Warning to student and parent/guardian notification in addition, the student will be assigned a seat on the bus	Five days suspension
Third Offense	Suspension of bus service for 3 days and parent/guardian contact	Ten days suspension
Fourth Offense	Suspension of bus service for 5 days and parent/guardian contact	Suspension for the remainder of the school year
Fifth Offense	Suspension of bus service for 10 days and parent/guardian contact	

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

The district's policy for all students is to have bus pickup set at one address, and drop off at one address. The pickup and drop-off locations can be different from morning to afternoon but must be the same every day.

For General Bus Concerns:

Contact MN Central School Bus Company at (651) 770-0487. Bus drivers have the capability of communicating through bus radios with the bus dispatcher. The bus dispatcher may be reached at the same number as above in case of late arrivals, departures and emergencies. If you would like to communicate medical conditions to the bus company, please complete [the Health form](#).

For more information, visit the [Transportation Services web page](#). For bus route questions, please see the resources below.

- [Grades K-8 Information](#)
- [High School Information](#)
- [Transportation Forms](#)
- If you have any questions, please contact trans@isd832.net or 651-407-2431

Nutrition Services

Free Meals Continue During the 2021-22 School Year

During the 2021-22 school year, breakfast and lunch will continue to be FREE for all students at all of our school buildings on school days. Meal packs will be available for all students on holidays and no school days. Please note that a la carte items and seconds of meals will still be available for purchase and will not be included in the free breakfasts and lunches.

Nutrition Services uses School Café ([Schoolcafe.com](https://www.schoolcafe.com)). With your SchoolCafé account, you are able to check menus, set email low balance reminders, make payments or schedule automatic payments when a balance of your choosing is reached (autopay will default to 1 year from the setup date of the account. Please make sure to update this each year), review student purchases, and [apply for free and reduced meal benefits](#). SchoolCafé also has a free mobile app available for use on any smart device. Parents/guardians will need their child's/children's student ID number to connect them to their account. Student ID numbers can be found on ParentVUE. Lunch PIN numbers remain the same each year for all students while attending Mahtomedi (PK-12).

For families who wish to purchase a la carte items or seconds of meals, method for prepayment:

1. Send with your child in an envelope marked with your child's full name, the amount of payment, and Student ID number and deposit it in the drop-box outside the Main Office by 10:00 a.m. (checks should be made payable to ISD 832)
2. Made via the internet twenty-four hours a day using VISA, MasterCard, Discover, debit card or electronic check. Go to <https://www.schoolcafe.com/MAHTOMEDIPS>.

Applications to determine eligibility for free or reduced lunch can be filled out online at SchoolCafe ([Schoolcafe.com](https://www.schoolcafe.com)), or can be obtained from the [Nutrition Services website](#), or the school office secretaries. Families must reapply each year for the Free-Reduced Lunch Program.

Please note, you do not need to submit any paperwork to qualify for or access our free meal programs. Families in need of financial assistance for school activities should still fill out the Free and Reduced Lunch application online at SchoolCafe ([Schoolcafe.com](https://www.schoolcafe.com)) or it can be obtained from the [Nutrition Services website](#) by [using this form](#) or through the school office secretaries. Applications may be completed any time during the year that your income goes down, your household size goes up, or you start receiving SNAP, MFIP, or FDPIR benefits.

	Elementary (Pre-school - Grade 5)	Middle School (Grade 6 - Grade 8)	High School (Grade 9 - Grade 12)
Breakfast	First Meal Free Second breakfast \$2.00	First Meal Free Second breakfast \$2.00	First Meal Free Second breakfast \$2.00

Lunch	First Meal Free Second lunch is \$4.10	First Meal Free Second lunch is \$4.10	First Meal Free Second lunch is \$4.10
Milk	Milk is always included with meals if students bring a bag lunch, milk is \$0.50	Milk is always included with meals if students bring a bag lunch, milk is \$0.50	Milk is always included with meals if students bring a bag lunch, milk is \$0.50
A la carte items are available for purchase at Mahtomedi Middle School and Mahtomedi High School.			

Families will be notified of outstanding negative balances. Negative balances of more than \$50 may be turned over to the superintendent's office for collection. Schools will communicate with families regarding lunch card use in their school building.

Health Services

During the 2021-2022 school year, we will be following guidance from the Minnesota Department of Health & the Centers for Disease Control and Prevention (CDC) regarding our COVID-19 protocols. Our 2021-22 district COVID-19 protocols will be available on [our school year plan web page](#) during the summer of 2021. We will continue to update the document as new guidance is received.

If you have any questions, please feel free to contact District Nurse, Megan McMahon at 651-407-2169 or megan.mcmahon@isd832.net

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

The services of the District Nurse and Building Nurse are available to all students with any health-related concerns. Health information and forms can be found on the district [Health Services website](#).

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

appropriately. Information found on the emergency form will be shared with staff who work with your child.

Should I Send My Child to School?

Students must stay home if they have any of the following:

- **Fever of 100 degrees or more:** the student must stay home until they have been fever-free for 24 hours, without the use of fever-reducing medication.
- **Vomited or had diarrhea:** the student must stay home for 24 hours after the last episode.
- **Rash for which the cause is unknown:** check with your family physician before sending your student to school.
- **Strep Throat:** the student must stay home for 24 hours after antibiotic treatment has started.
- **Uncontrollable cough.**
- If your student has symptoms of COVID-19 keep them home and contact the health office for further direction
 - The health office staff will be following the [MDH Decision Tree](#) for People with COVID-19 Symptoms in Youth, Student, and Childcare Programs when determining the timeframe student may return to on-site learning

NOTE: Illness criteria and duration of time students have to be out of school due to illness is subject to change during a pandemic. The school district follows the guidelines as directed by the MN Department of Health (MDH)

Note: If you decide to keep your child home, you must report your child's daily following the absence reporting protocol that their school follows.

- Elementary schools call the attendance line to report absences
- High school & middle school use the online attendance form which can be found on your students' school website.

If a student becomes ill or injured during the school day, the student must report to the health office. The Health Office will contact the parent/guardian to pick up their child, or for permission to send the student home. If the parent or guardian is not able to be reached, the Health Office will call the emergency number/s indicated. An ill student will not be sent home from school unless someone has been contacted. Students are not permitted to call for permission to be dismissed from school on their cell phones and are not to leave school if they are ill without first checking in at the health office. When a student is being picked up from the Health Office, a parent/guardian must come into the school to sign the student out. The student must wait in the office until they are picked up. Please note that the school district will follow illness prevention guidance provided by MDH during a pandemic, i.e. isolation and masking of ill students until they are picked up.

If your student has a chronic health condition such as life-threatening allergies (i.e., bee stings, food), or any other health condition, please notify the school's Health Office. Health office staff will assist in developing a health plan if needed at school.

School officials who suspect that a student has a communicable disease may request that a parent provide medical documentation that a communicable disease is not present, or does not present a significant threat to the health and safety of others. The student will be asked to remain home until this documentation is obtained. In the event of an outbreak of a significant number of cases of a communicable disease, school officials will notify parents as per the recommendations of Washington County Public Health. &/ or the MN Department of Health.

If illness requires a lengthy absence, home instruction may be available. A doctor's statement verifying the anticipated length of absence is required. Final approval for home instruction will be made by the school administrator.

Medications

Minnesota State Law prohibits the dispensing of any medication without a Medical Authorization Form. The Medication Authorization Form must be filled out annually. The following are some general rules of thumb for medications at school. Please refer to the Student Medication Policy 516 for full details on delivering medications at school. [Student Medication Policy 516](#)

Immunizations

Minnesota school immunization law (MN Statutes, section 121A.15) states that students may not enroll nor remain enrolled in school without having provided documentation of required immunizations. **In order for your child to attend school, you must provide proof that immunization requirements have been met or a legal exemption.** [The MN Department of Health Immunization Form](#) can be requested from the school Health Office. Incoming kindergartners must have updated vaccinations prior to the start of school or a legal exemption. There are additional immunizations that are required for incoming 7th and 12th graders as well. The updated immunization record or a legal exemption is needed prior to the start of school for incoming 7th and 12th graders as well. Contact the school Health Office if you have questions regarding immunizations.

Hearing and vision screening is conducted periodically by the school health personnel with the assistance of community volunteers. Parents may also request Health Office staff screen their child's hearing or vision if concerns arise. Results can alert parents to the need for a more thorough evaluation by the doctor of their choice.

Visitors and Volunteers

Safety

The safety of all children and adults is vital to our learning community. Please follow these rules:

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

Visitors

Out of courtesy for our teachers, please pre-arrange any visits to the classroom. Due to data privacy issues, we ask that you observe the confidentiality of other students in the classroom. Please check the handbook section of your child's school for other visitor requirements.

Due to the limited classroom space and the potential disruption of the school day, students from other schools are not allowed to attend classes or lunches in any of the schools.

Volunteers

We value our volunteers, not only for the services they perform throughout the year, but also for the model they provide for our students. Please contact your child's school or teachers to find out about volunteer opportunities.

All volunteers are required to pass a criminal background check. To register online go to the [Background Check for Volunteers page](#). The cost is \$10.00.

Student Records

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

Parent Access to Educational Records

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

to the contrary.

Transfer of Educational Records

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

Technology and Electronics

A standard classroom in Mahtomedi Public Schools includes a Dell desktop computer for teacher use, a SMART 680 Interactive SMART Board and projector, and a TeachLogic audio enhancement system that includes a microphone for the teacher and surround-sound speakers. All teachers have been provided with a Dell 3100 Touch Chromebook and have a webcam attached to their desktop computer. Students in grades K-2 have been assigned an iPad and students in grades 3-Passages have been assigned a Chromebook to ensure every student has a device that supports and enhances the learning process. A device guide for [iPads](#) and [Chromebooks](#) is updated annually and shared with families.

Staff and students in Mahtomedi Public Schools utilize many cloud-based tools including Google Workspace for Education (branded as Zephyr Apps in the district) and Seesaw as a digital portfolio system for K-2 students. Zephyr Apps includes email for sixth through twelfth graders, Google Drive for file management, and productivity tools that include Docs, Sheets, and Slides. Teachers at O.H. Anderson Elementary, Mahtomedi Middle School, Mahtomedi High School, and Passages Transition Program use Google Classroom to manage assignments and share information with their students. The school district has invested in the Enterprise version of Google Workspace for Education which includes updates to Google Meet and Google Classroom as well as new security tools.

Mahtomedi Public Schools also supports an internal data center, wired and wireless connections to both the network and Internet.

Technology Safe Use

Streamed and recorded multimedia content is for educational purposes only. By accessing the multimedia content posted by teachers, you agree not to share it with anyone not enrolled in the class or assisting an enrolled student. Unauthorized distribution of any multimedia content, including video recordings, audio recordings, or screenshots, on the internet or social media, is strictly prohibited and could result in disciplinary action.

Mahtomedi Area Preschool (MAP)

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- [Absences](#)
- [Arrival & Pickup](#)
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- [Bathroom Needs](#)
- [Before and After School Care](#)
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ABOUT MAHTOMEDI AREA PRESCHOOL (MAP)

MAP is a 4-star Parent Aware rated program. The Minnesota Department of Human Services, in

coordination with the Office of Early Learning, has reviewed MAP program practices and has determined MAP meets their highest level of criteria when preparing children for kindergarten.

Philosophy

MAP believes children learn best through hands-on, play-based activities. Children develop at their own pace and in their own unique way. All MAP teachers are board-certified and have many years of experience. MAP teachers are dedicated to providing enriched learning opportunities to support all learning styles and needs of our students.

ABSENCES

Please call or email your child's teacher if your student will not be attending class for any reason. Notify the Early Childhood Coordinator at 651-407-2443 if your child contracts a communicable disease as soon as it's diagnosed.

ARRIVAL & PICKUP

Adjusting to a new environment and new people can produce feelings of anxiety for children and parents. These suggestions may help with this transition:

Arrival

Have a positive attitude about your child attending preschool. Children are in-tune to feelings of apprehension and sadness. Say good-bye at the car and do not prolong your leaving. It is important for your child to be aware that you are leaving and will be coming back. Do not sneak away. Do not return to check on your child as this may only prolong the separation and may upset the other children. If your child is very upset, we will contact you.

Under no circumstances should your child find his or her own way into the building and classroom, or be left in the hallway.

All children must wash their hands prior to or immediately upon entering the classroom.

Pick Up

Children will be released only to parents or authorized persons listed on your child's emergency card. If someone different is picking up your child from preschool you must inform the classroom teacher with a written notice as soon as you are aware of the change.

If parents/guardians are unable to pick up their child by class ending time, please contact the child's teacher via phone at least 1 hour before the end of the day. If there is an emergency case, please also contact the Early Childhood Coordinator to ensure the message gets to the teacher.

In the event a child is not picked up at the end of class, staff will attempt to contact the parents or guardians by phone. If parents or guardians cannot be reached, persons listed on the emergency card will be contacted to assume temporary responsibility of your child. If emergency contacts cannot be reached, police will be called and late fees assessed.

BACKPACKS

We request that each day children bring a backpack labeled with their name. Please make sure your child's backpack is large enough to fit a sheet of paper. This will help keep his/her

belongings in one place and provide a safe way for the school to send important communications and artwork home with your child. Please check the backpack every day.

BATHROOM NEEDS

Students must be toilet trained and able to use bathroom facilities independently before enrolling. We understand that accidents may happen, especially when routines are unfamiliar at the beginning of the year.

BEFORE AND AFTER SCHOOL CARE

Preschool Pals is available for our full-day students before or after preschool. Preschool Pals provides a safe, fun, and enriching space where all children have the opportunity to socialize and enjoy their leisure time in a constructive and enriching environment. Please see the website for more information and to register.

BEHAVIOR EXPECTATIONS

Be respectful, Be Responsible, Right to Learn

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

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

Mahtomedi Area Preschool supports a proactive approach to discipline. MAP will use the "Think Sheet" as a problem-solving tool for early childhood students. This helps a child to take responsibility for his/her behavior and figure out a way to "fix" the problem. The Think Sheet is a great transition to the "Fix-it Plan" used at Wildwood.

Think Sheet Process

A Think Sheet will be completed by the teacher and the student for every significant behavior incident. Parents/guardians will be asked to sign and return the Think Sheet the next class time. When 3 Think Sheets have been completed, parents will be called and a meeting will be scheduled to discuss the ongoing behavior(s) and together a plan will be developed to address the issue(s). If a behavior incident is deemed by staff as extreme, parents may be called and asked to pick up their child immediately.

MAP reserves the right to terminate a child's enrollment if the preschool team concludes the program cannot meet the child's needs or if the behavior endangers the safety and well-being of other children and/or staff members.

*A referral to Early Childhood Special Education can be made at any time by a parent, guardian or teacher.

BIRTHDAYS

Birthdays are celebrated in preschool! Special birthday treats such as small cookies and doughnuts are acceptable, but please limit these special treats to birthday celebrations only. Please notify your child's teacher a week in advance. District policy states all snacks or birthday treats must be commercially made and in the original packaging unopened.

CLOTHING/COLD WEATHER

Dress your child in washable, comfortable play clothes so they will be free to participate in all activities. MAP students will go outdoors every day unless it is raining, the actual temperature is below zero, or if the wind chill is 0 degrees. Dress your child appropriately for the day and weather for outdoor play. All children are expected to go outside with their class. Children should wear or bring tennis shoes and socks every day for indoor gym play.

COMMUNICATION

Family Information

Email is the preferred form of communication. MAP families may receive curriculum information, tuition invoice reminders and other important updates via email and/or the [Early Childhood Facebook page](#). Please let your child's teacher know if you prefer a paper copy of the information. It is the families' responsibility to keep program staff updated with changes in parent and emergency contact information. Please inform the program secretary of updates as needed.

Issues & Concerns

In order to address your needs at the most appropriate and effective level, MAP suggests the following:

1. First, speak with your student's teacher during non-student contact time.
2. If concerns persist, or discussing the issue(s) with the teacher proves to be insufficient, contact the program coordinator at 651-407-2443.
3. Families are welcome to request a conference when the attention of multiple staff is needed.

Family Conferences

Mahtomedi Area Preschool conferences are held in the Fall and Spring. A schedule of conference dates and times will be posted and families will be able to sign up for an appointment time.

Record Sharing

Please note that student records originating with Mahtomedi Early Childhood become part of each student's permanent record as they move out of early childhood and into the K-12 system at Mahtomedi Public Schools.

CURRICULUM/ASSESSMENTS

MAP utilizes *The Creative Curriculum for Preschool* and *COR Advantage Assessment*. The **Creative Curriculum** for Preschool is an award-winning teaching system that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

MAP utilizes hands-on exploration opportunities including art, blocks, discovery, dramatic play, library, music and movement, sensory, and writing centers. All activities are designed to strengthen social-emotional, physical, and cognitive development.

COR Advantage is the leading observation-based assessment for all children from birth to kindergarten. It is based by research that is grounded in objectives that guide teachers throughout an assessment cycle. *The Creative Curriculum for Preschool* and *COR Advantage* includes predictors of school success and are aligned with state early learning standards.

EARLY CHILDHOOD SCREENING

State law requires that children are screened before they enter kindergarten, and recommends screening at age 3. Early childhood screening is a free check of children's height, weight, immunization health, vision, and development. Screening identifies health and developmental concerns that can be addressed well before a child enters kindergarten. To schedule an appointment for screening please go to the website and register at <https://www.mahtomedicomed.com>.

ELIGIBILITY

Preschool students must be:

- 3 or 4 years of age by September 1
- Toilet trained and able to use bathroom facilities independently
- Able to follow simple commands and classroom safety rules and expectations.

FAMILY RESOURCES

Onsite, phone, or home consultations are available to all families with a new baby, families that may not be able to attend ECFE, or families who need tips on parenting. Consultations may include information on child development and parenting, activities for children, or information on community resources. To schedule a consultation, please contact Becky Wilson-Abbott at 651-407-2452 or at becky.wilsonabbott@isd832.net.

FOOD

Snack time is a part of the preschool day. Students do *not* need to bring a daily snack. Throughout the school year you will receive a snack letter asking for a donation of food items. This is not a requirement; donate if you are willing and able. MAP encourages healthy peanut-free food choices. Snacks must be prepackaged and store-bought.

Lunchtime - Wildwood Preschool classes will eat lunch at school. Children should bring a healthy cold lunch from home or receive the school's lunch. If you do not send lunch to school with your child, a school lunch will be ordered for them. Lunch menus are available to view at the SchoolCafé account online.

During the 2021-22 school year, breakfast and lunch will continue to be free for all Wildwood preschool students. Visit the [Nutrition Services web page](#) to set up and view your SchoolCafé account or apply for Free and Reduced Lunch benefits.

FORMS

Families will be asked to complete the forms including State Mandated questions, Immunization records and Emergency Record Information at the time of registration.

Complete registration includes:

- Completed online registration with non-refundable \$65 registration fee submitted
- Immunizations: Schools are required by Minnesota State Statutes 1980, Section 121A15 to have up-to-date immunization forms for all children attending programs.
- Credit card in family account for billing of tuition
- An account paid in full and in good standing

HANDWASHING

Staff, families, and students are encouraged to wash their hands before they enter the classroom. Students are expected to wash their hands during the day as needed-after using the toilet, after blowing their nose, before snack/lunch and after playtime.

LATE PICK-UP FEE

Late pick-ups cause anxiety for the children and cause staff to lose important prep time or stay beyond their scheduled hours. The late pick up fee is \$5 for the first 5 minutes and \$5 for each additional 5 minutes or portion thereof. A late fee notice will be given to the parent and a copy will be given to the program secretary. Late fees will be posted to your account and assessed to your online credit card the next day.

Consistent late pick-up may result in termination from the program.

OPEN ENROLLMENT

Enrollment in **MAP** does not give any priority nor guarantee that your child will be accepted under open enrollment to the Mahtomedi School District. Students from outside the district will need to apply for open enrollment and be accepted with the same process as those who have not participated in our program. Note, admission to Wildwood is automatic if you are a resident of the Mahtomedi School District.

PARENT ADVISORY COUNCIL

The Early Childhood Parent Advisory Council is a group of families who provide input for Early Childhood program development throughout the community, raise funds to benefit the programs, and provide feedback and ideas for continual improvement. **FREE** childcare is provided during meetings. New members are always welcome. Call the Early Childhood Coordinator at 651-407-2443 for more information.

PEANUT/NUT SENSITIVE CLASSROOMS

MAP students may have severe allergies. In order to assist in providing a safe environment, all foods brought into Preschool will be checked for content, as some children have allergies that could be fatal. Due to increased incidences of Peanut allergies, we do not allow peanuts or other nut products in our classrooms. *A severe allergy can be a life-threatening situation.* Please follow the guidelines the teacher will give you if allergies are present in your classroom. If your

child has had contact with specific allergens please be sure that hands, face, and clothing are well cleaned prior to coming to school. **If your child has an allergy please make a note of it on your health form and meet with our district nurse.**

SCHEDULE CHANGES

Schedule changes are permitted on a space-available basis. Please submit your request in writing to the Community Education Secretary. Approved changes will be processed with a \$10 processing fee per change, and you will be notified when the change can go into effect. Parents are responsible for tuition according to the old schedule until the change goes into effect.

STUDENT BELONGINGS

- Toys or personal items should be left at home; they will not be permitted in the classroom.
- The MAP program is not responsible for theft or damage to items.
- Children are responsible for their own belongings including clothing, outerwear, backpacks, and schoolwork.
- Please label your child's items properly.

TUITION

Tuition is based on registration for the full school year (Sept through June) and must be paid whether or not a child is in attendance. Your child's tuition rate is posted in their Community Education online account.

Tuition is processed through auto-pay on/about the first business day of each month, September through May, using VISA, MasterCard, Discover, or AmEx. Your credit card of choice should be entered by you into your family account in the Community Education web store at <https://www.mahtomedicomed.com>.

If your tuition payment does not go through, no matter the reason:

- A \$10 late fee will be assessed.
- An email notification will be sent to you.
- You will be required to go into your child's online account or contact the Community Education Secretary and update the payment information with new credit card information. This needs to be done before the sixth business day of the month when tuition payments are rerun.
- If payment does not go through on the second try, a \$20 fee will be added to your child's account, and the child will not be able to return to preschool until payment is made. If a pattern of non-payment develops, program participation will be discontinued.

If you need to change or update your credit card, or have questions regarding payment please contact the Community Education Secretary.

All children should have the opportunity to attend preschool. Through state and local resources, MAP is able to help qualifying families attend its programs. If for any reason a family situation

is limiting the possibility of your child participating in MAP, please contact the Early Childhood Coordinator as soon as possible to discuss your circumstances.

Apply for assistance before you register. Information on Preschool Financial Assistance is available by calling the Early Childhood Coordinator at 651-407-2443. The coordinator can help you connect with the appropriate source of funding based on your circumstances.

Refunds

No refunds or credits of MAP tuition will be given under any circumstance.

WITHDRAWAL

Withdrawal from MAP requires a two-week written notice to the Community Education Secretary. Tuition will be assessed for those 2 weeks. Failure to provide written notice will result in additional fees.

Wildwood Elementary School Information

- [About Wildwood Elementary](#)
- [Behavior Expectations](#)
- [Cell Phones, Personal Technology, and Valuables](#)
- [Communication](#)
- [Conferences and Reporting](#)
- [Contacting the School](#)
- [Curriculum and Standards](#)
- [Family Involvement](#)
- [Lost and Found](#)

- [Lunch and Recess](#)
- [Mahtomedi Adventure Club \(MAC\)](#)
- [Pick Up and Drop Off](#)
- [Schedule and Attendance](#)
- [School Supply List](#)
- [Teacher and Class Placement Input](#)
- [Visiting the School](#)

ABOUT WILDWOOD ELEMENTARY

The mission of Wildwood Elementary School, the joyful Zephyr family dedicated to building the foundational pathway of learner agency and personal excellence, is to ensure that each student has intrinsic passion for life and learning with compassion for oneself and others, through a vital system distinguished by:

- A culture of exploration, play, wonder, and creativity.
- An equitable learning experience for all.
- A community that builds authentic relationships, a sense of belonging, collaboration, and trust.
- A culture that views challenges as opportunities to persevere and grow.
- An array of exceptional and global learning experiences that cultivate academic, social, and emotional growth.

At Wildwood Elementary School, we honor the whole child and teach future-ready skills of inspiring curiosity, embracing change, and turning ideas into action. Our talented teachers and staff members work with students in small class sizes and nurture a culture of excellence that has become the expectation and norm. Our students learn social-emotional skills alongside academic core areas in order to gain the foundation for academic success. In addition, they have the opportunity to engage in learning with specialists in gym, art, media, music, and STEM (Science Technology Engineering and Math) classes. Our elementary school is surrounded by green space and our students enjoy recess at our natural playground and attend classes in our outdoor classroom. We have an engaged and supportive parent community who volunteers and supports the school with academic opportunities and tools. Our district is a leader in engineering and science and we value academic areas that will spark curiosity, fuel creativity, and instill a lifelong passion for innovation in our students.

BEHAVIOR EXPECTATIONS

Behavior Expectations: “Be Respectful, Be Responsible, Right to Learn”

A positive school environment is a priority at Wildwood Elementary. We accomplish this through a research-based, building-wide approach called Responsive Classroom © and Second Step where social/emotional growth is an important part of supporting children’s academic success.

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

Joe Pendleton, Social Emotional Learning Specialist at Wildwood Elementary School, supports a proactive approach to discipline.

His role consists of:

- Helping students develop social, emotional, behavioral, and academic skills individually and in small groups.
- Providing whole class social, emotional, behavior support.
- Teaming with teachers and parents to support students.
- Helping create a positive, safe, and supportive learning environment for all.

Wildwood staff will use a “Fix It Plan” as a restorative justice practice as a problem-solving tool for students. This helps a child to take responsibility of his/her behavior and figure out a way to “fix” the problem. The children will participate in a mini-lesson on completing a “Fix It Plan.”

CELL PHONES, PERSONAL TECHNOLOGY, AND VALUABLES

We ask that students do not bring cell phones, smartwatches, technology, and other valuables to school. We do not have a safe spot for them to be secured during the day and they are a distraction as well. If a child has one, it needs to stay in their backpack and we are not responsible for lost or stolen items. If staff see a cell phone, it will be kept in the principal’s office, families will be contacted, and they will need to pick it up.

COMMUNICATION

At Wildwood, we regularly communicate via email, phone calls, and conferences.

Web Page

The school district and each school has an active website to access various information. The Wildwood web page is available at: www.wildwood.mahtomedi.k12.mn.us/.

Classroom Updates

Look for teachers to send information on what is happening in the classroom.

Protocol for Questions and Feedback

One of the most important parts of a highly functioning school and organization is to know where to go to get your questions answered or for you to provide feedback to continually improve our school. In either situation, it is best to always go to the source first:

- **Classroom issues** should first be directed to the classroom teacher.
- **School issues** should first be directed to the school principal.
- **District issues** should be directed to the administrator responsible for the program or service involved.

If the first level of communication does not resolve the issue, the principal or superintendent should be the next contact. This demonstrates respect and allows for dialogue. In most cases, that will be the classroom teacher. If you are not satisfied with the response at this level, have further concerns or if you do not receive a response, please connect with the principal. I hope that we can partner not only to educate our students but also to model respectful discourse. Know that the priority of every staff member at Wildwood Elementary is our students. Please assume positive intent. Prep times and after-school hours are often busy with meetings and we will connect with you as soon as we are able. Thank you for your understanding and for keeping communications between school and home positive and productive.



CONFERENCES AND REPORTING

Conferences and Reporting

Parent-Teacher conferences are held after quarter 1 and quarter 3 to discuss a child's progress and to become familiar with grade-level objectives and expectations. Additional conferences may be scheduled as needed. Report cards can be viewed and printed online from ParentVUE accounts and will be available after the end of semester 1 and semester 2.

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

CONTACTING THE SCHOOL

Important Phone Numbers

Main Office 651-407-2100

[Click here to return to the Handbook Table of Contents](#)

Attendance (24 hours) 651-407-2108
Health Office, Renee Vadnais 651-407-2104
Secretary, Nanette Chow 651-407-2102
Principal, Scott Briske 651-407-2101
Psychologist, Jen Hurley 651-407-2128
MN Central School Busing 651-770-0487
Busing Route Coordinator 651-407-2431
MAC (AM/PM Child Care) 651-407-2150

Teacher Phones

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

- During the day, teachers are not able to be reached directly in their rooms but their voice mail will be activated.
- “Time-Sensitive” messages during the school day will be relayed to the classroom. Please call: Wildwood Office at 651-407-2100.
- If you are calling about after-school pickup or appointments, please call as early in the day as possible at 651-407-210. It is very difficult to deliver messages received after 3:00 pm.
- If you are calling to report that your child is absent from school, please call the Wildwood attendance line 651-407-2108.
- The Wildwood school office is open from 7:30 until 4:00 pm. If you call when the office is closed, you will be able to leave a voicemail message.

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

CURRICULUM AND STANDARDS

Academic Standards

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

Curriculum

Health

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

Language Arts

Our Language Arts program will use the Balanced Literacy approach utilizing Benchmarks curriculum materials. Teachers will differentiate their instruction to best meet the academic needs of students. Flexible grouping within the classroom or between a few classrooms may be utilized on an individual basis by the classroom teacher. Students are taught to evaluate their ideas and content, organization, write with expression, word choice, sentence fluency, and conventions in a variety of topics and styles.

Mathematics

The district elementary math curriculum is called Math Expressions. This math curriculum, coordinated with the secondary schools, is a rigorous program emphasizing understanding through problem-solving and project learning. Students will use manipulatives to make connections to their world and all the other curriculum areas. Students learn to use multiple strategies to solve problems. Teachers have been trained in Cognitively Guided Instruction (CGI) and will incorporate its strategies to address number sense, computation and problem-solving.

Media Technology

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

Music

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

Physical Education

When students participate in physical education classes, they are learning more than team sports and exercise. The physical education teachers work together to provide a well-balanced

coordinated program that includes the identification of bones and muscles, the importance of good sportsmanship, and the value of lifelong habits for good health.

Science/Engineering

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

Social Studies

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

Visual Arts

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

FAMILY INVOLVEMENT

Parent Teacher Organization (PTO)

The [Parent Teacher Organization](#) provides volunteers to assist with a variety of school projects and enrichment programs. All parents are encouraged to attend the PTO meetings during the year. If you wish to connect with our families outside of school hours, please access the [PTO's family directory](#) for contact information.

LOST AND FOUND

Lost and Found

The Lost and Found area is located by the cafeteria. Please check it periodically if your child is missing item. Remember to label all articles of clothing and equipment with your child's name.

LUNCH AND RECESS

Lunch and Nutrition

We work closely with our foodservice providers to provide nutritionally balanced lunches for our students. We do not allow soda in the lunchroom as part of our school lunch or as part of a cold

lunch. Please do not send soda or energy drinks when you pack a lunch. We also ask that you make an effort to send healthy choices for snack and lunch.

Lunch and Recess

Our students have a 45-minute combined lunch and recess break each day. Playground supervisors facilitate the transition between the lunchroom and playground. Students will sit by their classmates in the lunchroom.

Weather and Recess

We monitor the temperature each day. Please plan on students being outdoors for recess unless it is raining, or the temperature is below 0 degrees Fahrenheit or if the wind chill is -5 or lower degrees. Please keep these guidelines in mind when helping your children select clothing in the morning. Students will be required to wear a jacket if the temperature is below 50 degrees Fahrenheit otherwise it is their choice. Boots and snow pants are needed to play in the snow otherwise they need to play on the blacktop.

MAHTOMEDI ADVENTURE CLUB (MAC)

Mahtomedi Adventure Club (MAC) is an affordable school-age care program coordinated by Mahtomedi Public Schools Community Education. MAC is a school-age, before and after school, childcare program for Mahtomedi School District children in kindergarten through fifth grade. It is staffed by professionally trained individuals who meet the state's requirements for licensure. MAC is located at both Wildwood and O.H. Anderson and is open all school days, vacation days, and some holidays. For more information, please visit the [MAC web page](#). Please contact the Wildwood MAC Program Lead, Chelsea Carlson, at chelsea.carlson@isd832.net or 651-407-2150 if you have additional questions.

PICK UP AND DROP OFF

Our practices and procedures are in place to ensure student safety. We have hundreds of students to manage and keep safe and we cannot make exceptions to these procedures. Please review the following procedures with anyone who will be dropping off or picking up your child.

K-5 Pick Up and Drop Off Procedures

- **Overall safety during pick-up and drop-off:** Please drive slowly, do not allow other children out of the car, be attentive and do not be on your cell phone, and use only designated drive lanes and parking spots.
- **Alternative Dismissal Plans:** If you need to arrange an alternative pick up plan for your child, please send a note in the morning that school day. It is extremely disruptive to arrange last-minute arrangements right before school ends in the afternoon. Please only call the school office for alternative pick ups in the afternoon if it is an emergency by 3:00 pm.

- **Bus Departure:** Families cannot take O.H. Anderson students off the bus at Wildwood. If families have a scheduling issue, O.H. Anderson students should be picked up directly at O.H. Anderson or picked up at their bus stop drop-off location.
- **Alternative Bus Routes:** The bus company and schools do not allow students to ride home on another bus route unless it is an emergency situation. We cannot allow students to ride another bus due to social or athletic activity schedules. Emergency route changes must be arranged with the principal's office directly.
- **Name Tents:** Please display name tents during pick up. Use of the name tents helps get students to the right cars quickly. If you need additional name tents, please contact the school office.

Drop Off

Drop-off time starts at 9:05 am. Students must wait outside the building until 9:05 am. Students are NOT allowed to enter the building prior to this time unless they have made special arrangements with a teacher. We have specific doors for students to enter. If you decide to park please use the walkway. We ask families to use our drop-off lane rather than parking and walking the child in.

Pick Up

Pick-up time starts at 3:35 pm. Please use our pick-up lane process. Have your student's name tent on the front dashboard so it is easily seen. If you are in need of more tents, please contact the office.

Alternative Dismissal Plans

If you need to pick your child up prior to 3:35 pm or there is a change in your child's dismissal plans, parents/guardians must inform the school the morning of that school day.

1. Write a note to your child's teacher on the day of the early dismissal or alternative plans.
2. If you forget to send a note, please call the school office. Please do not email or call the teacher directly. Often times teachers are not able to check their messages and substitute teachers do not have access to email and voicemail.

SCHEDULE AND ATTENDANCE

Wildwood School Day

9:15 am- 3:35pm

Arrival At School

For safety reasons, students should not arrive prior to 10 minutes before the start of school, unless special arrangements have been made with the teacher. Students will need to wait outside

the school building until 9:05 am.

Schedule (digital days)

We use a rotating five-day schedule. Our days will be listed as Day 1, Day 2, Day 3, Day 4, and Day 5. This will ensure that students and staff will have an equitable number of classes, such as art, media, music, physical education, and STEM. Note that Day 1 does not always fall on a Monday due to vacation days.

Attendance

Daily school attendance and punctuality is very important to school success. Families are urged to make every effort to avoid family vacations or appointments of a non-emergency nature during school hours. When scheduling afternoon appointments or activities, please remember that the school day ends at 3:35 pm, and if students leave early, they are missing out on instruction and learning.

Absences - Appointments

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

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

Absences - Parent Reporting

Parents are required to contact the school office when a student is absent. Please call the Wildwood attendance line at 651-407-2108. Telephone messages can be left at any time (24 hours). Unexplained absences will be documented as unexcused.

If a child is reported by the teacher as absent without an explanation, the office will make every attempt to determine the cause of the absence. If unable to contact a parent, the absence will be recorded as unexcused.

Excessive Absences

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

Unexcused Absences/Tardies

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

Vacation

We strongly encourage families to schedule vacations when school is not in session. When this is not possible, absences due to family vacations need to be arranged in advance with the classroom teacher. It may not be appropriate for a teacher to send work for a child to do after missing the class instruction.

SCHOOL SUPPLY LIST

Supply lists are sent home in August and will be posted on the school website. [Click here to access the Wildwood School Supply List](#). Please review the supply list for your child's classroom. Check with your child frequently during the year as supplies often need to be replenished. Students should have tennis shoes for physical education classes and recess. If you are unable to provide supplies, please contact your child's teacher or the office.

TEACHER AND CLASS PLACEMENT INPUT

Requests for Teacher and Input Procedures

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

Staff places students into the next grade level classrooms after accumulating information about each of their students.

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

VISITING THE SCHOOL

Visitors

Visitors are always welcome at school, but we appreciate your adherence to our policy of checking in at the office when you arrive and wear a visitor pass. Please check-in at the office when you are at school for any reason. Simply sign-in on the computer and wear a name tag for the duration of your stay. Safety is important for our staff and students. You will need a driver's license to check in. Out of courtesy for our teachers, please pre-arrange any visits to the classroom.

Other Students Visiting School

We do not allow non-Wildwood students to visit during the school day. School tours are arranged by contacting the school directly.

O.H. Anderson Elementary School Information

- [About O.H Anderson Elementary](#)
- [Behavior Expectations](#)
- [Cell Phones, Personal Technology, and Valuables](#)
- [Communication](#)
- [Conferences and Reporting](#)
- [Contacting the School](#)
- [Curriculum and Standards](#)
- [Family Involvement](#)
- [Lost and Found](#)
- [Lunch and Recess](#)
- [Mahtomedi Adventure Club \(MAC\)](#)
- [Before and After School](#)
- [Schedule and Attendance](#)
- [School Supply List](#)
- [Class Placement](#)
- [Visiting the School](#)

ABOUT O.H. ANDERSON ELEMENTARY

The mission of O.H. Anderson Elementary, the joyful Zephyr family of curious, hard-working learners committed to empowering everyone to be better together, is to ensure all students discover their authentic selves and build bold learner agency to collaboratively and mindfully contribute in our world through a vital system distinguished by:

- An inclusive and fun environment that honors the worth of the individual and connections with others
- A culture that celebrates learning, passion, and personal excellence
- Teaching and learning that values the process of discovery and bold experimentation
- A culture that empowers authentic student voice, choice, and action for the greater good

Our morning meetings, morning news led by students, school-wide Zephyr Times Celebrations, and our all-school events are ways in which we build a strong sense of community. Whether it is a science lab, a makerspace activity with coding, book clubs, math talks, cross-country skiing, or playing guitars, we are committed to providing an engaging and challenging education for all students.

BEHAVIOR EXPECTATIONS

Behavior Expectations

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

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

When a student has a behavior issue, a continuum of responses will occur depending on the situation. O.H. Anderson staff use a "Fix-It Plan" for minor behaviors as a problem-solving tool for students. This helps a child to take responsibility for their behavior and figure out a way to "fix" the problem. To help them navigate the process, students participate in a mini-lesson on completing a "Fix-It Plan." If a student has a major behavior including abusive language, physical fighting, insubordination, vandalism, bullying, theft, lying/ cheating. weapons, leaving school grounds, they will need the help of an adult to solve the problem and they will receive a major office discipline referral. The principal or behavior specialist will investigate the incident

and process the incident and reteach appropriate behaviors. The student will need to fix the mistake with those involved. They will also receive a logical consequence and/or loss of privilege. Families will be called for all major behavior incidents and our hope is that students will be learning during this process to be respectful, responsible, and have the right to learn.

CELL PHONES, PERSONAL TECHNOLOGY, AND VALUABLES

We ask that students do not bring personal cell phones, smartwatches, technology, and other valuables to school. We do not have a safe spot for them to be secured during the day and they are a distraction as well. If a child has one, it needs to stay in their backpack and we are not responsible for lost or stolen items. If staff sees a cell phone, it will be kept in the principal's office, families will be contacted, and they will need to pick it up.

COMMUNICATION

At O.H. Anderson, we regularly communicate via email, phone calls, assignment notebooks, and conferences.

Web Page

The school district and each school has an active website to access various information. The O.H. Anderson web page is available at: www.ohanderson.mahtomedi.k12.mn.us.

Classroom Updates

Look for teachers to send information on what is happening in the classroom.

Assignment Planners (grades 4 &5) Take Home Folders (grade 3)

In Grades 4-5, we are beginning a habit of using the daily planners to keep track of assignments and help students organize themselves. We are asking families to check the planner daily and sign it. This is a great way for the students to begin to organize themselves and it is a great communication tool for home and school. Our grade 3 students will be using a take-home folder to help with organization and communication with parents.

Protocol for Questions and Feedback

One of the most important parts of a highly functioning school and organization is to know where to go to get your questions answered or for you to provide feedback to continually improve our school. In either situation, it is best to always go to the source first:

- **Classroom issues** should first be directed to the classroom teacher.
- **School issues** should first be directed to the school principal.
- **District issues** should be directed to the administrator responsible for the program or service involved.

If the first level of communication does not resolve the issue, the principal or superintendent should be the next contact. This demonstrates respect and allows for dialogue. In most cases, that will be the classroom teacher. If you are not satisfied with the response at this level, have further concerns or if you do not receive a response, please connect with the Principal. I hope that we can partner not only to educate our students but also to model respectful discourse. Know that the priority of every staff member at O.H. Anderson is our student. Please assume positive intent. Prep times and after-school hours are often busy with meetings and we will connect with you as soon as we are able. Thank you for your understanding and for keeping communications between school and home positive and productive.



CONFERENCES AND REPORTING

Conferences and Reporting

Conferences are held in the Fall and Winter to discuss a child's progress and to become familiar with grade-level standards and expectations. Additional conferences may be scheduled as needed. Report cards can be viewed and printed online from ParentVUE and will be available after the end of semester 1 and semester 2.

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

CONTACTING THE SCHOOL

Important Phone Numbers

Main Office 651-407-2300

[Click here to return to the Handbook Table of Contents](#)

Attendance (24 hours) 651-407-2308
Health Office, Marcia Senkler 651-407-2335
Secretary, Beth Hennen 651-407-2333
Principal, Susan Prather 651-407-2301
Psychologist, Laura Snede 651-407-2332
MN Central School Busing 651-770-0487
Busing Route Coordinator 651-407-2431
MAC (AM/PM Child Care) 651-407-2350

Teacher Phones

All teachers have direct-dial phones in the classroom. Numbers are listed in the directory each year. Teachers are normally available before and after school to answer phone calls.

- During the day, teachers are not able to be reached directly in their rooms but their voice mail will be activated.
- “Time-sensitive” messages during the school day will be relayed to the classroom. Please call the O.H. Anderson office at 651-407-2300 with all messages.
- If you are calling about after-school changes in how your child will be going home, please call the office by 2:15 pm so we can communicate this to students and teachers, please try to call as early in the day as possible. It is very difficult to deliver messages received after 2:15 pm
- If you are calling to report that your child is absent from school, please call the O.H. Anderson attendance line at 651-407-2308 and provide the reason.
- The O.H. Anderson school office is open from 7:30 am-4:00 pm If you call when the office is closed, you will be able to leave a voicemail message.

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

CURRICULUM AND STANDARDS

Academic Standards

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

Curriculum

Health

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

Language Arts

A Balanced Literacy Framework focuses on the five key components of reading instruction (Phonemic Awareness, Phonics, Vocabulary, Fluency, and Comprehension) through Interactive Read-Alouds, Shared Readings, Word Study, Strategy Groups, Guided Reading Groups, and Independent Reading. Independent reading allows students to be engaged in texts they can and want to read. Teachers help each reader in the class by matching the appropriate text to each reader. Research supports that the amount of independent reading time children experience in school is related to gains in reading achievement. The MN Academic Standards in reading are always central to the work in a Balanced Literacy Framework. Writing and language arts are also based on the MN Academic standards. Teachers use a variety of resources such as Benchmark to support student writing.

Languages

Students in Grades 3-5 participate in Spanish once a week. Goals for the Spanish program include both cultural and language acquisition and coincide with students' grade-level. This world language program continues in the Middle School.

Mathematics

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

Media Technology

Technology permeates many areas of our students' lives. Our media center provides not only a strong foundation in digital citizenship and technology skills but also provides a place where reading materials are readily available to foster a curiosity for learning new things and a life-long love of reading. Our students experience a variety of media-rich learning experiences where they take ownership of their learning through various projects. All grades experience age-appropriate lessons in typing, programming, digital citizenship, and research.

Music

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

the recorder, guitar, and other instruments and have the opportunity to sing in the choir and perform in music concerts.

Physical Education

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

Science/Engineering

Our science curriculum is aligned with the Minnesota State Standards at each grade level and emphasizes hands-on science experiences leading to real-world connections for science.

Social Studies

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

Visual Arts

All students will learn the creative process by imagining, planning, exploring, making, refining, presenting, and finally reflecting on their own artwork. All students will create a wide variety of both 2D and 3D projects while using the Elements of Art and Principles of Design. All students will practice new techniques and explore materials. Artworks from diverse cultures will be analyzed and discussed. All student work will be displayed in the hallways of O.H. Anderson Elementary, and at various times in our District Office.

FAMILY INVOLVEMENT

Parent Teacher Organization (PTO)

The [Parent Teacher Organization](#) provides volunteers to assist with a variety of school projects and enrichment programs. Please go to the school website, click the Students & Parents tab, and click the PTO link to see a full range of activities and meeting dates. All parents are encouraged to attend the PTO meetings during the year. If you wish to connect with our families outside of school hours, please access the [PTO's family directory](#) for contact information.

LOST AND FOUND

The Lost and Found area is located in the front lobby area. Please check periodically if your child is missing a clothing item. Remember to label all articles of clothing and equipment with your child's name.

LUNCH AND RECESS

Lunch and Nutrition

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

Lunch and Recess

Our students have a combined 44-minute lunch and recess break each day. Some classes have lunch first and the other classes have recess first and they switch after 22 minutes. Playground supervisors facilitate the transition between the lunchroom and playground. Students will sit by classroom in the lunchroom.

Weather and Recess

We monitor the temperature each day. Please plan on students being outdoors for recess unless it is raining, or the temperature is below 0 degrees Fahrenheit or if the wind chill is -10 degrees. Please keep these guidelines in mind when helping your children select clothing in the morning. Students will be required to wear a jacket if the temperature is below 50 degrees Fahrenheit otherwise it is their choice. Boots and snow pants are needed to play in the snow otherwise they need to play on the blacktop.

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Mahtomedi Adventure Club (MAC) is an affordable school-age care program coordinated by Mahtomedi Public Schools Community Education. MAC is a school-age, before and after school, childcare program for Mahtomedi School District children in kindergarten through fifth grade. It is staffed by professionally trained individuals who meet the state's requirements for licensure. MAC is located at both Wildwood and O.H. Anderson and is open all school days, vacation days, and some holidays.

For more information, please visit the [MAC web page](#). Please contact the O.H. Anderson MAC Program Coordinator, Jamie O'Hara, at jamie.ohara@isd832.net or 651-407-2350 if you have additional questions.

BEFORE AND AFTER SCHOOL

Our practices and procedures are in place to ensure student safety. We have hundreds of students to manage and keep safe and we cannot make exceptions to these procedures. Please review the following procedures.

Walkers and Bikers

Students should follow safety rules when walking and biking to school. Adults are available at scheduled times to assist students to cross at Warner Avenue at the crosswalks. We do have bike racks available to lock bikes.

Pick Up and Drop Off Procedures

[Click here for the Grades 3-5 Pick Up and Drop Off Procedures](#)

- **Overall safety during pick-up and drop-off:** Please drive slowly, do not allow other children out of the car, be attentive and do not be on your cell phone, and use only designated drive lanes and parking spots.
- You may drop off students on this sidewalk on the yellow designated areas on the West and South side of the school.
- **Alternative Dismissal Plans:** If you need to arrange an alternative pick-up plan for your child, please send a note in the morning that school day. It is disruptive to arrange last-minute changes. Please only call the school office for alternative pick-ups in the afternoon if it is an emergency by 2:15 PM.
- **Bus Departure:** Families cannot take O.H. Anderson students off the bus at Wildwood. If families have a scheduling issue, O.H. Anderson students should be picked up directly at O.H. Anderson or picked up at their bus stop drop-off location.
- **Alternative Bus Routes:** The bus company and schools DO NOT allow students to ride home on another bus route. We cannot allow students to ride another bus due to safety and capacity issues, social, or athletic activity schedules. Emergency route changes must be arranged with the principal's office directly.
- **Name Tents:** Please display name tents during pick up. Use of the name tents helps get students to the right cars quickly. If you need new name tents, please contact the school office.

Drop Off

Drop off time starts at 8:50 am Students must wait outside the building until 9:00 am. Students are NOT allowed to enter the building prior to this time unless they have made special arrangements with a teacher. We ask families to use our drop-off lane rather than parking and walking the child in.

Pick Up

Pick-up time starts at 3:25 pm. Please use our pick-up lane process. Have your student's name tent on the front dashboard so it is easily seen. If you are in need of more tents, please contact the office. We discourage families from picking up students from side streets close to O.H. Anderson.

As a reminder, all students must ride their assigned bus route and O.H. Anderson students cannot be taken off the bus by parents at Wildwood Elementary School.

SCHEDULE AND ATTENDANCE

O.H. Anderson School Day

School Hours will be 9:05 am-3:25 pm

Arrival At School

For safety reasons, students should not arrive prior to 10 minutes before the start of school, unless special arrangements have been made with the teacher. Students will need to wait outside the school building until 9:00 am.

Schedule (digital days)

We use a rotating schedule for specialist classes. Our days will be listed as digital days, Day 1, Day 2, Day 3, Day 4, and Day 5 for all grades. This will ensure that students and staff will have an equitable number of classes, such as art, media, music, physical education, and Spanish. Note that Day 1 does not always fall on a Monday due to vacation days.

M	T	W	Th	F
Media	Phy Ed	Art	Music	Spanish for grades 4/5

Attendance

Daily school attendance and punctuality are very important to school success. Families are urged to make every effort to avoid family vacations or appointments of a non-emergency nature during school hours. When scheduling appointments or activities, please remember that the school day ends at 3:25 pm and try to make them after school to avoid interruptions in learning.

Absences - Parent Reporting

Parents are required to contact the school office when a student is absent. Please call the O.H. Anderson attendance line at 651-407-2308. Telephone messages can be left at any time (24 hours). Unexplained absences will be documented as unexcused.

Absences - Appointments

If a child needs to be excused from school during the day, the parent is to send a note with the child informing the teacher of the date and time of the day the child is to be picked up. The note should include information regarding when the child will return to school. Parents arranging to pick up their child at school must come to the office to sign the student out before leaving the

building. If the child returns to school later in the day, the student is able to sign back into the building on the office computer.

If a child is reported by the teacher as absent without an explanation, the office will make every attempt to determine the cause of the absence. If unable to contact a parent, the absence will be recorded as unexcused.

Excessive Absences

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

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Vacation

We strongly encourage parents/guardians to schedule vacations when school is not in session. When this is not possible, absences due to family vacations need to be arranged in advance with the classroom teacher. It may not be appropriate for a teacher to send work for a child to do after missing the class instruction.

SCHOOL SUPPLY LIST

Supply lists are sent home in August and will be posted on the school website and available by [clicking here](#). Please review the supply list for your child's classroom. Check with your child frequently during the year as supplies often need to be replenished. Students should have tennis shoes for physical education classes and recess. If you are unable to provide the supplies, please contact your child's teacher or the office.

CLASS PLACEMENT

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

Staff will place students into the next grade level classrooms after accumulating information about each of their students.

- In the spring, parents may choose to complete an online student information form that notes academic, physical, social/emotional needs, family considerations, learning style, special needs, interests, abilities and peer relationships. Specific teacher requests are not accepted.

VISITING THE SCHOOL

Visitors

Visitors are always welcome at school, but we appreciate your adherence to our policy of checking in at the office when you arrive and wearing a visitor pass. Out of courtesy for our teachers, please pre-arrange any visits to the classroom.

Other Students Visiting School

We do not allow non-O.H. Anderson students to visit during the school day. School tours are arranged by contacting the school directly.

Mahtomedi Middle School Information

- [About Mahtomedi Middle School](#)
- [Activities and Athletics](#)
- [Articles Prohibited During School Hours](#)
- [Backpacks](#)
- [Bicycles](#)
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MAHTOMEDI MIDDLE SCHOOL INFORMATION

ABOUT MAHTOMEDI MIDDLE SCHOOL

The mission of Mahtomedi Middle School, an authentically connected community of Zephyrs dedicated to the fearless pursuit of personal growth is to ensure all students possess the academic, social, and emotional foundation for individual success while exploring passions and enhancing their joy of learning, through a vital system distinguished by:

- A culture that fosters trusting relationships and belonging
- An inclusive community that embraces and celebrates each individual
- Exceptional learning experiences and diverse opportunities that inspire and challenge students inside and outside of the classroom
- A culture that encourages curiosity and risk-taking and recognizes failure as a part of the learning process
- A dynamic learning environment that is flexible and responsive

Mahtomedi Middle School provides programming to allow each student to find success academically, socially, and emotionally. Our curriculum provides students exploratory opportunities in a variety of curricular areas that provide career and college-ready experiences: engineering, art, music, health, family and consumer science, phy-ed and Spanish. Our experienced staff is focused on the social and emotional development of the early adolescent and provides small advisory groups, counseling services, restorative practices, and behavior and academic supports. Academic offerings include accelerated and honors courses in math, science, and language arts as well as support classes for those students who need extra attention in skill-building and time management. In addition to academic coursework, our students also have opportunities to engage and explore through our co-curricular offerings. Individual student attention is the strength of Mahtomedi Middle School.

ACTIVITIES AND ATHLETICS

Staff members believe strongly in encouraging students to participate in co-curricular and extra-curricular activities during their years at the Middle School. We feel that participation in these activities enhances students' learning, promotes positive relationships with peers and adults, and helps students develop important skills that can be applied throughout life. The wide variety of activities that are available to Middle School students are sponsored by the Mahtomedi Middle School, the Community Education Department, the community-based area athletic associations, and the Mahtomedi High School. A comprehensive listing of all available school and community-based Middle School opportunities can be viewed [on the Community Education web page](#) under [Athletics](#), [Enrichment](#), and [Band Lessons](#).

ARTICLES PROHIBITED IN SCHOOL DURING SCHOOL HOURS

[Click here to return to the Handbook Table of Contents](#)

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

- Toys
- Water Pistols
- Laser Pointers
- Rollerblades/roller shoes/roller skates
- Silly String
- Hair Dye
- Lighters

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

BACKPACKS

Students are to keep backpacks and lunch bags in their lockers during the school day, 8:00 am-2:30 pm.

BICYCLES

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

CELL PHONES

Students may use the phone in the main office during the school day to contact parents. Cell phones may not be used during the school day and must be kept in student lockers between 8:00 am and 2:30 pm.

CONFERENCES

Parent-Teacher conferences will be held November 4 and November 11 (evening) and November 12 (morning) after first quarter. They will be held February 10 and 17 (evening) for third quarter courses. More information will be available on the building website and in the [weekly eNews](#) when the time approaches.

CONTACTING THE SCHOOL

- <https://www.middleschool.mahtomedi.k12.mn.us/>
- Principal: **TBD** 651-407-2201
- Associate Principal: Ms. Jackie Collins 651-407-2233
- Administrative Assistant: Rachel Bolte 651-407-2203

- Main Office: Receptionist: Joyce Rohrig 651-407-2200

Mahtomedi Middle School's phone system allows you to call staff members directly. You will be able to leave a message if the staff member is teaching or unable to answer the phone. They will call you back as soon as possible. A staff member's telephone number can be obtained by calling 651-407-2200 or on the building website at

<http://www.middleschool.mahtomedi.k12.mn.us>.

DRESS CODE

Please review [School Board Policy 504](#) for dress code expectations and note that the following expectations are specific to the Middle School:

1. Students will wear shoes with backs at all times. Flip-flops, slides, and slippers are not to be worn.
2. Caps, hats, and hoods are not to be worn in school, except for religious reasons.
3. Clothing should not show undergarments, not be see-through, and cover a student's torso.
4. Students may not wear clothing which displays inappropriate language or graphics (directly or implied), racism, sexism, violence, drug, alcohol, or tobacco advertising.
5. Sleepwear is not allowed. This includes pajama bottoms, robes, blankets, and slippers.
6. Metal chains, standard spike jewelry or accessories (such as but not limited to, safety pins, stickpins, sewing pins) are considered a safety concern and cannot be brought or worn to school.
7. Wearing of gang colors, gang-related attire, or adjustments to clothing to reflect gang symbols is not allowed.

The list is not comprehensive and school administration will address a student who displays clothing that is unacceptable for school.

FAMILY INVOLVEMENT

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

- **Volunteers** We value our volunteers, not only for the services they perform throughout the year, but also for the model they provide for our students. All volunteers are required to pass a [criminal background check](#). Volunteers are needed for many activities, including: chaperoning field trips and social events for students, assisting in classrooms, Middle School committees, and District 832 committees. Any parent interested in volunteering should contact the main office at 651-407-2200.
- **Parents visiting school during the school day.** Adults wishing to tour the building, attend a team meeting, or to meet with school personnel, are required to report to the main office, sign in, and receive a visitor's badge. It is recommended you make an appointment to make sure appropriate staff are available. This policy is designed to ensure the safety of our building.

- **The Mahtomedi Middle School Parent Association (MSPA)** is open to any parent/guardian with a student at Mahtomedi Middle School. Watch for details and contact information in the weekly eNews.
- **Parents**, please do not bring treats in for your child to share with other students. (i.e. cupcakes, cookies, pop, etc.).

FOOD AND BEVERAGES

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

HALLWAYS

During passing time, students are expected to:

- Walk
- Keep hands and feet to themselves
- Follow all directional signs in the hallways and not gather in groups or block the hallway
- Stay off the floor, do not sit on the floor in the hallways
- Talk quietly
- Be considerate of others
- Use appropriate language
- Stay in the designated grade level area including using grade-level designated bathrooms
- Use the trash cans and recycling bins that have been provided in the hallways

HEALTH SERVICE: Physical Education Excuses

Physical Education Excuses

If a student needs to be excused from physical education, a note from a parent should be sent directly to the health office and it will then be given to the Physical Education teacher. If a student needs to be excused from physical education for a period of time longer than 3 days, a doctor's note must be presented to the Health Office for class absence or modifications.

HONOR ROLL

Honor roll is based on a student's grade point average (GPA) and is determined at the end of the school year. Only students carrying a full course load, and receiving a letter grade for each course will be considered for the Honor roll.

3.7 – 4.000	High Honors
3.0 – 3.699	Honors

LOCKERS

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

LOST AND FOUND

Students who find lost articles are asked to place them on the Lost and Found racks located in the hallway leading to the custodial area by Gym 1 where the owner can claim them.

LUNCH

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

1. Arrive at lunch at the scheduled time.
2. Wait at the tables until the section is dismissed to get their lunch.
3. Be respectful of others including all adults serving and supervising in the cafeteria.
4. Return all trays and utensils to the dishwashing area and deposit all lunch litter in the composting bins and wastebaskets.
5. Students are responsible for cleaning their table and the floor near their table.
6. Remain at the tables until students are dismissed by a lunch supervisor.
7. Have permission to leave the lunchroom. Ask a supervisor to use the bathroom or get a drink of water.
8. Speak in a conversational voice. No yelling or screaming.
9. Students are not allowed to bring treats to share with other students during lunchtime or to organize parties.

MEDIA CENTER SERVICES

Students may go to the Media Center from classes and Zephyr Time with a pass to do research and check out materials. The Media Center hours are from 8:30 am-3 pm.

MESSAGES AND FORGOTTEN ARTICLES

Parents who need to leave a message for their child can do so by calling the main office at 651-407-2200. Parents who wish to drop off a forgotten item may buzz in at the intercom and leave the item on a designated table in the Commons with the student's name clearly visible. Students will be called down during the last 10 minutes of class time or at the end of the day to pick up messages or any forgotten materials. PLEASE NOTE: We will not call classrooms and interrupt the educational environment to get a message to a student unless it is a true emergency.

PARENTVUE PARENT ACCESS

Parents are able to monitor their child's attendance, schedule, homework and grades from any Internet-connected computer through ParentVUE online parent access. ParentVUE is an optional, free service for parents. Activation instructions for setting up accounts and accessing all features and functions of ParentVue and StudentVue will be mailed to families.

PHYSICAL CONTACT

Students are expected to keep their hands and feet to themselves. Students are not to engage in public displays of affection or in physical horseplay.

PLAGIARISM

Plagiarism is misrepresenting someone else's work as though it were your own. For example, this could be such things as copying assignments or using Internet resources without giving credit.

REPORT CARDS AND GRADES

Report cards are posted on ParentVUE approximately one week after the quarter ends. Parents may contact the Guidance Office if they want a paper copy mailed home. The quarters are listed on the [district calendar](#). Mid-term reports are posted on ParentVUE during the fifth week of each quarter. As a result of our computerized grading system, students and parents are able to access grades at any time during the school year through ParentVUE.

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

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

SCHEDULE AND ATTENDANCE

The school day begins at 8:00 a.m. and ends at 2:30 p.m. Students attend seven class periods each day. [Click here for the 2021-22 school year schedule.](#)

Attendance is one of the most significant factors related to school achievement. The school, parents, and students share the responsibility of promoting regular attendance.

To report an absence: [Fill out the Online Attendance Form](#) or email the Attendance Clerk by 9:30 AM on the day of the absence. Students may also bring in a written note from a parent/guardian to the main office. If the school is not contacted concerning an absence, the

absence will be considered unexcused. Parents will be contacted after three unexcused absences. Continued unexcused absences will result in a referral to the Washington County Truancy Diversion Program. The entire Student [Attendance Policy #503 can be found on the district website](#) or is available at the school or district office.

[Online Attendance Form: Available on the Middle School Website](#)

Attendance Secretary email: joyce.rohrig@isd832.net

Students are expected to be on time for each class. If students are habitually tardy to school the office may assign a lunch detention or an after school detention . If students are more than 10 minutes late to class it will be considered an unexcused absence.

If a student will be arriving to school late or leaving school early, a parent/guardian must notify the school office by filling out the [Online Attendance Form](#), sending a note to the school office with their student, or contacting the school office at 651-407-2200. Students should stop in the office before school to pick up their passes to leave class, and will be released from school when their parent/guardian buzzes the office using the intercom in the main entryway.

Please note: Medical and Dental Offices will print Student Admit Slips for late arrivals upon parent request.

SCHOOL SUPPLY LIST

School supply lists for sixth, seventh, and eighth grade are available by [clicking here](#).

STUDENT HOURS

Students will not be allowed in the building before 7:30 am Socially distanced breakfast will be served in the cafeteria from 7:30 -8:55 am. Students will gather in the Commons area for as long as there are few enough students to maintain social distance. At that time, students will be released to go to their first hour classrooms. Students who pre-arrange a meeting with a teacher will be allowed to sign in at 7:30 am.

Students are expected to leave the building at the end of the school day unless they have made previous arrangements to work with a teacher. The building will be closed to students at 3:00 PM unless they have a pre-arranged meeting with a teacher or a school activity.

STUDENT SERVICES

Guidance and counseling services are available to all students at Mahtomedi Middle School. They assist students in academic, social, and personal development. A variety of services are offered (i.e., individual and/or group counseling, crisis intervention, consultation, etc.).

Counselors are an integral member of a student's educational team and are available to the teaching team, student, and parent(s) for questions or concerns. Students who are interested in talking to their counselor should stop by the Counseling Office before or after school or during a

passing period to arrange an appointment. Parents can contact the Counseling Office at the following numbers:

Grade 6	Ms. Ann Haschig	651-407-2224
Grade 7	Mr. Paul Beggin	651-407-2235
Grade 8	Mr. Scott Regnier	651-407-2263
Behavior Interventionist/SSW	Ms. Chelsea Paquette	651-407-2275
Counseling Secretary	Mrs. Nancy Fenton	651-407-2204

TESTING

The Middle School will be participating in the following standardized testing during the 2021-22 school year:

NWEA Measures of Academic Progress (MAP) Testing

Who: Sixth, seventh, and eighth-grade students

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

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

Who: Sixth, seventh, and eighth-grade students

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

TEXTBOOKS

The school furnishes books to all students. Textbooks issued to students become their responsibility. Reasonable wear is expected as a result of daily use but can be significantly decreased through the use of book covers and responsible handling. Families will be billed for loss or unreasonable wear and tear at the book's replacement cost.

VISITORS

We do not allow non-Mahtomedi Middle School students to visit during the school day. School tours are arranged by contacting the school directly.

Mahtomedi High School Information

- [About the School](#)
- [Academic Integrity](#)
- [Athletics Eligibility and Academic Requirements for Participation](#)
- [Contacting the School](#)
- [Dress Code](#)
- [Eighteen-Year-Olds](#)
- [Family Involvement](#)
- [Grades](#)
- [Graduation Requirements](#)
- [Parking Permit Process](#)
- [Post Secondary and Online Class Study Space](#)
- [Schedule and Attendance](#)
- [Student Recognition](#)
- [Academic Lettering and Honors](#)
- [Technology and Cell Phone Use](#)

MAHTOMEDI HIGH SCHOOL INFORMATION

ABOUT THE SCHOOL

The mission of Mahtomedi High School, a driven and supportive family of Zephyrs whose individual growth enriches the community as a whole, is to ensure a transformational experience in which students are life-long learners and empathetic community members equipped with the desire and ability to explore their passions through a vital system distinguished by:

- inclusive and safe environments where all Zephyrs belong and advocate for one another through authentic relationships
- a culture that seeks out and honors diverse and global perspectives
- dynamic educational experiences for varied interests
- embracing the discomfort of setbacks as an important part of the learning process
- a community that recognizes that success comes in many forms

Mahtomedi High School has a heart for innovation, provides rigorous academic coursework, and supports students to explore extracurricular opportunities. Our teachers and staff are passionate and dedicated people who explore innovative ideas and teach our students new ways of thinking to support them in whatever career path they choose. Students engage in project-based learning to solve real-world problems using industry-standard technology in the nation's first FabLab housed in a K-12 public school. Fine arts is a vital and robust part of the High School and our visual and performing arts classes include ceramics, digital art, choir, band, and event broadcasting. We also offer Flex Time during the school day when students may receive academic support, engage in college and career exploration, and connect over common interests. Over 90% of our student community engages in extracurricular activities that range from athletics to robotics. Students' social and emotional learning is addressed through various avenues including a restorative practices approach and through our Zephyr Link Crew mentoring program. Details about college enrollment, rigorous coursework, innovative programming, activities, athletics, and student clubs are included in the [2020-21 Mahtomedi High School Profile](#).

ACADEMIC INTEGRITY

At Mahtomedi High School, students are expected to adhere to the highest codes of academic conduct. Not only at MHS and online, but also in college and work environments, students are expected to respect and obey guidelines of honesty and integrity.

All work must be completed in an honest fashion. The following activities are unacceptable in testing situations:

- Talking to other students while any are still taking the exam.
- Using materials, such as notes, calculators, cell phones, etc., when not permitted by the instructor.

- Copying answers from another person's test or quiz.
- Sharing answers with other students
- Sharing or selling copies of the test or answer key.

Academic Honesty

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

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

ATHLETICS ELIGIBILITY AND ACADEMIC REQUIREMENTS FOR PARTICIPATION

To be scholastically eligible, a student must be making satisfactory progress towards the school's requirements for graduation. At Mahtomedi High School, we interpret this to mean passing all classes.

- If a student earns a final grade of "F" in two consecutive semesters or earns two final grades of "F" in one semester the student shall lose eligibility for the next two interscholastic contests.
- The student-athlete must be practicing with their teammates during the time they serve their suspension. A student-athlete must finish the season in which they serve their suspension or the penalty will be applied to the next athletic season in which they participate.
- Each additional "F" earned by a student who has already violated the school's Academic Eligibility expectations will come with a suspension of two interscholastic contests.
- Eligibility decisions for special education and at-risk students shall be handled by the Student Support Team, principal and activities director on a case-by-case basis.

To meet the Minnesota State High School League's minimum academic requirements a student must earn the following number of credits by the time indicated in order to participate in extracurricular activities at the varsity level. Should a student fall behind the credit schedule listed below they become ineligible for all interscholastic participation at the varsity level.

Conclusion	Semester 1	Semester 2
Grade 9	1	4
Grade 10	7	10
Grade 11	13	16
Grade 12	19	22

CONTACTING THE SCHOOL

<https://www.highschool.mahtomedi.k12.mn.us/>

Principal: Justin.hahn@isd832.net 651-762-5801

Administrative Assistant: susan.decker@isd832.net 651-762-5808

Associate Principal: carrie.gillund@isd832.net 651-762-5802

Assistant to the Associate Principal: joan.demars@isd832.net 651-762-5805

Activities Director: aaron.forsythe@isd832.net 651-762-5803

Assistant to the Activities Director: bill.mauricio@isd832.net 651-762-5807

Main Office Receptionist: lisa.gacek@isd832.net 651-762-5800

Counseling Center Staff

Ellen Cole, Ed. M.

Licensed School Counselor

Class of 2024

651-762-5981

ellen.cole@isd832.net

Anne Erickson, M.S., CDF

Licensed School Counselor

Class of 2023

651-762-5847

anne.erickson@isd832.net

Keith Miley, M.S.

Licensed School Counselor

Class of 2025

651-762-5846

keith.miley@isd832.net

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John Akins, M.S.

Licensed School Counselor

Class of 2022

651-762-5844

john.akers@isd832.net

Jill Wiebe

Counseling Office Assistant

651-762-5843

jill.wiebe@isd832.net

DRESS CODE

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

Please review [School Board Policy 504](#) for dress code expectations and note that the following expectations are specific to the High School:

- Students must wear footwear at all times.
- Clothing which displays inappropriate language or graphics (directly or implied), such as: ethnic, racist or sexist putdowns, drug, alcohol or tobacco advertising, is unacceptable at school.
- Clothing should cover a student's torso and not be see-through.

This list is not comprehensive and high school administration will address students who display clothing that is unacceptable for school.

EIGHTEEN-YEAR-OLDS

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

FAMILY INVOLVEMENT

We value our volunteers, not only for the services they perform throughout the year, but also for the model they provide for our students. All volunteers are required to pass a [criminal background check](#).

GRADES

Mahtomedi High School does not report individual rank in class. GPA calculation includes all courses. Our grading system is A=4, B=3, C=2, D=1, F=0, and a passing grade is a D-. AP and

CIS courses taught at Mahtomedi High School will receive an extra 10% weight in GPA calculations (i.e. A=4.4, B=3.3). No other courses will receive weighted grades.

- 93 - 100% = A
- 90 - 92.99% = A-
- 87 - 89.99% = B+
- 83 - 86.99% = B
- 80 - 82.99% = B-
- 77 - 79.99% = C+
- 73 - 76.99% = C
- 70 - 72.99% = C-
- 67 - 69.99% = D+
- 63 - 66.99% = D
- 60 - 62.99% = D-
- Less than 60% = F

No extra credit, bonus points or rounding.

Grading Scale Definitions

A = Exceptional. Student has mastered content and can apply knowledge to higher level applications

B = Proficient. Student has proficient understanding of content, but may not be able to apply knowledge to higher level applications

C = Basic. Student has basic understanding of content, but is unable to apply knowledge to higher level applications

D = Minimal. Student has minimal understanding of content, and is unable to connect knowledge to higher level applications

F = Little or No Evidence. Student has not demonstrated understanding of content

Final grades will be calculated at the end of the term as 20% formative and 80% common summative. Department faculty will determine which assessments are formative versus summative work.

Student grades are calculated for the following situations, and are based on department practices. Department practices are posted on the high school website and distributed through the class syllabus.

- Retakes
- Student Participation

- Late Work
- Plagiarism/Cheating
- Group Work
- Using Zeros for Assessments

Student Support Services, Advanced Placement and College in the Schools will follow the grading practices unique to their curriculum and assessments approved by MDE, the College Board or the Concurrent Enrollment Institution.

GRADUATION REQUIREMENTS ([Policy #613](#))

Students must earn credits in grades 9-12 in the following areas in order to participate in commencement and earn a diploma:

- English/Language Arts: 4 credits
- Mathematics (with successful completion of Algebra II): 3 credits
- Science (including a biology credit. Students must complete a chemistry, physics, or Career and Technical Education (CTE) credit as part of the 3-credit requirement. The CTE credit must meet the standards underlying the chemistry or physics credit. See the High School Registration materials for courses that meet the CTE requirement): 3 credits.
- Social Studies (including World History 1.0, U.S. History 1.0, Human Geography 0.5, Principles of Democracy A 0.5, and Principles of Democracy B 0.5, or AP Economics 0.5: 3.5 credits)
- Fine Arts (can only be in Art or Music): 1 credit
- Physical education .5 credit
- Health .5 credit
- Electives: 6.5 Credits

Total Credits: 22 credits

Students must earn 21 credits to walk at graduation.

Transcripts: Student transcripts may be ordered by visiting the [Mahtomedi High School main web page, under Student and Parent Resources](#).

INCOMPLETES

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

LOCKERS

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

The student's locker assignment and the combination will be posted to StudentVUE sometime during the last week of August.

PARKING PERMIT PROCESS

Timeline and Information

Between mid-May to early June families will fill out an online parking permit application to indicate their interest in parking lots.

- **Seniors** will indicate parking interest for the blue, yellow, green, or moped lots in the parking permit application. Please note that the Blue lot is only open to seniors.
- **Juniors** will indicate parking interest for the yellow, green, or moped lots in the parking permit application.
- **Sophomores** will indicate interest in the green lot or moped lot in the parking permit application.
- **Freshmen** will indicate interest in the green lot or moped lot in the parking permit application.

June: Permit applications will be processed by the High School staff. At this time, applications will be checked for the correct grades for parking lot placement. Seniors who apply for a permit in the yellow lot instead of the blue lot during the application period will receive that permit. A lottery system will take place for the remaining spots in the yellow lot for juniors. The juniors who requested the yellow lot will be sorted randomly, and the students selected via the lottery will be assigned to the available spots in the yellow lot. The juniors who do not receive a spot in the yellow lot lottery will be assigned to the green lot.

July: During the month of July, an email will be sent to families to let them know the lot to which their student has been assigned. The email will include directions for logging into ePayTrack, locating the fee, and paying for it. The email will also explain that proof of purchase (receipt), full payment of school fines, and a driver's license will be required when they pick up their permit.

August: In mid August, on a date to be determined and communicated, Mahtomedi High School will temporarily deactivate the parking permit items in the e-store and halt all parking permit payments to allow staff to process the permits that have been purchased, cross reference unpaid

fines, and prepare permits for distribution. The system will not be reactivated for purchases until early September. Families are encouraged to purchase their permits before this.

Permit Distribution will take place from the Mahtomedi High School main office on a date to be determined and communicated in late August during the Welcome Back Open House/Student Orientation between and from the Mahtomedi High School commons during lunch the first week of school.

In order to pick up their permit, the student must:

- have resolved all outstanding fines
- be prepared to show their valid driver's license
- be prepared to show the receipt from their online permit-fee payment

Permits not picked up by Friday, September 17, may be reassigned and refunded.

Parking Fees for the 2021-2022 School Year:

- \$275 + tax Blue Lot
- \$225 + tax Yellow Lot
- \$50 + tax Green Lot
- \$20 + tax for motorcycles, scooters & mopeds (designated area)

Rules for use of parking lots and permits

1. Proper display of parking permit:
 - a. The permit must hang from the rearview mirror.
 - b. Altered permits may be revoked.
2. Parking in approved spaces:
 - a. Vehicles are required to park in the assigned lot.
 - b. Student vehicles may not park in staff or visitor lots before 2:30 P.M.
3. Student parking permits may be revoked for improper driving behavior on school grounds.
4. Independent School District 832 and Mahtomedi High School will not be responsible for vandalism/theft of items, or injuries incurred in school parking lots. Drivers should lock motor vehicles when leaving them parked in school lots and personal valuables should not be left in cars.
5. If a parking permit is revoked any fees paid will not be refunded.
6. Parking permits honor only the plates registered. New and/or additional plate information must be submitted for data maintenance prior to parking.

Please note, parking at Mahtomedi High School is a privilege and not a right. Misrepresentation in the online parking permit application of grade level, name, driver's license, or other

information intended to procure a permit for which the student is not eligible may result in the forfeiture of a permit for the 2021-22 school year. Students with a Minnesota Disability Parking Certificate have accessible parking spaces available at no cost.

Parking Violations and Fines

- **First Violation:** Warning ticket on vehicle and visit with student.
- **Second Violation:** \$10 fine, warning ticket, visit with student and call to parent/guardian alerting them that the next offense will result in vehicle being towed.
- If a vehicle is towed, the student or parent/guardian can obtain towing information from the main office.

Invoices for Student Parking Fines

Invoices will be mailed at the end of each semester. Please note that when a fine is paid the student needs to provide a receipt for proof of payment.

[Click here for the process to obtain a parking permit.](#)

Please note, parking at Mahtomedi High School is a privilege and not a right. Misrepresentation in the online parking permit application of grade level, name, driver's license, or other information intended to procure a permit for which the student is not eligible may result in the forfeiture of a permit for the school year. Students with a Minnesota Disability Parking Certificate have accessible parking spaces available at no cost.

POST SECONDARY AND ONLINE CLASS STUDY SPACE

Students enrolled in courses not offered at the high school (i.e. PSEO, 916, external online courses) wishing to work on their studies at MHS must report to the media center to study during their assigned class periods. Students will have access to district technology to complete their studies through other programs.

SCHEDULE AND ATTENDANCE (Policy #503)

School attendance is one of the most significant factors related to school achievement. The school staff, parents, and students share the responsibility of promoting regular attendance. The Minnesota Compulsory Attendance Law requires students to attend all of their classes every day. Teachers take attendance each period. The school day is 8 am to 2:30 pm. When absences occur, parents will be contacted. The school is the arbiter of whether an absence is excused or unexcused based on the Minnesota Compulsory Attendance Law. Three unexcused absences may result in a referral to Child Protection Services at Washington County for truancy proceedings. Students assume responsibility for the completion of work, within guidelines. All-day absences, late arrival, and early dismissals must be submitted to the MHS website online parent/guardian attendance reporting at hs.attendance@isd832.net. The entire Student

[Click here to return to the Handbook Table of Contents](#)

[Attendance Policy #503](#) can be found on the district website, or is available at the school or district office.

EXCUSED ABSENCES

APPOINTMENTS

Appointments with doctors, dentists, lawyers, etc., should be arranged after school hours, or on days when school is not in session. For absences during the school day, parents must excuse students through online attendance at: hs.attendance@isd832.net or [via the absence form](#).

COLLEGE FAIR/VISIT

College/campus visits are an important part of selecting the post-secondary school which will best suit students' needs or interests. Whenever possible, visits should be arranged on days when high school classes are not in session.

COURT APPEARANCE

Court appearances are considered excused absences.

FAMILY EMERGENCY

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

FAMILY VACATION

The school administration understands that there are exceptional circumstances which require families to take a vacation during the school year. However, if family vacations can be scheduled to correspond with school breaks, it would benefit both the student and the school. A parent must notify the main office by sending a signed note with their student, emailing hs.attendance@isd832.net, or [via the absence form](#).

FUNERALS

A parent/guardian should email hs.attendance@isd832.net, send a note with their student to report the absence, or submit the information [via the absence form](#).

ILLNESS

To report an all-day absence due to illness, a parent/guardian should fill out the [Absence Form](#) located on the high school home page under Quick Links - Attendance. If it is not possible to notify the school on the day of the absence, the parent/guardian must email, or send a note to the health office at hshealthattend@isd832.net the following school day.

UNEXCUSED ABSENCES

All absences not authorized by the school administration are unexcused. For example, oversleeping is an unexcused absence. Students who are unexcused for any time of the day will not be allowed to participate in that day's co-curricular activities. If the unexcused absence is not detected until the following day, the student will not participate in that day's activities. If a student is more than 10 minutes late without an excused reason, it is considered an unexcused absence.

- Students may be assigned 1 hour of detention after 3 unexcused tardies.
- Students may be assigned 1 hour of detention after 1 unexcused class period.
- Students may be assigned 3 hours of detention after 1 unexcused school day.

TRUANCY

Truancy is any unexcused absence from school or class. Students accumulating 7, or more, absences at any point during the school year will be referred to the appropriate Washington County services for formal truancy intervention.

EXCESSIVE ABSENCES

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

EXTENDED ABSENCES

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

Parents/guardians should contact the Counseling Office to make these arrangements.

LEAVING SCHOOL DURING THE DAY

Students are expected to remain on school grounds during the school day. Students must check in with the Main Office if arriving after the start of the school day. MHS does not have an open lunch hour. If a student must leave for an appointment, he/she will need permission from a parent or guardian. Additionally, the student may be required to provide a note from the appointment.

TARDY POLICY

Mahtomedi High School Tardy Policy and Disciplinary Consequences: 3rd (+) tardy: Referral, and student may receive 1 hour of detention. Students who were absent are expected to make up the missed work. Arrangements for makeup work are the responsibility of the student and

must be made with the teacher immediately upon returning to school. A period of two days for each excused day missed is the general rule unless other arrangements have been made by the teacher.

ACTIVITIES ATTENDANCE

No student shall practice or participate in a contest if they are not in school by 11:30 AM. If a student goes home ill from school they may not participate that day: the Activities Director must clear unusual circumstances. When a student is suspended from school they are not allowed in school or at school sponsored activities regardless of the venue location for school events.

STUDENT RECOGNITION

At Mahtomedi High School, we are a community that recognizes that success comes in many forms. Each school year, we will review our recognition programs and practices with students and staff to ensure equitable practices and a culture that recognizes varied interests and excellence. Recognition opportunities will be communicated with students and families via email and the High School website.

ACADEMIC LETTERING AND HONORS

Academic Lettering

- Grade 9 students - Students with a cumulative GPA of 3.85 or higher will be recognized and presented with an academic letter in the Fall of their 10th-grade year. Academic letters are earned by students based on their annual grade point average calculated at the end of their 9th grade year.
- Grade 10 students - Students with a cumulative GPA of 3.8 or higher will be recognized and presented with an academic letter in the Fall of their 11th grade year. Academic letters are presented to students based on their annual grade point average at the end of their 10th grade year.
- Grade 11 students - Students with a cumulative GPA of 3.767 or higher will be recognized and presented with an academic letter in the Fall of their 12th-grade year. Academic letters are presented to students based on their annual grade point average at the end of their 11th grade year.
- Grade 12 students - Students with a cumulative GPA of 3.7 or higher will be recognized at commencement as having achieved High Honors. Academic letters are presented to students based on their annual grade point average at the end of semester one of their 12th-grade year. Senior students with a cumulative grade point average of 3.00 and above at the end of semester one of their senior year will be eligible to wear a cord at commencement.

Academic Honor Roll: Each semester, students will be recognized as an honor roll student based on their grade point average at the end of each term.

- a. High Honors = 3.70 grade point average and above
- b. Honors = 3.00 to 3.69 grade point average

National Honor Society: Students with a cumulative grade point average of 3.70 or higher at the end of semester one, as an 11th grade student, are invited to apply for membership in the National Honor Society.

TECHNOLOGY AND CELL PHONE USE

- Appropriate cell phone use is allowed before school, passing times, lunch, and after school.
- Classroom teachers will direct the use of cell phones for academic purposes in their classroom.
- Misuse of electronics requires the device to be locked away in the office for the day. Parent/guardian pick up may be required after repeated offenses.
- Be respectful and responsible with social media. School consequences may apply if incidents are connected to social media misuse.
- Use of cell phones and recording devices are prohibited in locker rooms and restrooms.

Passages Transition Program Information

- [About the Program](#)
- [Age of Majority](#)
- [Attendance](#)
- [Case Management](#)
- [Community Outings/Events/Work Sites](#)
- [Contacting the Program](#)
- [Lunch Expectations](#)
- [Program Staff](#)
- [Technology and Cell Phone Use](#)

PASSAGES TRANSITION PROGRAM INFORMATION

ABOUT THE PROGRAM

The Mahtomedi Passages Program is designed to create experiences and learning opportunities to broaden the horizon for students transitioning to adult life in employment, Post-Secondary education and training, and independent living. Passages Students each have Individual Education Plans based on students transitional needs that may include off campus activities such as PSEO, 916 Technical School, volunteering, paid work, work site tours, community social outings, etc. When students are on campus, they may attend daily classes such as Healthy Habits, Work Seminar/Experience, Everyday Math, Independent Living, Recreation/Leisure, Community Involvement, etc.

AGE OF MAJORITY

Students who reach the age of 18 during the school year are subject to the same school rules as the rest of the student body. Passages Staff must be informed of who the guardian is for the student. If a student is 18 and is his/her own guardian, the student must sign a Consent to Release form allowing school personnel to communicate with outside individuals (ie: family members, employment supervisors, county workers, etc.)

ATTENDANCE

School and work attendance is one of the most significant factors related to achievement. Quality schools and teachers have little impact on students who are not regularly attending school and work. Students attending Passages Transition Program are expected to follow their established schedule.

Students must attend all portions of their schedule including their work schedule, if employed. Failure to do so will result in being dropped from the program after fifteen (15) consecutive unexcused days.

The Passages calendar is followed for required attendance and appropriate holidays. If a student is absent, Passages should be notified at 651-772-4901, and told of the nature of the illness or absence. Depending on the student's age and situation, frequent absences may result in disciplinary actions, dismissal from the program or a referral to Washington County or other outside agencies.

CASE MANAGEMENT

Every student is assigned a case manager. The case manager is the primary contact for the student as it relates to the Individual Education Plan (IEP).

COMMUNITY OUTINGS/EVENTS/WORK SITES

While out in the community, students will follow all district and high school policies and expectations.

CONTACTING THE PROGRAM

Address: 3132 Century Ave North, Mahtomedi, Minnesota 55115

LUNCH EXPECTATIONS

Passages is a closed campus for lunch, meaning students will eat and stay at the Passages building for lunch. Lunch can be brought from home or ordered through the district. There are opportunities throughout the year where students plan and organize lunches in the community. This is done as a supervised community activity.

PROGRAM STAFF

Passages Director

Tony Pierce, Director of Student Support Services

tony.pierce@isd832.net

651-407-2164

Passages Staff

Erin Schnyders, Teacher

erin.schnyders@ids832.net

651-773-4852

Stacy Triplat, Teacher

stacy.triplat@isd832.net

651-773-4853

Jenna Vennis, Work Coordinator

jenna.veen@isd832.net

651-773-7951

Terry Trautman, Building Coordinator and School Psychologist

terry.trautman@isd832.net

651-762-5845

Mahtomedi Passages Transition Program students abide by the District and the Mahtomedi High School Policies unless otherwise noted below.

TECHNOLOGY AND CELL PHONE USE

Appropriate cell phone use is allowed before school, passing times, lunch, and after school.

Misuse of electronics requires the device to be locked away for the day.

Be respectful and responsible with social media. School consequences may apply if incidents are connected to social media misuse.

COMMUNITY EDUCATION

ABOUT THE PROGRAM

Mahtomedi Community Education can be summed up in three words: link, learn, and lead. Through lifelong learning opportunities and community events, Community Education serves residents of all ages – infants, elementary and secondary students, parents, adults, and seniors.

[Mahtomedi Community Education website](#)

[Early Childhood](#) - ECFE, Mahtomedi Area Preschool (MAP), Early Childhood Screening

[School-Age Care \(MAC\)](#)

[Youth Enrichment](#)

[Middle School Athletics](#)

[Secondary Enrichment](#)

[Adult Enrichment](#)

[Community Events](#)

[Mahtomedi Athletic Associations](#)

[Community Organizations](#)

CONTACTING THE PROGRAM

The latest offerings, events, and activities are listed in the tri-annual community education brochure, which is mailed to all district residents

Web page: www.communityed.mahtomedi.k12.mn.us

Registration website: www.mahtomedicomed.com

[Sign-up for the Community Education monthly e-newsletter.](#)

[Staff contact information](#)

1520 Mahtomedi Avenue Room 114

Mahtomedi, MN 55115

MAHTOMEDI EARLY CHILDHOOD FAMILY EDUCATION AND PRESCHOOL

Early Childhood Family Education (ECFE)

ECFE offers classes for parents/guardians and their children from birth to age 5 years old (before Kindergarten). The Mahtomedi ECFE program recognizes families provide a child's first and most important learning environment and parents/guardians are a child's first and most significant teacher. ECFE builds on family strengths and supports parents/guardians in their efforts to raise their young children, birth to kindergarten enrollment.

Mahtomedi Area Preschool (MAP)

Mahtomedi's Four Star Parent Aware rated preschool provides a safe learning environment building on what children have learned from their parents/guardians as their first teachers. MAP

takes 3-5 year olds through daily activities that strengthen social emotional, physical and cognitive development. The curriculum features exploration and discovery as a way of learning.